



**New Hampshire Department of Education
Bureau of Special Education
Catastrophic Aid Procedures Manual
“Applying for CAT AID”**



July 12, 2011

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INTRODUCTION

The New Hampshire Department of Education, Bureau of Special Education, is offering guidance to districts seeking Catastrophic Aid (CAT AID) reimbursement. The term “Catastrophic Aid” refers to the financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district. This manual offers assistance to school districts and business offices with the CAT AID process. This manual is intended to provide guidance and does not replace law nor does it replace the New Hampshire Department of Education’s (NHDOE) fiscal review of districts’ application for CAT AID. The NHDOE financial accountability review serves as the conduit to decisions relating to CAT AID reimbursement.

The New Hampshire Department of Education (NHDOE), Bureau of Special Education is pleased to distribute the Catastrophic Aid Manual. The Catastrophic Aid Manual was developed using NHDOE issued memorandum, presentations to the field, and input and comments from the LEAs.

The NHDOE would like to thank all the organizations, groups and individuals for providing input.

The NHDIE sought input from the New Hampshire Association of Special Education Administrators (NHASEA), the New Hampshire Association of School Administrators (NHASA), the South Central Special Education Directors and the North Country Special Education Directors. In addition to these individuals, the NHDOE also sought input from individuals who attended the CAT AID trainings.

Eligibility for Reimbursement of CAT AID

School districts may be eligible for reimbursement of CAT AID based on the following:

- The cost to the district for implementing the student’s Individualized Education Program (IEP) during the preceding school year (July 1-June 30) must exceed 3-1/2 times the estimated state average expenditure per pupil.
 - For students who have been placed in more than one (1) program during this period, costs are accumulative.

- For students who receive extended school year services during this period, the extended school year services must be entered into the IEP in the Extended School Year Services (ESY) section in NHSEIS in order to be considered for CAT AID reimbursement.
- According to RSA 186-C:18, III, the Department of Education shall:
 - Be liable up to 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
 - The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.

Consideration for Eligibility for Reimbursement of CAT AID

- School districts must enter in the New Hampshire Special Education Information System (NHSEIS) student evaluation information, the Individualized Education Program (IEP) and placement. The data must be in compliance with the requirements of the New Hampshire Rules for the Education of Students with Disabilities (effective June 30, 2008). Since NHSEIS is the official Special Education Information System (NHSEIS), the NHDOE will only use information entered in the appropriate sections of NHSEIS for consideration of CAT AID. The NHDOE will not review IEPs developed with other software systems, IEPs developed by private special education programs/schools or other state's IEPs. It is crucial that the data entered be accurate and up to date. The districts are advised to implement a system of "checks and reviews" to ensure accuracy of the invoices prior to entering the invoice information into NHSEIS.
- When a school district has placed a student in a special education program approved for his/her disability by the NHDOE or by the state in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHDOE will **only** consider placements for CAT AID that are entered in the program services section of NHSEIS including placements for approved special education summer programs. If you are placing a student in an out of state special education program that is not in NHSEIS, has an expired date or will expire soon; it is the district's responsibility to seek special education approval documentation from the host state's DOE. The

NHDOE recommends seeking the host state's special education approval prior to placing the student at the program. A list of all current approved special education programs are posted on the district's NHSEIS site. This list is updated every two weeks. Once any approved program in NHSEIS is modified, including out of state programs, the change occurs immediately.

For example, if an approval date is extended in NHSEIS, the change will take place immediately. With the change taking place immediately, this prevents each district having to call the NHDOE to make the change.

If you would like the NHDOE to enter a new out of state special education program or extend the end date, the forms for districts may be found on the NHDOE website under special education and then program approval.

- Students who are placed using an Individual Program Approval (IPA) are eligible to seek CAT AID reimbursement if their special education costs meet the guidelines for CAT AID. For students who are placed using an IPA, the NHDOE will enter placement under approved programs. It is the districts responsibility to select that approved placement for their finalized IEP.
 - Costs incurred during any period of time that student's records were out of compliance are not eligible for reimbursement i.e., not having an agreed upon IEP.
 - Any changes to an IEP must occur prior to the submission of the IEP for consideration of Catastrophic Aid. Changes to the IEP must follow the Special Education process.
 - For out of state residential placements that do not separate out tuition and residential costs on the invoices, the rate is figured by splitting the state approved rate. For example, tuition would be 50% of the rate and residential 50% of the rate.
- **Careful attention must be paid to the following:**
 - ✓ Only IEPs that have been agreed upon by the parent/guardian will be considered for CAT AID. The NHDOE will not consider draft or proposed IEP for CAT AID. Please do not enter invoices based on a draft or proposed IEP, the NHDOE will disallow the costs.
 - ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for CAT AID.

- ✓ The NHDOE may request a signed copy of the original IEP at any time during the review process. Failure to provide the IEP will result in all costs for this student being disallowed.

Responsibilities of the NHDOE

- The NHDOE will review all applications for CAT AID to ensure that the processes outlined in this manual are followed.
- When a student transfers from one district to another district during a school year, all costs shall be added together to verify that the student's total cost meets the threshold for CAT AID. If found eligible, reimbursement will be computed according to the cost incurred within each district.
- If in any year, the amount appropriated for distribution as catastrophic special education aid exceeds the allocated amount, the district's reimbursement shall be prorated.
- The NHDOE shall distribute Catastrophic Aid reimbursement payments on or before January 1st of each year.
- As students are placed in programs, NHSEIS automatically adjusts for this change in capacity as students are being placed in the program.

ENTERING INFORMATION INTO FINANCIAL SUMMARY

To begin entering invoices into the Financial Summary section of NHSEIS please go to your District Site.

Once on the district site, please click on "School System."

Here is a screen shot of where to find the button for "School System"

EasyIEP [nhtrainingsite, Bridget Goodwin] - Windows Internet Explorer

https://nhses.ed.state.nh.us/easyiep.pk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=9F6ED89E01F61015988ED60F48984A29

File Edit View Favorites Tools Help

McAfee

EasyIEP (nhtrainingsite, Br... x New Hampshire Department... Home Feeds (0) Print Page Tools

Log Out Main Menu Students Advanced Search My Docs Wizards Schools School System Users My Info PCG

EasyIEP™ v 9.5 Message Board

Send us a message: [Question](#) / [Bug Report](#) / [Comment](#) / [Suggestion](#) / [My Messages](#)
[Review the License Agreement](#)

NOTE: Your browser is using JavaScript version 4.0, and your monitor's resolution is 1152 by 864 pixels.

11/30/2010 RTilton. The NHSEIS system will be down from Midnight December 27, 2010 for upgrade to Version 9.6. The system will be backup at 8:00 A.M. on December 30, 2010.

11/8/10 NFaro. For those school districts that have a student at the Contoocook School, we have updated the Contoocook School Program Capacity to 20 per a program approval letter for that amount.

11/18/10 THersh. NHSEIS Forum 11-19-10 at 11:00 AM. Thank you.

10/25/10 THersh. COTA has been added to the Service Coordinator Title and the Service Provider Title in NHSEIS.

10/6/10 RTilton. The Department will be making the final draw down for data to compile Table 4 and Table 5 on October 7, 2010.

9/28/10 RTilton. When doing the reports for your District for Table 4 use the Begin Date of 7/1/09 and the End Date 6/30/10, for Table 5 use School Year of 2009-2010. This report will be run by the Department on 10/04/10 for reporting to OSEP. Tables 1 and 3 have a census date of 10/1/2010 with a reporting date of 2/1/2011. Using these dates will be the same dates that the Department will report for.

2/5/09 TMorrill. The Data Quality and Advance Search Compliance reports should be run on a monthly basis to identify students; transferred into your SAU, missing required data elements, and address SPED compliance. NHSEIS compliance is a symbol. Ideally, all students should have a green check mark symbol. A green check mark does not ensure the student has a placement as part of the compliant IEP(check the IEP service detail).

1/20/10 T.Hersh. For the Data Quality Report, missing District of Liability or Town of Residence MUST be corrected in the IEP Process Wizard, Student Information.

Previous Message Board postings can be found in the documents list "Previous Messages".

Start EasyIEP (nhtrainingsite, Br... Calendar - Microsoft Outlo... Inbox - Microsoft Outlook 3:12 PM

Click on School System

The NHDOE posts information regarding NHSEIS on the Message Board.

