

Connecticut State Department of Education- Bureau of Grants Management

Special Education Excess Cost User Guide

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Table of Contents

OBJECTIVE	4
DOCUMENTATION CHANGE LOG	5
CONTACT INFORMATION.....	6
HANDBOOK / REFERENCE GUIDE	7
Brief Overview.....	7
≈ Collection Grant.....	7
≈ Non-Oct 1 Grant	7
≈ Time Periods and Deadlines	7
≈ District Certification.....	7
Managing Student Data	8
Reporting Student Data	9
≈ Upload Requirements.....	9
≈ Special Education Excess Cost Record Layout	10
≈ Special Education Excess Cost Data Fields	12
District Reports	19
≈ Summary of Grant Students	19
≈ Download All Grant Records	20
≈ Grant Summary Statistics Sign-off	21
≈ Grant Overlapping Contracts.....	22
PROCEDURES	23
Administrative Procedures	23
How to Access the Special Education Excess Cost Data Collection.....	23
SEDAC Data Collection Procedures	27
How to Add a Oct 1 Collection Grant Student	27
How to Add a Non Oct 1 Grant	29
How to Upload your Students	32
How to Resolve a Case on the Grant Overlapping Contract Report	35
How to Request an Administrative Override (AO) when a Facility Code Does Not Exist.....	37
How to Request an Administrative Override (AO) when a Facility is Not Approved.....	39
FAQs.....	41
General Questions	41
Reporting Students	41

Deleting Grants	42
Updating Grants	43
Educational/Residential Facility Codes	43
Reports	43
APPENDIX	45
Memo: LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education Memorandum (2008) [PDF]	45
LEA Excess Cost and State Agency Grant Decision Tree [PDF].....	49
Timeline for LEA Excess Cost and State Agency Placement Grants.....	51
⇒ December 1 Filing	51
⇒ March 1 Filing	51
⇒ ED001 Filing (audited Data)	51
Nexus Districts.....	52
State Agencies Responsible for Placement.....	52
LEA Excess Cost and State Agency Placement Grants	53
LEA Excess Cost (Grant Type 01) – Allowable Costs	54
Reporting Costs under the Single Cost Accounting System (SCAS)	55
Facility Codes	56
⇒ Connecticut Programs with Residential Components	56
⇒ In-state Approved Private Special Education Program Facility Codes	58
⇒ Age Appropriate Community Based Transition Program Facility Codes.....	62
⇒ Out of State Facility Codes.....	65
Approved Transition/Vocational Programs.....	70
Educational Responsibility for Children Committed as Delinquent to the Department of Children and Families	73
State Agency Placements Memorandum (1997)	75
Terminology.....	78
SEDAC References	79
CSDE's Statement of Nondiscrimination.....	80

Objective

This document's purpose is to provide Districts with procedures and guidance for submitting data for this data collection.

The document is organized into four sections:



Handbook or reference guide on purpose of this collection and definition of data collected



Step by step procedures for use of the system



Frequently Asked Questions (FAQs)



Appendix of terminology and references

Documentation Standards

Standards used in this documentation include the following:

- FIELDS displayed on a screen are referenced using ALL CAPS
- Field **values** are highlighted in **bold**
- Screens are referenced using *italics*
- **Buttons** or **menu selections** are in **bold**



Represents important information or cautionary instructions related to data reporting.



Represents helpful tips and references to other sections of documentation for related topics.



Represents reminders of information previously stated related to the current topic.

Documentation Change Log

Version	Section / Page	Date	Description
1.00.00		10/7/2011	Published
	Nondiscrimination Statement p. 81	10/15/15	Updated with 9-30-2011 version
	Facility Codes: Connecticut Programs with Residential Components p. 56	10/15/15	
	Facility Codes: In-state Approved Private Special Education Program Facility Codes p. 58	10/15/15	Updated
	Facility Codes: Age Appropriate Community Based Transition Program Facility Codes p. 63	10/15/15	Updated
	Facility Codes: Out of State Facility Codes p. 66	10/15/15	Updated
	How to Request an AO when a Facility Code Does Not Exist p. 37	10/15/15	Updated
	How to Request an AO when a Facility is Not Approved p. 39	10/15/15	Updated
1.2		11/9/15	Published

Contact Information

Special Education Excess Cost Data Collection

Contact	Name	Email	Phone
Bureau of Grants Management (BGM) - Technical Support & Data/Grant Related Questions	Kevin Chambers	Kevin.Chambers@ct.gov	860-713-6455
	David Twedt	David.Twedt@ct.gov	860-713-6492
Legal Questions	Gail Mangs	Gail.Mangs@ct.gov	860-713-6938



CAUTION: The Family Educational Rights & Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99) prohibits disclosure of personally identifiable information from students' education records.

DO NOT EMAIL STUDENT NAMES. You may email student SASIDs.



Handbook / Reference Guide

Overview

The Special Education Excess Cost Data Collection system is used to collect LEA Excess Cost and State Agency Placement Grant data from school districts. The data collected is used by the Bureau of Grants Management to calculate the school district's LEA Excess Cost and/or State Agency Placement Grant, which provides state support for high cost special education placements and select regular education placements.

The initial threshold for which a student is eligible for the Excess Cost grant is referred to as the "Basic Contribution or per pupil expenditure". For **LEA placements** or **students educated within the district** the threshold is equal to the prior year's Net Current Expenditures per Pupil (NCEP) x 4.5. For **placements initiated by a state agency**, e.g., the Department of Children and Families, the threshold is equal to the prior year's NCEP x 1. To find your districts' threshold, see Net Current Expenditures (NCE) per Pupil (NCEP) and Basic Contributions in the Appendix under SEDAC References.

Contract information is only required for students with costs over the district's threshold. See Appendix (Memo: LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education) for guidance on LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved and Not Approved for Special Education.

↻ Collection Grant

A student in your districts' PSIS Database (See view Students link under student list) , who a district wants to enter a grant for reimbursement is referred to as a Collection Grant. If you need to enter a collection grant, but the student is not listed, work with PSIS to correct the PSIS Oct Collection. Do not add as a Non-Oct 1.

↻ Non-Oct 1 Grant

A general education student placed by a State agency in a private residential facility OR an IEP student who was not your districts' nexus on Oct 1 is referred to as a Non-Oct 1 Grant. General education students (special education=No) eligible for a State Agency Placement Grant should have Nexus District entered in PSIS Registration and Collection

↻ Time Periods and Deadlines

Collection periods are defined by Connecticut General Statutes (C.G.S.) Section 10-76d. Districts will be notified when the system is available. See Appendix (Timeline for LEA Excess Cost and State Agency Placement Grants) for further information.

- Statutory Deadline is December 1 – First estimated costs
- Statutory Deadline is March 1 – Revised and Additional estimated costs

↻ District Certification

Districts will certify their data electronically. Before doing this, it is the districts' responsibility to verify that each student entered has a STATUS of **1 - Ready to Certify**. To achieve this, all mandatory fields must be completed. Students with any other status are incomplete and will not be counted for the district's grant.

Managing Student Data

There are 2 basic sections: 1) Collection Grants and 2) Non-Oct 1 Grants (general education and not my nexus on Oct 1). The differences in reporting these two grant sections are subtle and only evident in the upload/reporting process, because all variables, fields, rules, edits and warnings are applicable to both grant sections.

1. If reporting a grant for a student in your Oct 1 Child Count via hand entry, use the View Students link within the student list menu.
2. If reporting a grant for a general education student OR a student who was not your Nexus on Oct 1, via hand entry, you must use the “Add a Non-Oct 1 Grant” via the Grants menu.
3. If choosing the upload process, both collection and Non-Oct 1 grants need their own upload file.

Some Important Grant rules to note:

- Generic codes will not be allowed for Education or Residential fields. If you believe you have a grant for a student placed in a facility that does not have a specific education or resident facility code assigned via PSIS, contact the Bureau of Grants Management (BGM) for guidance on eligibility of this grant. The use of a generic code will require an Admin Override.
 - If you have a grant for a student placed in unapproved EDUCATION FACILITY CODE due to a Parent Initiated Placement for other than educational reasons or ordered by a Due Process Hearing Officer or Court preceding this will also require an Admin Override. Contact BGM for guidance on eligibility of this grant.
 - LEA Placement Grant students (Grant Type 01) cannot be in unapproved facilities. CGS Section 10-76d(10)(d) is clear that in order for a school district to receive payment under CGS Section 10-76g, “each such private school, agency or institution has been approved for special education by the Commissioner of Education or by the appropriate agency for facilities located out of State”. This means, if the student is in-state, the facility must be approved by the Department. If the student is out-of-state, the facility must be approved to provide special education and related services by the state in which it sits and the LEA is responsible for providing verification of the facility’s approved status.
 - There will be a validation check for all reported grants against the Nexus field in PSIS Registration. Therefore, it is essential that all your general education students for whom you intend to apply for a Grant have a Nexus district reported in the PSIS Registration Nexus field. (This is true for all special education students as well, but their status as special education requires the reporting of Nexus.) The reporting of a Nexus district for General education students is a unique rule required for general education students for whom you plan to report a state agency placement grant.
 - If an error in reporting is made, you can delete a grant using the delete button within the “View my Grants” list for the Dec. 1 submission. Records which have changes to costs should not be deleted, but instead should be revised to reflect actual costs for the March 1 submission. This will allow the Bureau of Grants Management to document a change in costs and will reduce follow-up calls regarding a “missing” grant that was paid in the February disbursement. Therefore, after Dec. 1 do not delete a grant; only update fields as appropriate.
 - Multiple Contracts - Although a student may have multiple contracts in effect at the same time, this is very rarely the case. More likely, apparent concurrent contracts are the result of changes in a student’s status with respect to one or more earlier contracts, leading to the appearance of multiple open contracts.
 - It is of the utmost importance that any contracts that are ended prematurely be given a revised Contract End Date, Tuition Costs and total Tuition Days. Other associated data entry items may also need to be adjusted as needed.
-

Reporting Student Data

Upload Requirements

If districts choose they may upload data directly into the special education Excess Cost collection. Upload of data is accessible during specified periods during the year identified by the collections open and close dates.

Data may be collected using a third-party vendor, database or spreadsheet entry and then uploaded:

- Using a State-defined CSV file format
- Using upload tools accessible from the secure website.

There are two separate uploads, one for Collection grants and another for Non-Oct 1 grants.

All records (where a student's SASID, LAST NAME, and DOB can be verified) that you upload will be entered into the system. If there are errors with a record, the record will be given a STATUS CODE of 4. Error messages for each of the student entries are displayed on the screen after the upload is processed. Save error messages report to your computer. You can correct the errors in the upload file and re-upload, or you can go into each student's individual record in or request an admin override for the records when needed.

The upload process will not give you a report of students that would require an admin override.



NOTE: There are no naming conventions for the CSV file upload, but it should be easily recognizable to the district. There should be no header rows in the CSV file when uploading.

Districts can also use the Grant Template as a method for uploading information. This template can be found in [Help/Information > Handbooks/Templates](#).



CAUTION: Every time you upload you replace the previously saved data. If corrections are made online, and the file is uploaded afterward, the online changes are overwritten with the data in the file. Please be sure to download your data each time changes are made online, if you want this data to be saved and updated on your local system for future use.



SUGGESTED: After your file is uploaded, save the error messages report to your computer.

Record Layout

Data Types:

Char - Character, Alphanumeric

Num - Numeric

Date - MM/DD/YYYY date where “MM” = Month, “DD” = Day, “YYYY” = Year

Requirements:

Mandatory – If this field is not complete an error is generated.

Optional – Districts have the option to report this field or leave it blank.

Recommended – We recommend that this field be reported, but the district has the option to or leave it blank.

Conditional – This field may be required depending upon the response to a related field.

Disallowed – Districts may not report this field for this submission.

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
1.	SASID	A		1	10	10	M	10-digit number. SASID must be assigned to a student prior to this collection.
2.	Last Name	B		11	45	35	M	Character field allowing a dash, period, space and apostrophe. Must be the same as reported in PSIS.
3.	Date Of Birth	C		46	53	8	M	MMDDYYYY. Must be the same as Reported in PSIS
4.	Nexus District	D		54	56	3	M	PSIS Nexus District
5.	Contract Sequence Number	E		57	58	2	M	Must be entered if there are multiple contracts for this grant. Default = 01.
6.	Contract Start	F		59	66	8	M	MMDDYYYY. First Day of the Contract.
7.	Contract End	G		67	74	8	M	MMDDYYYY. Last day of the contract.
8.	Primary Disability	H		75	76	2	M	See list under Data Fields.
9.	No Nexus Status for Grant 3b	I		77	77	1	C	Y/N to identify no nexus status for Grant 3b only.
10.	Placing Agency Code	J		78	80	3	M	Valid Nexus District or State Agency Code
11.	Education Facility Code	K		81	87	7	M	Valid PSIS Facility Code.
12.	Tuition Costs	L		88	94	7	M	Total tuition costs for the contract.
13.	Tuition Days	M		95	97	3	M	Total educational days covered by the contract.
14.	Transportation Costs	N		98	103	6	O	Transportation costs associated with fulfillment of contract.
15.	Cost Over Single Cost	O		104	109	6	D	This field must be blank
16.	Residential Facility Code	P		110	116	7	C	Location student will live during contract.
17.	Room / Board Costs	Q		117	123	7	C	Costs of housing student under this contract.

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
18.	Room / Board Days	R		124	126	3	C	Total Days student will be housed under this contract.
19.	End of Record Marker	S		127	127	1	M	X



REMEMBER: Upload must be a Comma Separated Value (CSV) file format. All fields are character (Excel format of **Text**) and are to retain leading zeroes, especially dates. Remember to close the file before attempting to upload.



NOTE: There are no naming conventions for the CSV file upload, but it should be easily recognizable to the district. There should be no header rows in the CSV file and an X at the end of every case as a marker when uploading.

Districts may use the Grant Template that can be found in **Help/Information > Handbooks/Templates** as a method for uploading information.

Data Fields

Following is a list of fields and guidance for reporting data for your students with disabilities.



NOTE: Fields are presented in the order as displayed on SEDAC screens.

NEXUS DISTRICT

The District with financial responsibility for the student where costs may make the student eligible for LEA Excess Cost or State Agency Placement Grants.

Rules

- Required to certify a grant record.
- Must be a valid nexus district (001-219).
- If a student attends an Open Choice School District, the receiving open choice district is the nexus and reports the student for the SEDAC October 1 Federal Child Count. However, if the costs for educating the student are such that the student may be eligible for an LEA Excess Cost Grant, where the costs are more than four and one-half times the average per pupil expenditure, the district where the student resides (resident town) is responsible for these costs and eligible to report a grant. Contact the Bureau of Grants Management for instructions on how to apply for an Excess Cost Grant in this unique situation.

Values

- Nexus District 001-219

Source

- PSIS
-

SASID

The State Assigned Student Identifier (SASID) established in the PSIS REGISTRATION system for your student.

This is a unique 10-digit numeric code assigned to each student. Reporting in the field conforms to PSIS REGISTRATION rules.

Rules

- SASID must be assigned to a student before entry

Values

- N/A

Source

- PSIS
-

LAST NAME

The student's legal last name.

Rules

- Must match most recent PSIS REGISTRATION record
- Dash, period, space and apostrophe are allowed

Values

- N/A

Source

- PSIS
-

DATE OF BIRTH

Student's date of birth.

Rules

- Must match most recent PSIS Registration record

Values

- MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source

- PSIS
-

PRIMARY DISABILITY

The disability which is most indicative of the student's primary disability. Use one of the disabilities eligible for special education services under IDEA or Connecticut statutes.

Rules

- Required to certify a grant record.
- If GRANT TYPE 01, 02, 3a or 3b, disability code cannot be **18-General education**.
- If GRANT TYPE 04, PRIMARY DISABILITY must be **18-General education**.

Values

- 01-Intellectual Disability
- 02-Hearing Impairment (Deaf or Hard of Hearing)
- 03-Speech or Language Impairment
- 04-Visual Impairment
- 05-Emotional Disturbance
- 06-Orthopedic Impairment
- 07-Other Health Impairment (OHI)
- 7A-ADD/ADHD - (Sub-Category of OHI)
- 08-Specific Learning Disability
- 8A- Specific Learning Disability/Dyslexia
- 09-Deaf-Blindness
- 10-Multiple Disabilities
- 11-Autism
- 12-Traumatic Brain Injury (TBI)
- 15-Developmental Delay (Ages 3-5 only)
- **18-General education/State Agency Placed**
 - **used only to apply for Grant Type 04**

Source

- ED620 form / **IEP Page 1**
-

CONTRACT SEQUENCE NUMBER

The number of contracts assigned to each student. Students can have more than one contract and Grant Type. See Prorated Excess Cost Grants section in Appendix (LEA Excess Cost and State Agency Placement Grants).

Rules

- Required to certify a grant record.
- Default is 01.

Values

- N/A

Source

- Hand-entry: System will generate CONTRACT SEQUENCE NUMBER.
 - Upload: must be entered in upload file, start with 01. If there are multiple contracts for a student the CONTRACT SEQUENCE NUMBER should increase in sequential order (e.g. 01, 02, 03, 04 etc.). If a student has 4 contracts and the sequence number for each contract says 01, during the upload process each grant will upload over the previous grant, therefore only 1 contract will actually be uploaded.
-

CONTRACT START

The start date of contracted services for the current school year.

