



**New Hampshire Department of Education  
Bureau of Student Support  
Special Education Aid Procedures Manual  
“Applying for Special Education Aid”**



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January 2020

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Table of Contents

Introduction	2
Entering Information into Financial Summary in NHSEIS	6
Entering Invoices	13
Program Placement	22
Attendance	25
Exceptional Costs	26
Disallowed Cost	29
Equipment	37
In district Cost	34
Inactive Students	39
Calculating Special Education Aid	42
Timelines for Special Education Aid	44
Appendices	
RSA 186-C: 18, III	45
New Hampshire Standards for the Education of Children with Disabilities-Ed 1128	45
Superintendent Verification of SPED AID Form	46

## INTRODUCTION

The New Hampshire Department of Education, Bureau of Student Support, is offering guidance to districts seeking Special Education Aid (SPED AID) reimbursement. The term “Special Education Aid” refers to the financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district. This manual offers assistance to school districts and business offices with the SPED AID process. This manual is intended to provide guidance and does not replace law nor does it replace the New Hampshire Department of Education’s (NHDOE) fiscal review of districts’ application for SPED AID. The NHDOE financial accountability review serves as the conduit to decisions relating to SPED AID reimbursement.

The New Hampshire Department of Education (NHDOE), Bureau of Student Support is pleased to distribute the Special Education Aid Manual. The Special Education Aid Manual was developed using NHDOE issued memorandum, presentations to the field, as well as input and comments from the LEAs.

The NHDOE would like to thank all the organizations, groups and individuals for providing input.

The NHDOE sought input from the New Hampshire Association of Special Education Administrators (NHASEA), the New Hampshire Association of School Administrators (NHASA), the South Central Special Education Directors and the North Country Special Education Directors. In addition to these individuals, the NHDOE also sought input from individuals who attended the SPED AID trainings.

### Eligibility for Reimbursement of SPED AID

School districts may be eligible for reimbursement of SPED AID based on the following:

- The cost to the district for implementing the student’s Individualized Education Program (IEP) during the preceding school year (July 1-June 30) must exceed 3½ times the estimated state average expenditure per pupil.
  - For students who have been placed in more than one (1) program during this period, costs are accumulative.
  - For students who receive extended school year services during this period, the extended school year services must be entered into the IEP in the Extended School Year Services (ESY) section in NHSEIS in order to be considered for SPED AID reimbursement.

- The LEA shall provide extended school year services at times during the year when school is not in session, if determined by the IEP team to be necessary for the provision of FAPE. Extended school year services shall not be limited to the summer months or to predetermined program design. Please see Ed 1110.01 Extended School Year Services in the New Hampshire Standards for the Education of Children with Disabilities (Effective march 24, 2017) for further information.
- According to RSA 186-C:18, III, the Department of Education shall:
  - Be liable for 80 percent of the cost above the 3 ½ times the estimated state average expenditure per pupil for the school year preceding the year of distribution, up to 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
  - The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
  - If in any year, the amount appropriated for distribution as special education aid exceeds the allocated amount, the district's reimbursement shall be prorated in accordance with RSA 186-C:18, III (a).

Only allowable costs paid from local funds will be considered for SPED AID reimbursement. If an allowable cost is paid with federal funds, the cost will be disallowed.

#### Consideration for Eligibility for Reimbursement of SPED AID

- School districts must enter in the New Hampshire Special Education Information System (NHSEIS) student evaluation information, the Individualized Education Program (IEP) and placement. The data must be in compliance with the requirements of the New Hampshire Standards for the Education of Students with Disabilities (effective March 24, 2017). Since NHSEIS is the official Special Education Information System (NHSEIS), the NHDOE will only use information entered in the appropriate sections of NHSEIS for consideration of SPED AID. The NHDOE will not review IEPs developed with other software systems, IEPs developed by private special education programs/schools or other state's IEPs. It is crucial that the data entered be accurate and up to date. The districts are advised to implement a system of "checks and reviews" to ensure accuracy of the invoices prior to entering the invoice information into NHSEIS.
- When a school district has placed a student in a special education program approved for his/her disability by the NHDOE or by the state in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHDOE will **only** consider placements for SPED AID that are entered in the program services section of NHSEIS including placements for approved special education summer programs. If you are placing a student in an out of state special education program that is not in NHSEIS, has an expired date or will expire soon; it is the district's responsibility to seek special education approval documentation from the host state's DOE. The district must obtain the host state's special education approval prior to placing

the student at the program. A list of all current approved special education programs are posted on the district's NHSEIS site. This list is updated regularly. Once any approved program in NHSEIS is modified, including out of state programs, the change occurs immediately.

For example, if an approval date is extended in NHSEIS, the change will take place immediately. With the change taking place immediately, this prevents each district having to call the NHDOE to make the change. The program approval changes are posted on the main menu page in NHSEIS or posting references an uploaded document also on the main menu page in NHSEIS. This information is also emailed to Special Education Directors.

If you would like the NHDOE to enter a new out of state special education program or extend the end date, the forms for districts may be found on the NHDOE website under special education and then program approval.

- Exception to reimbursements for students in placements that are not approved for special education: Pursuant to Ed 1128.02, a responsible school district shall be reimbursed for Special Education Aid if a student is enrolled in a placement for which a hearing office, pursuant to Ed 1123, orders the responsible school district to reimburse parents in accordance with 34 CFR 300.148 (Placement of children by parents when FAPE is at issue). In the case where no placement exists in NHSEIS for this circumstance, the district must contact the NHDOE to have the placement entered into NHSEIS.
- Students who are placed using an Individual Program Approval (IPA) are eligible to seek SPED AID reimbursement if their special education costs meet the guidelines for SPED AID. For students who are placed using an IPA, the NHDOE will enter placement under approved programs. It is the districts responsibility to select that approved placement for their finalized IEP.
- Costs incurred during any period of time that student's records were out of compliance are not eligible for reimbursement i.e., not having an agreed upon IEP.
- Any changes to an IEP must occur prior to the submission of the IEP for consideration of Special Education Aid. Changes to the IEP must follow the Special Education process.
- **Careful attention must be paid to the following:**
  - ✓ Only IEPs that have been agreed upon by the parent/guardian as indicated by the parent/guardian's signature will be considered for SPED AID. The NHDOE will not consider draft or proposed IEP for SPED AID. IEP's created after the end date of an IEP will not be considered for SPED AID. The student history section in NHSEIS shows the documentation date created. The NHDOE encourages the district to review the students IEP after the draft IEP has been created to ensure that the correct time has been entered into NHSEIS.

- ✓ Amended IEP's LEAs should use the guidance provided by these three rules to document changes in special education and/or related services of IEPs in NHSEIS using the new amendment features. The amendment date entered should reflect when the proposed change(s) will begin and should ensure that parents are provided with 14 days from the time they receive the Written Prior Notice documenting the change. Additionally, as with the IEP, informed, written consent from the parent must be obtained prior to initiating the changes. Parent signature date, then, if later than the date of the proposed amendment, is the date that should be used to initiate changes and is also the date that will be used to denote the beginning date of the changes for the purposes of Special Education Aid. For further information please refer to Bureau of Special Education FY '17 Memo #22
- ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for SPED AID.
- ✓ The NHDOE may request a signed copy of the original IEP at any time during the review process. Failure to provide the IEP will result in all costs for this student being disallowed.
- ✓ Prior to submitting the Superintendent cost verification form for SPED AID; please review the students SPED AID for any errors. Example the IEP may state 3 minutes rather than 30 minutes. In the financial summary please make sure that all invoices are attached to a valid IEP. NHDOE understands there may be extenuating circumstances regarding the students IEP. Please contact the NHDOE to discuss in detail.

