

Eligibility for Reimbursement for Special Education Aid (SPED AID)

In order to qualify for SPED AID:

1. Students must have been placed in special education programs for their disability that have been approved for special education by the Department of Education.
2. School districts must have entered in the New Hampshire Special Education Information System (NHSEIS) student evaluation and placement data. The data must be in compliance with the requirements of the New Hampshire Standards for the Education of Children with Disabilities (effective March 24, 2017).
3. The cost to the district for implementing the student's Individualized Education Program during the 2021-2022 school year must exceed 3-1/2 times the Estimated Cost per Pupil. The student may have been placed in more than one (1) program during this period, in which case costs are cumulative. This includes approved Special Education Extended School Year (ESY) (July 1 to August 31).
4. For any student eligible for reimbursement under SPED AID, the district obligation of 3-1/2 times estimated cost per pupil will be paid only once, even if that student transferred to one or more school district(s) during the school year. In this case, the 3-1/2 times the Estimated Cost per Pupil liability will be prorated among the districts in which the student resided.

The Estimated State Average Cost per Pupil for each fiscal year is established in the spring and districts will be notified of this cost.

Application for Special Education Aid

1. Districts must enter all invoices, by line item, for each student whose cost exceeds 3-1/2 times the Estimated State Average Cost per Pupil.
2. Costs for students whose data is found in non-compliance with the NH Standards for the Education of Children with Disabilities will not be computed in the district's share of the Special Education Aid.
3. It is the district's responsibility to maintain accurate fiscal records of invoices and vouchers for audit purposes.
4. To assist in the review of the student's invoices, the district may indicate (on an invoice) whether a particular session of a service was a make-up session.

5. Costs which exceed rates established by the NHDOE will be disallowed, the NHDOE will only allow for the established rate. For students who are placed out-of-state, the NHDOE will consider the established rate set by the State's Department of Education.
6. For Fiscal Year 2022, all instructional costs entered for public school programs (SAU and LEA) and all out-of-state programs, will require districts to submit documents supporting these costs to the Department of Education.
7. For Fiscal Year 2022, all services entered for public school programs (SAU and LEA) and all out-of-state programs will require districts to submit documents supporting these costs to the Department of Education.
8. For Fiscal Year 2022, all exceptional costs (3 year evaluation) of \$1,000.00 or more, and all transportation costs of \$5,000.00 or more will be entered into NHSEIS, and districts are required to submit documents supporting these costs to the Department of Education.
9. The NHDOE will not consider contracts as invoices to seek Special Education Aid reimbursement.

ALLOWABLE COSTS

1. For private special education programs, rates have been established by the Department of Education. The rates are the maximum costs which will be allowed when figuring the final Special Education Aid calculations
2. For district-operated programs, only direct costs attributable to each student's Individualized Education Program (IEP) may be claimed. No indirect cost such as pro-ration of regular staff salaries, building maintenance and operations, regular transportation, standard textbooks and school supplies will be allowed. If the program serves students from other districts on a tuition basis, the funds received must be subtracted from the operational costs of the program to accurately calculate the host district's real or net cost.
3. Districts may not submit Special Education Aid costs for students who received Court-Ordered Placement Aid for the same placement(s) during the 2021-2022 school year.
4. Only allowable costs paid from local funds will be considered for Special Education Aid reimbursement. If an allowable cost is paid with federal funds, the cost will be disallowed.

DISALLOWED COSTS

1. Indirect costs which have been incurred for common or joint objectives and cannot be identified with the provision of special education and related services as included in a student's IEP.
2. Costs on invoices for services not found in a student's IEP; cost on invoices for which there was not agreed on in the IEP and cost on invoices for excess services not found in the child's IEP.
3. Student is in a placement not approved for his/her disability.
4. Placement is not in the student's IEP for the timeframe of the invoices submitted.

5. The NHDOE will not consider costs for administrative function of personnel. Administrative functions can include, but not limited to, cost to attend meetings, writing of reports including IEP's, development of IEP's and analysis of data.
6. The NHDOE will not consider costs for Special Education Aid reimbursement for phone consults or e-mail consults.

Special Education Aid Timeline

A district must complete an application for SPED AID and adhere to the following timelines:

- Districts should be entering Special Education Aid data into NHSEIS on a monthly basis. The NHDOE is available to assist districts throughout the year in the SPED AID process.
- By July 31st of each year--Deadline for districts to have entered SPED AID data into NHSEIS. Submit transportation, exceptional costs and all other documentation mentioned above to the NHDOE, along with a screen print of the NHSEIS financial summary page.
- By August 15th of each year-- Districts will create a list of all students for which they are applying for SPED AID and complete the Superintendent's Verification of Special Education Aid form and submit to the NHDOE.