Rules

- Required to certify a grant record.
- Contract Start Date cannot be before July 1 of the current school year.
- Contract Start Date cannot be after March 1 of the current school year.

Values

- MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source

- N/A
-

CONTRACT END

The end date of contracted services for the current school year.

Rules

- Required to certify a grant record.
- Contract End Date cannot be before Contract Start Date.
- Contract End Date cannot be after June 30 of the current school year.

Values

- MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source

- N/A
-

PLACING AGENCY CODE

The PLACING AGENCY is the party that placed the student in the LEA, the Nexus District has the legal responsibility to identify and educate a student - regardless of where the education actually takes place. The Nexus District is responsible for completing and submitting to the Department for reimbursement.

Rules

- Required to certify a grant record.
- When parents make a placement and the district accepts responsibility the LEA is the placing agency
- If Grant Type 01, must be the same as the Nexus District. Valid Nexus district codes range from 001 to 219. See Appendix (Nexus Districts). For example, if Andover (001) is the Nexus District, the correct Placing Agency Code is 001.
- If Grant Type 02, 3a, 3b or 04, the Placing Agency must be a valid State Agency code. See Appendix (State Agencies Responsible for Placement).

Values

- Nexus District 001-219 for Grant Type 01
- 337, 347, 349, 950, 954 for Grant Type 02, 3a, 3b or 04

Source

- N/A
-

NO NEXUS STATUS

The nexus status of Grant Type 3b students. See Appendix (LEA Excess Cost and State Agency Placement Grants) for further discussion of Grant Type 3b.

Rules

- Required if Grant Type 3b students only.
- This field must be blank for Grant Type 01, 02, 3a, and 04.

Values

- Y/N

Source

- DCF 603
-

EDUCATION FACILITY CODE The school attended by the student for the contract being entered.

Rules

- Required to certify a grant record.
- Districts **can** apply for an LEA Excess Cost Grant for high-cost students that attend school in the district.
- Districts **cannot** apply for an LEA Excess Cost Grant for students out-placed into in-state facilities that are not approved by the Connecticut State Department of Education.
- If the LEA places a student out-of-state, the LEA must provide proof that the facility is approved in that state.

Values

- Valid PSIS Facility Code. For a listing of facility codes refer to Facility Codes under References. Reference Table A: Facility Codes and Non Public and Out of State Facilities.
- Note: The facility codes in this list include generics which are not allowed, use of a generic code will require an Admin Override.

Source

- N/A
-

TUITION COSTS

The Tuition Costs for education and related services. Do not report legal costs. Refer to Appendix (LEA Excess Cost (Grant Type 01) – Allowable Costs) for more guidance on reporting costs for high cost in-district students. Refer to Appendix (Reporting Costs under the Single Cost Accounting System (SCAS)) for more guidance on reporting costs under the Single Cost Accounting System). The latest list of programs that are subject to SCAS rate calculation is available at: <http://www.sde.ct.gov/sde/lib/sde/pdf/fiscal/speced.pdf>. To confirm a rate contact Paul Hayes at 860-713-6641 or paul.hayes@ct.gov.

Warning Messages about Tuition Costs

Users will receive and be required to verify Warning Messages if:

- Tuition Costs are below 1000.
- Tuition Costs are higher than 175000.

Rules

- Required to certify a grant record.
- If a student requires an aide/paraprofessional during both **transportation and the school day**, report costs in TUITION COSTS.
- If a student requires an aide/paraprofessional during transportation **only** (i.e. the aide/paraprofessional does not spend any time with the student during the school day), report the cost of the aide/paraprofessional in TRANSPORTATION COSTS.

Values

- 1 to 750000
- No characters (e.g. "\$", ",", ") will be accepted in this field

Source

- N/A
-

TUITION DAYS

The Tuition Days covered by the contract.

Warning Messages about Tuition Days

Users will receive and be required to verify Warning Messages if:

- TUITION DAYS are greater than 250.
- TUITION DAYS are less than 10.
- TUITION COSTS divided by TUITION DAYS (daily tuition costs) is greater than 500.

Rules

- Required to certify a grant record.
- TUITION DAYS cannot be blank if Tuition Costs are reported.
- TUITION DAYS cannot be greater than the number of days within the reported Contract period
 - From CONTRACT START DATE to CONTRACT END DATE.

Values

- 1 to 366

Source

- N/A
-

TRANSPORTATION COSTS

The Transportation Costs covered by the contract.

Warning Messages about Transportation Costs

Users will receive and be required to verify Warning Messages if:

- TRANSPORTATION COSTS are greater than 50000.
- TRANSPORTATION COSTS divided by TUITION DAYS (daily transportation costs) is greater than 500.

Rules

- Can be blank.
- If a student requires an aide/paraprofessional during transportation **only** (i.e. the aide/paraprofessional does not spend any time with the student during the school day), report the cost of the aide/paraprofessional in TRANSPORTATION COSTS.
- If a student requires an aide/paraprofessional during both **transportation and the school day**, report costs in TUITION COSTS.
- Must be blank if Grant Type 4

Values

- 0 to 250000
- No characters (e.g. "\$", ",", ") will be accepted in this field

Source

- N/A
-

RESIDENTIAL FACILITY CODE

Where a student lives. In most cases, the Education Facility Code and the Residential Facility Code are the same.

Rules

- This field is Conditional.
- Required for GRANT TYPE 02, 3a or 3b, and 04.
- Can be blank for GRANT TYPE 01.
- If student lives in a private foster or group home use 0000061.
- Residential Facility Code is required if ROOM AND BOARD COSTS and ROOM AND BOARD DAYS are reported.

Values

- Valid Facility Codes are listed in Appendix (Connecticut Programs with Residential Components).
- See Appendix for clarification on which Residential Facility Codes are eligible for which Grant Types.

Source

- N/A
-

ROOM AND BOARD COSTS

The cost of housing for a Grant Type 01 student only if the district is billed separately for room and board costs that are charged by the facility.

Warning Messages about Room and Board Costs

Users will receive and be required to verify Warning Messages if:

- Room and Board Costs are greater than 100000.

Rules

- If Grant Type 01, this field may be used to report Room and Board Costs only if the district is billed separately for room and board costs that are charged by the facility.
- Must be blank if Grant Type 02, 3a, 3b and 04.

Values

- 0 to 250000
- No characters (e.g. "\$", ",", ") will be accepted in this field

Source

- N/A
-

ROOM AND BOARD DAYS

Total days student will be housed under this contract.

Rules

- Room and Board Days must be blank if Grant Type 02, 3a, 3b and 04.
- Room and Board Days are required if Room and Board Costs are reported.

Values

- 1 to 366

Source

- N/A
-

District Reports

The data collected within this application is used to determine how districts receive money for students who are eligible for LEA Excess Cost and State Agency Placement Grants during a given school year from the Connecticut State Department of Education.

The reports available should aid the district in their accuracy of this data collection.

District Reports
Grant Students
Summary of Grant Students
View / Download All Grant Records
Grant Overlapping Contracts
Grant Superintendent's Sign-off



NOTE: All reports include Collection and Non-Oct 1 Grants.

Summary of Grant Students

This report is designed for data managers, directors of special education and superintendent review purposes of the official submission. This report allows districts to verify that students are accurately reported prior to submission of the December 1 – First estimated costs and March 1 – Final estimated costs files.

This report represents:

- Collection and Non-Oct 1 Grants with a STATUS of 1-Ready to Certify or 4-Needs Correction.

The purpose of this report is to provide districts with a summary list of the Collection and Non-Oct 1 Grant contracts they have reported to help ensure the accuracy of the:

- Student
- Placing Agency Code
- Total Cost

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Final estimated costs

Report Format: MS Excel file (*.xls)

SASID	Last Name	First Name	Date Of Birth	Placing Agency Code	Contract Sequence Number	Total
1234567890	Last Name	First Name	12/06/2003	001	01	\$56,915.00
1234567890	Last Name	First Name	12/06/2003	001	02	\$26,741.00
9987654321	Last Name	First Name	12/16/1993	347	01	\$77,846.00
					Total	\$161,502.00

Download All Grant Records

This report is designed for data managers, directors of special education and superintendent review purposes of the official submission. This report allows districts to verify that students are accurately reported prior to submission of the December 1 – First estimated costs and March 1 – Final estimated costs.

The purpose of this report is to provide districts with a list of the Collection and Non-Oct 1 Grant contracts they have reported to help ensure the accuracy of every field reported in the contract.

Districts should ensure every field is reported accurately:

This report represents:

- Collection and Non-Oct 1 Grants with a STATUS code of 1-Ready to Certify or 4-Needs Correction.

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Final estimated costs

Report Format: MS Excel file (*.xls)

SASID	Last Name	First Name	Date Of Birth	Nexus District	Grant Type	Contract Sequence Number	Contract Start Date	Contract End Date	Primary Disability	No Nexus	Placing Agency Code	Education Facility Code	Tuition Costs	Tuition Days	Transportation Costs	Costs Over Single Cost	Residential Facility Code	Room Board Costs	Room Board Days	
1234567890	Last Name	First Name	12/06/2003	001	01	01	mm/dd/yyyy	mm/dd/yyyy	05		001	0770261	\$40,000.00	105	\$16,915.00	0		0	0	
1234567890	Last Name	First Name	12/06/2003	001	01	02	mm/dd/yyyy	mm/dd/yyyy	05		001	0010161	\$26,741.00	80	0	0		0	0	
9987654321	Last Name	First Name	12/16/1993	001	01	04	mm/dd/yyyy	mm/dd/yyyy	18		347	0330161	\$77,846.00	180	0	0		0	0	
Subtotals													\$144,587.00		\$16,915.00					
TOTAL COST																			\$161,502.00	

Grant Summary Statistics Sign-off

This report is designed for superintendent / designee.

This report is the official sign-off by the district to verify that students are accurately reported in the submission of the December 1 – First estimated costs and March 1 – Final estimated costs files.

Report Format: Adobe PDF file (*.pdf)

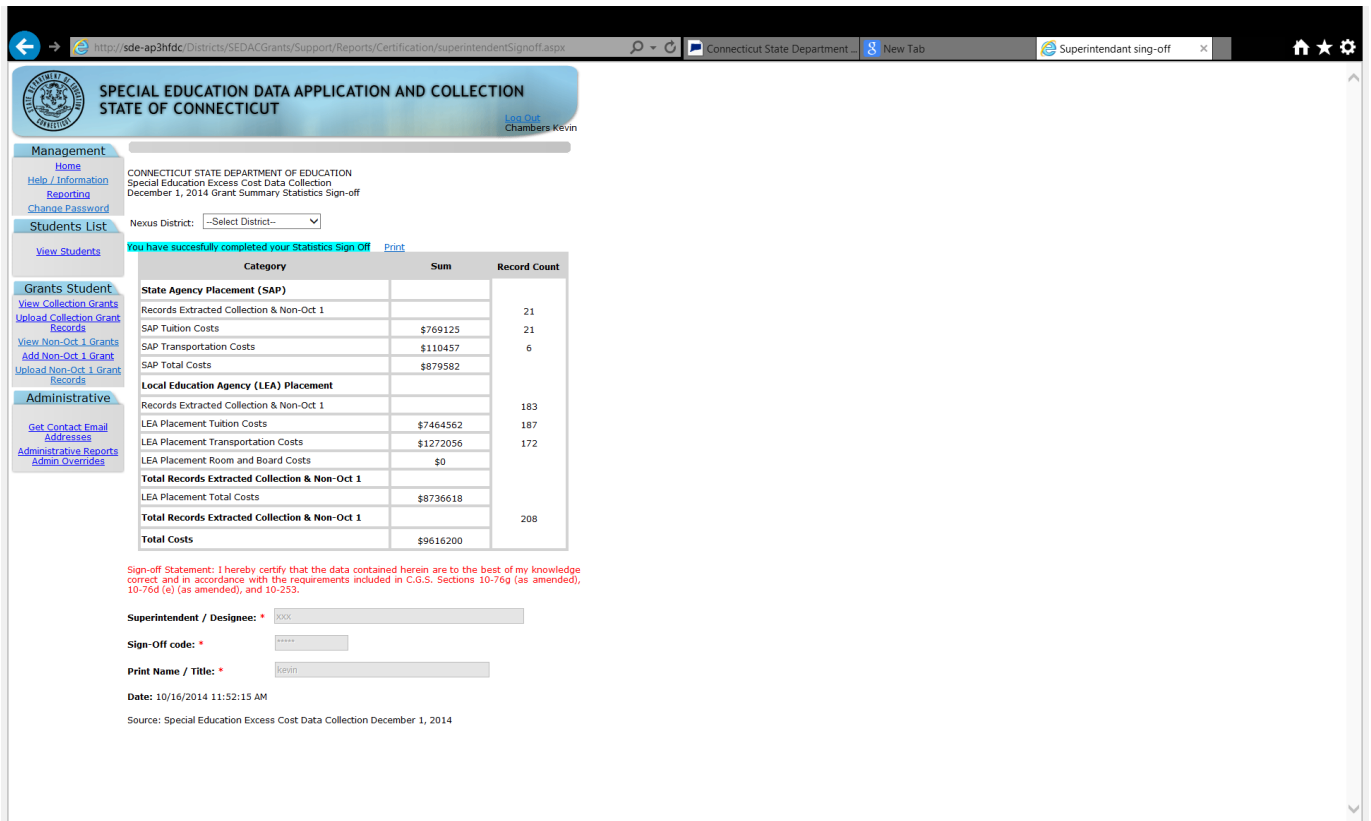
This report represents:

- Collection and Non-Oct 1 Grants with a STATUS code of 1-Ready to Certify

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Final estimated costs

Report Format: Adobe PDF file (*.pdf)



The screenshot shows a web browser window with the URL <https://sde-ap3hfdc.districts/SEDACGrants/Support/Reports/Certification/superintendentSignoff.aspx>. The page title is "SPECIAL EDUCATION DATA APPLICATION AND COLLECTION STATE OF CONNECTICUT". The user is logged out as "Chambers Kevin".

The page content includes a navigation menu with sections: Management, Students List, Grants Student, and Administrative. The main content area displays a table of extracted data for December 1, 2014.

Table Data:

Category	Sum	Record Count
State Agency Placement (SAP)		
Records Extracted Collection & Non-Oct 1		21
SAP Tuition Costs	\$769125	21
SAP Transportation Costs	\$110457	6
SAP Total Costs	\$879582	
Local Education Agency (LEA) Placement		
Records Extracted Collection & Non-Oct 1		183
LEA Placement Tuition Costs	\$7464562	187
LEA Placement Transportation Costs	\$1272056	172
LEA Placement Room and Board Costs	\$0	
Total Records Extracted Collection & Non-Oct 1		208
LEA Placement Total Costs	\$8736618	
Total Records Extracted Collection & Non-Oct 1		208
Total Costs	\$9616200	

Below the table, there is a sign-off statement: "Sign-off Statement: I hereby certify that the data contained herein are to the best of my knowledge correct and in accordance with the requirements included in C.G.S. Sections 10-76g (as amended), 10-76d (e) (as amended), and 10-225." The sign-off fields are filled with: Superintendent / Designee: [redacted], Sign-Off code: [redacted], Print Name / Title: Kevin, Date: 10/16/2014 11:52:15 AM, and Source: Special Education Excess Cost Data Collection December 1, 2014.

Grant Overlapping Contracts

This report is designed for data managers.

The purpose of this report is to provide districts with a list of the Collection and Non-Oct 1 Grant students that have multiple contracts for a specific student with overlapping dates. Districts review this report to:

- Delete duplicate contracts to resolve the overlap;
- Update contracts with errors to resolve the overlap;
- Where a contract crosses a different district, work with that district to resolve the overlap or
- verify the district has PPT documentation of each placement to support their multiple overlapping contracts. These contracts will remain on this report as the district's verification that they are "legitimate overlapping contracts" (only use if the contracts belong to only your district)

This report represents:

- Collection and Non-Oct 1 Grants with a STATUS code of 1-Ready to Certify

Source of data:

- Special Education Excess Cost Data Collection December 1 – First estimated costs
- Special Education Excess Cost Data Collection March 1 – Final estimated costs

Report Format: MS Excel file (*.xls)

1234567890 : Last Name, First Name							
Grant Type	Nexus Dist.	Placing Agency	Ed Facility Code	Seq. Num.	Contract Start	Contract End	Response
1-Oct	001	001	0770261	1	7/5/2010	6/30/2011	Legitimate Overlapping Contract
1-Oct	001	001	0010161	2	7/5/2010	6/30/2011	Legitimate Overlapping Contract



Procedures

Administrative Procedures

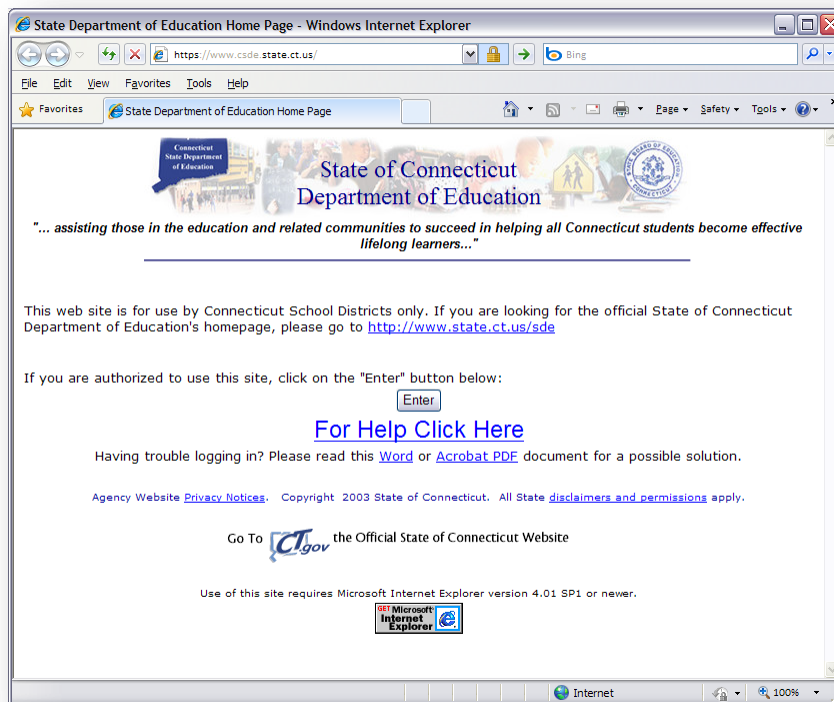
How to Access SEDAC

Prerequisites

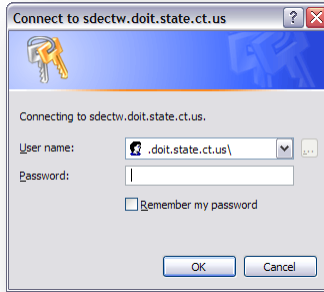
- Authorization for the State of Connecticut Department of Education District website at <https://www.csde.state.ct.us/>
- Authorization for the Special Education Excess Cost Data Collection system

Step Action

- 1 Using Internet Explorer, go to the <https://www.csde.state.ct.us/> website. The system displays the State Department of Education Home Page.
- 2 Select the **ENTER** button. The system displays the *Connect to sdectw.doit.state.ct.us* network login screen.