Once you have clicked on the “School System” button, please click on the “Financial Summary” button. The Financial Summary is used to determine Catastrophic Aid reimbursement for child- specific applications.
Once you are in the Financial Summary, please enter the student’s SASID number. You could enter the student’s last name rather than the SASID number. However, if you do enter the student’s last name, more than one student may come up. Please ensure that you have selected the correct student.

Click on Financial Summary

The screenshot shows a web browser window with the URL https://nhses.ed.state.nh.us/easyiep.plk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=21882AF749DF1015B4B5CAF97867D8D4. The browser's address bar shows the URL and a search engine (Google). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search bar, a home button, and buttons for Feeds, Print, Page, and Tools. The browser's status bar shows the page title "EasyIEP [nhtrainingsite, Bridget Goodwin]".

The web application interface has a navigation menu with the following items: School System, System Info, Reports, Inactive Students, User Types, Financial Summary, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, and Transfer Student. The "Financial Summary" item is highlighted.

The main content area displays the "Edit School System Information" form. The form fields are as follows:

- School System Name: *
- School Year: *
- School System Code: ?
- Address: ?
- City, State, ZipCode: ? ? ?
- E-Mail Address: ?
- Phone Number: ?
- Fax Number: ?
- SAU:
- Region:
- County:

Below the form, there is a section titled "EasyFAX Pages Used in Current Month:" and a button labeled "Update the Database" ?.

At the bottom of the page, there is a copyright notice: [Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved](#).

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:30 PM and Internet connection status.

Enter student's SASID#. Click "Search."

EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer

https://nhses.ed.state.nh.us/easyiep.plk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=9F6ED89E01F6101538BED60F48984A29

File Edit View Favorites Tools Help

McAfee

EasyIEP (nhtrainingsite, Bridget Goodwin)

School System System Info Reports Inactive Students User Types Financial Summary

Log Out Main Menu Summary Lists Inactive Users User Type Assign Transfer Student

Financial Summary

Student ID: Exact Match First Name: Exact Match

SASID: Exact Match Last Name: Exact Match Search

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Start Catastrophic Aid Procedur... EasyIEP Aggregate (~nh... EasyIEP (nhtrainingsi... Inbox - Microsoft Outlook 10:23 AM

Please confirm that this is the student that you wish to enter invoices for. To continue, please click on the student's name. Please organize your invoices in chronological order. Putting the invoices in chronological order will assist you in entering invoices efficiently. The NHDOE calculates CAP and provides this information to the districts. CAP is 3 ½ times the estimated state average expenditure per pupil.

Click on high-
lighted name
to go to the
student's
Financial
Summary.

The screenshot shows the EasyIEP web application interface. At the top, there is a navigation menu with options: School System, System Info, Reports, Inactive Students, User Types, Financial Summary, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, and Transfer Student. Below this is a section titled "Select a Student Finance Summary". It contains search fields for Student ID, SASID, First Name, and Last Name, each with an "Exact Match" checkbox. The Last Name field is populated with "doe". A "Search" button is located to the right of the search fields. Below the search fields is a table with the following data:

School	Grade	Name	Student ID	Age	Dis	Case Manager
ELEM	2	John Doe	2035937	8	SP	Terry L Hersh

Below the table, it says "(1 Students)". At the bottom of the page, there is a copyright notice: "Copyright © 1999-2011, Public Consulting Group, Inc. All rights reserved." The browser's address bar shows the URL: "https://nhses.ed.state.nh.us/easyiep.pk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=36AE97D73D2A1015B05E9954D8DCDC8". The taskbar at the bottom shows several open applications, including "Inbox - Microsoft Outlook", "Catastrophic Aid Procedur...", "EasyIEP Aggregate (~nh...", and "EasyIEP (nhtrainingsi...".

FINANCIAL SUMMARY

Please select the year in which you will be submitting invoices. When entering invoices for Catastrophic Aid, please keep in mind it is for the previous year. NHSEIS calculates costs based on the number of units and unit price. It is essential that the LEA's review the invoices prior to entering the costs into NHSEIS to ensure accuracy of the invoices. Please review the invoices prior to entering into NHSEIS to ensure the invoice clearly identifies the student either by name or SASID #, that the services in the invoices are for services identified in the IEP, the date of the invoices are the dates identified in the services of the IEP. The invoices must have the dates of services rendered and those dates must coincide with the dates of services in the IEP. If applicable, check to ensure that the rate you have entered is the NHDOE's or host state's established rate.

EasyIEP [nhtrainingsite, Bridget Goodwin] - Windows Internet Explorer

https://nhseis.ed.state.nh.us/easyiep.plk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=36AE97D73D2A1015B05E9954D8DCDC8

File Edit View Favorites Tools Help

McAfee

EasyIEP [nhtrainingsite, Bridget Goodwin]

School System System Info Reports Inactive Students User Types Financial Summary
Log Out Main Menu Summary Lists Inactive Users User Type Assign Transfer Student

Financial Summary for **John Doe**

Student ID: Exact Match First Name: Exact Match Search
SASID: Exact Match Last Name: Exact Match

Student: **John Doe** Student ID: **2035937** SASID: **9871234567** DOB: **10/01/2002** District of Liability: **Concord**

Financial Summary for School Year: **2010-2011**

Annual Totals

Invoice Total:	0.00
Non-Medicad Reimbursable Total:	0.00
Disallowed:	0.00
Reimbursements:	0.00
Net Cost:	0.00

There are no Invoices

Add New Invoice for 2010-2011

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Start | Internet | 100% | 2:31 PM

Click on the drop down menu and select the appropriate school year for which you are seeking reimbursement.

STUDENT'S FINANCIAL SUMMARY PAGE CONT...

As Districts are entering invoices, NHSEIS is calculating CAP, invoice totals and disallowed costs. The NHDOE highly recommends that districts enter invoices into NHSEIS on a monthly basis. By entering invoices on a monthly basis, districts can audit whether or not they are being appropriately charged for the number of units as identified in the IEP and the cost of the services. When developing an IEP, please think of units as 30 minute increments. By using thirty minute units, this allows for consistency with your vendors. Districts will also be able to verify that they are being charged at the NHDOE's or host state's established rate. If there are errors on the invoice, this will give a District an opportunity to reconcile the invoice prior to the CAT AID submission on August 1st.

The State establishes its rate based on 30 minute increments of service. In cases where the service is for 45 minutes, the district should select the service from the drop down. Enter one unit at 30 minutes and one unit at 15 minutes. The rate for the 15 minute unit will be entered using half the established rate. Both the IEP and invoices will need to reflect these entries.

For rates that are not established by the State, services can be entered for any increment providing the increment matches the rate at which they are being charged. For example, the invoice shows 48 minutes per day. The invoice should show the cost of a 48 minute session.

The NHDOE in previous reviews of CAT AID have found several incidents of districts entering in more units of services than identified in the IEP. Although Districts may provide additional services to students, Districts cannot seek reimbursement for these additional units of services.

EasyIEP [nhtrainingsite, Bridget Goodwin] - Windows Internet Explorer

https://nhses.ed.state.nh.us/easyiep.plk?op=all_authenticated&CustomerName=nhtrainingsite&SessionID=EB68CFDA21081015AE6CD29EF3E8CE

File Edit View Favorites Tools Help

McAfee

EasyIEP [nhtrainingsite, Bridget Goodwin]

Home Feeds (0) Print Page Tools

Students Personal Eligibility Assessments Participations Goals & Objectives Special Ed Services Transition Plan Contacts Financial Summary Student History

Log Out Main Menu Parents Team Narratives Accommodations Supplemental Aids Related Services Transition Services Documents Discipline

Financial Summary for Grady Test-Student

Student: **Grady Test-Student** Student ID: **2017728** SASID: **1987654321** DOB: **01/01/1992** District of Liability: **Lebanon**

Financial Summary for School Year: **2009-2010**

Annual Totals

Invoice Total:	189710.00
Non-Medicad Reimbursable Total:	189710.00
Disallowed:	0.00
Reimbursements:	0.00
Net Cost:	189710.00
Cap:	42505.33

The invoice total has exceeded the States Cat Aid Cap!

Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed
Albany School District	1056870	09/23/2009	30.00	0.00
New Hampshire Department of Education	00123a	06/30/2009	189680.00	0.00

There are no services that can be invoiced for Grady Test-Student for 2009-2010

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Done Internet 100%

Start InBox - Microsoft Outlook My Documents Catastrophic Aid Proced... EasyIEP Aggregate ("n... EasyIEP [nhtraining... 11:50 AM

Invoice total is the total amount of the allowable costs.

The cap is pre-populated prior to entering invoices.

ENTERING INVOICES

When entering invoices into NHSEIS, you must enter the name of the vendor, the invoice number as well as the date of the invoice. The NHDOE encourages Districts to work with their vendors so that each invoice has an invoice number provided by the vendor. Invoices must clearly identify the student either by name or SASID # who received services. The NHDOE will not consider the costs of an invoice if is not clearly identified what student received services. This may be done by either the student's SASID # or Name on the invoice. Please remember to enter the invoices in chronological order. NHSEIS calculates when CAP is met. NHSEIS is also designed to populate the dropdown in the service section with information from the IEP. NHSEIS is designed so that once a vendor has been entered, the District will not need to re-enter the vendor for each invoice.

For new vendors, there is an "Add a New Vendor" button. This allows Districts to enter new vendor information.

See the next page for a screen shot of entering invoices

INVOICE PAGE

The screenshot shows the EasyIEP Invoices page in a Windows Internet Explorer browser. The page displays student information for Tweety Birdie and a warning that the invoice total has exceeded the 402 cap. A form for entering invoice details is visible, including fields for Invoice #, Invoice Date, Payment Date, Payment Ref Num, Medicaid Eligible, Locked, Vendor, New Vendor, Vendor Code, and District Code. Below the form is a table for Invoice # Line Items and a section for New Lines. Three callouts provide instructions: 1. Enter Vendor's Invoice number. 2. Enter Date of Invoice. 3. Select a vendor from the drop down list. A fourth callout points to the 'Add a New Vendor' button, stating: 'If Vendor is not found in drop down list, click here to add New Vendor.'

1 Enter Vendor's Invoice number.

2 Enter Date of Invoice

3 Select a vendor from the drop down list.

If Vendor is not found in drop down list, click here to add New Vendor.

Invoice must include student's SASID # or name.

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed
	Exceptional Costs								

New Lines									
#		Day							
# 1									
# 2									
# 3									

ENTERING INVOICES CONT....

NHSEIS is designed to generate a drop down menu from specific sections of the IEP. The specific sections of the IEP that are generated into a drop down menu in the service section of the financial summary are Special Education Services, Custom Special Education Services and Related Services.

NHSEIS compares the number of units and sessions from these three areas to the data Districts enter from the invoices. When there is an overage of number of units and sessions, NHSEIS will disallow the costs.

If this occurs, Districts must re-enter the information using the number of units and sessions agreed upon in the IEP. When districts enter the number of units and the cost per unit, you must enter the units in 30 minute increments.

The NHDOE understands that there may be occasions when Districts may have invoices that reflect services that are less than the number of units identified within the IEP. If you encounter this situation, please enter in only the services that have been given.

The NHDOE reviews the invoices to ensure that the information stated on the invoice matches the information on the IEP. If there is a discrepancy that the District is able to correct, the District is given 5 days to make the correction. All email correspondences pertaining to CAT AID will be sent to the district's special education director. The NHDOE has given a specific timeline in order to comply with the January 1st deadline for payment to LEAs. The information entered into NHSEIS must match the invoice in order for a district to receive reimbursement for that invoice.

If districts would like a preliminary report, they can review the annual totals for the student on the Financial Summary page. The annual totals show the total of all the invoices, as well as the disallowed costs. The annual totals also show when a student's cost meets the "cap" for cat aid.

For invoices with residential costs, the tuition cost and the residential costs must each be clearly identified in the invoice including daily rate and the number of units. The units for residential and tuition costs must be entered in by the day.

The NHDOE enters the established rates for the NHDOE's or host State's established rate NHSEIS. If Districts enter an amount over the established rate, NHSEIS will disallow the overage. If this occurs, Districts must re-enter the information using the state

established rate. Here is the link for New Hampshire's established rates:

http://education.nh.gov/instruction/special_ed/documents/fy11_rates.pdf

As the NHDOE receives the out of district rates, they are entered into NHSEIS at the time in which they are received. If the rates are not received until November, the rates will not be entered until November. Districts must go to each invoice and select "Update the Database" button only for invoices that are entered prior to the established rate being entered.

Transportation must be identified in Related Services in order for Transportation to be considered for CAT AID. Transportation is part of the drop down menu under Related Services. By using transportation identified within Related Services, Districts will be able to enter units and unit costs for CAT AID reimbursement. Transportation costs of more than \$5,000 require invoices. Transportation costs of \$5,000 or less do not require invoices. When entering services of a bus monitor, please use "Custom Special Education Services" and type in bus monitor. If an individual other than a bus monitor provides the service of "monitoring" such as Para-professional, one on one aide, rehabilitative aide, or one on one assistant, the invoice must match the service identified in the IEP. This will allow you to enter the units as well as the unit price. By entering bus monitor under "Custom Education Services" this will allow NHSEIS to populate bus monitor into the drop down menu under "Service" in the Financial Summary Section.

Below is a screen shot identifying the areas that were discussed in the previous page of directions.

1

This drop down is generated from Special Education Services, Custom Special Services, & Related Services.

The screenshot shows the EasyIEP software interface in a Windows Internet Explorer browser window. The browser address bar shows the URL: https://nheses.ed.state.nh.us/easyiep.pk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=3CE3A35713CF101581BBFA08EFC277C4. The interface includes a menu bar with options like Students, Personal, Eligibility, Assessments, Participations, Goals & Objectives, Special Ed Services, Transition Plan, Contacts, Financial Summary, and Student History. Below the menu bar, there are fields for Payment Ref Num, Vendor Code, Medicaid Eligible (Yes/No), and District Code (NHTS001). The main section is titled "Invoice # Line Items" and contains a table with columns: Del, Service, Setting, Begin Date, End Date, Units, Unit Price, and Amount. A dropdown menu is open over the "Service" column, listing various service categories such as "In-Class Instruction by Special Educator Specialist", "Instructional Accommodations", "Pre School Home Instruction", and "Speech Pathology - Group". Below the table, there are buttons for "Add New Invoice", "Switch to Financial Summary", and "Delete this Invoice". The footer of the page includes the copyright notice: "Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved." The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 10:54 AM.

2

Enter Begin and End Date of services detailed in the Invoice.

3

Enter the number of units and the cost per unit. Units must be in 30 minute increments

INVOICE PAGE CONT....

EasyIEP [nhtrainingsite, Bridget Goodwin] - Windows Internet Explorer

https://nhses.ed.state.nh.us/easyiep.plk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=BE225FA7082B1015BE87A97EDFAEA81

File Edit View Favorites Tools Help

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EasyIEP [nhtrainingsite, Bridget Goodwin]

School System System Info Reports Inactive Students User Types Financial Summary
Log Out Main Menu Summary Lists Inactive Users User Type Assign Transfer Student

Payment Ref Num: Vendor Code:
Medicaid Eligible: Yes District Code: NHTS001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount
	Exceptional Costs						
New Lines							
# 1		Day					
# 2		Day Residential					
# 3		Day					
# 4		Day					

(to add a new line item, simply select and enter data for any of the 4 rows above)

Update the database
Add New Invoice
Switch to Financial Summary
Delete this Invoice

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Start Internet 100%
Calendar - Microsoft Out... NH Rules w Amendment... Catastrophic Aid Proced... EasyIEP Aggregate [nh... EasyIEP [nhtraining... 3:17 PM

Select "Day" from the drop down for Tuition costs and "Residential" for the room and board costs.



Happy Day Department
 45000 Pleasant Street
 Concord, NH 03301

Phone: 555-555-5555
 Fax: 555-555-5555
 E-mail:
 someone@example.com

Invoice

Bill To:

Desk and Chair School
 District
 12345 Pencil Way

Invoice # : 21000
 Invoice Date: 12/31/2010

NAME: John Doe

SASID# 1234567899

Begin Service Date	End Service Date	Description	Quantity/UNIT	Unit Price	Total
10/01/2010	12/29/2010	Tuition for John Doe	9.00	500.00	4,500.00
10/01/2010	12/29/2010	Speech Pathology-Ind.	15.00	250.00	3,750.00

* If appropriate, please indicate 'Individual' or 'Group'.