#### Responsibilities of the NHDOE

As of July 1, 2017 the Bureau of Special Education (Bureau) implemented a selection method to determine whether or not the Bureau will conduct a file review of paper invoices, please see FY 17 Memo # 42

- The NHDOE will review all applications for SPED AID to ensure that the processes outlined in this manual are followed.
- When a student transfers from one district to another district during a school year, all costs shall be added together to verify that the student's total cost meets the threshold for SPED AID. If found eligible, reimbursement will be computed according to the cost incurred within each district.
- If in any year, the amount appropriated for distribution as special education aid exceeds the allocated amount, the district's reimbursement shall be prorated.
- The NHDOE shall distribute Special Education Aid reimbursement payments on or before January 1<sup>st</sup> of each year.
- As students are placed in programs, NHSEIS automatically adjusts for this change in capacity as students are being placed in the program.

## ENTERING INFORMATION INTO FINANCIAL SUMMARY

To begin entering invoices into the Financial Summary section of NHSEIS please go to your District Site.  
Once on the district site, please click on "School System."

Below is a screen shot of where to find the button for "School System"

The NHDOE posts information regarding NHSEIS on the Message of the Day Widget.

The screenshot shows the NHSEIS dashboard interface. At the top, there is a navigation bar with the following items: Main Menu, Students, Wizards, Schools, **School System Info** (highlighted), Users, My Profile, Send Us A Message, and PCG. Below the navigation bar is a 'Message of the Day' section with the heading 'NHSEIS Messages'. It contains several messages, including one about a webinar on January 28th and another about a memo uploaded on 1/4/16. Below the messages are three widgets: 'My Messages' (showing 'You Have No New Messages'), 'My Schools' (showing 'My Students (2 Students)' with links for Johnny Discipline Dow and John January), and 'My Reports' (showing 'All Reports' with a note that no reports have been generated yet for Elizabeth Carlotto). At the bottom, there are three more widgets: 'My Compliance' (showing a red semi-circle) and 'Students by Disability' (showing a blue bar chart).

Click on School System

Once you have clicked on the “School System” button, please click on the “Financial Summary” button. The Financial Summary is used to determine Special Education Aid reimbursement for child- specific applications. Once you are in the Financial Summary, please enter the student’s SASID number. You could enter the student’s last name rather than the SASID number. However, if you do enter the student’s last name, more than one student may come up. **Please ensure that you have selected the correct student.**

NHSEIS by PCG Education

Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

School System | System Info | Reports | Inactive Students | User Types | Assign Teachers | Transfer Student | Log Out | Main Menu | Summary | Lists | Inactive Users | User Type Assign | Financial Summary | Assign Schools

### School System Information

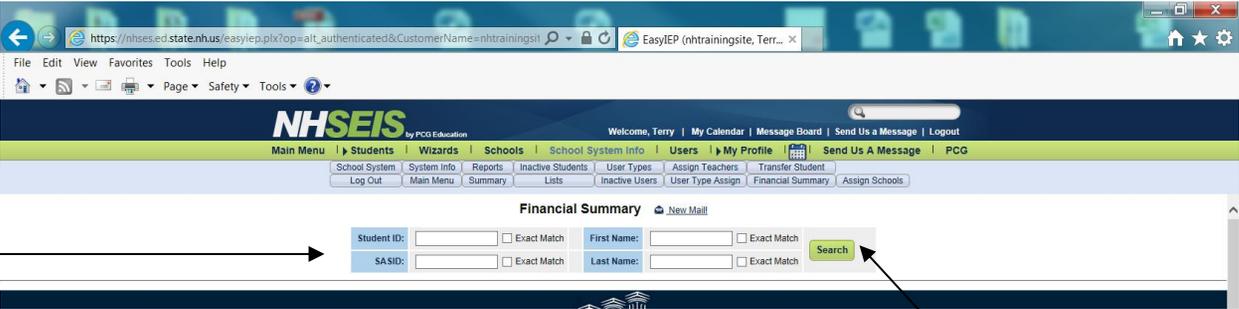
School System Name:	New Hampshire Training Site
School Year:	2015-2016
School System Code:	NHTrain001
Address:	101 Pleasant Street
City:	Concord
State:	NH
Zip Code:	03301
Phone Number:	603 271-3775
Fax Number:	
E-Mail Address:	<a href="mailto:terry_hersh@ed.state.nh.us">terry_hersh@ed.state.nh.us</a>
Time Zone:	(GMT -05:00)
SAU:	
Region:	
County:	

### New Hampshire Training Site

[New Mail!](#)

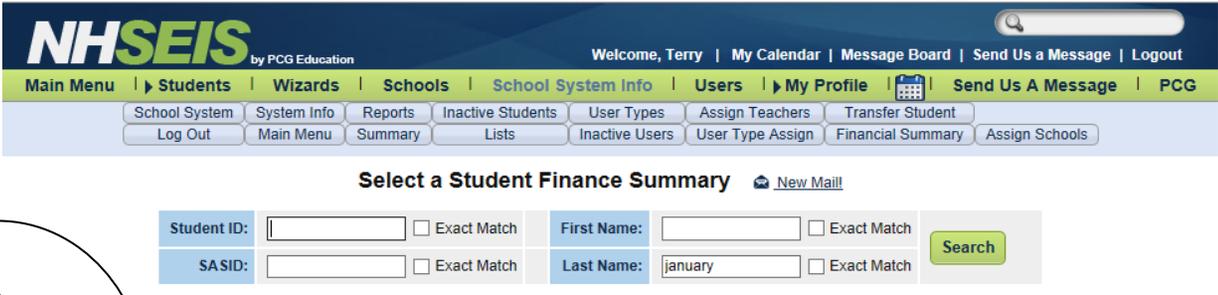
Click on  
Financial  
Summary

Enter student's SASID#.



Click "Search"

Please confirm that this is the student that you wish to enter invoices for. To continue, please click on the student's name. Please organize your invoices in chronological order. Putting the invoices in chronological order will assist you in entering invoices efficiently. The NHDOE calculates CAP and provides this information to the districts. CAP is 3 ½ times the estimated state average expenditure per pupil.



Click on highlighted name to go to the student's Financial Summary.

School	Grade	Name	Student ID	Age	Dis	Case Manager
HIGH	11	<u>John January</u>	2075525	16	SLD	adam e heard

(1 Students)

## FINANCIAL SUMMARY

Please select the year in which you will be submitting invoices. When entering invoices for Special Education Aid, please keep in mind it is for the previous year. NHSEIS calculates costs based on the number of units and unit price. It is essential that the LEA's review the invoices prior to entering the costs into NHSEIS to ensure accuracy of the invoices. Please review the invoices prior to entering into NHSEIS to ensure the invoice clearly identifies the student either by name or SASID #, that the services in the invoices are for services identified in the IEP, the date of the invoices are the dates identified in the services of the IEP. The invoices must have the dates of services rendered and those dates must coincide with the dates of services in the IEP. For students with multiple IEP's make sure the dates of the invoiced services are entered using the current IEP at the time of the services. If applicable, check to ensure that the rate you have entered is the NHDOE's or host state's established rate.

NHSEIS by PCG Education
 Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | Send Us A Message | PCG

School System System Info Reports Assign Schools Inactive Students User Types External Systems Finance Summary Financial Configuration Set Program Rates Set Service Rates  
Log Out Main Menu Summary Lists Assign Teachers Inactive Users User Type Assign Transfer Student Add Providers Program Approval Import History

### Financial Summary

John L Smith

Student ID: <input type="text"/>	<input type="checkbox"/> Exact Match	First Name: <input type="text"/>	<input type="checkbox"/> Exact Match	<input type="button" value="Search"/>
SASID: <input type="text"/>	<input type="checkbox"/> Exact Match	Last Name: <input type="text"/>	<input type="checkbox"/> Exact Match	

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Student: **John L Smith**    Student ID: **2031582**    SASID: **0011223347**    DOB: **08/01/2000**    District of Liability: **Concord**  
 Lock School Year  
 Financial Summary for School Year: 2015-2016

#### Annual Totals

Invoice Total:	162700.00
Non-Medicaid Reimbursable Total:	0.00
Disallowed:	250.00
Reimbursements:	0.00
Net 402 Cost:	162450.00
Net Cat Aid Cost:	0.00
402 Cap:	43346.22

The student's invoice total has exceeded the States 402 cap!

#### Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
Concord School District	123	11/01/2015	2200.00	0.00	<a href="#">View Line Item Changes</a>
Concord School District	888	01/01/2016	500.00	250.00	<a href="#">View Line Item Changes</a>
OFFICE DEPOT	154	03/01/2016	160000.00	0.00	<a href="#">View Line Item Changes</a>

Click on the drop down menu and select the appropriate school year for which you are seeking reimbursement.

### **STUDENT'S FINANCIAL SUMMARY PAGE CONT...**

As Districts are entering invoices, NHSEIS is calculating CAP, invoice totals and disallowed costs. The NHDOE highly recommends that districts enter invoices into NHSEIS on a monthly basis. By entering invoices on a monthly basis, districts can audit whether or not they are being appropriately charged for the number of units as identified in the IEP and the cost of the services. When developing an IEP, please think of units as 30 minute increments. By using 30 minute units, this allows for consistency with your vendors. Districts will also be able to verify that they are being charged at the NHDOE's or host state's established rate. If there are errors on the invoice, this will give a District an opportunity to reconcile the invoice prior to the SPED AID submission on August 1<sup>st</sup>.

The State establishes its rate based on 30 minute increments of service. In cases where the service is for 45 minutes, the district should select the service from the drop down. Enter one unit at 30 minutes and one unit at 15 minutes. The rate for the 15 minute unit will be entered using half the established rate. Both the IEP and invoices will need to reflect these entries.

For rates that are not established by the State, services can be entered for any increment providing the increment matches the units in the IEP.

The NHDOE in previous reviews of SPED AID have found several incidents of districts entering in more units of services than identified in the IEP. Although Districts may provide additional services to students, Districts cannot seek reimbursement for these additional units of services.

**Financial Summary**

**John January**  
[New Mail!](#)

Student ID:	<input type="text"/>	<input type="checkbox"/> Exact Match	First Name:	<input type="text"/>	<input type="checkbox"/> Exact Match	<input type="button" value="Search"/>
SASID:	<input type="text"/>	<input type="checkbox"/> Exact Match	Last Name:	<input type="text"/>	<input type="checkbox"/> Exact Match	

Student: John January    Student ID: 2075525    SASID: 9911554488    DOB: 01/01/2000    District of Liability:: Concord

Lock School Year

Financial Summary for School Year: 2015-2016

**Annual Totals**

Invoice Total:	112.00
Non-Medicaid Reimbursable Total:	112.00
Disallowed:	0.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Cat Aid Cost:	112.00
Cat Aid Cap:	0.00

**The invoice total has exceeded the States Cat Aid Cap!**

**Invoices**

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
NH State Department of Education/Div. of Voc-Tech Ed.	inv. 1	10/30/2015	112.00	0.00	<a href="#">View Line Item Changes</a>

Invoice total is the total amount of the allowable costs.

The cap is pre-populated prior to entering invoices.

## ENTERING INVOICES

When entering invoices into NHSEIS, you must enter the name of the vendor, the invoice number as well as the date of the invoice. The NHDOE encourages Districts to work with their vendors so that each invoice has an invoice number provided by the vendor. Invoices must clearly identify the student either by name or SASID # who received services. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. This may be done by either the student's SASID # or Name on the invoice. Please remember to enter the invoices in chronological order. NHSEIS calculates when CAP is met. NHSEIS is also designed to populate the dropdown in the service section with information from the IEP. NHSEIS is designed so that once a vendor has been entered, the District will not need to re-enter the vendor for each invoice.

For new vendors, there is an "Add a New Vendor" button. This allows Districts to enter new vendor information.

**See the next page for a screen shot of entering invoices**

# INVOICE PAGE

Invoice must include student's SASID # or Name.

1  
Enter Vendor's Invoice number.

2  
Enter Date of Invoice

3  
Select a vendor from the drop down list.

The screenshot shows the NHSEIS Invoices page. At the top, there is a navigation bar with 'NHSEIS by PCOG Education' and various menu items. Below this, the page title is 'Invoices' with a 'New Mail' link. The student information is displayed: Student: John January, Student ID: 2075525, SASID: 9911554488, DOB: 01/01/2000, District of Liability: Concord, School Year: 2015 - 2016 (07/01/2015 - 06/30/2016). A warning message states: 'The invoice total has exceeded the States Cat Aid Cap!'. The main form contains fields for Invoice #, Invoice Date, Payment Date, Payment Ref Num, Medicaid Eligible, Vendor, New Vendor (with an 'Add a New Vendor' button), Vendor Code, and District Code. Below the form is a table for 'Invoice # Line Items' with columns: Del, Service, Setting, Begin Date, End Date, Units, Unit Price, Amount, Units Allowed, Price Allowed, Unit Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimbursable. The table has one row for 'Exceptional Costs' and a section for 'New Lines' with four rows (#1 to #4). A 'View Line Item Changes' button is at the bottom.

If Vendor is not found in drop down list, click here to add

### **ENTERING INVOICES CONT....**

NHSEIS is designed to generate a drop down menu from specific sections of the IEP. The specific sections of the IEP that are generated into a drop down menu in the service section of the financial summary are Program Services, Special Education Services, Custom Special Education Services, related Services and Extended School Year Services. The NHDOE understands that there may be a situation that a district may need to write on an invoice. It will be the discretion of the NHDOE to decide whether or not the "write on" of an invoice still maintains the integrity of the invoice. Please remember to use the current IEP. The NHDOE will not consider an invoice for SPED AID reimbursement if the district has itemized the vendors invoice. Invoices must clearly state the type of service the student is receiving.

NHSEIS compares the number of units and sessions from these five areas to the data Districts enter from the invoices. When there is an overage of number of units and sessions, NHSEIS will disallow the costs. To assist in the review of your invoices, Vendors must clearly state on their invoice makeup sessions. The invoices should reflect the date of services rendered. If a session was missed and made up within the next month, it is advised you enter the two months into NHSEIS as one. I.e. Session missed in April but made up in May, enter the April and May invoices as one in NHSEIS.

When districts enter the number of units and the cost per unit, you must enter the units in 30 minute increments. However, if this is not possible, Districts must enter the information using the number of units and sessions agreed upon in the IEP.

The NHDOE understands that there may be occasions when Districts may have invoices that reflect services that are less than the number of units identified within the IEP. If you encounter this situation, please enter in only the services that have been given.

The NHDOE reviews the invoices to ensure that the information stated on the invoice matches the information on the IEP. If there is a discrepancy that the District is able to correct, the District is given 5 days to make the correction. All e-mail correspondences pertaining to SPED AID will be sent to the district's special education director. The NHDOE has given a specific timeline in order to comply with the January 1<sup>st</sup> deadline for payment to LEAs. The information entered into NHSEIS must match the invoice in order for a district to receive reimbursement for that invoice.

If districts would like a preliminary report, they can review the annual totals for the student on the Financial Summary page. The annual totals show the total of all the invoices, as well as the disallowed costs. The annual totals also show when a student's cost meets the "cap" for SPED AID.

For invoices with residential costs, the tuition cost and the residential costs must each be clearly identified in the invoice including daily rate and the number of units. The units for residential and tuition costs must be entered in by the day.

## Example of program placement entered in the student IEP Process.

Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

### Special Education Programs John September

One of the required IEP dates has not been entered on the IEP Cover Page. Please return to the IEP Cover Page and enter all required information. Functions such as 'Show Section' and 'Save & Continue' are not available unless the IEP dates have been entered.

**Instructions** - Below are the special education program placements that have been selected for this student. To add a new program, click the Add State-Approved Programs button and complete the search criteria.

State-Approved Programs						
Delete	Program Service	# Sessions	Session Length	Dates Start/End	# Goals	
<input type="checkbox"/>	Boston Higashi Residential Program	1 per day	17 hr	09/02/2016 06/10/2017	1	<a href="#">Details</a>
<input type="checkbox"/>	Boston Higashi School Day Program	1 per day	7 hr	09/02/2016 06/10/2017	1	<a href="#">Details</a>

[Add State-Approved Programs](#)

## Example of program placement appearance on IEP document.

**Student Name:** John September  
**DOB:** 09/02/2000

**New Hampshire Training Site**  
**IEP Meeting Date:** 09/01/2016

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### PARENT'S RESPONSE TO EDUCATIONAL PLACEMENT PROPOSAL

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This is a document for parents to indicate their formal response to a school district proposal related to educational placement for their child. Parents may take up to 14 calendar days from the date on which they receive the proposal to respond. This insures that the special education process can be conducted in a timely and appropriate manner. The 14-day time limit may be extended if both parent and School District agree to an extension.

