

Catastrophic Aid Checklist

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Reviewer's Name:	SAU/District:
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Students Intials and SASID number:

Criteria for Cat Aid Reimbursement	Yes	No	Comments
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IEP			
There is a finalized IEP in NHSEIS for the dates that reimbursement for services being requested for school year 2012-2013. The most current IEP was used.			Always use the most current IEP. Please go by the date the IEP was s

Placement			
When reimbursement for Placement - The finalized IEP for the current school year 2012-2013 there is a placement(s) in the program service section of NHSEIS for the school year.			Please verify that the placement(s) is in the placement section of the IEP and that the placement(s) covers the school year.

Invoice			
Is the student's initials or SASID # on the invoice?			If no, you will need a revised invoice.
Are there dates of service on the invoice?			If no, you will need a revised invoice.
Is the type of service listed on the invoice?			If no, you will need a revised invoice.
Is the unit price listed on the invoice?			If no, you will need a revised invoice.
Did the district submit a contract as an invoice?			If yes, please submit an invoice with the contract as backup.
Are the invoices attached to a valid IEP?			If no, please attach the invoices to a valid IEP.
Are the invoices attached to the placement?			If no, please attach the invoices to placement in the IEP.

Costs			
Did the district submit for cost not found in the IEP?			If yes, the costs have to be allowable exceptional costs.
Were costs entered in appropriately into NHSEIS?			Costs entered into NHSEIS are not higher than what is on the invoice.
Did the district submit for adminstrative costs (meetings or writing reports)?			if yes, please remove costs from NHSEIS. This is a disallowed expense
Did the district submit for supplies?			if yes, please remove costs from NHSEIS. This is a disallowed expense
Did the district submit for camp or field trips?			if yes, please remove costs from NHSEIS. This is a disallowed expense
Are costs showing disallowed in the financial section of NHSEIS?			If yes, please resolve before submitting cat aid to the NHDOE.

Services			
Is group entered into NHSEIS as a group of 1?			if yes, please remove costs from NHSEIS. This is a disallowed expense
Is the group rate the same and the individual rate?			If yes, please use the approved group rate.
Did the district round up when dividing out costs?			If yes, please round down.

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Criteria for Cat Aid Reimbursement		Yes	No	Comments
Indistrict costs				
	Is the district submitting in district costs?			If yes, please submit an invoice and provide back up documentation for services. The documentation needs to show dates of service, provider contract, student ID, units delivered and length of unit. The district needs to show clearly how the hourly/daily figure was arrived at. Please refer to page 32 of the Cat Aid Manual.
Exceptional Costs				
	Is the district submitting for exceptional cost?			If yes, please make sure that the exceptional costs are allowable. Please contact the NHDOE if you have any questions.
Evaluation Costs				
	Did the district submit for costs for an evaluation that has occurred more than once in a year.			The district will need to submit to the NHDOE evidence of the parent consent to reevaluate.