- 3 Enter your network USER NAME and PASSWORD and select **OK**. The system displays the *State Department of Education Home Page*.



NOTE: If you do not have a network user name or password, please contact your Superintendent for authorization procedures.

- 4 Select Special Education Excess Cost Data Application menu option. The system displays the Special Education *Login*.



NOTE: If you do not have a USER ID or you need your PASSWORD reset, please contact the Bureau of Grants Management.

[For Help Click Here](#)

If you are interested in summary statistics regarding these data collections, see [Commonly Requested Data Table](#)
If you are interested in a brief summary and interpretation of selected data from these data collections, see [Data Bulletins](#)

- 5 Read the terms of use and select the check box to indicate you have read and agree to the terms of the site. Enter your USER ID and PASSWORD, and select **Login**. The system displays the *Special Education Excess Cost Data Collection* welcome screen.

The screenshot shows a web browser window with the URL <http://sde-ap3hfdc/Districts/SEDACGrants/login.aspx?ReturnUrl=%2FDistricts%2FSEDACGrants%2Fdefault.aspx>. The page title is "SPECIAL EDUCATION DATA APPLICATION AND COLLECTION STATE OF CONNECTICUT". The user is not logged in. The page features a navigation menu on the left with sections: Management (Home, Help / Information, Reporting, Change Password), Students List (View Students), and Grants Student (View Collection Grants, Upload Collection Grant Records, View Non-Oct 1 Grants, Add Non-Oct 1 Grant, Upload Non-Oct 1 Grant Records). A central login form contains a checkbox for terms of use, fields for User ID (containing "chambersk") and Password, and a "Login" button. A "Support Contact" box lists Kevin Chambers (860) 713-6455 and Technical Support (860) 713-6610. A privacy notice states: "Special Education Excess Cost Data Collection contains personally identifiable information that is strictly confidential pursuant to federal and state law. By logging onto and accessing SEDAC-Grant, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal (The Family Educational Rights & Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99)) and state law. I further agree that I will only use this information for the State Department of Education's conduct of business."



NOTE: All State systems have a 20 minute inactivity time-out period. If there is no activity, the system will display this screen for you to log-in again.

6 Welcome to the Special Education Data Application and Collection.

The screenshot shows a web browser window with the URL <http://sde-ap3hfdc/Districts/SEDACGrants/default.aspx>. The page title is "SPECIAL EDUCATION DATA APPLICATION AND COLLECTION STATE OF CONNECTICUT". The user is logged in as "Kevin Chambers".

Management

- [Home](#)
- [Help / Information](#)
- [Reporting](#)
- [Change Password](#)

Students List

- [View Students](#)

Grants Student

- [View Collection Grants](#)
- [Upload Collection Grant Records](#)
- [View Non-Oct 1 Grants](#)
- [Add Non-Oct 1 Grant](#)
- [Upload Non-Oct 1 Grant Records](#)

Administrative

- [Get Contact Email Addresses](#)
- [Administrative Reports](#)
- [Admin Overrides](#)

Special Education Excess Cost Data Collection is Open

NOTICES:

- December final certification - Open**
 - STATUTORY DUE DATE: 12/1/14** (all records at status code 1)
 - SDE Contact:** Kevin Chambers at 860-713-6455 or kevin.chambers@ct.gov
- DO NOT email student names.** You can email student SASIDs.

[User Guides](#)

Help/Information located under SEDAC Management contains valuable information (i.e. Handbooks/Templates, Correspondence, and Training PowerPoints).

Support Contact

Kevin Chambers
(860)713-6455 Or kevin.chambers@ct.gov

7 This procedure is complete.

Special Education Excess Cost Data Collection Procedures

How to Add a Collection Grant for a Oct 1 Student

Use this procedure to submit your student data using online or hand entry. Students are available for entry based on data reported in PSIS Oct Collection.

Prerequisites

- Authorization for the Special Education Excess Cost Data Collection system
- Collection is open
- The collected data for entry into the system

Step Action

- 1 Does the student display in your *View Students* screen?
 - **Yes** - Go to Step 4.
 - **No** - Go to Step 2.
- 2 Was the student you are trying to enter a grant your Nexus District on 10/1?
 - **Yes** - Go to Step 3.
 - **No** - This procedure is complete. Refer to How to add a non-Oct 1 grant.

Steps for PSIS Data Manager

- 3 Contact the reporting districts PSIS Data manager to have that student appropriately reported in the PSIS October collection. Once this is updated the student will appear in your *View Students* list. Do not add as a Non-Oct 1.

Steps for Special Education Data Manager

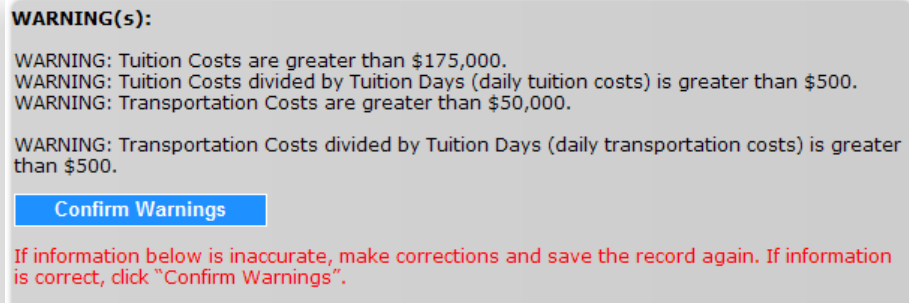
- 4 Select the NAME of your student. The system displays the *Viewing your student's details* screen.
- 5 On the *Viewing your student's details* screen,
 - Review the student information to insure you have selected the intended student.
- 6 Enter the appropriate data.
- 7 Select **Save Record** at the top of the screen when changes are complete. The system redisplay the *Grant Record* screen.

8 Did the **Record Saved Successfully** message display at the top of the *Grant Record* screen?

- **Yes** – This procedure is complete.
- **No** – Go to the next step.

9 Did a *WARNING(s)* message display at the top of the *Grant Record* screen?

- **Yes** – Go to the next step.
- **No** – This procedure is complete.



10 Are the data accurate that require you to **Confirm Warnings**?

- **Yes** – select **Confirm Warnings**
- **No** – scroll down and correct the data entered. Then repeat step 9.

11 This procedure is complete.

How to Add a Non Oct 1 Grant

Use this procedure to submit your Non-Oct 1 Grant student data using online or hand entry. Students are available for entry based on data reported in PSIS Registration.



A Non-Oct 1 Grant is submitted for a general education student placed by a State agency in a private residential facility OR an IEP student who was not your districts' nexus on Oct 1.

Prerequisites

- Authorization for the Special Education Excess Cost Data Collection system
- Collection is open
- The collected data for entry into the system

Step Action

- 1 Log-in to Special Education Excess Cost Data Collection system .
- 2 Select **Add Non-Oct 1 Grant** from the Grants menu. The system displays the *Search for a Student to add* screen.

Search for a Student to add.

SASID:	<input type="text"/>
Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Open Choice Student?	<input type="checkbox"/>
<input type="button" value="Search"/>	

- 3 Enter the student's SASID, LAST NAME and DATE OF BIRTH and select **Search**.



If a student attends an Open Choice School District, the receiving open choice district is the nexus and reports the student for the SEDAC October 1 Child Count. However, if the costs for educating the student are such that the student may be eligible for an LEA Excess Cost Grant, the district where the student resides (resident town) is responsible for these costs and eligible to report a grant. Contact the Bureau of Grants management for instructions on how to apply for a grant in this unique situation.

- 4 Does the student display on the *Search for a Student to add* screen?

➤ **Yes** – Go to Step 9.

SASID	Name	
2151191114	[REDACTED]	Add

➤ **No** – Go to the next step.

Either the student was reported in the Oct 1 SEDAC Collection or NO match was found in PSIS Registration. If the student was reported in the Oct 1 SEDAC Collection, add grant via View Students tab. If the student was not reported in the Oct 1 SEDAC Collection, please ensure the student's Nexus District information is complete in PSIS Registration.

- 5** Was the student you are trying to enter a Non Oct 1 Grant?
- **Yes** – This procedure is complete. Refer to How to add a Collection grant.
 - **No** – Go to the next step.
- 6** Was the student you are trying to enter a Non Oct 1 Grant for a general education student placed by a State agency in a private residential facility?
- **Yes** – Go to Step 7
 - **No** – Contact the CSDE Data Manager.

Steps for PSIS Data Manager

- 7** Log-in to PSIS REGISTRATION.



IMPORTANT: General education students (special education=No) eligible for a State Agency Placement Grant should have Nexus District entered in PSIS Registration and Collections where appropriate.

- 8** Enter student's SASID and complete the NEXUS DISTRICT fields in PSIS Registration and Collections where appropriate.

Steps for SEDAC Data Manager

- 9** Select **Add**. The system displays the *Grant Record* screen
- 10** Enter the appropriate data.
- 11** Select **Save Record** at the top of the screen when changes are complete. The system redisplay the *Grant Record* screen.
- 12** Did the **Record Saved Successfully** message display at the top of the *Grant Record* screen?
- **Yes** – This procedure is complete.
 - **No** – Go to the next step.
- 13** Did a *WARNING(s)* message display at the top of the *Grant Record* screen?
- **Yes** – Go to the next step.
 - **No** – This procedure is complete.

WARNING(s):

WARNING: Tuition Costs are greater than \$175,000.

WARNING: Tuition Costs divided by Tuition Days (daily tuition costs) is greater than \$500.

WARNING: Transportation Costs are greater than \$50,000.

WARNING: Transportation Costs divided by Tuition Days (daily transportation costs) is greater than \$500.

[Confirm Warnings](#)

If information below is inaccurate, make corrections and save the record again. If information is correct, click "Confirm Warnings".

14 Are the data accurate that require you to **Confirm Warnings**?

➤ **Yes** – select **Confirm Warnings**

➤ **No** – scroll down and correct the data entered. Then repeat step 11.

15 This procedure is complete.

How to Upload your Students

Use this procedure to submit your Collection Grants or Non-Oct 1 Grants student data using a batch upload to the Special Education Excess Cost collection.

Prerequisites

- Authorization for the Special Education Excess Cost collection
- Collection is open
- Your computer has the technical requirements to upload a CSV file.
- Verification your file is in proper format.

REFERENCE: Review the *Record Layout* section of this document for details on format and required data.

- All required fields are complete for each record in your file.
- The following fields in your upload file must match PSIS REGISTRATION:
 - Nexus District
 - SASID
 - Last Name
 - Date of Birth

When uploading a file the data needs to be in the correct format. Refer to the *Data Fields* section of this document for valid values. If the data is not in the correct format when you upload the file the records will be a STATUS of **4-Corrections Needed**. For example:

- Date fields are MMDDYYYY
- Primary Disability ##

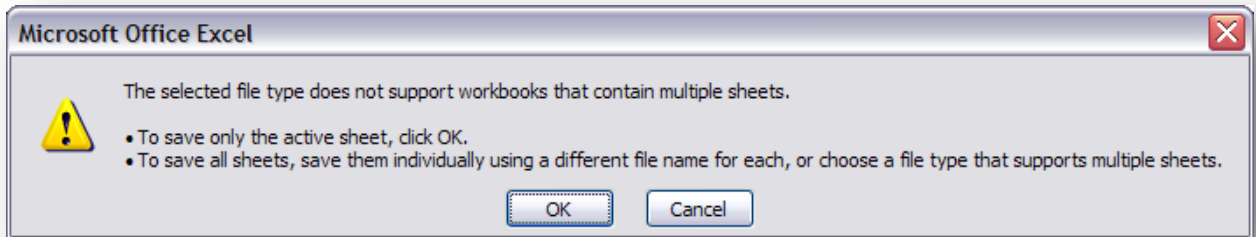
Step Action

- 1 Using your worksheet program, save the file as a CSV file type by selecting **Save As**.

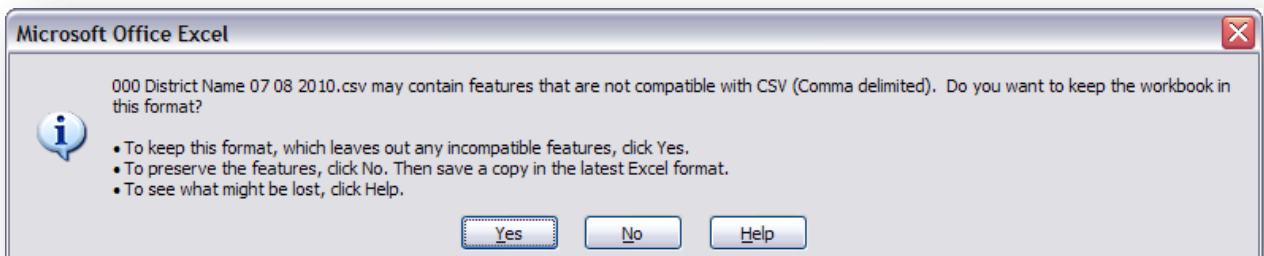


NOTE: The following screens are from Microsoft Office 2007. Your version may be different and therefore the steps may differ.

- 2 If your worksheet contains multiple sheets, the system displays the following message.




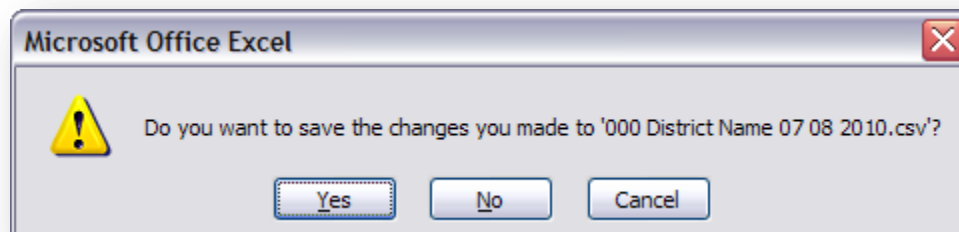
- 3 Select **OK**. The system continues the saving of the file and displays the following message.



- 4 Select **Yes**. The system saves the file into the folder selected in Step 1.

- 5 Close the worksheet. The system displays the following message.

 **IMPORTANT:** Do not forget to close the file. If you do not close the file, you will receive CSV file errors when attempting to upload.



- 6 Select **No**. The system closes your file so that it is ready to upload.



IMPORTANT: If you select Yes instead, the file will need to be saved again, which may cause issues with the format. If you select Cancel, the file will not be closed, and therefore not accessible.

- 7 Using the navigation menu on the left of the screen, select the **Upload** menu option. The system displays the *Upload* screen.
- 8 Select **Browse** and locate the file to upload. The system displays the Choose File to Upload dialog screen.
- 9 Locate and select your file and select **Open**. The system returns to the *Upload* screen.
- 10 Select **Upload**. The system displays the *Upload Results* screen. Any errors encountered will be displayed on this screen.



IMPORTANT: Save error messages report to your computer.



REMEMBER: If you do not save the errors displayed on the screen, you will need to re-run the upload to get the errors again. They are not saved on a report at this time.

- 11 Save error messages report to your computer. In addition you can select **Print** to print your errors. You may also copy and paste the data displayed into a separate file. Once you have resolved each of the errors in your data file, upload the file again.
- 12 Once your errors are resolved and you have uploaded the file again, the system displays the *Upload Results* screen with a message indicating your upload was successful.
- 13 Select **View Collection [or Non-Oct 1] Grants** to review your student data.
- 14 This procedure is complete.

How to Resolve a Case on the Grant Overlapping Contract Report

Use this procedure to resolve multiple contracts with overlapping dates for a specific student.