**Provider:** Boston Higashi School  
**Program:** Boston Higashi Residential Program

**Time Spent:** 1 sessions/day of 17 hr

**Begin:** 09/02/2016  
**End:** 06/10/2017

**Provider:** Boston Higashi School  
**Program:** Boston Higashi School Day Program

**Time Spent:** 1 sessions/day of 7 hr

**Begin:** 09/02/2016  
**End:** 06/10/2017

## Example of invoice entry for the program placement in the Financial Summary, Add an Invoice section.

**Invoices** [New Mail](#)

Student: John September    Student ID: 2079159    SASID: 8888886543    DOB: 09/02/2000    District of Liability: Concord  
 School Year: 2016 - 2017 (07/01/2016 - 06/30/2017)

**The invoice total has exceeded the States Cat Aid Cap!**

Invoice #	<input type="text"/>	Locked:	<input type="checkbox"/> Yes
Invoice Date:	<input type="text"/>	Vendor:	<input type="text"/>
Payment Date:	<input type="text"/>	New Vendor:	<a href="#">Add a New Vendor</a>
Payment Ref Num:	<input type="text"/>	Vendor Code:	<input type="text"/>
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Invoice # Line Items									
Inactive	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	
<input type="checkbox"/>	Exceptional Costs		<input type="text"/>						
New Lines									
# 1	Boston Higashi Residential Program	Day	<input type="text"/>						
# 2	5348 Boston Higashi Residential Program (Special Education Setting) (No Service Provider Title Found) (1 sessions/day of 17 hr) (09/02/2016 - 06/10/2017)	Day	<input type="text"/>						
# 3	Boston Higashi School Day Program	Day	<input type="text"/>						
# 4	5348 Boston Higashi School Day Program (Special Education Setting) (No Service Provider Title Found) (1 sessions/day of 7 hr) (09/02/2016 - 06/10/2017)	Day	<input type="text"/>						
	Paraprofessional	Day	<input type="text"/>						
	5348 Paraprofessional (Regular Education Setting) (Speech - Language Assistant) (6 sessions/day of 1 hr) (09/02/2016 - 09/01/2017)	Day	<input type="text"/>						

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)

If Districts enter an amount over the established rate, NHSEIS will disallow the overage. If this occurs, Districts must re-enter the information using the State established rate. Rates can be found on the NHDOE website under Special Education, then under Fiscal/Financial.

The NHDOE is aware that some agencies have more than one approved special education program. When an agency has more than one approved program, the name of the specific program must be clearly identified on the invoice. This will allow the NHDOE to verify the correct rate is being considered for SPED AID reimbursement.

## Entering Transportation

Transportation must be identified in Related Services in order for Transportation to be considered for SPED AID. Transportation includes travel to and from school and between schools and other locations in which the IEP services are provided. Transportation costs are considered only for the student's transportation. Transportation is part of the drop down menu under Related Services. By using transportation identified within Related Services, Districts will be able to enter units and unit costs for SPED AID reimbursement. Transportation costs of more than \$5,000 require invoices. Transportation costs of \$5,000 or less do not require invoices, although the NHDOE reserves the right to request both invoices and attendance logs. When entering services of a bus monitor please use "Custom Special Education Services," and type in bus monitor. If an individual other than a bus monitor provides the service of "monitoring" such as para-professional, one on one aide, rehabilitative aide, or one on one assistant, the invoice must match the service identified in the IEP. This will allow you to enter the units as well as the unit price. By entering bus monitor under "Custom Education Services" this will allow NHSEIS to populate bus monitor into the drop down menu under "Service" in the Financial Summary Section.

**The NHDOE will not consider contracts as invoices to seek SPED AID reimbursement. Below is a screen shot identifying the areas that were discussed in the previous page of directions.**

1

This drop down is generated from Special Education Services, Custom Special Services, & Related Services.

### INVOICE PAGE CONT....

Invoices [New Mail](#)

Student: John January Student ID: 2075525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord  
School Year: 2016 - 2017 (07/01/2016 - 06/30/2017)

Invoice #	<input type="text"/>	Locked:	<input type="checkbox"/> Yes
Invoice Date:	<input type="text"/>	Vendor:	<input type="text"/>
Payment Date:	<input type="text"/>	New Vendor:	<a href="#">Add a New Vendor</a>
Payment Ref Num:	<input type="text"/>	Vendor Code:	<input type="text"/>
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Inactive	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Pric Allow
<input type="checkbox"/>	Exceptional Costs								
New Lines									
# 1	Speech Pathology-Group	Day	07/10/2016	08/10/2016	2	50.00			
# 2	4998 Speech Pathology-Group (ESY) (Regular Education Setting) (No Service Provider Title Found) (1 sessions/day of 2 hr) (07/10/2016 - 08/10/2016)	Day							
# 3		Day							
# 4		Day							

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)  
[Update the Database](#)

2

Enter Begin and End Date of services detailed in the Invoice.

3

Enter the number of units and the cost per unit. Units must be in 30 minute increments.



Happy Day Department  
 45000 Pleasant Street  
 Concord, NH 03301

Phone: 555-555-5555  
 Fax: 555-555-5555  
 E-mail:  
 someone@example.com

# Invoice

**Bill To:**

Desk and Chair School District  
 12345 Pencil Way  
 Concord, NH 03301

Invoice # : 21000  
 Invoice Date: 12/31/2015

NAME: John Doe

SASID# 1234567899

Begin Service Date	End Service Date	Description	Quantity/ UNITS	Unit Price	Total
12/01/2015	12/22/2015	Tuition for John Doe	16 days	500.00	8,000.00
12/01/2015	12/01/2015	Speech Pathology-Ind.	1 hour	75.0	75.00
12/08/2015	12/08/2013	Speech Pathology-Ind.	1 hour	75.0	75.00
12/15/2015	12/15/2015	Speech Pathology-Ind.	1 hour	75.0	75.00
12/22/2015	12/22/2015	Speech Pathology-Ind.	1 hour	75.0	75.00

**\*If appropriate, please indicate 'Individual' or 'Group'.**

# SAMPLE

TOTAL INVOICE AMOUNT	8,300.00
Payment/Credit Applied	
TOTAL	8,300.00

### IEP Rules and Guidelines

In order to be used in SPED AID, all IEPs and their amendments must follow the IEP process. Please be advised of the following laws from the NH Rules when writing IEPs and entering them into NHSEIS.

- **Ed 1120.06 Parental Failure to Respond; Implementation of Changes by LEA.\***

(a) If a parent fails to respond within 14 days after the sending of written prior notice pursuant to Ed 1120.04(b), the LEA shall implement its proposed changes if the LEA has taken reasonable measures to obtain informed written consent. (b) Reasonable measures shall include: Documentation of telephone calls to the parent made or attempted and the results of those calls; and Copies of correspondence sent to the parent and any responses received, which correspondence shall be sent certified mail, return receipt requested. (c) The processes provided for in Ed 1123 can be requested by either party at any time subject to the exceptions of Ed 1120.05(d) and (e).

**\*Effective November 10, 2010**

- **Ed 1126.07 New Hampshire Special Education Information System (NHSEIS).** (c) For financial and monitoring purposes, the LEA shall be responsible for entering information into NHSEIS within 20 days of any action required to be entered into NHSEIS in order to comply with federal reporting requirements under 34 CFR 300.640–34 CFR 300.641.

When reviewing a student's IEPs for SPED AID purposes, the NHDOE abides by the following guidelines when determining date of IEP validity.

The NHDOE examines the following fields in an IEP: meeting date, start date, end date, meeting purpose, and signature date.