SAMPLE

TOTAL INVOICE AMOUNT	8,250.00
Payment/Credit Applied	
TOTAL	8,250.00

PROGRAM PLACEMENT

When entering program placement including placements for approved special education summer programs into the IEP use "Select Program Placement." By using "Select Program Placement" this ensures that either the NHDOE or the Host State has approved the special education program. By using "Select Program Placement" this also ensures that the student meets the special education approval for the student's age, gender and primary disability in addition that the number of students within the program has not exceeded capacity. Invoices should not be entered for placement including tuition and room and board if the name of the program does not appear in the drop down menu under "Program Services" in the Service section of the Financial Summary. The NHDOE WILL NOT consider cost for program placement either tuition and/or room and board if the program is entered into Custom Special Education Services. The NHDOE will not consider placement costs if the placement is identified in other software systems, IEPs developed by private special education programs/schools or other state's IEPs. The NHDOE will not consider cost for program placements entered into Custom Special Education Services since this bypasses the business rules associated with program placement.

Click on either Quick Link to get to this page.

Search for Special Education Programs
John L Doe

Enter the student's special education programs below. You must include a begin and end date AND the FACILITY name in the PROVIDER field, in order to find an available program.

Program Begin Date: (required)	<input type="text"/>
Program End Date: (required)	<input type="text"/>
Program Name: (enter all or part of the program name)	<input type="text"/>
Location: (enter all or part of the location, if known)	<input type="text"/>
Provider Name: (enter all or part of the provider's name, if known)	<input type="text"/>

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Begin and end dates must be entered into these fields.

ATTENDANCE

Students must be in attendance in order for the services in an invoice to be considered for CAT AID. Place a check in the "Attendance Certified" box to verify the student's attendance. By checking this box, the District is verifying that the student was present for the services found in the invoice. Districts are responsible to keep student attendance records. Districts do not need to submit attendance records to the NHDOE however; the District must be able to produce the attendance records if requested by the NHDOE. The NHDOE is not able to consider costs when students are not present to receive the services.

School Year: 2009 - 2010 (07/01/2009 - 06/30/2010)

The student's invoice total has exceeded the States 402 cap!

Invoice #	Locked:	<input type="checkbox"/> Yes
Invoice Date:	Vendor:	
Payment Date:	New Vendor:	Add a New Vendor
Payment Ref Num:	Vendor Code:	
Medicaid Eligible:	District Code:	NHTS001

Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
Exceptional Costs											<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
New Lines													
	Day										<input type="checkbox"/>		<input type="checkbox"/>
	Day										<input type="checkbox"/>		<input type="checkbox"/>
	Day										<input type="checkbox"/>		<input type="checkbox"/>
	Day										<input type="checkbox"/>		<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

Update the database
Add New Invoice
Switch to Financial Summary
Delete this Invoice

Program name can be selected from the drop down.

Click this button to add a New Vendor

Check this box to Certify Attendance.

Costs for Re-evaluations (3 year evaluations) may be entered in the financial summary under “Exceptional Costs.” In order for re-evaluation costs to be considered, the evaluation must be a required assessment in Table 1100.01 found under Ed 1107.04. The required assessment must be given by a qualified examiner as identified in Table 1100.01. The state timelines must be met including the time extension timeline. Evaluations that are not required under ED 1107.04 will not be considered for CAT AID. Costs for vocational evaluation will not be considered.

Interest for emergency assistance loans and other costs associated with the emergency assistance loans may be entered in the financial summary under “Exceptional Costs.”

Exceptional Costs

Enter Begin Date, End Date, number of Units of Service and the Cost per Unit

Click to save Exceptional Cost info.

Click to add additional invoices.

The screenshot shows the EasyIEP software interface in a Windows Internet Explorer browser window. The browser address bar shows the URL: https://nhses.ed.state.nh.us/easyiep.plk?top=all_authenticated&CustomerName=nhrainingsite&SessionID=BE225FA7082B10158E87A97EDFAE81. The interface includes a menu bar with options like 'School System', 'System Info', 'Reports', 'Inactive Students', 'User Types', 'Financial Summary', 'Log Out', 'Main Menu', 'Summary', 'Lists', 'Inactive Users', 'User Type Assign', and 'Transfer Student'. Below the menu is a form with fields for 'Payment Ref Num:', 'Vendor Code:', 'Medicaid Eligible:' (with a 'Yes' checkbox), and 'District Code:' (with the value 'NHTS001').

The main section is titled 'Invoice # Line Items' and contains a table with columns: 'Del', 'Service', 'Setting', 'Begin Date', 'End Date', 'Units', 'Unit Price', and 'Amount'. The first row is labeled 'Exceptional Costs'. Below this table is a 'New Lines' section with four rows, each with a dropdown menu for 'Del', a dropdown for 'Setting' (all set to 'Day'), and input fields for 'Begin Date', 'End Date', 'Units', 'Unit Price', and 'Amount'. A note below the 'New Lines' section says: '(to add a new line item, simply select and enter data for any of the 4 rows above)'. At the bottom of the form are several buttons: 'Update the database', 'Add New Invoice', 'Switch to Financial Summary', and 'Delete this Invoice'. A copyright notice at the bottom reads: 'Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved.' The Windows taskbar at the bottom shows the Start button and several open applications including Microsoft Outlook, NH Rules w Amendmen..., Catastrophic Aid Proced..., EasyIEP Aggregate, and EasyIEP [nhtraining...].

DISALLOWED COSTS

It is the responsibility of the NHDOE to verify that the invoices entered into NHSEIS are for allowable costs. Here are several examples taken from actual District's invoices in which the NHDOE disallowed. It is the hope of the NHDOE by providing these examples of disallowed costs, it will assist the Districts. Each time a District enters disallowable costs into NHSEIS, the NHDOE must then work with the Districts to remove the costs. Since the review process of CAT AID is time specific, a smooth process will assist the NHDOE in meeting the legislative time line of January 1st for payment.

- Please do not enter services as one total amount. When you enter services at one total amount NHSEIS will disallow the cost. NHSEIS is constructed so that invoices are entered based on the number of units identified within the IEP. Below is an example of how to properly enter units into NHSEIS.
 - 1 @ a set price Example: Transportation= 1@ \$9,000.00
 - Please enter as 180 units @\$50.00 = \$9,000

The services on the invoice must match the service identified in the IEP. The IEP under custom special education services identifies a rehabilitative aide and district enters the cost from an invoice that states a one on one paraprofessional. The NHDOE will deny the invoice, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for service providers, mileage, travel or hotel stays. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for supplies such as paper, pencil, art supplies and movie rentals. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not submit invoices for the regular class. These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter placement under "Custom Special Education Services." The NHDOE will not consider the cost of placement including placements for approved special education summer programs for tuition and/or room/board that are entered into "Custom Special Education Services." If placement including placements for approved special education summer programs is in

any other section of the IEP other than “Program Placement”, the cost will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

- If the dates of the program identified in the IEP, do not coincide with the invoice dates, the placement will be disallowed. Example:
Invoice dates: July 1, 2009-June 30, 2010 Placement dates: September 1, 2009-June 30, 2010.
For this example, you can see that an invoice was submitted for the months of July and August however, there was no placement identified in the program service section of the IEP for this time period. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

If Districts submit invoices that were for services in the previous fiscal year, the NHDOE will disallow the costs identified in the invoices. The NHDOE can only consider invoices for services that have been rendered in the year in which the District is seeking Catastrophic Aid.

When Districts submit invoices for items that are used for the general student population or a general special education population these costs will be denied. Examples of such costs may include but are not limited to: purchasing items for common areas such as hallways, items for the overall special education department such as consumables including diapers, wet wipes and latex gloves cannot be considered a special education cost. These are costs which will be disallowed and Districts will be asked to remove these invoices from NHSEIS.

The NHDOE will only consider costs at the NHDOE’s or host state’s established rate. If the District pays over the established rate and enters this into NHSEIS, NHSEIS will disallow the difference between the established rate and the rate for which the District has been charged. Please contact Lisa Morrissette @ (603) 271-3738 to find out the host state’s established rate.