Prerequisites

- Authorization for the Special Education Excess Cost Data Collection
- Collection is open
- The collected data for entry into the system

Step Action

- 1** Select **Reporting** from the Management menu.
 - 2** Select **Grant Students**.
 - 3** Select **Grant Overlapping Contracts**
 - 4** Does a student display in on your district's **Grant Overlapping Contracts** report?
 - **Yes** - Go to Step 5.
 - **No** - This procedure is complete.
 - 5** Are the contracts displayed, duplicate contracts?
 - **Yes** - verify each contract
 - Select **View Collection Grants** or **Non-Oct 1 Grants**.
 - Select **Del** to delete the duplicate contract.
 - The case will be removed from this report.
 - This procedure is complete.
 - **No** - Go to the next step.
 - 6** Is there an error on one of the contracts displayed?
 - **Yes** - verify each contract
 - Select **View Collection Grants** or **Non-Oct 1 Grants**.
 - Adjust the contract as needed.
 - As long as the adjustment resolves the "conflict," the case will be removed from this report.
 - This procedure is complete.
 - **No** - Go to the next step.
-

7 Are the contracts displayed cross different districts?

- **Yes** - each district needs to verify their contract dates and costs.
 - If the contract dates and costs are accurate select "Contract is accurate"
 - If the contract dates and costs are inaccurate
 - Select **View Collection Grants** or **Non-Oct 1 Grants**.
 - Adjust the contract as needed.
 - As long as the adjustment resolves the "conflict" the case will be removed from this report.



NOTE: you may need to contact the other district to resolve the overlap. Click on Contact List for a list of all data managers.

- This procedure is complete.
- **No** - Go to the next step.

8 Are the contracts displayed, legitimate overlapping contracts?

- **Yes** – select "legitimate overlapping contract", these contracts will remain on this report as the district's verification that they are legitimate overlapping contracts.



NOTE: District must maintain detailed, accurate documentation (i.e. PPT documentation of each placement) to support their claim.

- **No** - This procedure is complete.

How to Request an AO when a Facility Code Does Not Exist

Use this procedure when the LEA has a student attending a facility where the Department does not have a facility code available. These Generic codes include, 9990199 - In State, 9990299 - Out of State and 9990399 - Prekindergarten Program.



NOTE: Refer to the LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education memo from Anne Louise Thompson, Bureau Chief 10/31/08 in the Appendix. *Section IB. Facilities not approved for special education: School District Not Eligible for the Excess Cost Grant



IMPORTANT: The LEA must provide proof that the facility is approved in that state



NOTE: The record will remain at a status code 4 until the override is approved or withdrawn.

Prerequisites:

- Authorization for the Special Education Excess Cost Data Collection
- Collection is open
- Request for AO requires all other data fields to have passed edit checks and WARNING messages confirmed

Step Action

- 12 On the **View Collection or Non-Oct 1 Grants Student Record** screen select **Save Record** at the top of the screen. The system redisplay the *Grant Record* screen.

The screenshot shows the 'GRANT RECORD' screen with the following fields and values:

GRANT RECORD		SAVE RECORD	CANCEL
Nexus District:	[Dropdown]	FIRST NAME	
AGE:	20	LAST NAME	
SASID:	[Text]	RACE / ETHNICITY	04
DATE OF BIRTH:	07/21/1992	GRADE	12
GENDER:	M		
Primary Disability:*	[Dropdown: Multiple disabilities]		
Grant Type:	01		
Contract Sequence Number:*	01		
Contract Period: (MM/DD/YYYY)*	Start: 09/04/2012 End: 06/30/2013		
Placing Agency:*	[Dropdown: 022 - Canterbury]		
Child is defined as No Nexus for this contract. (* ONLY FOR GRANT TYPE 3B)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Education Facility:*	9990299 - Generic Out of State		

- 13 Check "Request Administrative Override"

This is a generic Education Facility Code. More information about the school is required.

Request Administrative Override.

OK **CANCEL**

14 Click **OK**

STUDENT DETAILS			
SASID	Name	District	

EDUCATIONFACILITYCODE OVERRIDE REQUEST			
Request ID	Status	Type	EducationFacilityCode
3862	Initial Request	EducationFacilityCode	9990299

School Name:
Address:
City:
State:
Zip Code:
Phone Number:

Comments:

Update **Withdraw** **Return**

History:
No history to display

15 Enter the Name, Address, City, State, Zip and Phone of the School the student is attending

16 Click **Update**

17 LEA must provide proof that the facility is approved, fax this to the attention of “ Verification of Grant AO” 860-713-7013, Attention: Kevin Chambers.

18 CSDE will verify the approval status and make an appropriate status change

How to Request an AO when a Facility is Not Approved

Use this procedure when this is a Parent Initiated Placement for other than educational reasons in a facility approved or not approved for special education.



NOTE: Refer to the LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education memo from Anne Louise Thompson, Bureau Chief 10/31/08 in the Appendix. **Section IIB Parent initiated placement for other than educational reasons in a facility approved or not approved for special education: School District Eligible for the Excess Cost Grant under special circumstances*



NOTE: The record will remain at a status code 4 until the override is approved or withdrawn.

Prerequisites:

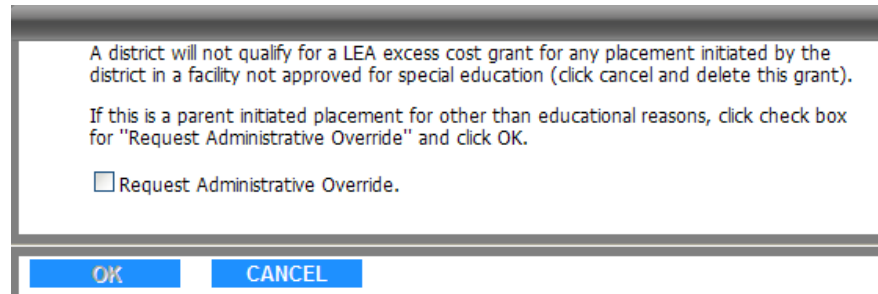
- Authorization for the Special Education Excess Cost Data Collection
- Collection is open
- Request for AO requires all other data fields to have passed edit checks and WARNING messages confirmed

Step Action

- 1 On the **View Collection or Non-Oct 1 Grants Student Record** screen select **Save Record** at the top of the screen. The system redisplay the *Grant Record* screen

The screenshot shows a web-based form titled "GRANT RECORD" with two buttons: "SAVE RECORD" and "CANCEL". The form is divided into two main sections. The top section contains student information: Nexus District (dropdown), AGE: 20, SASID: 2745984518, DATE OF BIRTH: 07/21/1992, GENDER: M, FIRST NAME, LAST NAME, RACE / ETHNICITY: 04, and GRADE: 12. Below this is a "Primary Disability:" dropdown menu with "Multiple disabilities" selected. The bottom section contains grant information: Grant Type: 01, Contract Sequence Number: 01, Contract Period: (MM/DD/YYYY)* with Start: 09/04/2012 and End: 06/30/2013, Placing Agency: 022 - Canterbury (dropdown), a checkbox for "Child is defined as No Nexus for this contract. (* ONLY FOR GRANT TYPE 3B)" with "No" selected, and Education Facility: 8250421 - College Internship Program - The Berkshire Center (dropdown).

- 2 Check "Request Administrative Override"



- 3 Click **OK**
- 4 In the comments box enter 'parent initiated placement for other than educational reasons'

Comments:

- 5 Click **Update**
- 6 LEA must fax the supporting documentation to the attention of 'Verification of Grant AO' to 860-713-7013, Attention: Kevin Chambers.
 - CSDE will verify the documentation and make the appropriate status change



FAQs

General Questions

? What is the difference between the December 1 and March 1 reporting?

All variables, fields, rules, edits and warnings are applicable to both grant sections. March 1 includes students placed after 12/1 and corrections/adjustments to existing collection and non-Oct 1 grants.

Reporting Students

? Where do I add a grant for a Oct 1 Student?

Use the View Student tab and then select the student.

? Where do I add a grant for a general education student?

Via hand entry you must use the Add Non-Oct 1 Grant. *REMEMBER: Due to rules associated with reporting State Agency Placement Grants, general education students (Special Education = "N") must have a reported Nexus district in PSIS Registration.

? Where do I add a grant for a student who was not my Nexus on Oct 1?

Via hand entry you must use the Add Non-Oct 1 Grant.

? I'm trying to add a Non-Oct 1 grant and it says "Either the student was reported in the Oct 1 SEDAC Collection or NO match was found in PSIS Registration"?

If the student was reported in the Oct 1 Collection with your district as Nexus, add grant via the View Student tab and then select the student. If the student was **not reported in the Oct 1 Collection** with your district as Nexus, contact the PSIS data manager to ensure the student's Nexus District and Nexus District Entry Date information is complete in PSIS Registration Module.

? Do I report a contract for all students placed out-of-district?

NO. Contract information is only required for students with costs that are near or over the district's threshold (Basic Contribution).

? Can I report excess cost for a student educated in-district?

YES, Please note, with an out-of-district placement you have the bill. In terms of in-district placements, while they are still eligible for reimbursement under Excess Cost, the requirement for cost documentation is clearly more onerous. **DO NOT include the net Current Expenditures per Pupil for your district.** Costs must be documented and based on the costs needed to provide the services to the child as outlined in the IEP. With in-district placements use caution in how you pro-rate costs if the student is in a group setting.

? Can I report excess cost for a student who is close to, but does not exceed the threshold?

YES, a district will only qualify for either an LEA excess cost or State Agency Placement grant and receive reimbursement if all criteria are met. Remember, once the March 1 collection is closed you can no longer enter a contrac.

? Can a student have more than 1 contract?

YES. Students can have more than one contract.

? Can I report legal costs?

NO.

Deleting Grants

? How do I delete a grant I entered in error in the 12/1 submission?

If an error in reporting is made, you can delete a grant reported before 12/1 by using the delete button within the "View Collection and View Non-Oct 1 Collection" list.

? How do I delete a grant I entered in error in the 3/1 submission?

If an error in reporting is made, you can delete a grant reported after 12/1 by using the delete button within the "View Collection and View Non-Oct 1 Collection" list.

? I entered a grant in the 12/1 submission, but the student is no longer eligible for excess cost. How do I delete?

1. You cannot delete this grant. (The delete button is dimmed)
2. Grants reported about Dec. 1 which have changes to dates and/or costs should be revised to reflect actual dates and/or costs for the March 1 submission. This will allow the Bureau of Grants Management to document a change in costs and will reduce follow-up calls regarding a "missing" grant that was paid in the February disbursement. Therefore, once the 12/1 data is frozen you will not be allowed to delete a grant; only make updates.

Updating Grants

? I entered a grant but it has errors, how can I make changes to a grant?

View the students grant under the appropriate collection, either "View Collection or View Non-Oct 1 Collection" list. Make corrections and save.

? Can I adjust a contract for a student who had a change in placement (and are still eligible for excess cost)?

Yes, you can revise contracts entered in the December 1 submission to reflect actual dates and/or costs. You can also add additional contracts as needed.

Educational/Residential Facility Codes

? What if an Education Facility Code does not exist for where our student attends school?

If a student is attending a facility that has not been assigned a code, please use one of the following new codes:

New Facility Code	Description
9990199	Generic Other In-State
9990299	Generic Other Out of State
9990399	Generic Other PreK Program

GENERIC CODES WILL SAVE AS A STATUS CODE 4. Districts cannot apply for an LEA Excess Cost Grant for students out-placed into in-state facilities that are not approved by the Connecticut State Department of Education and if the LEA places a student out-of-state, the LEA must provide proof that the facility is approved in that state. This will require an administrative override.

? What is the Residential Facility Code used for a student living in a foster or group home?

If student lives in a private foster or group home use 0000061.

Reports

? How can I see a summary of the grants I reported?

- On the Special Education Website
- Click Reporting
- Click Grant Students
- Click [Summary of Grant Students](#)
- Click on File Print

? How can I see all fields for the grants I reported?

- On the Special Education Website
- Click Reporting
- Click Grant Students
- Click View / Download All Grant Records

? How can I save reports?

- Click on File Save As
- Save in: select where you want to save this document
- File name: enter a name for this document
- Click Save

? How can I print the “Download All Grant Records” report on 1 page?

You can print all fields for each student on legal size paper by changing the page setup.

- Click on File Page Setup
- Change Orientation to Landscape
- Change Scaling to Fit to
- Change the Paper size to legal
- Change the left and right margins to .25
- Click OK
- Click on File Print

Excel shrunk the data and I cannot read it.

You can print a report on multiple pages by increasing the number of pages on which you print.





Appendix

Memo: LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education Memorandum (2008) [[PDF](#)]



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



To: Directors of Special Education
Parent Advocates and Attorneys
Board of Education Attorneys

From: Anne Louise Thompson, Bureau Chief

Date: October 31, 2008

Subject: LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education

Over the past year, there has been an ongoing review of grant requests submitted by public school districts for local education agency (LEA) excess cost and State agency placement grants. The Bureaus of Special Education and Data Collection, Research and Evaluation have been reviewing grant submissions from districts concerning cases in which a child is receiving special education instruction in approved special education facilities or facilities not approved for special education. In some cases, a school district or State agency made the placement in the facility. In other cases, the parent and the district have been in disagreement over what constitutes an appropriate program and placement for the child and in an effort to resolve the dispute, the parent and the district have negotiated an agreement regarding the child's program and placement.

There are various types of agreements: a settlement agreement from the resolution session associated with a due process hearing, a mediation agreement or a settlement agreement finalized before the case is completed at a due process hearing. There may also be other circumstances where the district and the parent have come to an agreement without utilizing the special education due process procedures.

In order to clarify questions concerning school district eligibility for the excess cost grant and the State agency placement grant, the following applies:

I. School District Initiated Placements: School District Eligibility for the LEA Excess Cost Grant

A. Facilities approved for special education: School District Eligible for the LEA Excess Cost Grant

A district may qualify for a LEA excess cost grant under Connecticut General Statutes (CGS) Section 10-76g (if the grant threshold is met) when it initiates a placement in an approved special education facility.

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B. Facilities not approved for special education: School District Not Eligible for the Excess Cost Grant

A district will not qualify for a LEA excess cost grant (even if the grant threshold is met) under CGS Section 10-76g for any placement initiated by the district in a facility not approved for special education. CGS Section 10-76d(d) is clear that in order for a school district to receive payment under CGS Section 10-76g, "each such private school, agency or institution has been approved for special education by the Commissioner of Education or by the appropriate agency for facilities located out of State."

C. Facilities not approved for special education: School District Eligible for the Excess Cost Grant

A school district may utilize preschool programs not approved for special education and receive an excess cost grant if conditions are met for utilizing a preschool program not approved for special education (See CGS Section 10-76d(b)) and the grant threshold is met.

D. Organizations approved for transition/vocational services: School District Eligible for the Excess Cost Grant

A school district may utilize a transition/vocational program or services to provide occupational training programs to eligible students and may receive an excess cost grant under the following conditions (See CGS Section 10-76d(d)). The district is eligible for an excess cost grant if the program or services are being provided by an approved vendor of such services, the student is not working on earning credits for a regular high school diploma, the student is between the ages of 16 and 21 and the grant threshold is met. Transition/vocational programs are not approved to be providing academics toward a high school diploma. Any program which is coded as an "82" in the special education data application and collection (SEDAC) system by the Department of Education is not approved to provide academic credit toward a regular high school diploma. A district will not be eligible to receive an excess cost grant if a student is earning academic credit toward a regular high school diploma in a facility coded as an "82", transition/vocational program.

II. Parent Initiated Placements: School District Eligibility for the Excess Cost Grant

A. Parent initiated placement in a facility approved for special education: School District Eligible for the Excess Cost Grant under certain conditions

A district may receive a LEA excess cost grant for a placement in a facility approved for special education initiated by a parent if the following conditions are met: (1) the district has accepted programmatic responsibility for the child's education through the development and implementation of an individualized education program (IEP); (2) the district has accepted fiscal responsibility by paying the costs for the child's placement by the parent at the approved facility; and (3) the grant threshold is met.

B. Parent initiated placement for other than educational reasons in a facility approved or not approved for special education: School District Eligible for the Excess Cost Grant under special circumstances

CGS Section 10-76d(d) contemplates that children eligible for special education may need services other than educational services such as medical, psychiatric, or institutional care or services even though the district is able to meet the child's educational needs through a program and placement offered by the school district. In this situation, the parent places the child and requests that the school district pay for the cost of special education instruction at a private school, hospital or other institution which may or may not have an approved special education program. The school district *may* meet its obligation to provide special education to the child by agreeing to pay the reasonable costs of special education instruction. In such situations, the school district would be eligible for the LEA excess cost grant if: (1) the parent and the school district enter into an agreement indicating that the child's placement by the parent in the private school, hospital or other institution is proper and no State institution is available to meet the child's needs; (2) the school district assumes responsibility for the provision of special education instruction and provides for such services through a contract with the facility in the form of an IEP which the school district writes and ensures is implemented by the facility; and (3) the grant threshold is met. If there is an agreement between the parent and the school district, the agreement should indicate that the school district continues to be ready and willing to offer an appropriate program to the child.

Under no circumstances may a school district initiate a child's placement under this provision of the statutes and seek to shift the non-educational costs to the parent.