For new IEPs (those which are annual reviews and/or have a new meeting and begin dates), the NHDOE considers the IEP valid from the begin date and the parent must have signed **on or** before the proposed begin date. These IEPs should be signed within 14 days of being proposed and need to be signed before the begin date. If an IEP was not signed within 14 days, see Ed 1120.06 above. The NHDOE reserves the right to request any back-up documentation necessary to verify the parent signature date if it occurred beyond the 14-day period.

Amended IEPs are those that have the same meeting, begin, and end date as a previous IEP. They must, however, have a new parent/guardian signature date. The NHDOE considers the IEP valid from this signature date forward.

**Please note that only one IEP may be valid at a time. Therefore, once a new IEP has been signed on or before the begin date, the old IEP is no longer valid and may no longer be used for SPED AID purposes.**

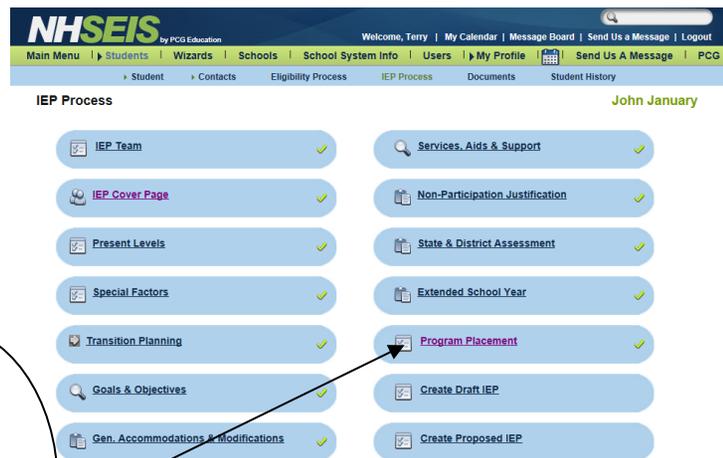
**EXAMPLE:**

Event ID	Meeting Date	Meeting Purpose	IEP Begin	IEP End	IEP Amend	Parent Signature Date	Create Date (Finalized Only)	Invoices Posted (Y/N)
6128	10/24/2017	Annual Review	10/24/2017	10/23/2018		08/24/2018	08/24/2018	N
6123	10/24/2017	IEP Amendment	10/24/2017	10/23/2018	08/13/2018	08/13/2018	08/14/2018	N
6053	10/24/2017	IEP Amendment	10/24/2017	10/23/2018	04/02/2018	04/02/2018	06/12/2018	Y
5788	10/24/2017	Annual Review Placement	10/24/2017	10/23/2018		10/24/2017	10/24/2017	N
6051	10/18/2017	IEP Amendment	10/23/2017	10/23/2018	04/02/2018	04/02/2018	06/12/2018	Y
5664	11/02/2016	Annual Review	11/02/2016	11/01/2017		11/10/2016	08/10/2017	Y
5583	11/02/2016	IEP Amendment	11/02/2016	11/01/2017	04/20/2017	04/01/2017	05/05/2017	Y
5447	11/02/2016	IEP Amendment	11/02/2016	11/01/2017	03/06/2017	03/06/2017	03/06/2017	N
5433	11/02/2016	IEP Amendment	11/02/2016	11/01/2017	02/22/2017	01/22/2017	02/28/2017	Y
5403	11/02/2016	Annual Review	11/02/2016	11/01/2017		11/06/2016	01/26/2017	Y

For further information please refer to Bureau of Special Education FY '17 Memo #22

## PROGRAM PLACEMENT

When entering program placement including placements for approved special education summer programs into the IEP use “Select Program Placement.” By using “Select Program Placement” this ensures that either the NHDOE or the Host State has approved the special education program. By using “Select Program Placement” this also ensures that the student meets the special education approval for the student’s age, gender and primary disability in addition that the number of students within the program has not exceeded capacity. Invoices should not be entered for placement including tuition and room and board if the name of the program does not appear in the drop down menu under “Program Services” in the Service section of the Financial Summary. Students that are residentially placed in New Hampshire need to have two placements entered into NHSEIS; the day educational program and the residential program. This is to account for the specific day program costs as well as residential costs. Quite often there is a difference between the number of school days compared to residential days. The NHDOE WILL NOT consider cost for program placement either tuition and/or room and board if the program is entered into Custom Special Education Services. The NHDOE will not consider placement costs if the placement is identified in other software systems, IEPs developed by private special education programs/schools or other state’s IEPs. The NHDOE will not consider cost for program placements entered into Custom Special Education Services since this bypasses the business rules associated with program placement.



On the IEP Process, select Program Placemen

Click Add State Approved Programs



Charter schools are public regular education placements, therefore are not included in the approved special education programs in NHSEIS. Charter schools cannot be entered under program placement in the IEP Process and cost cannot be used for SPED AID. However special education and related services are allowable.

### Search for Special Education Programs

John January

 **Instructions** - Use the fields below to search for state-approved programs to add for this student. You must enter a begin and end date for the placement in order to determine capacity.  
**Note:** The search will only return open programs for which the student meets all criteria (age, gender, identified disability, etc.) in NHSEIS.

Program Begin Date: <i>(required)</i>	10/22/2015 
Program End Date: <i>(required)</i>	06/30/2015 
Program Name: (enter all or part of the program name)	<input type="text"/>
Location: (enter all or part of the location, if known)	<input type="text"/>
Provider Name: (enter all or part of the provider's name, if known)	crotched m 

Find Program(s) >>

<< Back

Begin and end dates must be entered into these fields.

Click Find Program.

Enter a portion of the Provider name, or Program name or Location.

Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

### Add Special Education Programs John January

Check the box for the applicable program(s) and press "Save and Continue".

Select one or more SPED Program from the list below and click "Save & Continue" to add them to this student's record.

Add	Program Name	Provider	Location	Begin Date	End Date	Setting	Capacity	Currently Assigned
<input checked="" type="checkbox"/>	Crotched Mountain School, Day	Crotched Mountain Rehabilitation Center	Greenfield, N.H.	07/01/2010	06/30/2017	Day	105	38
<input checked="" type="checkbox"/>	Crotched Mountain School, Residential	Crotched Mountain Rehabilitation Center	Greenfield, NH	02/28/2014	06/30/2017	Residential	95	26
<input type="checkbox"/>	Group Home Program	Crotched Mountain Rehabilitation Center	Greenfield, N.H.	07/01/2010	06/30/2016	Residential	72	7

= Student Already Receives This Program

<< Back      Save & Continue >>

Select Placement.

Save & Continue

Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

Student | Contacts | Eligibility Process | IEP Process | Documents | Student History

### Special Education Programs John January

Instructions - Below are the special education program placements that have been selected for this student. To add a new program, click the Add State-Approved Programs button and complete the search criteria.

State-Approved Programs						
Delete	Program Service	# Sessions	Session Length	Dates Start/End	# Goals	
<input type="checkbox"/>	Crotched Mountain School, Day	5 per wk	6 hr	10/22/2015 06/30/2016	1	Details
<input type="checkbox"/>	Crotched Mountain School, Residential	5 per wk	18 hr	10/22/2015 06/30/2016	1	Details

Add State-Approved Programs

<< Back      Save      Save and Continue >>

Enter number of sessions and session length. Click details to enter the setting and add associated

## ATTENDANCE

Students must be in attendance in order for the services in an invoice to be considered for SPED 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 in 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 the services.

The screenshot shows the NHSEIS Invoices interface. At the top, there is a navigation menu with options like 'Main Menu', 'Students', 'Wizards', 'Schools', 'School System Info', 'Users', and 'My Profile'. Below this, the 'Invoices' section is active, displaying student information: Student: John January, Student ID: 207525, SASID: 9911554488, DOB: 01/01/2000, District of Liability: Concord, School Year: 2015 - 2016 (07/01/2015 - 06/30/2016). A warning message states: 'The invoice total has exceeded the States Cat Aid Cap!'. The form includes fields for Invoice #, Invoice Date, Payment Date, Payment Ref Num, Medicaid Eligible, Locked, Vendor (with a drop-down menu), New Vendor (with an 'Add a New Vendor' button), Vendor Code, and District Code (NHTrain001). Below the form is a table titled 'Invoice # Line Items' with columns: Del, Service, Setting, Begin Date, End Date, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimbursable. The first row shows a service '4989 Seacoast Academy, High School Program (10/22/2015 - 06/30/2016)' with a checked 'Attendance Certified' box. Below the table is a 'View Line Item Changes' button.