Example:

Harry F. Benjamin Special Education Program State Established Rate: \$199.99 per day

Harry F. Benjamin Special Education Program Rate Charged to District: \$299.99 per day

If the District enters the rate of \$299.99 per day, NHSEIS will disallow \$100. Districts will be asked to remove these invoices from NHSEIS.

The NHDOE will not endorse an IEP being modified after the expiration of the IEP in order for costs to be eligible for CAT AID. If there is a question regarding timelines, the NHDOE will verify in the date created section under Student History page.

Districts may not submit CAT AID costs for students who received Court-Ordered Placement Aid for the same placement(s) during the school year.

It is not the responsibility of the NHDOE to interpret the services identified on an invoice.

- **Example:** Sally Smith is a social worker who works with the family.
 - The IEP under custom special education services states home school consulting.
 - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will disallow these invoices since the services in the invoice do not match the services in the IEP.

The NHDOE considers “direct instruction” as the specially designed instruction outlined in IDEA. Direct instruction may be provided by a certified educator, specialist or related service provider.

Direct instruction is not placement. If a district is attempting to use direct instruction for placement costs, the NHDOE will disallow this cost.

Districts may enter program placement as time of the school day x 5 sessions per week.

- **Example:** Sally attends the Excel Special Education Program. This is a day program. The information is entered as:
6.5 hours per day x 5 days/week.



INACTIVATING COSTS

WHEN THE NHDOE IS AT THE POINT OF FINAL ANALYSIS, FOR DISTRICTS WHO HAVE NOT MADE THE NECESSARY CORRECTIONS, THE NHDOE MAY INACTIVATE COSTS WHICH HAVE BEEN DISALLOWED IN ORDER TO PROCESS THE REMAINING INVOICES FOR CAT AID.

DISALLOWED COSTS EXAMPLE

EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer

https://nhses.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=B188D6E32AA21015B90C9149D0C71CE

File Edit View Favorites Tools Help

McAfee

EasyIEP (nhtrainingsite, Bridget Goodwin)

Pop-up blocked. To see this pop-up or additional options click here...

Students Personal Eligibility Assessments Participations Goals & Objectives Special Ed Services Transition Plan Contacts Financial Summary Student History

Log Out Main Menu Parents Team Narratives Accommodations Supplemental Aids Related Services Transition Services Documents Discipline

The student's invoice total has exceeded the States 402 cap!

Invoice #	1000008	Locked:	<input checked="" type="checkbox"/> Yes
Invoice Date:	10/25/2009	Vendor:	A.C.C.E.S.S.
Payment Date:	06/25/2011	New Vendor:	Add a New Vendor
Payment Ref Num:	0216515	Vendor Code:	
Medicaid Eligible:	<input checked="" type="checkbox"/> Yes	District Code:	NHST001

Invoice # 1000008 Line Items

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	M Ret
<input checked="" type="checkbox"/>	2426 Day Program (10/01/2009 - 11/01/2009)	Day	10/01/2009	11/01/2009	100	900.00	90000.00	3	900.00	87300.00	Units restricted to the total available (32) minus the number already billed (29)	<input checked="" type="checkbox"/>	0.00	
	Exceptional Costs											<input type="checkbox"/>	0.00	
Totals:					100	900.00	90000.00	3	900.00	87300.00			0.00	

New Lines

# 1	Day											<input type="checkbox"/>		
# 2	Day											<input type="checkbox"/>		
# 3	Day											<input type="checkbox"/>		
# 4	Day											<input type="checkbox"/>		

(to add a new line item, simply select and enter data for any of the 4 rows above)
(to delete an entire Invoice, you must delete all it's line items)

Done

Start

Inbox - Microsoft O... 1 Reminder

Calendar - Microsof...

Catastrophic Aid Pr...

EasyIEP Aggregate...

EasyIEP (nhtrai... 75%

1:18 PM

Reason for Disallowed cost=Units entered are over allowable amount.



To correct overage:
Re-enter the correct amount of Units as identified in the IEP.

ALLOWABLE COSTS

For district-operated programs, only direct costs attribute to each student's Individualized Education Program (IEP) under **Special Education Services, Custom Special Services & Related Services** may be considered for reimbursement. No indirect costs such as pro-ration of regular staff salaries, building maintenance and operations, regular transportation, standard textbooks and school supplies will be allowed. If the program serves students from other districts on a tuition basis, the funds received must be subtracted from the operational costs of the program to accurately calculate the host district's real or net cost.

***Please subtract the cost charged for tuition for out of district students from the operational costs prior to establishing district tuition. Example: If the program has an operational cost of \$220,000 and the tuition for out of district students is \$20,000...subtract \$20,000 prior to calculating in-district costs. To further clarify, the \$200,000 should then be divided by 8 in district students to calculate an in-district student cost of \$25,000.*

For Extended School Year Services that occur in the summer months, these ESY services may be considered for CAT AID reimbursement providing that they meet the requirements as outlined in this manual. The NHDOE cannot consider "camps" as reimbursable under CAT AID since the Bureau of Special Education does not have the authority to approve camps for special education programs. For a list of approved special education programs that occur in the summer months, please check the NHSEIS list of approved programs that is posted on the front page of your NHSEIS site.

CONSULTATION

The Department of Education provides the following for consideration of catastrophic aid if the consultations to staff and/or consultative services meet the following guidelines:

- Consultations to staff and/or consultative services are identified in the IEP under custom special education services.
- Consultation service is defined as a direct and/or indirect service that relates specifically to the individual student educational needs and is included in the student's IEP under related services. The district must provide evidence that the student is receiving direct or indirect services in which the consultation to staff and/or consultative services is being provided.
 - **Example of a direct service** – a student receives individual services from an occupational therapist.

- **Example of an indirect service** – an occupational therapist is providing consulting services to a student’s classroom teacher.

The NHDOE **must** clearly see a service to the student and then the consult of the service in order to consider consult for cat aid. An example is a student receives individual occupational services under related services and occupational therapy consult to regular education staff under custom special education services. Invoices clearly state consultation to staff and/or consultative services in the specific area that consult is occurring. The provider’s qualifications (including NPR number) are noted on the invoice.

It is not the responsibility of the NHDOE to interpret the “consulting costs” identified on an invoice.

