



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

Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-990**

Bureau of Special Education FY'14 Memo #36

Date: June 4, 2014

To: Superintendents of Schools
Special Education Directors

From: Office of the Commissioner of Education

Division of Educational Improvement
Bureau of Special Education

Re: Catastrophic Aid (CAT AID)

The New Hampshire Department of Education (NHDOE), Bureau of Special Education would like to inform you of the established Catastrophic Aid (CAT AID) amount for school year 2013-2014. The Estimated Cost per Pupil Tuition for Fiscal Year 2014 has been established at \$13,996.64. Please use the figure of \$48,988.24 for 3-1/2 times. The ten times the Estimated Cost per Pupil is established at \$139,966.40.

Districts have requested that the NHDOE provide clarification on the following areas:

Attendance:

As stated on page 21 of the Catastrophic Aid Procedures Manual, dated July 12, 2011, and continuing to the present Manual:

- Students must be in attendance in order for the services on 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 on 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 services.

Make-up sessions:

As stated on page 15 of the Catastrophic Aid Procedures Manual, revised March 7, 2012 and continuing to the present Manual:

- Make-up services are allowed. To assist in the review of the districts invoices, you may indicate when a session is a make-up session. The invoice should reflect the date of service.

Provider service logs:

As stated on page 36 of the Catastrophic Aid Procedures Manual, revised May 15, 2013 and continuing to the present Manual:

- a) Provider service logs must include:
- Provider name
 - Provider signature
 - Service provided
 - Student name and/or SASID #
 - Dates of service
 - Units of service

The NHDOE would like to clarify that provider service logs that can be used, but are not limited to:

- Medicaid to schools
- Service Provider
- District created

The Catastrophic Aid Procedures Manual is revised annually based on findings from the previous year's CAT AID review process.

After the finalization of the CAT AID season, the Bureau of Special Education brings the findings from the process to the NHSEIS Stakeholder's Group for further clarifying of the language within the Manual.

Should you need further information or clarification, please contact Lisa Morrissette at (603) 271-3738 or lisa.morrissette@doe.nh.gov.