C. Parent initiated placement in a facility not approved for special education: School District Eligible for Excess Cost Grant if placement ordered by Hearing Officer or Court

If the parent and the district cannot come to an agreement about the child's placement, the parent may seek reimbursement from a school district for a unilateral placement in a facility not approved for special education through a due process hearing or court proceeding. Districts will be eligible to receive the LEA excess cost grant, if the grant threshold is met, for a unilateral placement made by the parent in a facility not approved for special education when a special education hearing officer or court of competent jurisdiction: (1) determines the district did not offer a free and appropriate public education (FAPE); (2) determines the child is receiving FAPE in the unilateral placement; and (3) orders the district to assume responsibility for the child's placement in the facility. An IEP must be developed by the school district and implemented within the facility.

D. Parent initiated placement in a facility approved or not approved for special education: School District Not Eligible for Excess Cost Grant

A school district may not receive the LEA excess cost grant under CGS Section 10-76g when the parent rejects the district's IEP and the parent unilaterally places their child in a facility approved or not approved for special education for educational reasons and the school district and parent negotiate an agreement which provides for the school district to assume some or all of the costs of the child's placement. This is true regardless of the forum through which the agreement was negotiated. However, the district may be eligible for the LEA excess cost grant for a unilateral placement in an approved facility if: (1) the district accepts programmatic responsibility for the child's education through the development and implementation of an IEP; (2) the district accepts fiscal responsibility by paying the costs for the child's placement by the parent at the approved facility; and (3) the grant threshold is met.

III. State Agency Placement Grant

A. State agency placement of students eligible for special education and related services in a facility which may or may not be approved for special education: School District Eligible for the State Agency Placement Grant

When a State agency places a child eligible for special education in a facility under the provisions of CGS Section 10-76d(e)(2), which may or may not be approved for special education, the school district is required by State statute to assume the fiscal and programmatic responsibility for the education of the child. The State agency placement grant under CGS Section 10-76d(e)(2) is available for such placements when the grant threshold is met.

B. State agency placement of students not eligible for special education in a private residential facility: School District Eligible for the State Agency Placement Grant

When a State agency places a child in a private residential facility which may or may not be approved for special education and the child is not eligible for special education (i.e., receiving regular education instruction only), the State agency placement grant under CGS Section 10-253(b) is available when the grant threshold is met.

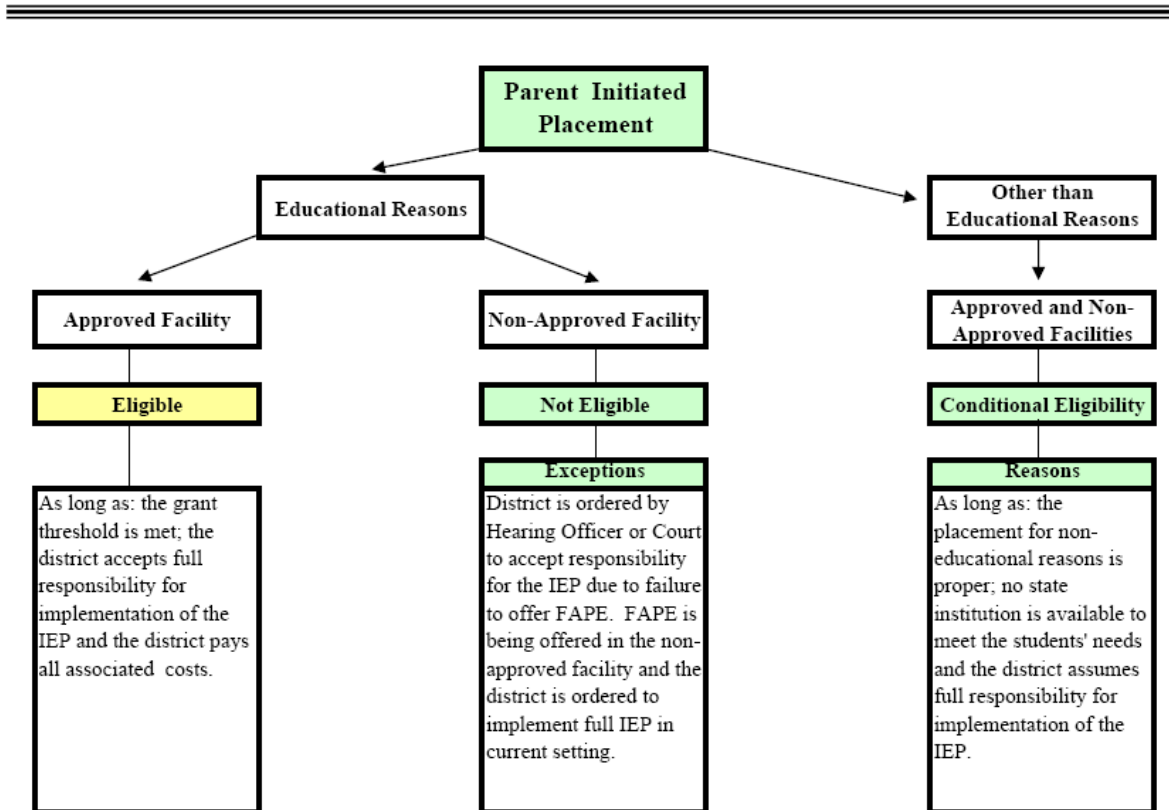
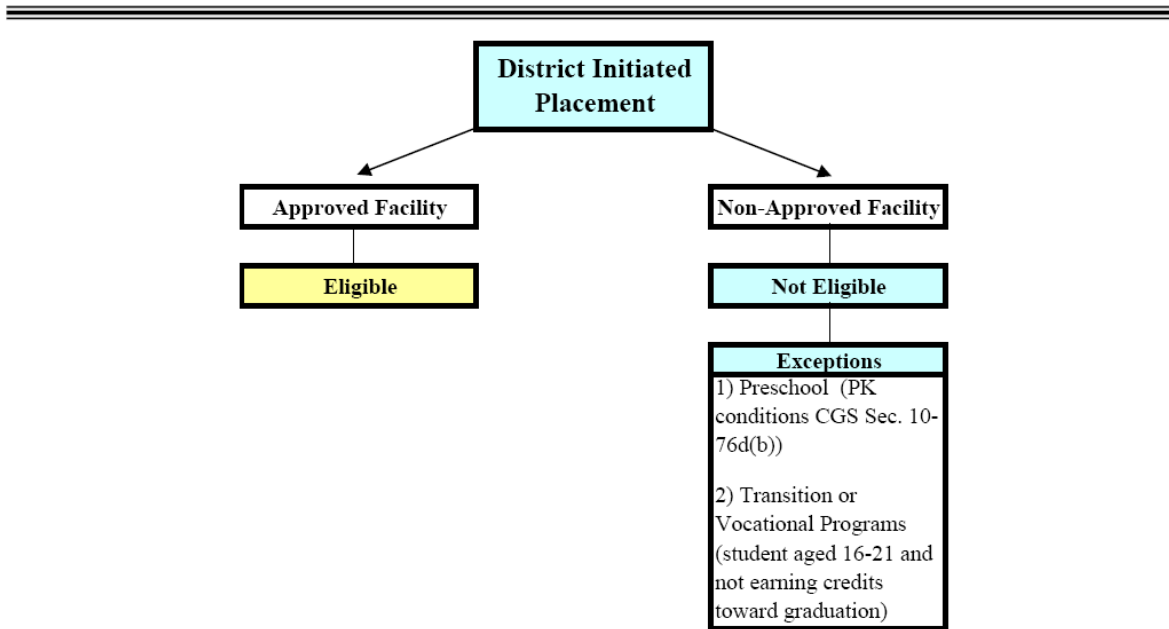
C. State agency placement of students not eligible for special education in a day program: School District Not Eligible for the State Agency Placement Grant

When a State agency places a child in a day program which may or may not be approved for special education and the child is not eligible for special education (i.e., receiving regular education instruction only), the State agency placement grant under CGS Section 10-76d(e)(2) and Section 10-253(b) is not available.

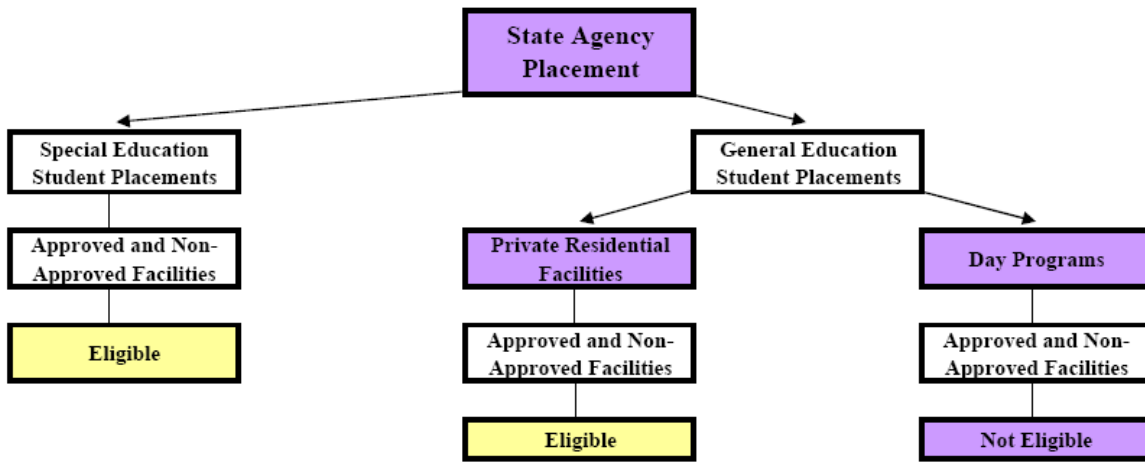
If you have any questions regarding these issues, please contact the Bureau of Special Education at 860-713-6910.

LEA Excess Cost and State Agency Grant Decision Tree [PDF]

LEA Excess Cost and State Agency Grant Decision Tree



LEA Excess Cost and State Agency Grant Decision Tree



Timeline for LEA Excess Cost and State Agency Placement Grants

The following briefly describes how districts apply for and receive money for students who are eligible for LEA Excess Cost and State Agency Placement Grants during a given school year from the Connecticut State Department of Education.

Special Education Excess Cost December 1

Step 1: The district reports first estimated costs and receives 75% of eligible grants.

- December – First estimated costs are reported through the Special Education Excess Cost Collection to the Bureau of Grants Management (BGM). Grants with start dates on or before December 1 of the reporting year are due December 1.
- January – Grant information is processed and reviewed by the BGM. Districts are contacted if there are questions about the data submitted. BGM determines the amount available based on the number of eligible applicants.
- End of February – The district's Treasurer receives 75% of the estimated entitlement.

Special Education Excess Cost March 1

Step 2: The district reports final estimated costs and receives balance of the estimated entitlement.

- March – Final estimated costs are reported through the Special Education Excess Cost Collection to the BGM. Grants with start dates on or before March 1 are due March 1 of the reporting year.
- March – Grant information is processed and reviewed by the BGM. Districts are contacted if there are questions about the data submitted. BGM determines the amount available based on the number of eligible applicants.
- End of May – The District's Treasurer receives balance of the estimated entitlement.

ED001 Special Education Excess Cost

Step 3: In the ED001 the district reports actual costs and final grant adjustments are made.

- September of the next school year - Actual costs for students where grant type was entered in the Special Education Excess Cost Collection are displayed through an electronic submission of ED001 tables available. District staff enters the actual costs for the students. Information is due September.
- April of the next school year – Prior year adjustments are calculated and applied to the Education Cost Sharing grant's April payment.

Nexus Districts

Code	Value/Label	Code	Value/Label	Code	Value/Label	Code	Value/Label
001	Andover	048	Ellington	098	Norfolk	144	Trumbull
002	Ansonia	049	Enfield	099	North Branford	145	Union
003	Ashford	050	Essex	100	North Canaan	146	Vernon
004	Avon	051	Fairfield	101	North Haven	147	Voluntown
005	Barkhamsted	052	Farmington	102	N. Stonington	148	Wallingford
007	Berlin	053	Franklin	103	Norwalk	151	Waterbury
008	Bethany	054	Glastonbury	104	Norwich	152	Waterford
009	Bethel	056	Granby	106	Old Saybrook	153	Watertown
011	Bloomfield	057	Greenwich	107	Orange	154	Westbrook
012	Bolton	058	Griswold	108	Oxford	155	West Hartford
013	Bozrah	059	Groton	109	Plainfield	156	West Haven
014	Branford	060	Guilford	110	Plainville	157	Weston
015	Bridgeport	062	Hamden	111	Plymouth	158	Westport
017	Bristol	063	Hampton	112	Pomfret	159	Wethersfield
018	Brookfield	064	Hartford	113	Portland	160	Willington
019	Brooklyn	065	Hartland	114	Preston	161	Wilton
021	Canaan	067	Hebron	116	Putnam	162	Winchester
022	Canterbury	068	Kent	117	Redding	163	Windham
023	Canton	069	Killingly	118	Ridgefield	164	Windsor
024	Chaplin	071	Lebanon	119	Rocky Hill	165	Windsor Locks
025	Cheshire	072	Ledyard	121	Salem	166	Wolcott
026	Chester	073	Lisbon	122	Salisbury	167	Woodbridge
027	Clinton	074	Litchfield	123	Scotland	169	Woodstock
028	Colchester	076	Madison	124	Seymour	201	Region 1
029	Colebrook	077	Manchester	125	Sharon	204	Region 4
030	Columbia	078	Mansfield	126	Shelton	205	Region 5
031	Cornwall	079	Marlborough	127	Sherman	206	Region 6
032	Coventry	080	Meriden	128	Simsbury	207	Region 7
033	Cromwell	083	Middletown	129	Somers	208	Region 8
034	Danbury	084	Milford	131	Southington	209	Region 9
035	Darien	085	Monroe	132	South Windsor	210	Region 10
036	Deep River	086	Montville	133	Sprague	211	Region 11
037	Derby	088	Naugatuck	134	Stafford	212	Region 12
039	Eastford	089	New Britain	135	Stamford	213	Region 13
040	East Granby	090	New Canaan	136	Sterling	214	Region 14
041	East Haddam	091	New Fairfield	137	Stonington	215	Region 15
042	East Hampton	092	New Hartford	138	Stratford	216	Region 16
043	East Hartford	093	New Haven	139	Suffield	217	Region 17
044	East Haven	094	Newington	140	Thomaston	218	Region 18
045	East Lyme	095	New London	141	Thompson	219	Region 19
046	Easton	096	New Milford	142	Tolland		
047	East Windsor	097	Newtown	143	Torrington		

State Agencies Responsible for Placement

337	DMHAS	349	DDS (formerly DMR)	954	Court
347	DCF	950	Indian Nation		

LEA Excess Cost and State Agency Placement Grants

Grant Type 01 –LEA Excess Cost (CGS Section 10-76g):Applicable to each special education student for whom the costs of education services, provided or arranged by the student’s Local Education Agency (LEA), exceed the legislatively-determined reimbursement threshold. (The “threshold” is currently four and one-half times the LEA’s average per pupil expenditure for the prior school year). Reported costs may include “room and board” if a residential placement in a residential facility or group home is required for educational reasons. No judicial facility codes are allowed under this Grant Type. (Such facilities are only eligible for Grant Types 02 and 04.) Reimbursement will be made for services provided to students who remain in their home schools provided the reasonable costs of such services exceed the reimbursement threshold. LEA placements into unapproved facilities **will not be reimbursed**.

Grant Type 02 – State Agency Placement (CGS Section 10-76d(e)(2)): Applicable to each special education student who has been placed out-of-home by a state agency, including the judicial branch, who does not reside on or in a licensed permanent family residence (PFR) (See Facility Codes ending in 70 in the Appendix (Facility Codes - Connecticut Programs with Residential Components)), and whose education costs exceed the LEA’s average per pupil expenditure for the prior school year. Such costs are limited to the reasonable costs of special education and related services. Any Educational Facility Code is acceptable for this grant type. The Residential Facility, however, cannot be a state owned or operated property (Residential Facility Codes ending in 70 (PFR) or Residential Facility Codes ending in 15 with a district code of 337 (DMHAS) or 347(DCF)).

Grant Type 3a – State Property (CGS Section 10-76d(e)(3)): Applicable to each special education student who has been placed by a state agency either in a licensed permanent family residence (See Facility Codes ending in 70 in the Appendix (Facility Codes - Connecticut Programs with Residential Components)), as defined by C.G.S. Section 17a-154, or in a facility located on state-owned or state-leased property (See Residential Facility Codes ending in 15 with a district code of 337 (DMHAS) or 347(DCF)).

Grant Type 3b – No-Nexus Residential (CGS Section 10-76g(a)(1)): Applicable to each special education student who 1) has no-nexus status, 2) has been placed by a state agency in a residential facility operated by the Department of Children and Families or a private residential facility (Residential Facility Code ending in 61, except for “Private Foster or Group Home 0000061”), and 3) receives special education in a program operated by a town, region, or Regional Education Service Center (RESC). The reasonable costs of special education and related services are fully reimbursable.

Grant Type 04 – General Ed Residential (CGS Section 10-253(b)): Applicable to each student 1) who has been placed by a state agency in a private residential facility (Residential Facility Code ending in 61), 2) who is not eligible to receive special education services, and 3) whose education costs exceed the LEA’s average per pupil expenditure for the prior school year. Such costs are limited to the reasonable costs of education services.

Prorated Excess Cost Grants: Applicable to each special education student who has a change in placement status during the school year (e.g., from “excess cost” eligibility to “state agency placement”) and whose aggregate costs exceed the prior year’s average per pupil expenditure for the student’s LEA. In this event, the basic contribution of each grant is prorated based on the number of educational days in each situation. A separate grant application is needed for each placement. Separate payment is based on the prorated contribution of each of the grants.