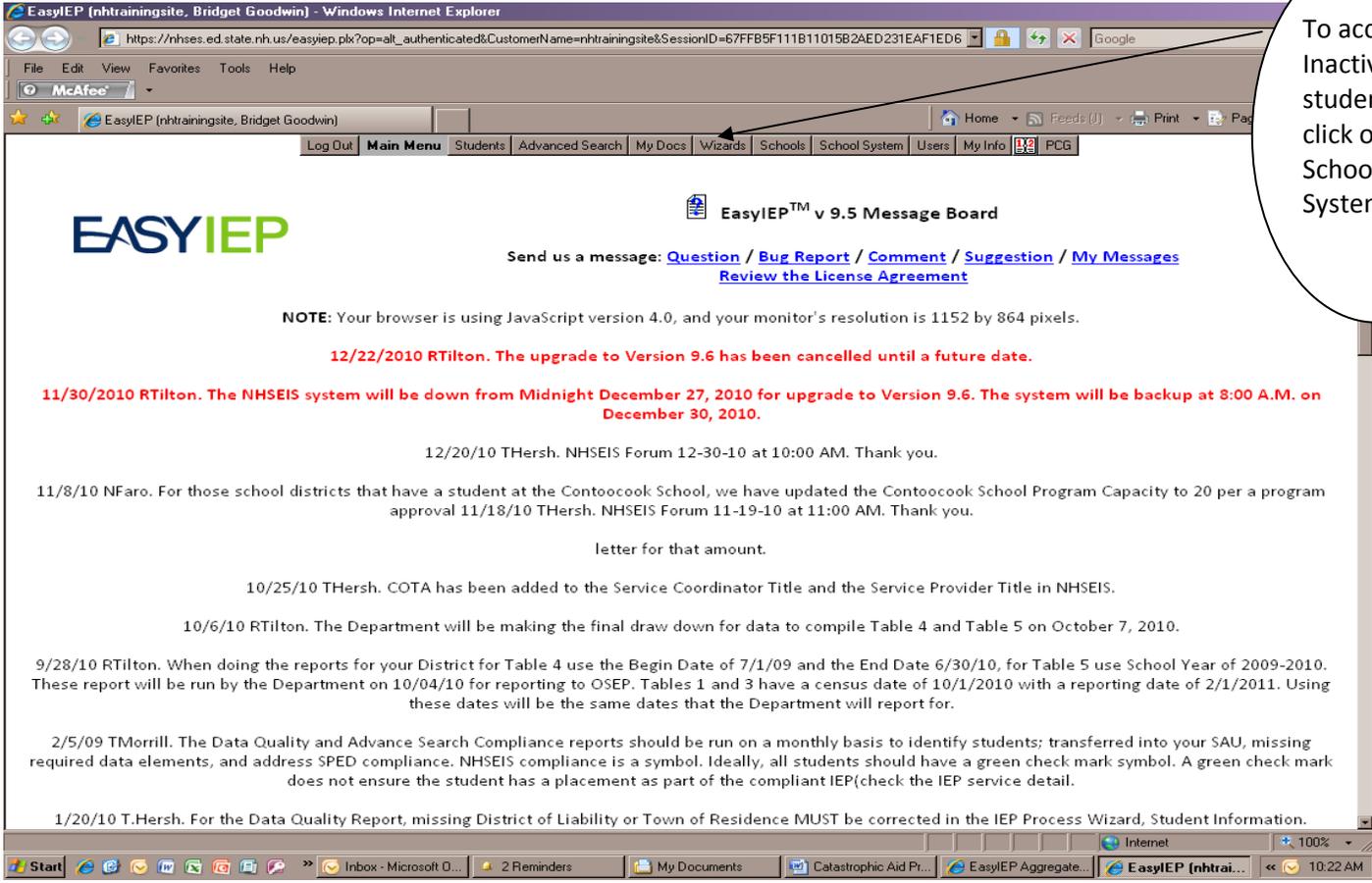
- **Example:** Sally Smith is a social worker who works with the family.
 - The IEP under custom special education services states home school consulting.
 - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will not allow “ consulting costs” on the invoices since the services in the invoice do not match the services in the IEP.

INACTIVE STUDENTS

You may have to access Inactive Students since they may have exited from special education for reasons such as graduated or aged out. Districts have the ability to apply for CAT AID for students who are inactive within the school year that they are seeking CAT AID.

The next page outlines how to access the financial summary for inactive student.



The screenshot shows the EasyIEP v 9.5 Message Board interface. The browser window title is "EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer". The address bar shows the URL: https://nhses.ed.state.nh.us/easyiep.plk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=67FFB5F111B11015B2AED231EAF1ED6. The navigation menu includes: Log Out, Main Menu, Students, Advanced Search, My Docs, Wizards, Schools, School System, Users, My Info, and PCG. The "School System" link is highlighted with a callout bubble that says: "To access Inactive students, click on School System." The main content area displays the "EASYIEP" logo and a "Message Board" section with various announcements and notices.

EASYIEP EasyIEP™ v 9.5 Message Board

Send us a message: [Question](#) / [Bug Report](#) / [Comment](#) / [Suggestion](#) / [My Messages](#)
[Review the License Agreement](#)

NOTE: Your browser is using JavaScript version 4.0, and your monitor's resolution is 1152 by 864 pixels.

12/22/2010 RTilton. The upgrade to Version 9.6 has been cancelled until a future date.

11/30/2010 RTilton. The NHSEIS system will be down from Midnight December 27, 2010 for upgrade to Version 9.6. The system will be backup at 8:00 A.M. on December 30, 2010.

12/20/10 THersh. NHSEIS Forum 12-30-10 at 10:00 AM. Thank you.

11/8/10 NFaro. For those school districts that have a student at the Contoocook School, we have updated the Contoocook School Program Capacity to 20 per a program approval 11/18/10 THersh. NHSEIS Forum 11-19-10 at 11:00 AM. Thank you.

letter for that amount.

10/25/10 THersh. COTA has been added to the Service Coordinator Title and the Service Provider Title in NHSEIS.

10/6/10 RTilton. The Department will be making the final draw down for data to compile Table 4 and Table 5 on October 7, 2010.

9/28/10 RTilton. When doing the reports for your District for Table 4 use the Begin Date of 7/1/09 and the End Date 6/30/10, for Table 5 use School Year of 2009-2010. These report will be run by the Department on 10/04/10 for reporting to OSEP. Tables 1 and 3 have a census date of 10/1/2010 with a reporting date of 2/1/2011. Using these dates will be the same dates that the Department will report for.

2/5/09 TMorrill. The Data Quality and Advance Search Compliance reports should be run on a monthly basis to identify students; transferred into your SAU, missing required data elements, and address SPED compliance. NHSEIS compliance is a symbol. Ideally, all students should have a green check mark symbol. A green check mark does not ensure the student has a placement as part of the compliant IEP(check the IEP service detail.

1/20/10 T.Hersh. For the Data Quality Report, missing District of Liability or Town of Residence MUST be corrected in the IEP Process Wizard, Student Information.

INACTIVE STUDENTS CONT.....

The screenshot shows a web browser window with the URL https://nhses.ed.state.nh.us/easyiep.plk?top=alt_authenticated&CustomerName=nhtrainingsite&SessionID=67FFB5F111B11015B2AED231EAF1ED6. The page title is "EasyIEP (nhtrainingsite, Bridget Goodwin)".

The navigation menu includes: School System, System Info, Reports, Inactive Students, User Types, Financial Summary, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, and Transfer Student. A callout bubble points to the "Financial Summary" menu item with the text "Click on Financial Summary".

The main content area is titled "Manage Inactive Students" and contains a table with the following data:

Student ID	Name	Date of Birth	School	Date Exited	Reason for Exiting	Post Secondary Info	Event History
2022187	Daisy Test	10/01/2001	ELEM	06/21/2010	Moved to another NH School district	Information	History

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Click on
Financial
Summary

TIMELINES FOR CAT AID

The NH Department of Education, Bureau of Special Education, must provide the Division of Revenue Administration the estimated amount of CAT AID reimbursement to be received by each school district. This information must be provided by the end of August to ensure that tax rates are set in a timely fashion. The school district's cooperation in meeting the following deadlines is critical.

Deadlines:

Districts should be entering CAT AID data into NHSEIS on a monthly basis. The NHDOE is available to assist districts and provide technical assistance throughout the year in the CAT AID process.

July 31st

Deadline for districts to have entered CAT AID data into NHSEIS. Submit transportation, exceptional costs and all invoices to the NHDOE, along with a screen print of the NHSEIS financial summary page and all in-district rate sheets showing special education and related service costs.

Please provide documentation how costs were calculated. Also, submit employee data sheets. Back-up documentation must be student specific. Please do not send bulk documentation for all students.

*Districts will create a list of all students for which they are applying for CAT AID, submit the Superintendent's Verification of CAT AID Form, verifying attendance and financial records and submit to the NHDOE (See form in Appendix).

Beginning **August 1st** NHDOE processes the invoices from August 1st to mid-December. Please work with your vendors to ensure that they are able to meet these timelines.

* If a District had a student eligible for CAT AID who moved to or from the district during the school year, please contact Lisa Morrissette at the NHDOE, 271-3738.

APPENDICES

Definitions

CAT AID means financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district.

Contributed Funds means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.

Direct Costs means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP, as per the NH RULES.

Emergency Assistance means funds appropriated for special education costs as provided in 186 C: 18, III.

Indirect Costs means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.