Select Vendor from drop-down list.

Click this button to add a New Vendor

Check this box to Certify Attendance.

## EXCEPTIONAL COSTS

### Reevaluations Allowed

Costs for Reevaluations (3 year evaluations) may be entered in the financial summary under “Exceptional Costs.” In order for re-evaluation costs to be considered, the evaluation must be a required assessment found under Ed 1107.04 in Table 1100.01. The required assessment must be given by a qualified examiner as identified in Table 1100.01. The state timelines must be met including the time extension timeline. Evaluations that are not required under ED 1107.04 will not be considered for SPED AID.

The district is able to submit costs for reevaluations pursuant to Ed 1107.05(a) (b). The NHDOE will only consider costs for a reevaluation that has not occurred more than once a year unless there is documentation that the parent and LEA agree. The district will need to submit to the NHDOE evidence of the parent consent to reevaluate. The invoice must state that the costs are for a reevaluation. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary.

### Independent Educational Evaluation

The NHDOE will consider the costs for an independent education evaluation. The district will need to submit to the NHDOE an invoice stating the costs are for an evaluation. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary.

### Other Assessments

The district is able to submit costs for assessments. The invoice must state that the costs are for assessments. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary. Below are some examples of other assessments that will be considered:

- Assistive technology
- Vocational assessment
- Orientation and mobility assessment
- Functional behavioral assessment

### **EXCEPTIONAL COSTS (cont.)**

In the case of a child who is blind or visually impaired, the purchasing of braille books, large print and specialized material can be considered under exceptional costs.

#### **Evaluations Disallowed**

Initial evaluation for the determination of eligibility is disallowed.

The NHDOE will only consider the assessment costs for a student whose eligibility is in compliance. If the student's eligibility is out of compliance then the subsequent evaluation to correct the eligibility is disallowed.

#### **Other Exceptional Costs**

Interest for emergency assistance loans and other costs associated with the emergency assistance loans may be entered in the financial summary under "Exceptional Costs."

The NHDOE will consider on a case by case basis other exceptional costs. Please contact the NHDOE to discuss these costs.

**NHSEIS** by PCC Education  
 Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout

Main Menu | Students | Wizards | Schools | School System Info | Users | My Profile | Send Us a Message | PCG

School System | System Info | Reports | Inactive Students | User Types | Assign Teachers | Transfer Student  
 Log Out | Main Menu | Summary | Lists | Inactive Users | User Type Assign | Financial Summary | Assign Schools

**Invoices** [New Mail](#)

Student: John January Student ID: 207525 SASID: 9911554488 DOB: 01/01/2000 District of Liability: Concord  
 School Year: 2015 - 2016 (07/01/2015 - 06/30/2016)

The invoice total has exceeded the States Cat Aid Cap!

Invoice # [ ] Locked: [ ]  
 Invoice Date: [ ] Vendor: [ ]  
 Payment Date: [ ] New Vendor: [Add a New Vendor](#)  
 Payment Ref Num: [ ] Vendor Code: [ ]  
 Medicaid Eligible:  Yes District Code: NHTram001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amt	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
	Exceptional Costs		10/04/2015	10/18/2015	1	1400						<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
New Lines														
# 1	[ ]	Day	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>	[ ]	<input type="checkbox"/>
# 2	[ ]	Day	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>	[ ]	<input type="checkbox"/>
# 3	[ ]	Day	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>	[ ]	<input type="checkbox"/>
# 4	[ ]	Day	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	<input type="checkbox"/>	[ ]	<input type="checkbox"/>

(to add a new line item, simply select and enter data for any of the 4 rows above)

[View Line Item Changes](#)

100%

Exceptional Costs

Enter Begin Date, End Date, number of Units of Service and the

## DISALLOWED COSTS

It is the responsibility of the NHDOE to verify that the invoices entered into NHSEIS are for allowable costs. Here are several examples taken from actual District's invoices in which the NHDOE disallowed. It is the hope of the NHDOE by providing these examples of disallowed costs, it will assist the Districts. Each time a District enters disallowable costs into NHSEIS, the NHDOE must then work with the Districts to remove the costs. Since the review process of SPED AID is time specific, a smooth process will assist the NHDOE in meeting the legislative time line of January 1<sup>st</sup> for payment.

Please do not enter placement under "Custom Special Education Services." The NHDOE will not consider the cost of placement including placements for approved special education summer programs for tuition and/or room/board that are entered into "Custom Special Education Services." If placement including placements for approved special education summer programs is in any other section of the IEP other than "Program Services", the cost will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

- If the dates of the program identified in the IEP, do not coincide with the invoice dates, the placement will be disallowed.

**Example:**

Invoice dates: July 1, 2009-June 30, 2010      Placement dates: September 1, 2009-June 30, 2010.

For this example, you can see that an invoice was submitted for the months of July and August however, there was no placement identified in the program service section of the IEP for this time period. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

The NHDOE will not consider costs for administrative function of personnel. Administrative functions can include but not limited to: cost to attend meeting, writing of reports including IEPs, development of IEPs and analysis of data.

Please do not enter services as one total amount. When you enter services as one total amount NHSEIS will disallow the cost. NHSEIS is constructed so that invoices are entered based on the number of units identified within the IEP. Below is an example of how to properly enter units into NHSEIS.

- Please enter as 180 units @\$50.00 = \$9,000
- Please do not enter as 1 @ a set price      Example: Transportation= 1@ \$9,000.00

The allowable services on the invoice must match the service identified in the IEP. For example the IEP under custom special education services identifies a rehabilitative aide and district enters the cost from an invoice that states a one on one paraprofessional. The NHDOE will deny the invoice, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for service provider's mileage, travel or hotel stays. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for supplies such as paper, pencils, art supplies, movie rentals and aids to daily living (ADL). These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not submit invoices for the regular class. As a reminder, only services provided within the Resource Room are allowed. Resource Room alone not allowed. These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not average the rate for multiple Paraprofessionals, 1:1 Rehab Assistants, Aide, Bus Monitors in cases where a student has multiple providers of these services. There must be an invoice for each with their salary and benefit package documentation provided.

The NHDOE cannot consider "camps" as reimbursable under SPED AID since the Bureau of Special Education does not have the authority to approve camps for special education programs.

Services which are usually included in tuition costs may not be charged for in addition to the tuition rate approved by the NHDOE or program's state of origin.

If Districts submit invoices that were for services in the previous fiscal year, the NHDOE will disallow the costs identified in the invoices. The NHDOE can only consider invoices for services that have been rendered in the year in which the District is seeking Special Education Aid.

When Districts submit invoices for items that are used for the general student population or a general special education population these costs will be denied. Examples of such costs may include but are not limited to: purchasing items for common areas such as hallways, items for the overall special education department such as consumables including diapers, wet wipes and latex gloves

cannot be considered a special education cost. These are costs which will be disallowed and Districts will be asked to remove these invoices from NHSEIS.

The NHDOE will only consider costs at the NHDOE's or host state's established rate. If the District pays over the established rate and enters this into NHSEIS, NHSEIS will disallow the difference between the established rate and the rate for which the District has been charged. Please contact Tamela Dalrymple at (603) 271-6056 to find out the host State's established rate.

Example:

Harry F. Benjamin Special Education Program State Established Rate: \$199.99 per day  
Harry F. Benjamin Special Education Program Rate Charged to District: \$299.99 per day

If the District enters the rate of \$299.99 per day, NHSEIS will disallow \$100. Districts will be asked to remove the excess costs from NHSEIS.

The NHDOE will only consider costs that coincide with the information in the services of the IEP. If the District pays for services that have one time period on the invoice and the IEP have another time period. The NHDOE will disallow the costs.

