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Bureau of Special Education FY'17 Memo #42

Date: June 8, 2017

To: Superintendents of Schools  
Business Administrators  
Special Education Directors

From: Office of the Commissioner of Education  
Division of Educational Improvement  
Bureau of Special Education

Re: Catastrophic Aid (CAT AID) School Year 2016–2017  
(July 1, 2016 to June 30, 2017)

As of July 1, 2017, the Bureau of Special Education (Bureau) is implementing a selection method to determine whether or not the Bureau will conduct a file review of paper invoices with the school year 2016–2017 submission for CAT AID funds. In prior years, the Bureau has conducted file reviews of paper invoices for all districts.

The selection method is based upon districts with up to a 3% variance between the school year 2015–2016 December reimbursement amount and the school year 2015–2016 September CAT AID estimate report.

The Bureau will not be conducting a file review for any district with a 3% or less variance between these two amounts. If the variance is greater than 3%, the Bureau will be conducting a file review of paper invoices as part of the submission for CAT AID funds. The selection method will be calculated on an annual basis. The Bureau will randomly select 20 CAT AID submissions for a file review from this group of districts. If a CAT AID submission for your district is selected, the district will be contacted by the Bureau with a request for paper invoices.

For districts that did not submit CAT AID for the 2015–2016 school year, the Bureau will do a file review on submissions for the 2016–2017 school year.

For districts that are found to have 3% or less variance based on the prior year's CAT AID submission, the Bureau will not conduct a file review of paper invoices for two consequence years. Based on the school year 2015–2016 CAT AID submission, districts that have 3% or less variance, the Bureau will not conduct a file review of paper invoices for school year 2016–2017 and school year 2017–2018. These districts must maintain paper invoices at the district level. These districts will have a file review during the 2018–2019 school year. If the file review results in a greater than 3% variance, the Bureau may select prior CAT AID submissions (school year 2016–2017 and/or school year 2017–2018) to conduct a file review.

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The Bureau is currently calculating the variance percentage. All districts will be notified by June 16, 2017 as to whether or not the Bureau will be conducting a file review of paper invoices. Any CAT AID submission may be subject to a file review.

All other processes of submitting for CAT AID funds remain the same, whether or not the Bureau is conducting a file review.

- Entering financial data in the financial summary section in NHSEIS
- Checking the attendance box
- List of students who the district is submitting CAT AID requests for
- Submitting the Superintendent's Verification form

For Instructions of the CAT AID procedures, please review the CAT AID manual:

[https://www.education.nh.gov/instruction/special\\_ed/memos/documents/january\\_2017\\_cat\\_aid\\_manual.pdf](https://www.education.nh.gov/instruction/special_ed/memos/documents/january_2017_cat_aid_manual.pdf)

Should you need further information or clarification, please contact Tamela Dalrymple at 271-6056 or [Tamela.Dalrymple@doe.nh.gov](mailto:Tamela.Dalrymple@doe.nh.gov).

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