Responsible School District means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

(New Hampshire Rules for the Education of Children with Disabilities, June 30, 2008 p.196-197)

NEW HAMPSHIRE RULES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES

RSA 186-C: 18, III

June 30, 2008

RSA 186-C: 18, III

- (a) The State Board of Education through the commissioner, Department of Education, shall distribute aid available under this paragraph as entitlement to such school districts as have a special education pupil for whose costs they are responsible, for whom the costs of special education in the fiscal year exceed 3 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution. If in any year, the amount appropriated for distribution as catastrophic special education 186-C: 18 aid in accordance with this section is insufficient therefore, the appropriation shall be prorated proportionally based on entitlement among the districts entitled to a grant. If there are unexpended funds appropriated under this paragraph at the end of any fiscal year, such funds shall be distributed for court-ordered placements under RSA 186-C:19-b. The state may designate up to \$250,000 of the which are appropriated as required by this paragraph, for each fiscal year, to assist those school districts which, under guidelines established by rules of the State Board of Education, may qualify for emergency assistance for special education costs. Upon application to the Commissioner of Education, and approval by the commissioner, such funds may be accepted and expended by school districts in accordance with this chapter; provided, however, that if a school district has received emergency assistance funds for certain **children with disabilities**, it shall not receive catastrophic special education aid for those same **children with disabilities**. If any of the funds designated for emergency assistance under this paragraph are not used for such emergency assistance purposes, the funds shall be used to assist school districts in meeting catastrophic cost increases in their special education programs as provided by this paragraph.
- (b) The school district shall be liable for 3- 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution, plus 20 percent of the additional cost, up to 10 times the estimated state average expenditure per pupil for the school year preceding the year of distribution.
- (c) The Department of Education shall be liable for 80 percent of the cost above the 3- 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution, up to 10 times the estimated state average expenditure per pupil for the school year preceding the year of distribution. The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year preceding the year of distribution.

**PART Ed 1128
SPECIAL EDUCATION CAT AID**

Ed 1128.01 Definitions. The following definitions shall apply for the purposes of Ed 1128.

- (a) "CAT AID" means financial assistance for special education costs distributed under RSA186-C: 18, III to a responsible school district.
- (b) "Contributed funds" means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.
- (c) "Direct costs" means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP.
- (d) "Emergency assistance" means funds appropriated for special education costs as provided in 186 C: 18, III.
- (e) "Indirect costs" means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.
- (f) "Responsible school district" means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

Ed 1128.02 Reimbursement. A responsible school district shall be reimbursed for CAT AID if the following requirements are met.

- (a) The special education costs for which the district is seeking payment shall exceed the statutory threshold established by RSA 186-C: 18, III.
- (b) Each child with a disability for whom the responsible district is seeking catastrophic aid reimbursement shall be:
 - (1) Enrolled in an approved special education program that:
 - a. Provides FAPE; and
 - b. Meets the requirements established in:
 - 1. Ed 1128.02;
 - 2. Ed 1128.03;
 - 3. Ed 1128.05; or
 - 4. Ed 1117; or
 - (2) In a placement for which a hearing officer, pursuant to Ed 1123, orders the responsible school district to reimburse parents in accordance with 34 CFR

300.148.

§300.148 Placement of children by parents when FAPE is at issue.

- (a) General. This part does not require an LEA to pay for the cost of education, including special education and related services, of a child with a disability at a private school or facility if that agency made FAPE available to the child and the parents elected to place the child in a private school or facility. However, the public agency must include that child in the population whose needs are addressed consistent with §§300.131 through 300.144.
- (b) Disagreements about FAPE. Disagreements between the parents and a public agency regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures in §§300.504 through 300.520.
- (c) Reimbursement for private school placement. If the parents of a child with a disability, who previously received special education and related services under the authority of a public agency, enroll the child in a private preschool, elementary school, or secondary school without the consent of or referral by the public agency, a court or a hearing officer may require the agency to reimburse the parents for the cost of that enrollment if the court or hearing officer finds that the agency had not made FAPE available to the child in a timely manner prior to that enrollment and that the private placement is appropriate. A parental placement may be found to be appropriate by a hearing officer or a court even if it does not meet the State standards that apply to education provided by the SEA and LEAs.
- (d) Limitation on reimbursement. The cost of reimbursement described in paragraph (c) of this section may be reduced or denied--
 - (1) If--
 - (i) At the most recent IEP Team meeting that the parents attended prior to removal of the child from the public school, the parents did not inform the IEP Team that they were rejecting the placement proposed by the public agency to provide FAPE to their child, including stating their concerns and their intent to enroll their child in a private school at public expense; or
 - (ii) At least ten (10) business days (including any holidays that occur on a business day) prior to the removal of the child from the public school, the parents did not give written notice to the public agency of the information described in paragraph (d)(1)(i) of this section.
 - (2) If, prior to the parents' removal of the child from the public school, the public agency informed the parents, through the notice requirements described in §300.503(a)(1), of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parents did not make the child available for the evaluation; or
 - (3) Upon a judicial finding of unreasonableness with respect to actions taken by the parents.
- (e) Exception. Notwithstanding the notice requirement in paragraph (d)(1) of this section, the cost of reimbursement--
 - (1) Must not be reduced or denied for failure to provide the notice if--

- (i) The school prevented the parents from providing the notice;
 - (ii) The parents had not received notice, pursuant to §300.504, of the notice requirement in paragraph (d)(1) of this section; or
 - (iii) Compliance with paragraph (d)(1) of this section would likely result in physical harm to the child; and
- (2) May, in the discretion of the court or a hearing officer, not be reduced or denied for failure to provide this notice if--
- (i) The parents are not literate or cannot write in English; or
 - (ii) Compliance with paragraph (d)(1) of this section would likely result in serious emotional harm to the child.

(c) The responsible school district shall report evaluation, placement, and eligible cost data for a child with a disability for CAT AID in accordance with Ed 1128.07.

(d) The information entered into NHSEIS under Ed 1128.04 shall be verified on a catastrophic aid verification form signed and dated by an individual authorized to make application for CAT AID on behalf of the responsible school district. The verification form shall be submitted to the department no later than 4:30 p.m. on August 15 or, if August 15 falls on a weekend, no later than 4:30 p.m. on the next business day.

Ed 1128.03 Limitations on Reimbursement.

A responsible school district shall:

- (a) Be eligible for reimbursement only for those direct costs which are included in the IEP of a child with a disability, and which qualify as special education and related services.
- (b) Not be reimbursed for:
 - (1) Costs which exceed rates established by Ed 1129 for tuition, instruction, room and board, and related services; or
 - (2) Indirect costs.

Ed 1128.04 Application for CAT AID.

To apply for the CAT AID, a responsible school district shall:

- (a) Enter the following program information into the NHSEIS database system:
 - (1) Instructional costs;
 - (2) Room and board costs;
 - (3) Tuition costs;
 - (4) Costs for related services, for which the department has approved a rate under Ed1129, including:
 - a. Counseling, both individual and group;
 - b. Occupational therapy, both individual and group;

- c. Physical therapy, both individual and group; and
- d. Speech pathology, both individual and group;
- (5) Costs for related services for which the department had not approved a rate under Ed 1129, provided such services are included in the IEP of the child with a disability;
- (6) Transportation costs;
- (7) Exceptional costs, including diagnostic costs for services defined under Ed 1107; and
- (8) Any contributed funds.

(b) Send supporting documentation to the department for:

- (1) Transportation costs under (a)(6) above in excess of \$5,000;
- (2) Exceptional costs under (a)(7);
- (3) Instruction, room and board, and/or tuition costs from out-of-state facilities;
- (4) Instructional costs from public programs; and
- (5) All related services when no rate is set.

Ed 1128.05 Calculation of Cost of Special Education.

The cost of special education for a particular child with a disability shall equal the costs entered into NHSEIS under Ed 1128.04(a)(1) – (7), less contributed funds entered into NHSEIS under Ed 1128.04(a)(8).

Ed 1128.06 Emergency Assistance.

- (a) Emergency assistance shall be available pursuant to RSA 186-C 18, III.
- (b) The department shall mail application forms for emergency assistance to all school districts in the state no later than the first Friday in April.
- (c) When a responsible school district applies for emergency assistance, it shall:
 - (1) Enter information into NHSEIS as provided in Ed 1128.04(a); and
 - (2) Supply supporting documentation as provided in Ed 1128.04(b).
- (d) An application for emergency assistance for the school year in progress shall be submitted to the department by a responsible school district no later than 4:30 p.m. on the first Friday of May.
- (e) On applications for emergency assistance, a responsible school district shall document that:
 - (1) The district could not have anticipated the need of this child with a disability for a comprehensive special educational program;

- (2) The district is experiencing a financial crisis and could not, through line item budget transfers or other financial management techniques, appropriate the funds necessary to provide this child with a disability with FAPE; and
- (3) There are no other sources of financial support available to assist the district with the funding of this placement.