Example:

Invoice states individual OT services for 10/1/09 to 5/13/10

IEP identified individual OT services from 9/1/09 to 3/31/10

The NHDOE will consider the costs for 10/1/09 to 3/31/10; the time period that both the invoice and the IEP coincide.

In reviewing previous applications for SPED AID, the NHDOE has found that some districts are considering group when there is only one student receiving services. The NHDOE cannot consider this cost for SPED AID since having one student is not considered a "group." If there are no other students to participate in a "group" service, the IEP should be convened in order to discuss amending the group service in the IEP to an individual service.

The NHDOE cannot consider the cost of a field trip for consideration for SPED AID.

Invoices must clearly identify the student who received services. Please do not use nicknames on the invoices. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. These are costs which will be disallowed and Districts will be asked to remove these invoices from NHSEIS.



Direct instruction is not placement. If a district is attempting to use direct instruction for tuition costs, the NHDOE will disallow this cost.

Curriculum purchased for the regular classroom cannot be considered for SPED AID reimbursement.

Invoices which contain handwritten notes changing the description of the services will not be considered for SPED AID reimbursement.

Tuition for two full placements will not be considered for SPED AID reimbursement.

Services entered under Special Ed Services on the IEP should not simply be the vendor's or provider's name or title. The IEP entry must actually describe the service being provided or the costs will be disallowed.

The NHDOE 25 includes administrative costs and cannot be used to determine for tuition for SPED AID reimbursement. Special education tuition should be calculated using the teacher's salary divided by the number of students in the class. Calculating cost for a teacher who teaches 7 students in a self-contained program should be the teacher's salary and benefits divided by 7.

## In-District Cost

For in district programs the cost per student should be determined by dividing the teacher's salary and benefits by the number of students in the program.

- Every service and program for a child must have an invoice.
- For in district students where services are provided by an outside provider there should be an invoice that covers each student; backup logs are not necessary ***if*** the invoices separately list the type of services, the number of units and the time period for the invoice for each student. ***If*** the invoice lists only the district's charges then backup logs are required so that the NHDOE can determine the accuracy of the charges entered into NHSEIS.
- Group rates need to be determined by provider's hourly rate and divided by the number of students in the group.
- The district must clearly show the calculations used to determine the providers rate. This means that the salary and benefit information for each provider must be provided. If the provider is an outside contractor then the contract should be submitted if the salary and benefits information cannot be provided.

Service logs are required for the following services:

- Therapies (i.e. occupational, physical, speech)
- Bus monitors
- Service logs are required to include the following aspects:
  - Provider name
  - Provider signature
  - Service provided
  - Student identification (name or SASID)
  - Dates of service with any makeup sessions clearly identified
  - Units provided
  - Code, if applicable (for example, individual, group, or consult)

- Student attendance logs are required for the following services:
  - Direct instruction
  - Teachers
  - Paraprofessionals
  - Transportation
  
- District Invoice Must Include:
  - District, SAU #
  - District Address & Contact information
  - Invoice # or ref.
  - Invoice date
  - Student identification, i.e. name/SASID #
  - Invoice period with any makeup sessions clearly identified
  - Invoice service
  - Units and cost

**Salary and benefit breakdowns are required for all in-district providers, including teachers and paraprofessionals. These breakdowns should divide the provider's total salary and benefits by the number of days/hours worked in order to get a unit rate. Remember to round down.**

For district-operated programs, only direct costs attribute to each student's Individualized Education Program (IEP) under **Special Education Services, Custom Special Services, Program Services & Related Services** may be considered for reimbursement. No indirect costs 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.

*\*\*Please subtract the cost charged for tuition for out of district students from the operational costs prior to establishing district tuition. Example: If the program has an operational cost of \$220,000 and the tuition for out of district students is \$20,000...subtract \$20,000 prior to calculating in-district costs. To further clarify, the \$200,000 should then be divided by 8 in district students to calculate an in-district student cost of \$25,000.*

For Extended School Year Services that occur in the summer months, these ESY services may be considered for SPED AID reimbursement providing that they meet the requirements as outlined in this manual. For a list of approved special education programs that occur in the summer months, please check the NHSEIS list of approved programs that is posted on the front page of your NHSEIS site.

Districts may submit costs for home instruction under Ed 1111.05 Home Instruction for School Aged Children. Districts may submit costs for temporary home-based programs not exceeding 45 days in a school year. For home instruction programs greater than 45 days, the district must submit 10 days prior an application for home instruction to the State Director of Special Education. In addition, Home Instruction must be selected under program placement.

**The NHDOE considers “direct instruction” as the specially designed instruction outlined in IDEA. Specially designed instruction may be provided by a certified educator, specialist or related service provider. The special education service name needs to outline the content, methodology or delivery of instruction.**

**Specially designed Instruction is an allowable cost under SPED AID. However, the student’s IEP and the appropriate invoices must specify the subject area in which the student is receiving Specially Designed Instruction (i.e. reading, math) and should not be combined.**

- **Example:** Specially designed instruction for math could read as a service name “Specially designed instruction in math for 1 hour a day/ five days a week.”

**Districts may enter program placement as time of the school day x 5 sessions per week.**

- **Example:** Sally attends the Excel Special Education Program. This is a day program. The information is entered as:  
6.5 hours per day x 5 days/week

## Equipment Allowed

Special education equipment costs will be considered provided such equipment is included in the child's IEP. Anything over \$250.00 and a lifespan of more than one year is considered equipment. In order to seek reimbursement this equipment cannot be purchased using IDEA funds.

Software and license for software is an allowable expense. Software and license for software needs to be child specific purchased for a student with a disability. The district will need to submit an invoice to the NHDOE with back up. The backup would need to have the list of student's using the software. Software and license for the software must be considered specially-designed instruction.

## CONSULTATION

After due consideration based on input from the field, the NHDOE will consider consultation services as direct cost.

The Department of Education provides the following for consideration of Special Education Aid if the consultations to staff and/or consultative services meet the following guidelines:

- Consultations to staff and/or consultative services are identified in the IEP under custom special education services.
- Invoices must clearly state consultation to staff and/or consultative services in the specific area that consult is occurring. The provider's qualifications are noted on the invoice.

**It is not the responsibility of the NHDOE to interpret the "consultant costs" identified on an invoice.**

- Example: Sally Smith is a social worker who works with the family.
  - The IEP under custom special education services states home school consulting.
  - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will not allow "consultant costs" on the invoices since the services in the invoice do not match the services in the IEP.

The NHDOE will not consider costs for SPED AID reimbursement for e-mail consults.

The following will not be considered consultant costs as they are an administrative function:

- Planning, organizing, staffing, directing, coordinating, reporting developing, reviewing and budgeting

## INACTIVE STUDENTS

You may have to access Inactive Students since they may have exited from special education for reasons such as graduated or aged out. Districts have the ability to apply for Special Education (SPED) Aid for students who are inactive within the school year that they are seeking SPED AID.

The screenshot displays the NHSEIS web application interface. At the top, there is a navigation menu with the following items: Main Menu, Students, Wizards, Schools, School System Info, Users, My Profile, and Send Us A Message. Below the menu, the main content area is divided into several sections. On the left, there is a 'Message of the Day' section with a sub-section for 'NHSEIS Messages' containing a list of recent messages. To the right of this is a 'My Messages' section with a 'New Messages' sub-section. Further right is a 'My Schools' section with a sub-section for 'All Schools (56 Schools)' listing various schools. At the bottom of the page, there are three sections: 'My Reports', 'My Compliance', and 'Students by Disability'. A callout bubble with an arrow points to the 'School System Info' link in the navigation menu, containing the text: 'To access Inactive students, click on School System.'

**The next page outlines how to access the financial summary for inactive student.**

INACTIVE STUDENTS CONT.....

