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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Bureau of Special Education FY'08 Memo #31

Date: April 2, 2008

To: Superintendent of Schools
Special Education Directors

From: Lyonel B. Tracy, Commissioner

Santina Thibedeau
Administrator, Bureau of Special Education
State Director of Special Education

Re: Annual Request for Federal Special Education Funds Fiscal Year 2009

Enclosed are the application and the instructions for the Annual Request for Federal Special Education Funds for Fiscal Year 2009. We would *encourage* you to use the instructions side-by-side with the application as you complete it.

Submit the original and two copies of your application to:

Lisa Morrissette
New Hampshire Department of Education
ATTN: Application for Special Education Funding
101 Pleasant Street
Concord, NH 03301-3860

We are asking that you submit your application three (3) weeks prior to the requested start date in order to allow us time to complete an initial review of your application and provide you with information concerning any necessary changes. In timing the submission of your request for federal special education funds, please keep in mind the following:

- Project Start and End Dates should be the anticipated dates services will be provided with federal special education funds. The start date cannot be earlier than the date the request is received at the Department of Education and in no case can it be earlier than the start of the fiscal year, July 1st.

- If you choose to use the funds for a summer program, a June 6, 2008 submission will allow us to review the application and provide you with confirmation that your activities are allowable and will be approved once all assurances have been met.

For planning purposes, we advise you to use the following allocations:

Part B	Same final entitlement as FY'08
Preschool	Same final entitlement as FY'08

Please note, however, that these amounts are contingent upon the state's total level of funding under Part B of the Individuals with Disabilities Education Act Amendments 2004 (IDEA) and may be reduced or increased accordingly.

We understand that the process of requesting your federal special education funds is both time consuming and labor intensive for your staff. We appreciate your efforts in ensuring that the request(s) for funds submitted by your district(s) are in compliance with federal requirements. If your school district has a finding that has not been corrected within one year of identification, the New Hampshire Department of Education (NHDOE) may direct the school district to utilize these funds to correct the identified areas of non-compliance. The NHDOE will notify the school district, in writing, if the NHDOE is directing funds to correct the identified area(s) of non-compliance. If you have any questions regarding the process of applying for federal special education funds for Fiscal Year 2009, please contact the Bureau of Special Education at 271-3741.

ST:BJR
Enclosures