(f) If a responsible school district receives emergency assistance funds for certain children with a disability, it shall not receive CAT AID for these same children.

Ed 1128.07 Proration. Pursuant to RSA 186-C:18,IX, when a child with a disability transfers from one responsible school district to another during the school year, the following shall apply to the proration of CAT AID and emergency assistance among responsible districts:

RSA 186-C:18,IX - When a student for whom a district receives state aid for special education under this section transfers to another school district during the school year, both the district liability and the reimbursement under this section shall be prorated among such districts. This proration shall be based upon the number of school days that the student was a resident of each district.

- (a) Each district shall be reimbursed for only each school day on which the child was a resident of the district; and
- (b) Each district shall file separate application forms.

Ed 1128.08 State Aid for In-District Programs

(a) The following definitions shall apply for the purposes of this section:

- (1) **“State Aid for Out-of-District Placements” means the funding to establish or support school district based programs for children with disabilities who have been in out-of-district placements in the previous school year under RSA186-C:18, XI;**
- (2) **“Contributed funds” means funds provided to defray the cost of a special education by any party or agency other than the LEA;**
- (3) **“Direct costs” means those costs which can be identified specifically with the provision of special education and related services, as included in a child’s IEP;**
- (4) **“Indirect costs” means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child’s IEP;**
- (5) **“Liable school district” means a school district which is legally responsible for the education of the child with a disability; and**

(6) “Supplemental costs” means the difference between the district’s average per pupil cost and the cost of education for the child with a disability.

(b) A liable school district shall be reimbursed for the development or maintenance of an in-district special education program, under this paragraph, if the following requirements are met:

- (1) The costs for which the district is seeking reimbursement shall establish or support a school district-based program for a child with disabilities who was in an out-of-district placement in the previous school year as required in RSA 186-C:18, XI;**
- (2) The in-district program shall be approved pursuant to the provisions of Ed 1126.02;**
- (3) The child for whom the district is seeking reimbursement shall have been placed in the in-district program pursuant to the provisions of Ed 1111.02;**
- (4) The child for whom the district shall be seeking reimbursement is receiving a FAPE;**
- (5) The liable school district shall report eligible cost data for a child with a disability pursuant to Ed 1128.04, (a), (1) through (5) and in accordance with Ed 1128.07, if applicable;**
- (6) The information entered into NHSEIS under Ed 1128.04 shall be verified on a state aid verification form signed and dated by an individual authorized to make application for state aid on behalf of the liable school district;**
- (7) The verification form shall be submitted to the department no later than 4:30 p.m. on August 15 or, if August 15 falls on a weekend, no later than 4:30 p.m. on the next business day; and**
- (8) Payment to the school district, under this paragraph, shall be on or before January 1.**

(c) Limitations on reimbursement shall be as follows:

- (1) A liable school district shall be eligible for reimbursement, under this paragraph only for children with disabilities whose placement has changed from an out-of-district placement to an in-district program developed or maintained by the responsible school district, and only for:
 - a. The direct costs that are included in the IEP in accordance with (b) (5) above; and****

b. The direct costs that qualify as special education and related services, that allow the student with disabilities to be educated in the local school district program;

(2) A liable school district shall not be reimbursed for:

a. Costs which exceed rates established by Ed 1129 for tuition, instruction, and related services;

b. Indirect costs; or

c. Contributed funds;

(3) The reimbursement amount the school district shall receive shall be the greater of:

a. The supplemental costs incurred by the school district to educate the child in the in-district program; or

b. The amount the school district received for the child in the last year of the out-of-district program, prior to placing the student in the in-district program, under this paragraph;

(4) The reimbursement under (c) (3) above shall be made for 3 years, as follows:

a. Reimbursement under (c) (3) a. above the supplemental amount for all 3 years; or

b. Reimbursement under (c) (3) b. above:

1. In year one, 70 percent of the total amount in (c) (3) b. above;

2. In year 2, 50 percent of the total amount in (c) (3) b. above; and,

3. In year 3, 30 percent of the total amount in (c) (3) above.

(d) Funds distributed under RSA 186-C:18, XI shall be:

(1) Made in accordance with the provisions of (b) above;

(2) Prorated in accordance with RSA 186-C:18, III (a), if insufficient funds are appropriated; and

(3) Used to assist school districts in meeting CAT AID costs in their special education programs to the extent that they are not used to fund the program set out in RSA 186-C:18, XI.

SPECIAL EDUCATION SERVICES SCREEN IN NHSEIS

Quick link
to sections
of IEP
Wizard.

Use this
screen in
NHSEIS to
enter Special
Education
Services.
These
services
must be
linked to a
current IEP.

Custom Special Services Screen in NHSEIS

Add Special Ed Services
Tweety Birdie

Special Ed Services	Num Sessions	Session Length	Setting
-none-	per day	min	
-none-	per day	min	
-none-	per day	min	
-none-	per day	min	

Custom Special Ed Services	Num Sessions	Session Length	Location
	per day	min	

To add more than 4 services of any one type, you must update the database, then return to this page.

<< Back
Save & Continue >>

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Use this screen in NHSEIS to enter Custom Special Education Services from the IEP.

Related Services Screen in NHSEIS

This screen in NHSEIS is used for entering Related Services.

Related Services
Tweety Birdie

Add related services to the student's record on this page.

Note: If you add a service on this page, you must enter the # of sessions, setting, and session length. You will then need to click on the "details" of the service and complete the fields on the page.

Delete	Related Service	# Sessions	Session Length	Setting	Medically Necessary	Dates Start/End	# Goals	
<input type="checkbox"/>	Occupational Therapy	2 per day	45 min	Special Education Setting	<input checked="" type="checkbox"/>		2	Details
<input type="checkbox"/>	Recreation/Recreation Therapy	1 per day	45 min	Special Education Setting	<input checked="" type="checkbox"/>		2	Details
<input type="checkbox"/>	Counseling - Individual	1 per day	30 min	Special Education Setting	<input checked="" type="checkbox"/>		3	Details

Add Related Services

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You may add additional Related Services by clicking this button and entering the required information.

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

Bureau of Special Education FY'10 Memo #27

Date: March 17, 2010

To: Superintendents of Schools
Special Education Director

From: Office of the Commissioner of Education
Division of Instruction
Bureau of Special Education

Re: Catastrophic Aid Cost-School Year 2009-2010
(July 1, 2009 to June 30, 2010)

The New Hampshire Department of Education, Bureau of Special Education, is offering guidance for 2009-2010 Catastrophic Aid. The guidance includes eligibility for CAT AID, Application for CAT AID, Allowable Costs and Timelines for CAT AID.

ELIGIBILITY FOR CATASTROPHIC AID

In order to qualify for CAT AID:

1. Students must have been placed in special education programs for their disability that have been approved for special education by the Department of Education.
2. School districts must have entered in the New Hampshire Special Education Information System (NHSEIS) student evaluation and placement data. The data must be in compliance with the requirements of the New Hampshire Rules for the Education of Students with Disabilities (effective June 30, 2008).
3. The cost to the district for implementing the student's Individualized Education Program during the 2009-2010 school year must exceed 3-1/2 times the Estimated Cost per Pupil. The student

4. may have been placed in more than one (1) program during this period, in which case costs are accumulative. This includes approved Extended School Year programs (July 1, 2009 to August 31, 2009).
5. For any student eligible for reimbursement under catastrophic aid, the district obligation of 3-1/2 times estimated cost per pupil will be paid only once, even if that student transferred to one or more school district(s) during the school year. This means that the 3-1/2 times the Estimated Cost per Pupil liability will be prorated among the districts in which the student resided.

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DRAFT

SUPERINTENDENT'S VERIFICATION OF CAT AID

District _____
SAU # _____

Number of Students with Catastrophic Cost Records:

Total Catastrophic Costs Reported for District:

I certify that, during Fiscal Year 2011, the total expenses entered above were incurred by the school district for services provided to the Special Education students who were eligible for Catastrophic Aid. The cost to the district for fulfilling each student's Individual Education Program (IEP) during Fiscal Year 2011 has exceeded 3-1/2 times state average tuition.

Detailed accounting will be maintained by the school district and will include the invoices, as well as checks and payment vouchers on which the payments were made.

Superintendent of Schools signature

Date