To find your districts’ threshold, see Net Current Expenditures (NCE) per Pupil (NCEP) and Basic Contributions in the Appendix under SEDAC References.

If necessary, contact Kevin Chambers at the Bureau of Grants Management, CSDE, 860-713-6455.

LEA Excess Cost (Grant Type 01) – Allowable Costs

The purpose of this document is to provide guidance to districts when reporting special education and related services for a student educated in the district, which may be eligible for Grant 01 (LEA Placement). A child with disabilities qualifies if the costs, when combined, exceed the local district's basic contribution threshold by four and one half times. To find your districts' threshold, see Net Current Expenditures (NCE) per Pupil (NCEP) and Basic Contributions in the Appendix under SEDAC References.

Before applying you should be aware of the following:

- Report student's actual expenditures supported by local tax dollars.
- **DO NOT include:**
 - **the Net Current Expenditures per Pupil (NCEP) for your district**
 - **Any base amount that is not directly related to the special education pupil**
 - **federal source funds such as IDEA Part B (611/619)**
 - **any state funds such as BESB**
 - **any portion of the Special Education Director's Salary**
 - **any costs related to running the building**
 - **legal costs related to the student**
 - **Benefits that are paid by the district**
- As with out-of-district costs, all are subject to Department audit requirements.
- Districts must maintain detailed, accurate documents for each student to support their claim.

Reporting Costs for In-district Staff

The most challenging costs to report are for staff within the district. One formula may not work for all students. Furthermore, each grant application is based on one child's Individual Education Program (IEP), making it difficult to give specific examples. Therefore, each district must develop a methodology to calculate staff costs that is reasonable, and can be allocated to the student. **These must be documented and based on the costs needed to provide the services to the child as outlined in the IEP.**

It is also reasonable in most cases to include only the cost of those staff members who work with a very small number of students with high needs rather than include a staff member who works with a large number of students. Costs typically reported are for salary and benefits for teachers, related service personnel and paraprofessionals.

Reporting Other Costs

Other non-staff related costs are easier to report as they are billed to your district. **These must be documented and based on the costs needed to provide the services to the child as outlined in the IEP.** The following list provides some examples and guidelines for calculation.

- District contractor for provision of special education/related services (i.e. Physical Therapy (PT) Services, Occupational Therapy (OT) Services, Speech Services)
 - Equipment: purchased, leased, repaired and maintained for one student (for the year purchased or leased)
 - Other outside services: nursing, interpreter, consulting, and evaluations
 - Home training
 - Items to Report under Transportation Costs
 - Special Education Transportation (divided by the number of children on the van)
-

Reporting Costs under the Single Cost Accounting System (SCAS)

The following information is applicable to reporting education costs for students who are attending an approved private special education program located within a private residential treatment program and, therefore, whose daily education rate has been calculated by the State Department of Education under the Single Cost Accounting System (SCAS). The Department monitors the tuition and related services costs reported in the Tuition Cost Field for each SCAS facility. The Bureau of Grants Management limits the amount that can be included in the district's State Agency Placement or Excess Cost Grant computation. This **daily rate, multiplied by the number of tuition days entered, is the maximum amount that the Department will reimburse your school district under either a State Agency Placement grant or an Excess Cost Grant.** For the latest list of programs that are subject to SCAS rate calculations see the Approved Private Special Education Programs Per Diem Rates in the Appendix under SEDAC References

There are three fields to report costs for students: Tuition Cost (which includes tuition and related services excluding transportation), Transportation Cost, and Room and Board Cost. The SCAS-calculated rate is an all-inclusive rate. If a student is placed by a state agency take the approved daily SCAS rate, and multiply it by the number of tuition days. If the student is placed by the LEA and the facility charges a daily rate for the same tuition and related services that is different from the SCAS rate, report the actual cost in the Tuition Cost field. Any payment in excess of these rates is ineligible for reimbursement by the Department. If the student attends as a day student, fill in transportation costs in the Transportation Cost field.

If a student receives services that are not typically provided by the program and the program believes that the SCAS-calculated rate will not cover the cost of such services, the program may request that the State Department of Education adjust the rate (which is an average rate and applicable to all students within the program). If the student receives services through a source other than the special education program, such as placement in an additional separate program, costs for these services can be reported by entering a second contract.

To report residential services in a SCAS facility (if your local school district places a student in a SCAS facility and pays for residential services), fill in the costs in the Room and Board Cost field. More typically, however, the student is placed in a SCAS facility by a state agency, such as the Department of Children and Families or the Judicial Branch. In these cases, you are not responsible for any residential costs, so the Room and Board Cost field is left blank.

Facility Codes

Connecticut Programs with Residential Components

APSEP = Approved Private Special Education Program

RTC = Residential Treatment Center

PFR = Permanent Family Residence

SCAS = Single Cost Accounting System

This list may be incomplete, If a facility is not listed, please contact Kevin Chambers at

Kevin.Chambers@ct.gov or 860-713-6455 to obtain a code.

Name	TOWN	Code	Type
American School for the Deaf	West Hartford	1550361	APSEP
Arch Bridge School	Bethlehem	0100161	APSEP, RTC, SCAS
Capitol Region Mental Health Center	Hartford (DMHAS)	3370615	
Chapel Haven	New Haven	0930661	APSEP
Connecticut Children's Place	East Windsor (DCF)	3470115	
Connecticut Junior Republic	Litchfield	0740161	APSEP
Connecticut Mental Health Center	New Haven (DMHAS)	3370415	
Connecticut Valley Hospital	Middletown (DMHAS)	3370215	
Devereaux Glenholme School	Washington	1500161	APSEP
Eagle Hill School	Greenwich	0570161	APSEP
Eagle House Education Program	Hartford	0642061	APSEP
Greater Bridgeport Community Mental Health Center	Bridgeport (DMHAS)	3370515	
Grove School	Madison	0760161	APSEP
Judicial Center - BRAVE	Hamden	3481115	
Judicial Center - Bridgeport Detention Center	Bridgeport	3480115	
Judicial Center - Girl's Care 2	Waterbury	3480915	
Judicial Center - Grace Alternative Detention Center	Hartford	3480615	
Judicial Center - Hartford Detention Center	Hartford	3480315	
Judicial Center - Litchfield Community Residential Program	Litchfield	3481315	
Judicial Center - SAGE Detention Center	Hamden	3480415	
Judicial Center - SOAR	Hamden	3481215	
Judicial Center - Washington Street Detention Center	Hartford	3480515	
Judicial Center - Youth Boy's Care	New Haven	3481015	
Adelbrook - Children's Home of Cromwell	Cromwell	0330161	APSEP, RTC, SCAS
The Learning Clinic	Brooklyn	0190161	APSEP, RTC, SCAS
Natchaug Hospital Journey School	Mansfield	0780361	APSEP, RTC, SCAS
PACES (at American School for Deaf)	West Hartford	1550861	APSEP, RTC, SCAS
Private Foster or Group Home (Grant Type 1, 2, or 4)	All towns	0000061	

Name	TOWN	Code	Type
Raymond Hill School (Formerly Klingberg)	New Britain	0890361	APSEP
River Valley Services (RVS)	Middletown (DMHAS)	3370815	
Riverview Hospital	Middletown (DCF)	3470315	
Rushford Academy	Durham	0380261	APSEP, RTC, SCAS
Southeast Mental Health Authority (SMHA)	Norwich (DMHAS)	3370715	
Susan Wayne Center	Thompson	1410161	APSEP, RTC, SCAS
Touchstone School	Litchfield	0740461	APSEP, RTC, SCAS
Walter G. Cady at Connecticut Juvenile Training	Middletown (DCF)	3476715	
Waterford Country School	Waterford	1520161	APSEP, RTC, SCAS
Whitney Hall School	Hamden	0620361	APSEP, RTC, SCAS

🔗 In-state Approved Private Special Education Program Facility Codes

SEDAC uses the facility coding structure used in the Public School Information System (PSIS). See SEDAC References for Facility Codes - Non Public and Out of State Facilities link. In-State APSEP tab at the bottom of the excel document is a list of In-State Approved Private Special Education Program Facility Codes.

CONNECTICUT STATE DEPARTMENT OF EDUCATION		
BUREAU OF GRANTS MANAGEMENT		
LIST OF IN-STATE APPROVED PRIVATE SPECIAL EDUCATION PROGRAMS		
2015-16 DIR LAN		
Revised: October 23, 2015		
Facility Code	Town	Facility Name
0046821	Avon School District	The Web School in the Valley
0100161	Bethlehem School District	Arch Bridge School
0170221	Bristol School District	Oak Hill School at Bristol North
0170561	Bristol School District	Oak Hill School at Bristol South
0190161	Brooklyn School District	The Learning Clinic
0250161	Cheshire School District	The Webb School at Cheshire
0330161	Cromwell School District	Adelbrook - The Learning Center of Cromwell
0360161	Deep River School District	Academy at Mount Saint John
0380261	Durham School District	Rushford Academy
0430121	East Hartford School District	Adelbrook – The Learning Center of East Hartford
0450161	East Lyme School District	The Lighthouse on Main Street
0450261	East Lyme School District	The Lighthouse on Pennsylvania Ave
0460161	Easton	The Speech Academy
0490161	Enfield School District	Natchaug Hospital School Joshua Center - Enfield
0510261	Fairfield School District	Giant Steps CT School
0516061	Fairfield School District	Saint Catherine Academy
0570161	Greenwich School District	Eagle Hill School
0620261	Hamden School District	Cedarhurst School
0620361	Hamden School District	Whitney Hall School

0626161	Hamden School District	Lorraine D. Foster Day School
Facility Code	Town	Facility Name
0640261	Hartford	Grace S. Webb School
0642061	Hartford	Eagle House Education Program
0642161	Hartford	Road School of Hartford High
0642261	Hartford	High Road School of Hartford - Primary
0646061	West Hartford	Futures School
0646161	Hartford	OPTIONS Educational Services
0690161	Killingly School District	Natchaug Hospital School Joshua Center NE - Danielson
0740161	Litchfield School District	Connecticut Junior Republic
0740461	Litchfield School District	Touchstone School
0760161	Madison School District	Grove School
0770161	Manchester School District	Community Child Guidance Clinic School
0770221	Manchester School District	Adelbrook – The Learning Center of Manchester
0770361	Manchester School District	Manchester Memorial Clinical Day School
0780161	Mansfield School District	Natchaug Hospital Inpatient School
0780261	Mansfield School District	Natchaug Hospital School CDT - Mansfield
0780361	Mansfield School District	Natchaug Hospital Journey School
0800161	Meriden School District	Meliora Academy
0830561	Middletown School District	The Academy of The Wheeler Clinic
0840161	Milford School District	Charles F. Hayden School at Boys & Girls Village
0840461	Milford School District	CCCD – Bridgeport Ave.
0840561	Milford School District	CCCD – Wolf Harbor Road
0846061	Milford School District	The Foundation School - Milford
0846161	Milford School District	Woodhouse Academy
0890261	New Britain School District	Oak Hill School at New Britain
0890361	New Britain School District	Raymond Hill School
0890461	New Britain School District	CCMC School
0895161	New Britain School District	Oak Hill School at Holcomb Street
0920161	New Hartford School District	Oak Hill School at Ann Antolini-New Hartford

Facility Code	Town	Facility Name
0930661	New Haven School District	Chapel Haven, Inc.
0931461	New Haven School District	Yale Child Study Center School
0950161	New London School District	Connecticut College Children's Program
0950421	New London School District	High Road School of New London\High at Shiloh
0950821	New London School District	High Road School of New London Primary at Bennie Dover
1010161	North Haven School District	Elizabeth Ives School for Special Children
1036261	Norwalk School District	High Road School of Norwalk
1040721	Norwich School System	Natchaug Hospital School Joshua Center Thames Valley CDT
1060161	Old Saybrook School District	Natchaug Hospital School - Shoreline
1070161	Orange School District	The Foundation School - Orange
1075061	Orange School District	Hope Academy
1100261	Plainville School District	Northwest Village School/Wheeler Clinic
1100361	Plainville School District	Oak Hill School at Toffolon
1105261	Plainville School District	Oak Hill School at Middle School of Plainville
1106161	Plainville School District	Oak Hill School at Haddam/Killingworth High School
1350161	Stamford School District	Villa Maria Education Center
1356621	Stamford School District	Spire School
1356721	Stamford School District	Pinnacle School
1380121	Stratford School District	IPP Lower and Upper Program
1410161	Thompson School District	Susan Wayne Center of Excellence
1440161	Trumbull School District	Saint Vincent's Special Needs School Program
1480161	Wallingford School District	Benhaven School
1480261	Wallingford School District	High Road Academy
1480461	Wallingford School District	Benhaven Academy
1485061	Wallingford School District	High Road School Of Wallingford
1500161	Washington School District	Devereux Glenholme
1516161	Waterbury School District	High Roads School of Waterbury
1520161	Waterford School District	Waterford Country School, Inc.
1550161	West Hartford School District	The Gengras Center

1550261	West Hartford School District	Intensive Education Academy, Inc.
Facility Code	Town	Facility Name
1550361	West Hartford School District	American School for the Deaf
1550561	West Hartford School District	Ben Bronz Academy
1550861	West Hartford School District	PACES-at American School for the Deaf
1590161	New Britain School District	CCMC School
1630661	Windham School District	Natchaug Hospital School CDT-Willimantic

Age Appropriate Community Based Transition Program Facility Codes

SEDAC uses the facility coding structure used in the Public School Information System (PSIS). See SEDAC References for Facility Codes - Non Public and Out of State Facilities link. Once opened click on the Transition Programs tab at the bottom of the excel document.

CONNECTICUT STATE DEPARTMENT OF EDUCATION		
BUREAU OF GRANTS MANAGEMENT		
LIST OF AGE APPROPRIATE COMMUNITY BASED TRANSITION PROGRAMS		
2014-2015 DIR LAN		
Revised: October 23, 2015		
Facility Code	Town	Facility Name
0020382	Ansonia	Birmingham Group Health Services-
0020482	Ansonia	Disability Resource Network
0090182	Bethel	Ability beyond Disability
0100282	Bethlehem	Employment Options, LLC
0150582	Bridgeport	Goodwill Industries
0150682	Bridgeport	Disability Resource Network - Bridgeport
0150782	Bridgeport	Marrakech Inc. - Transition Services
0170182	Bristol	Young Parent Program - Bristol Family Center
0170282	Bristol	Bristol ARC
0230282	Canton	ARC of Farmington Valley, Inc. (FAVARH)
0250182	Cheshire	Alliance Staffing of CT
0250282	Cheshire	Secondary Transition Collaborative, Quinnipiac University
0280182	Colchester	Alternative Services-Connecticut Inc. (Vocational Program)
0280282	Colchester	New Beginnings For Life LLC
0280382	Colchester	Alternative Services-Connecticut Inc. (Mobile Vocational Program)
0300182	Columbia	Tri-County ARC
0330182	Cromwell	MARC Community Resources, Ltd
0340282	Danbury	Western Connection
0450182	East Lyme	Eastern Community Development Corporation Day Program
0450282	East Lyme	Lighthouse Transition Academy
0490182	Enfield	Allied Rehabilitation Center
0500182	Essex	Southeastern Employment Services, LLC
0510282	Fairfield	CLASP Career and Community Options
0510382	Fairfield	Fairfield School/Community Partnership
0570182	Greenwich	Abilis-Greenwich
0590182	Groton	Seabird Enterprises - Puffins Restaurant
0590382	Groton	Lighthouse Voc-Ed Center - Groton
0590482	Groton	The ARC of New London County
0600182	Guilford	SARAH, Inc.-
0600282	Guilford	Roses for Autism - Ability Beyond Disability

SPECIAL EDUCATION EXCESS COST USER GUIDE

Facility Code	Town	Facility Name
0620182	Hamden	Hamden Transition Academy @ Southern CSU - (AACPB)
0620282	Hamden	Oak Hill Day Transition Program-Hamden
0620382	Hamden	Cedarhurst School Passage Program
0640282	Hartford	HARC
0640382	Hartford	Options Employment & Educational Services
0640682	Hartford	Sunrise Northeast
0640782	Hartford	Oak Hill Day Transition Program-Hartford
0644182	Hartford	CRT - Jumoke Academy
0670182	Hebron	The Allen Institute
0690182	Killingly	The ARC of Quinebaug Valley
0700182	Killingworth	Behavior Management, LLC
0720282	Ledyard	Eastern Community Development Corporation Day Program
0720382	Ledyard	Community Enterprises - Gales Ferry Transition Program
0740182	Litchfield	Project Succeed
0770182	Manchester	MARC
0770282	Manchester	Supported Education Program - MCC/Community Enterprises
0770382	Manchester	New Seasons Inc. - Manchester Group Home
0780182	Mansfield	RSD#19/UCONN-Storrs (AACBP)
0800182	Meriden	ARC of Meriden-Wallingford, Inc.
0800282	Meriden	Kuhn Employment Opportunities, Inc.
0830182	Middletown	Futures, Inc.
0830282	Middletown	Middlesex Transition Academy (AACBP)
0890182	New Britain	CW Resources, Inc.
0890282	New Britain	Transition/Vocational Center at Raymond Hill
0930182	New Haven	Easter Seals Rehabilitation Center
0930782	New Haven	Chapel Haven - Vocational Transition Program
0930882	New Haven	Off Campus Classroom Program (OCC)
0950182	New London	First Step Program
0950282	New London	Sharp Training
0950382	New London	Buckingham Community
0950482	New London	Thames Academy, Mitchell Academy
1010182	North Haven	Gateway Community College (AACBP)
1040282	Norwich	Guide, Inc
1040382	Norwich	Easter Seals - Ct.
1060182	Old Saybrook	United Cerebral Palsy (UCP)
1080182	Oxford	Corporation for Public Management (CPM) - Voc't Services
1100182	Plainville	Ability Beyond Disability - Discover, Learn, Work
1190182	Rocky Hill	REM Community Services INC Vocational Program
1350282	Stamford	Abilis-Stamford
1380282	Stratford	Volunteers of America

SPECIAL EDUCATION EXCESS COST USER GUIDE

Facility Code	Town	Facility Name
1430282	Torrington	Transitional Employment Unlimited
1430382	Torrington	LARC School to Community Transition Program
1430482	Torrington	Community Systems Inc.
1440182	Trumbull	Kennedy Center
1440382	Trumbull	Educating Learners in Transitional Environments (ELITE)
1460182	Vernon	Hockanum Industries, Inc.
1480182	Wallingford	ACORD, Inc.
1510182	Waterbury	Easter Seals Rehabilitation Center
1510282	Waterbury	ICES (Innovative Children's Environmental Services, Inc.)
1510382	Waterbury	Bidwell Center (under Prime Care, Inc.),
1510482	Waterbury	Waterbury Transition Learning Center
1520282	Waterford	Eastern Community Development Corporation Day Program
1540182	Westbrook	VISTA Vocational and Life Skills Center
1550282	West Hartford	Farmington Valley Transition Academy @ Univ Hartford - (AACBP)
1630182	Windham	Project Genesis
1630282	Windham	Camp Horizons
1630382	Windham	Horizons Educational Support Services
1640182	Windsor	Easter Seals Rehabilitation Center
1640282	Windsor	Vinfen Corporation
1660182	Wolcott	Prime Care Inc.
1670282	Woodbridge	Institute of Professional Practice
1690182	Woodstock	Northeast Placement Services
2070182	Regional District 07	Highlander Transition Academy - NCCC
2070282	Regional District 07	Highlander Transition Academy - UCONN
8250182	Massachusetts	New England Business Associates, Inc
8250282	Massachusetts	Center of Hope
8440182	Rhode Island	Napatree Vocational Services

🔗 Out of State Facility Codes

SEDAC uses the facility coding structure used in the Public School Information System (PSIS). See SEDAC References for Facility Codes - Non Public and Out of State Facilities link. Once opened click on the Out of State tab at the bottom of the excel document.

