

Understanding Data Entry for Court Ordered Placements (402)

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Court Ordered Placement (402)

Student must meet all the following criteria to be eligible for the 402 program:

1. Court ordered
2. Living in a residential school, foster care or group home
3. Not attending a public school
4. DHHS has financial responsibility for the residential costs of the student in placement
5. In a placement approved for his/her disability

Court Ordered Placement (402)

District shall:

- Receive all invoices from vendor
- Verify costs
- Submit a copy of the court order that pertains to the school year
- Submit to the NHDOE a copy of all the invoices including invoices used to meet 402 cap.

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- When submitting invoices for the NHDOE to pay. Please print clearly on the invoice how much the district paid and how much the NHDOE is responsible to pay.
 - If more than more than one vendor was used to meet cap please submit a cost verification form listing all of invoices used to meet cap.

Court Ordered Placements (402)

- Invoices must represent direct services provided in the past. Pre-payment of services by the DOE are not allowable. All invoices for services not yet provided shall be returned to the district.
- Payments made by districts beyond cap must be reimbursed by the vendor to the district before DOE can start making payments to the vendor.

Entering invoices

What I need to know about entering invoices into NHSEIS:

- Confirm that the invoices are populating as Chapter 402 not Catastrophic Aid
- All invoices including invoices after cap is met need to be entered.
- When entering tuition under settings, select day not residential

Court Ordered Placement (402) for Fiscal Year 2012

- $\text{ESAEPP} \times 3 = 402 \text{ Cap}$
- $12,626.18 \times 3 = \$37,878.54$

Situations that would disallow 402 payment

- Services on invoices were not found in IEP
- Student was not eligible to be part of 402 program
- Indirect costs were used to meet cap
- Charges for over-delivery of services were used to meet cap
- Costs above approved rate were used to meet cap
- Student is attending public school

Situations that would disallow 402 payment

- Overpayment by the district was not reimbursed by the facility prior to subsequent billing being sent to the DOE
- Student was transported while attending a Residential program, but no justification was given
- Student was attending a Day program, but no explanation of where the student was living was given

Technical Assistance for NHSEIS Financials

- On the student information page:
 - court date must be filled in
 - start date must be filled in

To be considered Chapter 402, otherwise costs will calculate based on Cat Aid cap.
- Amounts in “State Responsibility” will only appear for 402 processing once the student has reached 402 cap

Technical Assistance for NHSEIS

Financials

- Only items on a finalized IEP will appear in the drop down of services on the Invoice screen
- Once a line is keyed on the Invoice screen, it cannot be modified. It would have to be deleted and re-keyed
- Invoice # and Vendor must be keyed on Invoice screen
- Type of Service, begin and end dates, unit and unit cost must be keyed on Invoice screen (The system will do the calculations.)

More T.A.

- Attendance Certified must be checked on Invoice screen for each line item (Attendance should only be certified after the student received the services.)
- Once you click “Add an Invoice,” the system is expecting something and will give an error message if nothing is added. Click on Financial Summary button and call up student again to get out of it.