



## Connecticut State Department of Education

### SP-100 Application to Serve as a Contracted Surrogate Parent

#### Surrogate Parent Program Description

The Surrogate Parent Program appoints persons to advocate for children who are under the guardianship of the Department of Children and Families (DCF) and who need or may need special education services in accord with state and federal laws. Surrogate Parents are responsible for the following:

- identifying the special education needs of children and advocating for them through the PPT and dispute resolution processes;
- meeting with assigned students;
- observing them in their educational placements;
- obtaining and reviewing educational records;
- discussing student's needs with the student, school staff, DCF staff, and the foster parents;
- researching electronically and otherwise educational and legal issues; and
- attending Planning and Placement Team (PPT) meetings as the advocate for the student; pursuing dispute resolution as needed; complying with reporting requirements and any other activities necessary to secure a Free Appropriate Public Education (FAPE) for the students they represent pursuant to the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq. and 34 CFR 300.1 et seq.).

#### What is the compensation?

Surrogate parent payment is \$1200.00 per assigned student, which shall be calculated and paid quarterly during the contract year July 1 through June 30, based on the number of verified active students assigned to the caseload roster on the last day of the month prior to the scheduled payment date. The assigned and active students will be listed on a roster produced and provided by the Surrogate Parent Office to each surrogate parent for review prior to payment.

#### Who is eligible to serve?

Recipients of a pension through the State Employees Retirement Program are not eligible to be appointed for this position; however, participants in the State Teachers' Retirement Board (TRB) Program **are eligible** to apply.

#### How do I apply?

All applicants must submit the following application materials, at one time in one email, including:

- (1) the completed and signed application;
- (2) a cover letter discussing your experience with children's rights, education law, and special education;
- (3) resume; and
- (4) two **current** letters of reference that speak to your knowledge and skills related to the surrogate parent role. E-mail your completed application to: [surrogate.application@ct.gov](mailto:surrogate.application@ct.gov).

Thank you,  
Jen James  
Surrogate Parent Program Coordinator



## Connecticut Surrogate Parent Program

### SP-100 CONTRACTED SURROGATE PARENT APPLICATION

**Instructions:** E-mail this completed, current application with a cover letter, a resume that provides education and work history, and two letters of reference that speak to your knowledge and skills related to the surrogate parent role to: [surrogate.application@ct.gov](mailto:surrogate.application@ct.gov).

All application materials, including the letters of reference, must be emailed at the same time.  
**Incomplete application packages will not be considered.**

#### A. Contact Information:

Name: \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address, if different from home:  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail (required): \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

#### B. Employment and Professional Experience:

Current Occupation: \_\_\_\_\_

Current Employer's Name and Contact Information (name, address, e-mail and phone):  
\_\_\_\_\_

Current Supervisor's Name and Contact Information (name, address, e-mail and phone):  
\_\_\_\_\_

May we contact your current employer:  Yes  No

Are you or any member of your household or immediate family employed by a Board of Education or serve on a Board of Education?  Yes  No

If yes, list name, relationship, position and district for each:  
\_\_\_\_\_

Are you a participant in the State Employees Retirement System?  Yes  No  
(not the Teachers' Retirement System)



**C. Surrogate Parent History:**

Have you ever applied to be a surrogate parent before?

Date(s) applied? \_\_\_\_\_

**D. Language:**

Do you have proficiency in another language? Rate of your ability to read, write or speak (Excellent, Good, Fair, Poor) that language.

Which Language?	Read	Write	Speak
_____	_____	_____	_____

**E. References:**

Applicants must submit two letters of reference with this application. In addition, please provide their contact information below. They will need to be available by e-mail and phone to address your experience and success at advocacy.

1. \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (required) \_\_\_\_\_ E-mail (required) \_\_\_\_\_

State the relationship of this person to your position: \_\_\_\_\_

2. \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (required) \_\_\_\_\_ E-mail (required) \_\_\_\_\_

State the relationship of this person to your position: \_\_\_\_\_

**Answer 1 - 4 using additional pages as necessary.**

1. State your experience and familiarity with the PPT (Planning and Placement Team Meeting) process and whether you consider yourself fully prepared to represent students at PPTs across many districts and across the continuum of services. Check one:
  - a. Fully familiar and prepared to represent students at PPTs. State in box below approximately how many PPTs you have attended and how many PPTs you have chaired or facilitated.
  - b. Would need training in: (50 words or less)

2. State the number of times you have represented someone at a hearing, mediation or court proceeding, or other advocacy setting and describe the type of proceeding/s, with approximate date (year).

Number of times: \_\_\_\_\_

Types of proceedings: \_\_\_\_\_

Approximate years: \_\_\_\_\_

3. State your present proficiency level of scanning documents, uploading documents to websites, accessing CT-SEDS and independently researching educational and legal issues electronically, utilizing digital platforms, participating in virtual meetings, etc.
  - a. Fully able to utilize the computer for the above purposes.
  - b. Would need training in: (50 words or less)

4. Are you available to accept assignments in any part of the State and appear in person for PPT meetings?

Yes       No

## F. Attestation:

**CRIMINAL CONVICTIONS:** Have you ever been convicted of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.)

Yes       No

If, "YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.

**Special Note:** You are **not** required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).

**LICENSING AND DISCIPLINARY AUTHORITIES:** Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Yes       No

If, "YES", please attach a detailed explanation.

**PENDING CHARGES?** Are charges pending against you in any jurisdiction for any sort of alleged professional misconduct?

Yes       No

If, "YES", please attach a detailed explanation.

**SCHOOL AND DISTRICT RESTRICTION OR TERMINATION:** Has any school district restricted or terminated your professional training, employment or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

Yes       No

If, "YES", please attach a detailed explanation.

## CERTIFICATION AND AFFIDAVIT WITH ACKNOWLEDGEMENT:

I declare and affirm that the statements made in this application, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or termination of contract and may result in criminal prosecution. All statements made on this application, including employment information, are subject to verification as a condition of employment and of continued employment. I understand that all information contained on this form and in my bid to provide surrogate parent services is subject to verification at any time. I consent to your contacting my references and I consent to a criminal history background check. I understand and agree that approval for placement on the Surrogate Parent list is not a promise of any number of case assignments or any level of work.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
Typed signature will be accepted when submitting this form electronically.