CONNECTICUT STATE DEPARTMENT OF EDUCATION			
OFFICE OF RESEARCH AND EVALUATION			
LIST OF OUT-OF-STATE FACILITIES			
(Note: Red/Bolded Facilities are <u>NOT</u> approved)			
2012-2013			
Revised: October 16, 2014			
Facility Code	State	Facility Name	Notes
8010261	Alabama	Alabama Clinical Schools	
8080261	Colorado	Children's Ark	
8100121	Delaware	Cedars Academy	
8120761	Florida	National Deaf Academy	
8120861	Florida	Devereaux Florida	
8130111	Georgia	Butler High School	
8170261	Illinois	Chaddock	
8170361	Illinois	Timberline Knolls Academy	
8170461	Illinois	Indian Oaks Academy	
8170561	Illinois	Brehm Preparatory School	
8190161	Iowa	Clarinda Academy	
8190261	Iowa	Woodward Academy	
8230121	Maine	Beckett Family of Services	
8230221	Maine	Spurwink School - Cornville	
8230261	Maine	ELAN	
8230321	Maine	Ironwood	
8230661	Maine	KidsPeace Graham Lake School	
8230761	Maine	Spurwink School - Brunswick	
8230861	Maine	Spurwink School - Chelsea	
8230961	Maine	Spurwink School - Cummings	
8231061	Maine	Central Maine Learning Center	
8231161	Maine	Spurwink School - South Portland	
8231261	Maine	Spurwink School - Casco	
8250111	Massachusetts	Project COFFEE - Oxford Public Schools	
8250121	Massachusetts	Academy at Swift River	
8250182	Massachusetts	New England Business Associates, Inc	
8250221	Massachusetts	Children's Center	
8250261	Massachusetts	Boston Higashi School, Inc.	
8250311	Massachusetts	Mahar Regional	

SPECIAL EDUCATION EXCESS COST USER GUIDE

Facility Code	State	Facility Name	Notes
8250321	Massachusetts	Eagle Hill School	
8250361	Massachusetts	Brightside School	
8250411	Massachusetts	Oxford Middle School	
8250421	Massachusetts	College Internship Program - The Berkshire Center	
8250511	Massachusetts	West Springfield High School	
8250521	Massachusetts	Valley View School	
8250611	Massachusetts	Swampscott High School	
8250621	Massachusetts	Aditus Inc.	
8250661	Massachusetts	Children's Study Home - Mill Pond School	
8250711	Massachusetts	Holland Elementary School	
8250721	Massachusetts	Bellingham Employment Program	
8250811	Massachusetts	Waltham High School	
8250821	Massachusetts	Justice Resource Institute - Butler Center	
8250911	Massachusetts	Palmer High School	
8250921	Massachusetts	Kennedy Hope Academy Franciscan Hospital for Children	
8251011	Massachusetts	Ware High School	
8251021	Massachusetts	The Center School	
8251061	Massachusetts	Devereux Massachusetts Treatment Center	
8251121	Massachusetts	Willie Ross School for Deaf	
8251111	Massachusetts	Farmington River Regional School District	
8251211	Massachusetts	Turners Falls High School	
8251261	Massachusetts	Evergreen Center School	
8251311	Massachusetts	Merrimack Alternative Vocational High School	
8251361	Massachusetts	F. L. Chamberlain School	
8251411	Massachusetts	Holyoke High School	
8251461	Massachusetts	Germaine Lawrence School.	
8251511	Massachusetts	Quarry Hill Community School	
8251561	Massachusetts	Hillcrest Education Centers - Hillcrest Center	
8251611	Massachusetts	Alfred M. Chaffee School	
8251661	Massachusetts	Institute for Developmental Disabilities Crystal Springs School	
8251711	Massachusetts	Robert H. Goddard	
8251761	Massachusetts	Justice Resource Institute - Berkshire Meadows	
8251861	Massachusetts	Lake Grove at Maple Valley	
8251961	Massachusetts	Landmark School, Inc.	
8252061	Massachusetts	Latham School	
8252161	Massachusetts	League School of Greater Boston	
8252361	Massachusetts	Melmark New England	
8252461	Massachusetts	NECC - New England Center for Children	

SPECIAL EDUCATION EXCESS COST USER GUIDE

Facility Code	State	Facility Name	Notes
8252561	Massachusetts	Perkins School for the Blind	
8252661	Massachusetts	Protestant Guild School	
8252861	Massachusetts	Northeast Center for Youth and Families, Inc. Tri-County Schools	
8252961	Massachusetts	Valleyhead School	
8253161	Massachusetts	Judge Rotenburg Center	
8253461	Massachusetts	Curtis Blake School	
8253561	Massachusetts	White Oak School	
8253861	Massachusetts	Stetson School	
8254061	Massachusetts	Whitney Academy School.	
8254161	Massachusetts	Gifford School	
8254361	Massachusetts	Walker School	
8254561	Massachusetts	Stevens School	
8254661	Massachusetts	Hillcrest Education Centers - Brookside	
8254761	Massachusetts	Hillcrest Education Centers - Highpoint	
8254861	Massachusetts	Ivy Street School	
8255061	Massachusetts	Brandon School and Residential Treatment Center	
8255161	Massachusetts	Hillcrest Education Center - Intensive Treatment Unit	
8255261	Massachusetts	Kolburne School	
8255361	Massachusetts	Riverview School	
8255561	Massachusetts	Eagleton, Inc	
8255661	Massachusetts	Harbor School	
8255861	Massachusetts	May Institute West Springfield	
8255961	Massachusetts	May Institute Randolph	
8256061	Massachusetts	Cardinal Cushing School at Hanover	
8256161	Massachusetts	Justice Resource Institute-Centerpoint	
8256261	Massachusetts	Justice Resource Institute-Glenhaven Academy	
8256361	Massachusetts	Justice Resource Institute-Meadowridge Behavioral Health Center	
8256461	Massachusetts	Justice Resource Institute-Walden Street School	
8256561	Massachusetts	The Baird Center - The Home for Little Wanderers	
8256661	Massachusetts	Wayside Academy School	
8259014	Massachusetts	S.W.C.E.C. - Grow School	
8259114	Massachusetts	S.W.C.E.C. - Project Smile	
8290121	Missouri	Change Academy Lake of the Ozarks (CALO)	
8290261	Missouri	Niles Home for Children	
8330121	New Hampshire	Shortridge Academy	
8330161	New Hampshire	Crotched Mountain Rehabilitation Center	
8330221	New Hampshire	Becket Family of Services – Haverhill Academy	
8330321	New Hampshire	Oliverian School	

SPECIAL EDUCATION EXCESS COST USER GUIDE

Facility Code	State	Facility Name	Notes
8330361	New Hampshire	Lakeview Neurorehabilitation Center	
8330461	New Hampshire	Wediko School	
8330561	New Hampshire	Spaulding Youth Center	
8330761	New Hampshire	Hunter School	
8330861	New Hampshire	Easter Seals of New Hampshire Robert B Jolicoeur School	
8340161	New Jersey	Bancroft NeuroHealth	
8350121	New Mexico	Del Rio Academy	
8360121	New York	Family Foundation School	
8360161	New York	Children's Village Greensburgh - #11 UFSD	
8360221	New York	Kildonan School	
8360311	New York	Blind Brook High School	
8360321	New York	Maplebrook School	
8360421	New York	Supervised Lifestyle Health Services (SLS)	
8360521	New York	Arms Acres	
8360561	New York	Green Chimneys School	
8360621	New York	Gow School	
8360721	New York	Gersh Academy	
8360821	New York	McCarton School	
8361761	New York	Pathfinder Village	
8362061	New York	New York School for the Deaf	
8362661	New York	Karafin	
8363361	New York	Center for Discovery (Sullivan Diagnostic Treatment Ctr)	
8363461	New York	Westchester Exceptional Children	
8363561	New York	Summit School	
8369014	New York	BOCES Putnam/Northern Westchester	
8369114	New York	BOCES Dr Kenneth B Clark Academy	
8370161	North Carolina	Stone Mountain	
8390721	Ohio	The Village Network - Boys Village Campue - Wooster	
8420121	Pennsylvania	Glen Mills School	
8420161	Pennsylvania	Camphill Special Schools, Inc	
8420211	Pennsylvania	Bucks County Schools Intermediate Unit # 22	
8420221	Pennsylvania	KidsPeace Broadway Campus	
8420311	Pennsylvania	Eliza Butler Kirkbride Elementary School	
8420321	Pennsylvania	KidsPeace Orchard Hills Campus	
8420421	Pennsylvania	Abraxas Youth Center/Cornell Companies	
8420461	Pennsylvania	Devereaux Kanner Center in West Chester	
8420961	Pennsylvania	Melmark School	

SPECIAL EDUCATION EXCESS COST USER GUIDE

Facility Code	State	Facility Name	Notes
8421161	Pennsylvania	Pathway School	
8421361	Pennsylvania	Woods Services	
8421461	Pennsylvania	Devereux Beneto - Mapleton Schools	
8421561	Pennsylvania	Devereux Beneto - Brandywine	
8421661	Pennsylvania	George Junior Republic	
8440111	Rhode Island	Smithfield Senior High School	
8440121	Rhode Island	Caritas Inc Corkery House	
8440161	Rhode Island	Groden Center	
8440182	Rhode Island	Napatree Vocational Services**	
8440221	Rhode Island	Cornerstone School	
8440261	Rhode Island	Harmony Hill	
8440321	Rhode Island	The Wheeler School	
8440461	Rhode Island	Bradley School-East Providence	
8440561	Rhode Island	Mount Pleasant Academy	
8440661	Rhode Island	Wolf School	
8440761	Rhode Island	Meeting Street School	
8440861	Rhode Island	Bradley School - Westerly	
8450111	South Carolina	Dutch Fork Elementary	
8450121	South Carolina	Palmetto Pines Behavioral Health	
8470761	Tennessee	Natchez Trace Youth Academy	
8470861	Tennessee	Peninsula Village School	
8480121	Texas	Devereux - League City	
8490121	Utah	Logan River Academy	
8490221	Utah	New Haven School	
8490321	Utah	Island View Residential	
8500111	Vermont	Porters Point School	
8500161	Vermont	Bennington School	
8500361	Vermont	Pine Ridge	
8500461	Vermont	Rock Point School	
8500561	Vermont	Austine School for the Deaf	
8500661	Vermont	Greenwood School	
8500861	Vermont	Brattleboro Retreat (Retreat Healthcare) Meadows Educational Center	
8510361	Virginia	Pines RTC - Crawford Campus	
8510561	Virginia	Keystone Academy	
8510661	Virginia	Pines Residential Treatment Center - Brighton Campus	

**Napatree Vocational Services in Rhode Island and New England Business Associates, Inc in Massachusetts have been listed on the Transition Programs Worksheet and the Out-of-State Worksheet, for your convenience.

Approved Transition/Vocational Programs

Source: Bureau Bulletin December 2008/January 2009 - Page 4

Over the past several years there has been an increase in the number of school districts contracting with rehabilitation facilities and adult service providers for the provision of transition/vocational services for high school students with disabilities. These services include, but are not limited to, vocational evaluations, job development, job-coaching support, job placement and life/social skills assessment and training. This article will expand upon previous Bureau guidance issued in December, 2000, and help to clarify current Bureau practices and procedures related to the approval, coding and use of new and existing adult services to assist students in meeting IEP transition goals and objectives.

Facility Code Components for Transition/Vocational Programs and Services

The use of transition/vocational programs and services is allowed under Connecticut General Statute Section 10-76d(d): "Any local or regional board of education may enter into a contract with the owners or operators of any sheltered workshop or rehabilitation center for provision of an education occupational training program for children requiring special education who are at least sixteen years of age, provided such workshop or institution shall have been approved by an appropriate state agency." In the Public School Information System (PSIS), when reporting about students, every program is given a separate **Facility Code**, which is a seven-digit number indicating the educational location of each student. The first three digits of the Facility code is the District Code, the fourth and fifth digits are the School Code and the last two digits refer to the Institution Code. **All existing and new transition/vocational programs must fit into one of the three Facility Code categories listed below:**

A. Transition/Vocational Programs Coded as "82"

The Bureau interprets "approved by an appropriate state agency" as any rehabilitation center or adult service provider that holds a current and valid contract as a vendor with state agencies such as the Board of Education and Services for the Blind (BESB); Bureau of Rehabilitation Services (BRS); Department of Developmental Services (DDS); and the Department of Mental Health and Addiction Services (DMHAS). These service providers (often called Community Rehabilitation Providers – CRPs) as well as transition services provided to students with disabilities in a college or university setting (e.g., Hamden Transition Academy, Western Connection, Middlesex Transition Academy) have an Institution Code of "82" in the PSIS system. For example, the Hamden Transition Academy is 062-01-82 and the Kennedy Center in Trumbull is 144-01-82.

B. District-wide Special Education Programs that Provide Transition/Vocational Services

District operated special education programs that provide only transition/vocational services and are in a location other than a public school (e.g., apartment, church, municipal administration building, private school campus) are assigned a School Code (4th and 5th digits of the Facility Code) of "90" (may be "90 - 98" if the district has more than one program) with an Institution Code of "11," designating that it is operated by a public school. For example, West Hartford's WAAVE Program (Applied Academic/Vocational Experience) that is on the campus of Northwest Catholic High School has a code of 155-90-11.

C. Transition/Vocational Programs Located within Public High Schools

Transition/vocational programs that are operated by a district and the base of operation is located within a public high school, are coded the same as the high school (Institution Code of "11"). Students in these programs may spend the majority of their time out in the community as long as some time is spent in the school on a regular basis. The School Code for these programs would be in the "60s," indicating a specific high school. For example, the transition/vocational program, Academy of Western Connecticut that is based at Danbury High School, is coded as 034-61-11.

Locating Appropriate Codes for Transition/Vocational Programs

When reporting a Facility Code in PSIS or the Special Education Data Application and Collection system (SEDAC) for students who are between the ages of 17 and 21, districts can locate the "82" or "90" codes for such programs in the Public School Information System (PSIS) Facility Code List. If a program in which a district has placed a student to receive transition/vocational services does not have a Facility Code in PSIS, please contact Kevin Chambers at kevin.chambers@ct.gov. Districts must supply the name and address (street, town, zip code) of the program and its primary contact person with a phone number and email address. Department personnel will contact the transition/vocational program, determine if it is an approved vendor of a state agency, and assign a Facility Code to be posted in PSIS. Programs with which a district is currently contracted that are not an approved vendor of a state agency, will be informed about the vendor approval process and will have until June 30, 2009 to become an approved provider of transition/vocational services for students with disabilities. If these programs do not become an approved vendor, their current Facility Code will be closed as of June 30, 2009 and districts may report such students using a generic code as of July 1, 2009.

