

## Instructions

### Grant Application For Health Services For Children In Nonprofit Private Schools (ED017)

Revised 8/2023

(Refer to Connecticut General Statutes, Section 10-217a)

These instructions are written to serve both the sample ED017 form posted on the Department of Education website and the Finance and Internal Operations Office, Bureau of Fiscal Services ED017 data collection Internet application. While the format for the ED017 Internet application is different from the sample form (in order to take advantage of pull down menus, hyperlink and other Internet options) the content is the same.

1. If you have questions about completing the form, please contact Mark Stange at (860) 713-6462 or [mark.stange@ct.gov](mailto:mark.stange@ct.gov).
2. In Schedule 1, you may only report a nonpublic health service if that same type of service is also available to public school students. Please review and familiarize yourself with what types of services which the district provided to public school students and therefore must provide to nonpublic school students. Questions regarding the eligibility of a particular service should be referred to Chlo-Anne Bobrowski, MSN, RN, Education Manager of School Health and Family Services at [Chlo-Anne.Bobrowski@ct.gov](mailto:Chlo-Anne.Bobrowski@ct.gov)
3. Schedule 1's Line 4 and Column 3 are provided for local use only. The SDE data processing system will compute the totals in line 4 and in column 3 automatically.

## CONDITIONS FOR GRANT ELIGIBILITY

**Private School** - Services are to be provided to school children attending nonprofit private schools. The Connecticut Education Directory published annually by the State Department of Education lists most of Connecticut's nonpublic, i.e., private schools. Although private school is not a specifically defined term in the Connecticut General Statutes, the word school implies an instructional program that is comparable to that which is offered by the public school system.

**Nonprofit** - A corporation is "nonprofit" if no distribution may be made to its members, directors or officers. C.G.S. Section 33-1002 (21). "Distribution" means a direct or indirect transfer of money or other property, or incurrence of indebtedness by a corporation to or for the benefit of its members in respect of any of its membership interests, or to or for the benefit of its officers or directors, provided the payment of reasonable compensation for services rendered, the reimbursement of reasonable expenses, the granting of benefits to members in conformity with the corporation's nonprofit purposes and the making of distributions upon dissolution or final liquidation as provided by sections 33-1000 to 33-1290, inclusive, shall not be deemed a distribution. C.G.S. Section 33-1002(10).

**Majority of Children Attending** - More than 50% of the children attending the private school on October 1 of the year of enrollment must be residents of the State of Connecticut. **THE YEAR OF ENROLLMENT IS THE YEAR PRIOR TO THE YEAR IN WHICH THE SERVICE IS PROVIDED.** For example, for this grant year (2023-24), the enrollment data would be that of October 2021 and the services would have been provided in 2022-23.

Located within the ED017 Internet application web location you will find a report, "Nonpublic enrollment data for October 1, 2021." This data was provided to us on the Nonpublic School Report (ED159). If you have provided services to a school not on the list for your town, please have the

school authority complete copies of the Nonpublic School Report (ED159) for October 1, 2021 and return them to you. You can forward the ED159s to us. Please note that without this enrollment information, we cannot approve your reimbursement claim for services provided to such schools. **EXPENDITURES FOR LISTED SCHOOLS MARKED WITH AN ASTERISK ARE NOT ELIGIBLE FOR REIMBURSEMENT BECAUSE THESE SCHOOLS DO NOT MEET THE MAJORITY OF CONNECTICUT RESIDENTS REQUIREMENT AS REPORTED TO US.**

**Type of Health Services Provided** - Each town or regional school district which provides health services for children attending its public schools in any grade, from kindergarten to twelve, inclusive, shall provide the same services for children in such grades attending nonprofit private schools therein. These services shall include the services of a school physician, school nurse and dental hygienist. Please note the following items to assist in your review of services provided:

The nonpublic children receiving services must be in the same grades that are operated by the public school system. Example: A district which operates a K-8 elementary school system while tuitioning out its high school pupils must provide health services to grades K-8 in the nonpublic, nonprofit schools. It cannot, however, be reimbursed for providing those services to nonpublic children in grades 9-12, and is therefore not obligated to provide services to children in those grades.

The provision of eligible health services to prekindergarten pupils in nonprofit private schools is not mandated under C.G.S. 10-217a, but such services are reimbursable if provided.

**Grant Year vs. Expenditure and Enrollment Years** - The table shown below illustrates the relationship between the enrollment data years, the year of expenditure/service and the grant reimbursement year. For example, this grant year (2023-24) covers services that were provided during 2022-23 based on enrollment eligibility determined using October 2021 data. The October 2022 enrollment of children who are not residents of the town is for a special provision of the law. See [Schedule 1A](#) instructions.

ENROLLMENT YEAR	ENROLLMENT YEAR	EXPENDITURE YEAR	GRANT YEAR
October 2021	October 2022	2022-23	2023-24
Compile data to determine that the majority of children are CT residents.	Compile data on the number of children who are not residents of the town.	Health Services Provided.	Expenditures Reimbursed.

**CONTACT INFORMATION**

Provide the name, telephone number, fax number and e-mail address of the person responsible for completing the application.

**NONPROFIT PRIVATE SCHOOLS SERVED (SCHEDULE 3)**

List the name of each nonprofit private school to which services were provided. The name listed must be the same name as provided on the ED159 report.

**STATEMENT OF PAYMENTS FOR HEALTH SERVICES (SCHEDULE 1)**

**Lines 1-3** Indicate the amount of money expended for each of the types of services provided according to the source of the expenditures (board of education or town agency).

Only the cost of those services required by law will be reimbursed. In addition to salary and benefit costs of the health care professional, eligible costs include supplies, maintenance of health screening equipment, and replacement or purchase of new equipment essential to providing eligible health services to nonpublic school children.

Schedule 1's Line 4 and Column 3 are provided for local use only. The SDE data processing system will compute the totals in line 4 and in column 3 automatically.

Expenditures that have been supported through other grant programs (state or federal) are not eligible for reimbursement under this grant program.

**Line 4** If the total of line 4, column 3 **exceeds 20% and \$5,000** of line 4, column 3 of the prior year, e-mail Mark Stange at [mark.stange@ct.gov](mailto:mark.stange@ct.gov) **a written explanation documenting that increase.**

### **NONRESIDENT CHILDREN SERVED (SCHEDULE 1A)**

You must respond to the statement by checking one of the two choices. C.G.S. 10-217a mandates an alternate reimbursement percentage to be applied to expenditures claimed in Schedule 1 of the ED017. One of the factors in determining the alternate reimbursement percentage is the number of nonpublic children served who are not residents of the town.

### **PLEASE READ THE FOLLOWING CAREFULLY**

If you indicate "less than one thousand five hundred (1,500)" as your response, then you do not need to document the number of nonpublic children enrolled on October 1, 2022 in the schools you claim on Schedule 3 of the ED017 who are not residents of the town.

If you indicate "greater than one thousand five hundred (1,500)" as your response, then you **must** document the number of nonpublic children enrolled on October 1, 2022 in the schools you claim on Schedule 3 of the ED017 who are not residents of the town. You **must** keep this documentation for future audit.

Some of the nonpublic schools have provided this information to the State Department of Education. Please refer to the report "Nonpublic enrollment data for October 1, 2022" referred to in the e-mail from the Finance and Internal Operations Office, Bureau of Fiscal Services regarding the ED017 Internet application.

Review this report to determine the number of children for a particular nonpublic school. If a school you listed on Schedule 3 of the ED017 is 1) on this report but no data have been provided or 2) the school is not listed on this report, then you must request the number of children enrolled in the nonpublic school who are not residents of the town directly from the nonpublic school, in writing.

For the schools listed on Schedule 3, sum the nonresident enrollment to determine the total nonresident child count. Then complete Schedule 1A.

### **CERTIFICATION (SCHEDULE 2)**

After completing all data entry, the data must be certified by the Superintendent. The Superintendent's Unique Code Number must be entered into the certification area. Once the Superintendent's code has been entered, the data can not be altered without authorization from the Finance and Internal Operations Office, Bureau of Fiscal Services.