School System Information

School System Name:	New Hampshire Training Site
School Year:	2015-2016
School System Code:	NHTrain001
Address:	101 Pleasant Street
City:	Concord
State:	NH
Zip Code:	03301
Phone Number:	603 271-3775
Fax Number:	
E-Mail Address:	terry_hersh@ed.state.nh.us
Time Zone:	(GMT -05:00)
SAI:	
Region:	
County:	

New Hampshire Training Site

Click on Financial Summary

**INACTIVATING COSTS - WHEN THE NHDOE IS AT THE POINT OF FINAL ANALYSIS, FOR DISTRICTS WHO HAVE NOT MADE THE NECESSARY CORRECTIONS, THE NHDOE MAY INACTIVATE COSTS WHICH HAVE BEEN DISALLOWED IN ORDER TO PROCESS THE REMAINING INVOICES FOR SPED AID.**



**DISALLOWED COSTS EXAMPLE**

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Unit Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
<input type="checkbox"/>	4998 Crotched Mountain School, Day ( 10/22/2015 - 06/30/2016 )	Day	11/01/2015	11/30/2015	28	200.00	5600.00	25	200.00	600.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	5000.00	No
Exceptional Costs												<input type="checkbox"/>	0.00	<input type="checkbox"/>
Totals:					28	200.00	5600.00	25	200.00	600.00			5000.00	

Reason for Disallowed cost=Units entered are over allowable amount.



To correct overage: Re-enter the correct amount of Units as identified in the IEP

## Calculating Special Education Aid

Below is an example of a calculation for a student who has met the cap for Special Education Aid. The school district is liable for the 3 ½ times the estimated state average expenditure per pupil (Special Education Aid cap) plus 20 percent of additional cost. The state is responsible for 80 percent. If there are not enough state funds to cover the full 80 percent the costs will be prorated.

2014-2015 Estimated State Average Expenditure Per Pupil (ESAEPP):		\$14,448.74
<b>Multiply:</b> 3-1/2 times the ESAEPP:	<b>X</b>	3.5
Equals - <b>CATASTROPHIC AID CAP:</b>		<b>\$50,570.59</b>

<b>A STUDENT COSTING 3-1/2 TIMES PER PUPIL COST (ESAEPP)</b>	<b>STATE RESPONSIBILITY</b>	<b>DISTRICT RESPONSIBILITY</b>
The total allowable special education cost for a student:	\$99,845.00	
<b>Minus:</b> The SPED AID CAP :	~ \$50,570.59	
<b>COST ABOVE CAP:</b>	\$49,274.41	
The state is responsible for paying 80% of the cost above SPED Aid Cap (up to \$144,487.40)	\$49,274.41	
<b>THE TOTAL COST FOR THE STATE:.....</b>	<b>X 80%</b> <b>\$39,419.53</b>	
The District is responsible for paying 20% of state's cost above SPED AID Cap		\$49,274.41
		<b>X 20%</b>
		\$9,854.88
Taking the total SPED Aid Cap:		\$50,570.59
<b>Add:</b> 20% of the state's cost above the Cap:	<b>+</b>	\$9,854.88
<b>THE TOTAL COST FOR THE DISTRICT:.....</b>		<b>\$60,425.47</b>

## Calculating Special Education Aid

Below is an example of a calculation for a student who exceeds 10 times the Estimated State Average Expenditure Per Pupil (ESAPEP). The school district is liable for the 3 ½ times the ESAPEP (Special Education cap) plus 20 percent of additional cost. The state is responsible for 80 percent up to the 10 times the ESAPEP. The Department of Education shall be liable for all costs in excess of 10 times the EASEPP. If there are not enough state funds to cover the state portion the costs will be prorated.

<b>A STUDENT COSTING 10 TIMES PER PUPIL COST (ESAPEP)</b>	<b>STATE RESPONSIBILITY</b>	<b>DISTRICT RESPONSIBILITY</b>
The total allowable Special Education cost for a student is:	\$199,845.00	
The State pays 100% after 10 times the ESAPEP has been reached (\$14,448.74 X 10):	~ \$144,487.40	
State Responsibility	\$55,357.60	
10 times the ESAPEP:	\$144,487.40	
<b>Minus:</b> the SPED AID Cap	~ \$50,570.59	
	<b>\$93,916.81</b>	
	X 80%	
State Responsibility - 80%	\$75,133.45	
	\$75,133.45	
	+ \$55,357.60	
<b>THE TOTAL COST FOR THE STATE:.....</b>	<b>\$130,491.05</b>	
		\$93,916.81
		X 20%
District Responsibility - 20%		\$18,783.36
		\$18,783.36
The District is responsible for paying 20% of state's cost above SPED AID Cap		\$18,783.36
<b>Plus:</b> the SPED AID Cap:		+ \$50,570.59
<b>THE TOTAL COST FOR THE DISTRICT:.....</b>		<b>\$69,353.95</b>

## TIMELINES FOR Special Education Aid

The NH Department of Education, Bureau of Special Education, must provide the Division of Revenue Administration the estimated amount of SPED AID reimbursement to be received by each school district. This information must be provided by the end of August to ensure that tax rates are set in a timely fashion. The school district's cooperation in meeting the following deadlines is critical.

### Deadlines:

Districts should be entering SPED AID data into NHSEIS on a monthly basis. The NHDOE is available to assist districts and provide technical assistance throughout the year in the SPED AID process.

**July 31st** Deadline for districts to have entered SPED AID data into NHSEIS. Submit transportation, exceptional costs and all invoices to the NHDOE, along with a screen print of the NHSEIS financial summary page and all in-district rate sheets showing special education and related service costs.

Please provide documentation how costs were calculated. Also, submit employee data sheets. Back-up documentation must be student specific. **Please do not send bulk documentation for all students.**

\*Districts will create a list of all students for which they are applying for SPED AID, submit the Superintendent's Verification of SPED AID Form along with a current copy of each Student's Financial Summary Page, verifying attendance and submit to the NHDOE (See form in Appendix).

Beginning **August 1<sup>st</sup>** NHDOE processes the invoices from August 1<sup>st</sup> to mid-December. Please work with your vendors to ensure that they are able to meet these timelines.

\* If a District had a student eligible for SPED AID who moved to or from the district during the school year, please contact Tamela Dalrymple at the NHDOE, 271-6056.

## APPENDICES

### Definitions

SPED AID means financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district.

Contributed Funds means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.

Direct Costs means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP, as per the NH RULES.

Indirect Costs means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.

Responsible School District means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

(New Hampshire Standards for the Education of Children with Disabilities, Effective March 24, 2017)

New Hampshire Education Laws Annotated 2016 – 2017 Edition – Please use the link below to access 186-C:18 State Aid

<http://www.gencourt.state.nh.us/rsa/html/xv/186-c/186-c-mrg.htm>

To access the NH Standards for the Education of Children with Disabilities go to our website in the following link

[https://www.education.nh.gov/instruction/special\\_ed/index.htm](https://www.education.nh.gov/instruction/special_ed/index.htm)

then click on the first link on the left Chapter Ed 1100 Standards for the Education of Children with Disabilities

Amendment to the term "Catastrophic Aid" pursuant to HB 517

[https://www.education.nh.gov/instruction/special\\_ed/memos/documents/fy18\\_memo\\_7\\_amendment\\_cat\\_aid.pdf](https://www.education.nh.gov/instruction/special_ed/memos/documents/fy18_memo_7_amendment_cat_aid.pdf)



## SUPERINTENDENT'S VERIFICATION OF SPED AID Form

District \_\_\_\_\_  
SAU # \_\_\_\_\_

Number of Students with Special Education Aid Cost Records: \_\_\_\_\_

Total Special Education Costs Reported for District: \_\_\_\_\_

I certify that, during Fiscal Year 2019, the total expenses entered above were incurred by the school district for services provided to the Special Education students who were eligible for Special Education Aid. The cost to the district for fulfilling each student's Individual Education Program (IEP) during Fiscal Year 2019 has exceeded 3-1/2 times state average tuition.

I certify that the district is only requesting reimbursement for costs paid by local funds. No reimbursement is being requested for personnel or services paid by IDEA federal funds.

Detailed accounting will be maintained by the school district and will include the invoices, as well as checks and payment vouchers on which the payments were made.

**Please ensure a copy of each student's current financial summary page is attached.**

\_\_\_\_\_  
Superintendent of Schools signature

\_\_\_\_\_  
Date