Applying for Excess Cost Grants for Transition/Vocational Services

As indicated in the October, 2008 memo regarding Excess Cost Grants (see October 2008 Bulletin), a district may utilize a transition/vocational program or services to provide occupational training programs to eligible students and may receive an excess cost grant under the following conditions (See CGS §10-76d(d)):

- 1) The district is eligible for an excess cost grant if the program or services are being provided by an **approved** vendor of such services (i.e., approved vendor of a CT state agency),
- 2) The student is not working on earning credits for a regular high school diploma,
- 3) The student is between the ages of 16 and 21, and
- 4) The grant threshold is met.

Students in a transition/vocational program that is reported using a generic code are not in an approved program and therefore, districts are not eligible for an excess cost grant for students attending those programs.

In addition, transition/vocational programs are not approved to be providing academics toward a high school diploma. Any program that is coded as an "82" in the SEDAC system by the Department of Education is not approved to provide academic credit toward a regular high school diploma. A district will not be eligible to receive an excess cost grant if a student is earning academic credit toward a regular high school diploma in a facility coded as an "82", transition/vocational program.

A district has the authority (per CGS §10-76d(d)) to place a child in a non-approved program; however, the costs of such placements are ineligible for any State reimbursement. Furthermore, for placement in any program, it is the district's responsibility to ensure a free appropriate public education (FAPE) for all students, including access to the general education curriculum, instruction provided by highly qualified teachers, progress on IEP goals and objectives that are measured and documented on a prescribed schedule, participation in statewide and district testing, and education in the least restrictive environment (LRE).

Determining Home School for Students in Transition/Vocational Programs

In SEDAC, the Home Facility Code is defined as the public school the student would normally attend if not a special education student. This item can be found on page one of the IEP and in most cases the Facility Code 1 and Home Facility Code are the same number. However, in the case of students in age-appropriate community based transition programs and other transition/vocational programs (Institution Code of the Facility Code 1 is "82" or the School Code of the Facility Code 1 is 90-98) the following criteria apply:

- If the student is greater than or equal to age 17 and the time with non-disabled peers (TWNDP) is greater than or equal to 80%, then the Facility Code 1 is allowed to be the home school.
- If the student is greater than or equal to age 17 and the TWNDP is less than 80% then the Facility Code 1 cannot be the home school.

When determining if community-based job placements or skills training programs should count as TWNDP, all of the following apply:

- The job placement occurs in an inclusive setting where individuals with and without disabilities are present. Think about the "look around" rule – when you are in the setting in which the student is being educated, "look around" to see if there are individuals without disabilities present;
- The job experience is one at which any student could potentially work; It is not a job placement that has been designed **just** for students with disabilities; and
- The community-based job placement and/or skills training program is part of the student's educational program (i.e., not just an after-school job).

Further information to assist districts in defining TWNDP for transition-aged students is available in the November 2008 Bureau Bulletin.

Educational Responsibility for Children Committed as Delinquent to the Department of Children and Families

Source: Bureau Bulletin September 2009 - Page 5

A child may be committed to the Department of Children and Families (DCF) as delinquent. Subsequent to this delinquency commitment, the child may be returned home or may be removed from the home to any one of several placement options, including but not limited to residential treatment, placement in a group home or placement in foster care. A child who is committed as delinquent may experience more than one type of placement during the period of commitment. For example, the child may be placed at a residential facility and then may be discharged from the residential facility to a group home. Each of these placements qualifies as a state agency placement under the provisions of Sections 10-76d (e) (2) and Section 10-253(a) of the state statutes. Under the state agency placement educational jurisdiction system, the town where the child would otherwise be attending school is the town where the child's parent(s) or guardian(s) resides.

For a child who is not eligible for special education, the responsibility for educational services is with the town where the child is residing as a result of the placement. There is no provision for the town providing services to bill tuition expenses to the town where the child would otherwise be attending school.

For a child who is eligible or may be eligible for special education, the town where the child would otherwise be attending school (the nexus district) is responsible for the child's individualized education plan (IEP) and may be billed by the town where the child is attending school for the reasonable costs of special education instruction.

Under the Individuals with Disabilities Education Act (IDEA) 2004 revisions, the child's current IEP must be implemented with comparable services until the nexus district convenes a planning and placement team (PPT) meeting with the town where the child is attending school to revise the IEP.

Once a child is placed in a community, the town where the child will be attending school must immediately register the child in PSIS. The PSIS system will work to resolve any concurrent registration concerns. No child is to be held out of school waiting for a PPT meeting to be held to revise the child's IEP or for the town where the child will be attending school to register the child in PSIS. Participation of the nexus district and the town where the child will be attending school in discharge planning is crucial to ensuring a smooth transition from a residential facility to a community placement.

For data reporting purposes, please note that both the PSIS and SEDAC handbook have a procedure for reporting state agency placed children from a data reporting standpoint. Whenever a child is placed by a state agency and is eligible for special education and will be attending public school, the district where the child is attending public school reports the student in PSIS.

For a child who has been committed delinquent, is placed at the Connecticut Juvenile Training School (CJTS) and is subsequently discharged from CJTS to a group home or other type of community placement, additional requirements for planning the transition from the residential facility to the community based placement are found in both the Smith v. Wheaton Memorandum of Decision, date September 30, 1998, and the Smith v. Wheaton Post Trial Stipulation (June 23, 1999). Smith v. Wheaton was a class action lawsuit against the State of Connecticut concerning services for juveniles who were placed at and discharged from the Long Lane School, the previous state run

facility for adjudicated delinquents. As you know, the Long Lane School was closed and replaced by the Connecticut Juvenile Training School. The female students who are adjudicated delinquent are placed at various placements, including private residential facilities.¹

Students at CJTS are covered by the Smith v. Wheaton provisions as CJTS is the successor facility for the Long Lane facility for boys. When it is time for the child to be discharged from CJTS into a community placement, such as a group home, the Post Trial Stipulated Agreement requires Unified School District II (USD II) of DCF, specifically, the Cady School of CJTS, to notify local education agencies (LEAs) in writing of the anticipated discharge date and to schedule a discharge meeting to which the parent(s) or guardian(s) and school district personnel from the child's LEA are invited.

For a child eligible for special education who is placed by a state agency into a community placement such as foster care or a group home upon discharge from CJTS, LEA personnel from the town where the child would otherwise be attending school (the nexus district) or, LEA personnel from the town in which the child is residing as a result of the placement if the child has no-nexus, should participate in the discharge meeting. If the nexus district and the LEA in which the child will be attending school are different, school officials from both LEAs should participate in the discharge meeting and any subsequent PPT meetings to plan the child's educational program.

The stipulated agreement requires that DCF encourage LEAs to hold PPT meetings immediately following the discharge meeting to plan for the child's return to public school. If it is apparent that the LEA in which the child will attend school cannot meet the needs of the child in the district, the nexus LEA (or, if the child has no-nexus, the LEA personnel from the town in which the child is residing as a result of the placement) will place the child elsewhere. Under the terms of the Post Trial Stipulated Agreement, DCF is required to file a complaint with the State Department of Education (SDE) if an LEA fails to place the child elsewhere, if necessary, or when a child does not have an educational program in place upon discharge which implements the child's current IEP. DCF must also file a complaint with the SDE when the Cady School of CJTS does not receive the education records of a student from the student's respective LEA pursuant to the Smith v. Wheaton Memorandum of Decision.

If you have any questions about this, please feel free to contact Terri DeFrancis at 860-713-6933.

¹ DCF is currently building a facility for girls which will be the successor to Long Lane School. Once open, the requirements of Smith v. Wheaton will be applicable to that facility.

State Agency Placements Memorandum (1997)

Source: Bureau Updates October 8, 1997 - Page 7

Connecticut State Department of Education

MEMORANDUM

Division of Educational Programs and Services
25 Industrial Park Road
Middletown, Connecticut 06457
Telephone: (860) 638-4000
FAX: (860) 632-1854

TO: Directors of Special Education and Pupil Services
Directors of Private Approved Special Education Facilities

FROM: Leslie M. Avera, Associate Commissioner *LMA*
Division of Educational Programs and Services *RES*

DATE: October 8, 1997

SUBJECT: Update #8

Update #8
October 8, 1997
Page 7

Blind/Visually Impaired Information

Since many of the Approved Private Special Education Programs serve children who have some degree of blindness, attached is information from National Association of State Directors of Special Education about a new grant to develop educational service guidelines (see attachment IX).

State Agency Placements

As you are aware, Connecticut has a very complicated system for assigning educational and financial responsibility for children requiring special education who are placed by state agencies. Over the years, various interpretations have developed concerning school district responsibility for the provision of services. The following information will clarify school district responsibility for the provision of special education and related services to children placed by state agencies.

Under Connecticut's current jurisdictional system, a Connecticut school district is responsible for providing and funding educational services for a child who has been placed by a state agency. This responsibility begins upon the date of the placement. Occasionally, during the course of the placement, educational and financial responsibility may shift to another Connecticut school district due to a change in the status of the child or the child's parents. In such a situation, the new school district's educational and financial responsibility begins on the day after the previous district's responsibility has ended, unless otherwise agreed upon by the two districts. There can be no "responsibility gap" or a period of time in which no school district assumes responsibility for the provision of services to a child.

A child has the right to receive educational services throughout a placement and does not forfeit that right if a change in the status of the child or the child's parents occurs during the placement. It is essential that each agency involved with the education of a child participates in sharing information related to educational jurisdiction. Such agencies include school districts, state agencies, and private agencies, particularly those which operate private, approved special education facilities.

The assumption by a school district of educational and financial responsibility for a child is not dependent upon the receipt of formal notification of the child's placement or of a change in the status of the child or the child's parents. Although, for example, DCF is required to notify relevant school districts of DCF placements, a delay in that notification does not relieve a school district of its statutory obligations regarding the child's education nor does it negate the child's right to receive such education.

In the event that there is a disagreement regarding educational jurisdiction, the school district identified by the placing agency shall accept programmatic and financial responsibility unless otherwise determined through formal proceedings convened in accordance with Section 10-186. A school district identified by the placing agency shall not refuse to assume responsibility pending resolution of the dispute. After resolution of jurisdictional responsibilities, and, unless otherwise agreed to by all involved parties, the private provider or the school district, shall reimburse the original school district for payments which were later determined to have been the responsibility of another school district. The responsible school district shall make all required retroactive payments.

Update #8
October 8, 1997
Page 8

Similarly, in the event that there is a misidentification of a child's responsible school district, after resolution of jurisdictional responsibilities, unless otherwise agreed to by all involved parties, the private provider or the school district shall reimburse the original school district for payments which were later determined to have been the responsibility of another school district. The responsible school district shall make all required retroactive payments.

To summarize:

- When a state agency places a child requiring special education pursuant to the provisions of Section 10-76d(e)(2) or Section 10-253(b), the school district of jurisdiction assumes such responsibility when the child is placed, not upon receipt of notification from the placing agency;
- If a change in the child's or parents' status occurs, responsibility shifts when the change in status occurs, not upon receipt of notification from the placing agency of the change in status; and
- Where there is a challenge to either the initial identification by the placing agency of a responsible school district, or an identification if a change in status occurs, the school district identified by the placing agency shall assume responsibility until formal resolution occurs through a Section 10-186 hearing.

The SDE will not intervene in the identification of a responsible school district by the placing agency.

Once a child is placed by a state agency and the child has a current IEP, the receiving school district (or day treatment program or residential facility, as the case may be) must implement the child's IEP immediately. A PPT meeting is not required prior to implementation of a current IEP. If a change in the IEP appears to be necessary subsequent to the move of the child, a PPT meeting can be held after the child begins attending school. No child may be held out of school pending a PPT meeting.

For children requiring regular education who are placed by state agencies, free school privileges are provided without cost to the district where the child would otherwise reside, except as provided by Section 10-253(b) of the General Statutes which addresses residential placements of regular education children.

There are two developments in the area of state agency placements of which you should be aware. First, the Office of Alternative Sanctions (OAS), Judicial Branch, has developed programs into which the Superior Court, Juvenile Matters, has been and will be placing children. Any placement made by the Superior Court into an OAS program is a state agency placement and all the above standards apply. A circular letter is being prepared to provide further information.

Second, the Department of Children and Families (DCF) issued a Request for Proposal to provide a short-term residential substance abuse program for court-involved juveniles. The Children's Center in Hamden was awarded the contract and has opened a new program, New Choices at Wakeham Hall. Juveniles are placed in the program by Juvenile Probation. These placements are state agency placements and all of the above rules apply.

If you have any questions regarding this information, please call Terri DeFrancis at (860) 638-4275.

***Updated Contact Information**

If you have any questions regarding this information please contact Terri DeFrancis at (860) 713-6933 or Theresa.DeFrancis@ct.gov.

Terminology

Term	Definition
APSEP	Approved Private Special Education Program
CSDE	Connecticut State Department of Education
IEP	Individualized Education Program A written education program for a child with a disability that is developed by a team of professionals (administrators, teachers, therapists, etc.) and the child's parents; it is reviewed and updated at least yearly and describes the child's present performance, what the child's learning needs are, what services the child will {receive}, when and for how long, and identifies who provides the services.
LEA	Local Educational Agency - which is either a city or town's board of education, or a regional school district.
Nexus	The Nexus District is the district that has the legal responsibility to identify, educate, and pay for a special education student under the Individuals with Disabilities Education Improvement Act (IDEA 2004).
Open Choice	Open Choice is an inter-district public school program intended to improve academic achievement; reduce racial, ethnic and economic isolation; and provide a choice of educational programs for public school students. The Open Choice program allows urban students to attend public schools in nearby suburban towns. It also allows suburban and rural students to attend public schools in a nearby urban center. The program includes Hartford, Bridgeport, New Haven and their surrounding school districts.
PFR	Licensed Permanent Family Residence
PPT	Planning and Placement Team
PSIS	Public School Information System
PSIS OCTOBER COLLECTION	The database containing all student enrollment data as at October 1.
PSIS REGISTRATION	The database used for all student registrations and ongoing maintenance of student information.
Quasi-Public	Endowed and Incorporated Academies
RDC	Required Data Collection – Pages contained with the IEP Manual
RE	General Education (previously referred to as Regular Education)
RESC	Regional Education Service Center
SASID	State Assigned Student ID
SDE	State Department of Education
SEA	State Educational Agency
SEDAC	Special Education Data Application and Collection application used to collect and report on special education data.
SEDAC OCTOBER 1 CHILD COUNT	The primary database used for SEDAC collection and reporting.

Special Education References

Reference	Website
Approved Private Special Education Programs <i>*Note: there is a list of Alternate Names of Programs, Affiliated Programs and Operating Agencies</i>	http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Priv_SpEd_Progs.pdf
Approved Private Special Education Programs Per Diem Rates	http://www.sde.ct.gov/sde/lib/sde/pdf/fiscal/speced.pdf
Approved Transition/Vocational Programs <i>Source: Bureau Bulletin December 2008/January 2009 - Page 4</i>	http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/ApprTransitionVocProgs_BB.pdf
Bureau of Special Education Website	http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&Q=320730
Connecticut State Department of Education website	http://www.sde.ct.gov/sde/site/default.asp
Education Directory	http://www.csde.state.ct.us/public/csde/reports/reportsection.asp
Educational Responsibility for Children Committed as Delinquent to the Department of Children and Families <i>Source: Bureau Bulletin September 2009 - Page 5</i>	http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Updates/BulletinSeptember2009.pdf
ENTER BUTTON Special Education Excess Cost Data Collection, ED166 and Evaluation Timelines system access	https://www.csde.state.ct.us/
Facility Codes - SEDAC uses the facility coding structure used in the Public School Information System (PSIS). See PSIS Table A: Facility Codes	http://www.csde.state.ct.us/public/psis/downloads.asp#codes
Facility Codes - SEDAC uses the facility coding structure used in the Public School Information System (PSIS). See Non Public and Out of State Facilities.	http://www.csde.state.ct.us/public/psis/downloads.asp <ul style="list-style-type: none"> • In-State APSEP tab at the bottom of the excel document is a list of IN-STATE APPROVED PRIVATE SPECIAL EDUCATION PROGRAM FACILITY CODES. • Transition Programs tab at the bottom of the excel document is a list of AGE APPROPRIATE COMMUNITY BASED TRANSITION PROGRAM FACILITY CODES. • Out of State tab at the bottom of the excel document is a list of OUT OF STATE FACILITY CODES. (Note: Red/Bolded Facilities are not approved by State in which it sits. This may impact SEDAC-G reimbursement)
Memo: LEA Excess Cost Grant and State Agency Placement Grant for Placements in Facilities Approved or Not Approved for Special Education Memorandum (2008) <i>Source: Bureau Bulletin October 2008– Page 3</i>	http://www.sde.ct.gov/sde/lib/sde/pdf/deps/special/LEA_Excess_Cost_Grant.pdf
Memo: LEA Excess Cost Grant and State Agency Placement Grant Decision Tree	http://www.sde.ct.gov/sde/lib/sde/pdf/deps/special/LEA_Excess_Cost_SAP_Grant_flowchart.pdf
Net Current Expenditures (NCE) per Pupil (NCEP) and Basic Contributions <i>*This is updated by the Bureau of Grants Management in November of the collection year.</i>	http://www.sde.ct.gov/sde/lib/sde/excel/dgm/report1/basiccon.xls
PSIS Tables	http://www.csde.state.ct.us/public/psis/downloads.asp
State Agency Placements Memorandum (1997) <i>Source: Bureau Updates October 8, 1997 - Page 7</i>	[PDF]

CSDE's Statement of Nondiscrimination

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Title IX/ADA/ Section 504 Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov