



New Hampshire

Department of Education

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



June 2023

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INTRODUCTION

The New Hampshire Department of Education, Bureau of Special Education 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 helps school districts and business offices with the SPED AID process. This manual is intended to provide guidance but does not replace law nor does it replace the New Hampshire Department of Education's (NHED) fiscal review of districts' application for SPED AID. The NHED financial accountability review serves as the conduit to decisions relating to SPED AID reimbursement.

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 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 preceding the year of distribution.
 - The Department of Education shall be liable for all costs more than 10 times the estimated state average expenditure per pupil for the school year preceding 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 the student evaluation, IEP and placement into NHSEIS. The data must follow the requirements of the New Hampshire Standards for the Education of Children with Disabilities (effective March 24, 2017). Since NHSEIS is NH's official Special education database, the NHED will only use information entered in the appropriate sections of NHSEIS for consideration of SPED AID. The NHED 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 NHED or by the state in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHED 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 the district is 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. 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 NHED 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 NHED to enter a new out of state special education program or extend the end date, the forms for districts may be found on the NHED 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 officer, 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 NHED 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 NHED 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 that student's records were out of compliance are not eligible for reimbursement i.e., not having an agreed upon IEP, no placement listed in the IEP, services not included in the 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 NHED will not consider a draft or proposed IEP for SPED AID. The student history section in NHSEIS shows the documentation date created. The NHED encourages the district to review the student's IEP, after the draft IEP has been created, to ensure that the correct time has been entered into NHSEIS.
 - ✓ The amendment date entered should reflect when the proposed change(s) will begin and should ensure that parents are provided 14 days from the time they receive the Written Prior Notice documenting the change to respond. 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.
 - ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for SPED AID.
 - ✓ The NHED 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 SPED AID students and IEPs for any errors. For example, the IEP may state 3 minutes rather than 30 minutes for services. In the financial summary, please make sure that all invoices reference a valid IEP. NHED understands there may be extenuating circumstances regarding the student's IEP. Please contact the NHED to discuss in detail.

Responsibilities of the NHED

- The NHED 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 will be prorated.
- The NHED shall distribute Special Education Aid reimbursement payments on or before January 1st 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.

IEP RULES AND GUIDELINES

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 that were 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 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 NHED abides by the following guidelines when determining date of IEP validity:

The NHED 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 NHED considers the IEP valid from the begin date providing the parent has 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, (Ed 1120.06) the NHED 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 NHED 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

Example of Annual IEPs/Services document available on the Financial Summary page. **(Click Print annual IEPs/Services Button)**

Annual IEPs/Services

Fiscal Year: 07/01/2020-06/30/2021

Student Name: John October20
 Customer Name: nhtrainingsite

New Hampshire Training Site
 John October2020

SASID: 0000066672
 SAU: New Hampshire Training Site

Event ID	Meeting Date	Meeting Purpose	IEP Begin	IEP End	IEP Amend	Parent Signature Date	Create Date (Finalized Only)	Invoices Posted (Y/N)
7240	10/06/2020	IEP Amendment	12/15/2020	10/19/2021	12/01/2020	12/15/2020	01/19/2021	N
7238	10/06/2020	Initial IEP	10/20/2020	10/19/2021		10/06/2020	01/19/2021	N

Event ID: 7240

Service Type	Service Name	Service Start	Service End	Prescription	ESY (Y/N)
Special Ed Services	cust serv	10/20/2020	10/19/2021	1 sessions/day of 30 min	N
Related Services	Language or Hearing Therapy	10/20/2020	10/19/2021	2 sessions/wk of 45 min	N
Program Services	Parker Academy,School Year	10/20/2020	10/19/2021	1 sessions/day of 6 hr	N
Special Ed Services	Speech Pathology-Group	10/20/2020	10/19/2021	2 sessions/wk of 30 min	N
Special Ed Services	Speech Pathology-Individual	10/20/2020	10/19/2021	1 sessions/day of 3 hr	Y
Special Ed Services	Speech Pathology-Individual	10/20/2020	10/19/2021	1 sessions/wk of 30 min	N
Related Services	Transportation	12/01/2020	10/19/2021	2 sessions/day of 40 min	N

Event ID: 7238

Service Type	Service Name	Service Start	Service End	Prescription	ESY (Y/N)
Special Ed Services	cust serv	10/20/2020	10/19/2021	1 sessions/day of 30 min	N
Related Services	Language or Hearing Therapy	10/20/2020	10/19/2021	2 sessions/wk of 45 min	N
Program Services	Parker Academy,School Year	10/20/2020	10/19/2021	1 sessions/day of 6 hr	N
Special Ed Services	Speech Pathology-Group	10/20/2020	10/19/2021	2 sessions/wk of 30 min	N
Special Ed Services	Speech Pathology-Individual	10/20/2020	10/19/2021	1 sessions/wk of 30 min	N
Special Ed Services	Speech Pathology-Individual	10/20/2020	10/19/2021	1 sessions/day of 3 hr	Y

The following is how NHED interprets this student's IEP dates.

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Student has 2 IEPs IEP event #7238 was signed prior to begin date, IEP #7238 is current from 10/20/20 – 10/19/21.

However, IEP event #7240 is an amended IEP with date as 12/1/20 but, the parents did not sign until 12/15/20. IEP #7240 is current from 12/15/20-10/19/21.

Considering there may only be one IEP active at a time, IEP #7238 now has an end date of 12/14/20.

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.

Calculating Special Education Aid for State

Estimated State Average Expenditure Per Pupil (ESAEPP):		\$19,913.66		
Multiply: 3-1/2 times the ESAEPP:	X	3.5		
Equals - SPECIAL EDUCATION AID CAP:		\$69,697.81		

A STUDENT COSTING 3-1/2 TIMES PER PUPIL COST (ESAEPP)

	STATE RESPONSIBILITY		DISTRICT RESPONSIBILITY
The total allowable special education cost for a student:	\$99,845.00		
Minus: The Special Education Aid CAP :	~ \$69,697.81	→	\$69,697.81
COST ABOVE CAP:	\$30,147.19		
The state is responsible for paying 80% of the cost above Special Education Aid Cap	\$30,177.19		
	X 80%		
	\$24,117.75		
20% of additional cost paid by the district		→	\$4,823.55
THE TOTAL COST FOR THE STATE:	25,353.64		
THE TOTAL COST FOR THE DISTRICT:			74,491.36

CALCULATING SPECIAL EDUCATION AID CONT..

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

A STUDENT COSTING 10 TIMES PER PUPIL COST (ESAEPP)	STATE RESPONSIBILITY	DISTRICT RESPONSIBILITY
The total allowable Special Education cost for a student is:	\$199,845.00	
The State pays 100% after 10 times the ESAEPP has been reached (\$16,919.42 X 10):	~ \$169,194.20	
State Responsibility	\$30,650.80	
10 times the ESAEPP:	\$169,194.20	
Minus: the SPED AID Cap	~ \$69,697.81	
	\$ 99,496.39	
	X 80%	
State Responsibility - 80%	\$79,597.11	
	\$79,597.11	
	+	
	\$30650.80	
THE TOTAL COST FOR THE STATE:.....	\$110,247.91	
		\$99,496.39
		X 20%
District Responsibility - 20%		\$19,899.27
The District is responsible for paying 20% of state's cost above SPED AID Cap		\$19,899.27
Plus: the SPED AID Cap:		+
		\$ 69,697.81
THE TOTAL COST FOR THE DISTRICT:.....		\$ 89,597.08

TIMELINES FOR SPECIAL EDUCATION AID

The NH Department of Education, Bureau of Special Education Support (NHED), 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 of each year 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 monthly. The NHED 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. All required documents that support the invoices are to be uploaded into the financial summary. This includes transportation logs and service logs. Exceptional costs once approved should also have documentation uploaded to support the service or item. A printout of the financial summary for each student should be sent in to NHED. When printing the financial summary, please be sure they are in chronological order, not alphabetical, which is the default. To do this click on the invoice date on the top of the invoices section. This will arrange the invoices by date. If corrections are required because of the review, the district is responsible for submitting an updated financial summary page in addition to any required documents. A new financial summary page will need to be submitted EACH time information is submitted by the district to the NHED.

Please provide documentation of 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 NHED (See form in Appendix).
- Beginning **August 1st** NHED processes SPED AID to mid-December. Please work with your vendors to ensure that they can 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 Cathy Krammes at the NHED, (603) 271-6056.

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 Info."

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

The NHED posts information regarding NHSEIS on the Message of the Day widget.

The screenshot displays the NHSEIS web application interface. At the top, there is a navigation bar with the NHSEIS logo and the text "by PCG Education". To the right of the logo, it says "Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout". Below this is a main menu with several items: "Main Menu", "Students", "Recent Students", "Wizards", "Smart Logbook", "Schools", "School System Info", "Users", "My Profile", "Send Us A Message", and "PCG". The "School System Info" item is highlighted with a blue background. Below the navigation bar, there is a "Message of the Day" widget with the title "NHSEIS Messages" and a "Post date: 9/14/2020". Below this is a "My Messages" widget with the title "New Messages" and a "Send Message" button. Below that is a "My Reports" widget with the title "All Reports" and a message "No reports have been generated yet for Appscan Admin.". To the right of the "My Messages" widget is a "My Schools" widget with the title "All Schools (70 Schools)" and a list of schools including "8.3 Test School", "8.5 Test School", "8.7 Test School AR", "A. Crosby Kennett Middle School", "Abbot-Downing School", "Academy Of Learning And Technology", "Academy Of Learning And Technology (high)", and "Antrim Elementary School". Below the "My Schools" widget is a "My Compliance" widget with the title "Overall Compliance" and a gauge chart showing "Compliant" status. To the right of the "My Compliance" widget is a "Students by Disability" widget with the title "Students at All Schools" and a bar chart showing a value of 41.

Click on School System Info

Once you have clicked on the “School System Info” button, 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 | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

System & Imports | User Management | Student Transfer | Reports | Finance

School System Information

School System Name:	New Hampshire Training Site
School Year:	2020-2021
School System Code:	NHTrain001
Address:	101 Pleasant Street
City:	Concord
State:	NH
Zip Code:	03301
Phone Number:	6032713494
Fax Number:	
E-Mail Address:	terry.hersh@ed.state.nh.us
Time Zone:	US/Eastern (GMT -05:00)
SAU:	
Region:	
County:	

Financial Summary

Click on Financial Summary

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

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

System & Imports | User Management | Student Transfer | Reports | Finance

Financial Summary

Student ID: Exact Match First Name: Exact Match

SASID: Exact Match Last Name: Exact Match

Enter student's SASID#

Click "Search"

Confirm, that this is the student that you wish to enter invoices for. To continue, click on the student's name.

The screenshot shows the NHSEIS web application interface. At the top, there is a navigation bar with the NHSEIS logo and user information: "Welcome, Terry | My Calendar | Message Board | Send Us a Message | Logout". Below this is a main menu with various options like "Students", "Recent Students", "Wizards", "Smart Logbook", "Schools", "School System Info", "Users", "My Profile", "Send Us A Message", and "PCG".

The main content area is titled "Select a Student Finance Summary". It contains a search form with the following fields:

Student ID:	<input type="text"/>	<input type="checkbox"/> Exact Match	First Name:	<input type="text"/>	<input type="checkbox"/> Exact Match
SASID:	0000002244	<input type="checkbox"/> Exact Match	Last Name:	<input type="text"/>	<input type="checkbox"/> Exact Match

A green "Search" button is located to the right of the search form.

Below the search form is a table of student records:

School	Grade	Name	Student ID	Age	Dis	Case Manager
HIGH	9	Jill L. Smith	2093968	16	SLD	Rebecca 2018 Fredette test

Below the table, it says "(1 Students)".

A callout bubble on the left side of the screenshot contains the text: "Click on highlighted name to go to the student's Financial Summary". An arrow points from this bubble to the name "Jill L. Smith" in the table.

STUDENT'S FINANCIAL SUMMARY

Select the year in which you will be submitting invoices. 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. The invoice should clearly identify the student either by name or SASID #, the services in the invoices should be identified in the IEP, and the date of the invoices align with the dates identified in the services grid 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 NHED'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 | Recent Students | Wizards | Smart Logbook | Schools | School System Info | Users | My Profile | Send Us A Message | PCG

System & Imports | User Management | Student Transfer | Reports | Finance

Financial Summary Jill L Smith
[New Mail](#)

Student ID: Exact Match First Name: Exact Match

SASID: Exact Match Last Name: Exact Match

Student: Jill L Smith Student ID: 2093968 SASID: 000002244 DOB: 10/04/2004 District of Liability: Concord

Financial Summary for School Year: 2019-2020 ▼

Annual Totals

Invoice Total:	90850.00
Non-Medicaid Reimbursable Total:	90550.00
Disallowed:	300.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Special Education Aid Cost:	90550.00
Special Education Aid Cap:	59217.97

The invoice total has exceeded the States Special Education Aid Cap!

Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
"Endless Opportunities" for Children	1234	12/19/2019	90000.00	0.00	View Line Item Changes
"Moore Behavior Consulting Services"	dsfs	09/24/2019	500.00	250.00	View Line Item Changes
AAA Reading	321654	10/01/2019	350.00	50.00	View Line Item Changes

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

STUDENT'S FINANCIAL SUMMARY PAGE CONT...

Monthly Entry

As Districts are entering invoices, NHSEIS is calculating CAP, invoice totals and disallowed costs. Districts should enter invoices into NHSEIS monthly, to audit whether districts 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, to allow for consistency with the vendors. Districts will also be able to verify that they are being charged the NHED's, or host state's established rate and that IEPs are correct and match the services billed. 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 July 31st.

Established Rate

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.

Districts entering more units of services than identified in the IEP, may provide additional services to students, however, districts cannot seek reimbursement for these additional units of service.

Financial Summary

Jill L Smith

[New Mail!](#)

Student ID: Exact Match First Name: Exact Match

SASID: Exact Match Last Name: Exact Match

Student: **Jill L Smith** Student ID: 2093968 SASID: 0000002244 DOB: 10/04/2004 District of Liability: Concord

Financial Summary for School Year: 2019-2020

Annual Totals

Invoice Total:	90850.00
Non-Medicaid Reimbursable Total:	90550.00
Disallowed:	300.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Special Education Aid Cost:	90550.00
Special Education Aid Cap:	59217.97

Invoice total is the total amount of the allowable costs.

The invoice total has exceeded the States Special Education Aid Cap!

Invoices

Vendor	Invoice Number	Invoice Date	Amount	Disallowed	
"Endless Opportunities" for Children	1234	12/19/2019	90000.00	0.00	View Line Item Changes
"Moore Behavior Consulting Services"	dsfs	09/24/2019	500.00	250.00	View Line Item Changes
AAA Reading	321654	10/01/2019	350.00	50.00	View Line Item Changes

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 NHED 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 #of who received services. The NHED will not consider the costs of an invoice if is not clearly identified which student received services. Please enter the invoices in chronological order.

Step 1

Enter Vendor's Invoice number.

Invoice must include student's SASID # or Name.

Step 3

Select a vendor from the drop-down

Step 2

Enter Date of Invoice

Step 4

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

The screenshot shows the NHSEIS interface for entering an invoice. At the top, there is a navigation bar with the NHSEIS logo and various menu items. Below this, the user's profile information is displayed: Student: Jill L Smith, Student ID: 2093968, SASID: 000002244, DOB: 10/04/2004, District of Liability: Concord, School Year: 2020 - 2021 (07/01/2020 - 06/30/2021).

The main form area is titled "Invoices" and contains several input fields:

- Invoice #:** A text input field with a "Locked" status indicator.
- Invoice Date:** A date picker field.
- Payment Date:** A date picker field.
- Payment Ref Num:** A text input field.
- Medicaid Eligible:** A checkbox labeled "Yes".
- Vendor:** A dropdown menu.
- New Vendor:** A button labeled "Add a New Vendor".
- Vendor Code:** A text input field.
- District Code:** A text input field with "NHTran001" entered.

Below the form is a table titled "Invoice # Line Items". The table has columns for Del, Begin Date, End Date, Service, Setting, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimbursable. The first row shows "Exceptional Costs" with a State Responsibility of 0.00. Below this is a section for "New Lines" with four rows (#1-#4) for adding new items. Each row has fields for Begin Date, End Date, Service, Setting, Units, and Unit Price. Red text below the date fields says "Please enter valid Begin and End dates to evaluate." At the bottom of the form, there are several buttons: "View Line Item Changes", "Update the Database", "Add New Invoice", "Switch to Financial Summary", and "Delete this Invoice".

NHSEIS:

- Automatically calculates when the district has met CAP.
- Is designed to populate the dropdown in the service section with information from the IEP.
- Prepopulates vendor name after initial vendor name is entered.
- Offers an “Add a New Vendor” button. This allows districts to enter new vendor information.

NHSEIS is designed to generate a drop-down menu from specific sections of the IEP, these are Program Services, Special Education Services, Custom Special Education Services, Related Services, Supplementary Services, Supplementary Aids, Supports for Personnel, Transportation and Extended School Year Services.

The NHED understands that there may be a situation when a district may need to write on an invoice. It will be the discretion of the NHED to decide whether the writing on an invoice still maintains the integrity of the invoice. Please remember to use the current IEP. The NHED will not consider an invoice for SPED AID reimbursement if the district has itemized the vendor’s invoice. Invoices must clearly state the type of service the student is receiving.

NHSEIS compares the number of units and sessions from these nine 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. For example, a session missed in April but made up in May, enter the April and May invoices as one in NHSEIS.

When entering the number of units and the cost per unit, enter the units in 30-minute increments, however, if this is not possible, enter the information using the number of units and sessions agreed upon in the IEP.

If invoices reflect services that are less than the number of units identified within the IEP, enter in only the services that have been given.

The NHED 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 information entered into NHSEIS must match the invoice in order for a district to receive reimbursement for that invoice.

NOTE: A new financial summary page will need to be submitted EACH time information is submitted by the district to the NHED.

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.

ATTENDANCE

Students must be in attendance 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 NHED, however; the District must be able to produce the attendance records if requested by the NHED. The NHED 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 bar with the NHSEIS logo and various menu items. Below this, the user's name and some system information are displayed. The main section is titled "Invoices" and shows details for a specific invoice, including the student's name (Jill L Smith), ID, and school year. A warning message states: "The invoice total has exceeded the States Special Education Aid Cap!".

Below the warning, there is a form for editing the invoice. It includes fields for Invoice # (sp333), Invoice Date (01/21/2021), Payment Date (01/21/2021), and District Code (NHTrain001). A dropdown menu for Vendor is currently set to "Spaulding Academy & Family Services". A callout bubble points to this dropdown with the text: "Select Vendor from drop-down list." Next to the Vendor field is a green button labeled "Add a New Vendor". A callout bubble points to this button with the text: "Click this button to add a New Vendor".

Below the form is a table titled "Invoice # Line Items". The table has columns for Del, Begin Date, End Date, Service, Setting, Units, Amt Disallowed, Reason Disallowed, Attendance Certified, and State Responsibility. There are two rows of data:

Del	Begin Date	End Date	Service	Setting	Units	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility
			Exceptional Costs					<input type="checkbox"/>	
# 1	01/19/2021	01/21/2021	7246 Neuro Behavioral & Autistic Intensive Day (Private Day School) (No Service Provider Title Found) (1 sessions/day of 6 hr) (01/19/2021 - 09/13/2021)	Day	3	150		<input checked="" type="checkbox"/>	
# 2	01/19/2021	01/21/2021	7246 Neuro Behavioral & Autistic Intensive Residential (Residential School) (No Service Provider Title Found) (1 sessions/day of 24 hr) (01/19/2021 - 09/13/2021)	Residential	3	150		<input checked="" type="checkbox"/>	
# 3			Please enter valid Begin and End dates to evaluate.	Day				<input type="checkbox"/>	
# 4			Please enter valid Begin and End dates to evaluate.	Day				<input type="checkbox"/>	

Below the table, there are two buttons: "View Line Item Changes" and "Update the Database". A callout bubble points to the "Update the Database" button with the text: "Check this box to Certify Attendance. Then Update the Database".


FINANCIAL DOCUMENT SECTION PAPERCLIP FEATURE

New Hampshire Special Education Information System (NHSEIS) provides an upload feature within the Financial Section to assist districts with their application for Special Education Aid. The “Upload Invoice Documents” button allows for districts to upload documentation to support invoice entries and other requests for financial information.

Steps to enter Invoice and Supplemental Invoice Information

STEP 1: Enter invoice with dates into NHSEIS for services (invoice will require dates of service, type of service, number of units (sessions) and unit price)

STEP 2: Click “Upload Invoice Documents” button.

Medicaid Eligible: <input type="checkbox"/> Yes		District Code: NHTrain001							
Invoice # QA Test123 Line Items									
Service	Setting	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	
6529 Behavior Management - Specially Designed Instruction (04/18/2020 - 04/15/2021)	Day	0	0.00	0.00	0	0.00	0.00	Attendance is not certified	
6531 Reading - Specially Designed Instruction (04/21/2020 - 04/17/2021)	Day	0	0.00	0.00	0	0.00	0.00	Attendance is not certified	
6534 Reading - Specially Designed Instruction (04/23/2020 - 04/17/2021)	Day	2	100.00	200.00	2	100.00	0.00		
6534 Behavior Management - Specially Designed Instruction (04/23/2020 - 04/15/2021)	Day	0	0.00	0.00	0	0.00	0.00	Attendance is not certified	
Exceptional Costs									
Totals:		2	100.00	200.00	2	100.00	0.00		
New Lines									
Please enter valid Begin and End dates to evaluate.		Day							
Please enter valid Begin and End dates to evaluate.		Day							
Please enter valid Begin and End dates to evaluate.		Day							
Please enter valid Begin and End dates to evaluate.		Day							
(to add a new line item, simply select and enter data for any of the 4 rows above) (to delete an entire invoice, you must delete all it's line items)									
<input type="button" value="Upload Invoice Documents"/>									
<input type="button" value="View Line Item Changes"/>									

STEP 3: Select “Choose File” button to upload the scanned invoice (and the supporting logs) file from the computer. The scanned invoice file is the scanned copy of the invoice from which information was entered into NHSEIS. Click on the file to upload.


STEP 4: Type in the invoice number (from the scanned invoice) in the “**NAME**” text box. The invoice number in NHSEIS should match the “NAME” of the file uploaded.

STEP 5: Select “Upload File” button

Upload Invoice Documents

Permitted file extensions are: **PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX**
No file may be greater than **1000.00 MB** in size.

File	Name (if not provided the file name will be used)
<input type="button" value="Choose File"/> Test Document.docx	<input type="text" value="Services Summary"/>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>



The following are the steps if you separate out the service logs from the invoice:

STEP 6: Select the “Choose File” button again to upload the scanned service logs that align with the invoice entered in NHSEIS. The student’s name, type of service, dates, number of sessions and the duration of the sessions should be included on the service logs.

STEP 7: Type in “Service Logs for Invoice [#] (type in the invoice number)” in the “**NAME**” text box. The invoice number entered for service logs should match the invoice number entered in NHSEIS.

STEP 8: Select “Upload File” button again.

Invoices
 Student: Jill L Smith Student ID: 2093968 SASID: 000002244 DOB: 05/25/2012 District of Liability: Concord
 School Year: 2020 - 2021 (07/01/2020 - 06/30/2021)

Invoice #	21678	Locked:	<input type="checkbox"/> Yes
Invoice Date:	02/26/2021	Vendor:	Concord High School
Payment Date:	02/26/2021	New Vendor:	Add a New Vendor
Payment Ref Num:		Vendor Code:	20285
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Del	Inactive	Begin Date	End Date	Service	Setting	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Medicaid Reimbursable
<input type="checkbox"/>	<input type="checkbox"/>	02/01/2021	02/26/2021	6589 Assistive Technology Evaluation (06/02/2020 - 06/01/2021)	Day	1	300.00	300.00	0	300.00	300.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	02/01/2021	02/26/2021	6589 Academic Support (06/02/2020 - 06/01/2021)	Day	200	5.00	1000.00	52	5.00	740.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	02/01/2021	02/26/2021	6589 Mathematics - Specially Designed Instruction (06/02/2020 - 06/01/2021)	Day	20	5.00	100.00	20	5.00	0.00		<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	02/01/2021	02/26/2021	6589 Mathematics - Specially Designed Instruction (06/02/2020 - 06/01/2021)	Day	60	30.00	1800.00	26	30.00	1020.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	0.00	<input type="checkbox"/>
	<input type="checkbox"/>			Exceptional Costs									<input type="checkbox"/>	0.00	<input type="checkbox"/>
Totals:						281	340.00	3200.00	98	340.00	2060.00			0.00	<input type="checkbox"/>

New Lines															
# 1	<input type="checkbox"/>			Please enter valid Begin and End dates to evaluate.	Day								<input type="checkbox"/>		<input type="checkbox"/>
# 2	<input type="checkbox"/>			Please enter valid Begin and End dates to evaluate.	Day								<input type="checkbox"/>		<input type="checkbox"/>
# 3	<input type="checkbox"/>			Please enter valid Begin and End dates to evaluate.	Day								<input type="checkbox"/>		<input type="checkbox"/>
# 4	<input type="checkbox"/>			Please enter valid Begin and End dates to evaluate.	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)
 (to delete an entire Invoice, you must delete all it's line items)

Uploaded Invoice Documents				
Del	Doc ID	Date Uploaded	Uploaded By	Document
<input type="checkbox"/>	103	12/06/2021 11:16:00	Terry Hersh	Invoice 21678
<input type="checkbox"/>	102	12/06/2021 11:16:00	Terry Hersh	Service Log for Inv. 21678

Upload Invoice Documents

View Line Item Changes

Update the Database

After the district has uploaded the invoice and related back up document for the invoice, the files

Once all files have been uploaded, a list of files will show under the "FILE" section. A file can be selected (double click) to review.

The type of file extensions that can be uploaded are: pdf, doc, xis, txt, rtf, ppt, tif, jpg, png, xi, sx, pptx, docx. Only individuals with access to the financial module will be able to view these documents.

Suggestions for documents to be uploaded are:

Documents for Special Education Aid (SPED AID)

Invoices-allowable costs for Special Education Aid paid by the district.

Service Logs-show the frequency and duration of the services that were provided including transportation.

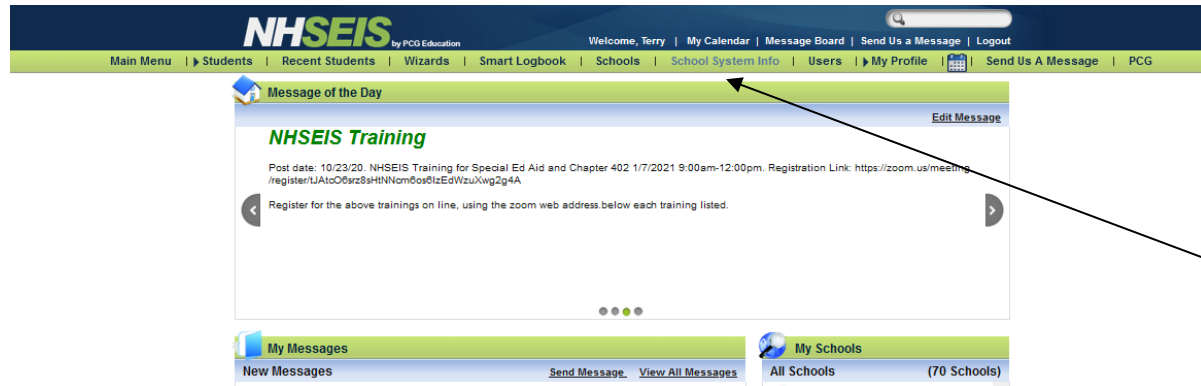
Attendance Logs-show the student's attendance at their placement or transportation

*Superintendent Verification forms and Financial Summary pages for Special Education Aid will not be uploaded in the Financial Paperclip Feature. This information will be mailed to the NHED.

The district is still required to keep the paper versions of this information and adhere to their documentation practices.

INACTIVE STUDENTS

Districts can apply for Special Education (SPED) Aid for students who are inactive within the school year that they are seeking SPED AID.



To access Inactive students, click on School System.

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

INACTIVE STUDENTS CONT.....

NHSEIS by PCG Education

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

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

System & Imports | User Management | Student Transfer | Reports | Finance

School System Information

School System Name:	New Hampshire Training Site
School Year:	2020-2021
School System Code:	NHTrain001
Address:	101 Pleasant Street
City:	Concord
State:	NH
Zip Code:	03301
Phone Number:	6032713494
Fax Number:	
E-Mail Address:	terry.hersh@ed.state.nh.us
Time Zone:	US/Eastern (GMT -05:00)
SAU:	
Region:	
County:	

Select Finance then Click Financial Summary

(User *Appscan_Admin*, Pool nh (6), App Server nh-116 (interp 1, 1174 hits, 3.78 GB), System nhtrainingsite, Domain none, Page VSystemInfo.htm, Timing (op: 0.22s, content: 0.06s))
(StyleSheet easyiep_base_new_center.css, easyiep.css, Menu StyleSheet buttonmenu_new_center.css, linkmenu_new_center.css, treemenu_new_center.css)
(Note: To Discontinue impersonating Appscan_Admin, click on his/her name on the line just above this)

- The process is the same for entering invoices for inactive students as it is for active students.
- Click on the drop-down menu and select the appropriate school year for which you are seeking reimbursement.
- Enter the vendor's invoice number.
- Enter the date of the invoice.
- Select a vendor from the drop down, if a vendor is not found in the dropdown list click the button to add a new vendor.

If a district has questions regarding entering invoices for the inactive student, please refer to the Financial Summary pages above.

TRANSPORTATION

Transportation must be identified in the Related Services drop down 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 costs of more than \$5,000 require invoices to be submitted with the SPED AID application. Transportation costs of \$5,000 or less do not require invoices, although the NHED reserves the right to request both invoices and attendance logs.

NOTE: The NHED will not consider contracts as invoices to seek SPED AID reimbursement.

1

This drop down is generated from Special Education Services, Custom Special Services, Related Services, Supplementary Services, Supplementary Aids, Supports for Personnel, Transportation and Extended School Year.

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

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

Invoices [New Mail](#)

Student: Jill L Smith Student ID: 2093968 SASID: 000002244 DOB: 10/04/2004 District of Liability: Concord
School Year: 2020 - 2021 (07/01/2020 - 06/30/2021)

The invoice total has exceeded the States Special Education Aid Cap!

Invoice # Trans456 Locked: [X]
Invoice Date: 01/19/2021 Vendor: Transportation Extraordinaire, LLC
Payment Date: 01/19/2021 New Vendor: [Add a New Vendor](#)
Payment Ref Num: Vendor Code:
Medicaid Eligible: Yes District Code: 001Train001

Del	Begin Date	End Date	Service	Setting	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed
			Exceptional Costs								
			New Lines								
# 1	01/12/2021	01/18/2021	7236 Transportation (Special Education Setting) (Transporter) (2 sessions/day of 30 min) (01/12/2021 - 09/13/2021)	Day	10	100					
# 2			Please enter valid Begin and End dates to evaluate.	Day							
# 3			Please enter valid Begin and End dates to evaluate.	Day							
# 4			Please enter valid Begin and End dates to evaluate.	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](#)
[Add New Invoice](#)
[Switch to Financial Summary](#)
[Delete this Invoice](#)

2

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

3

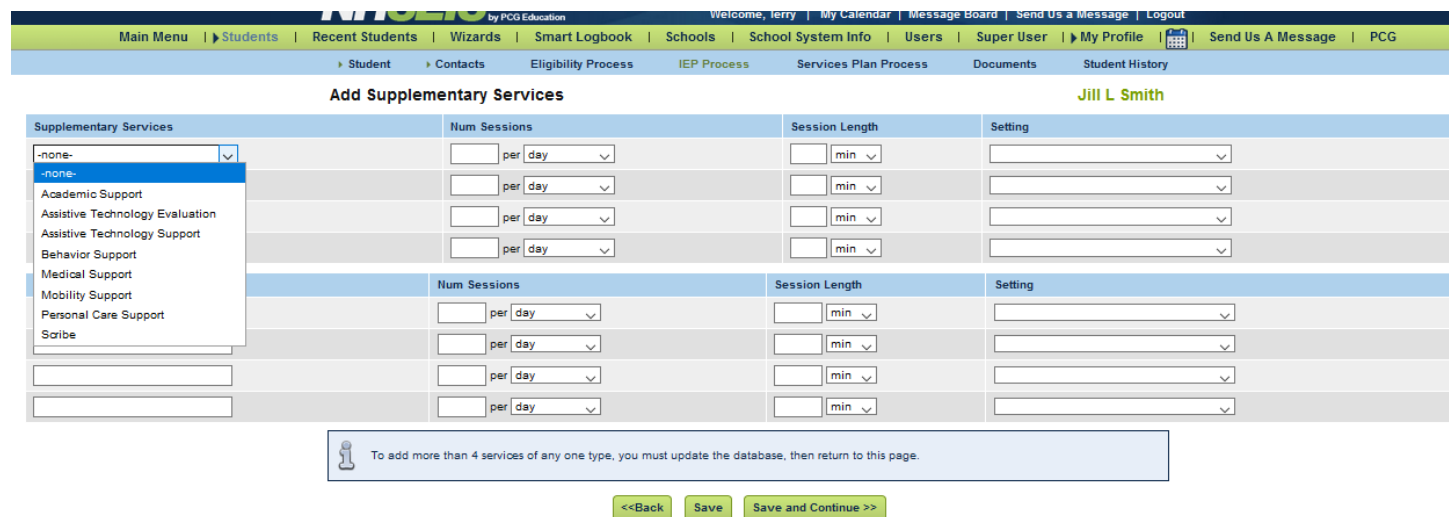
Enter the number of units and the cost per unit. Units must be in 30 minute increments.

SUPPLEMENTARY SERVICES

These services should already be in the IEP before entering for Sped Aid but gives the process for entering (especially Paraeducator)

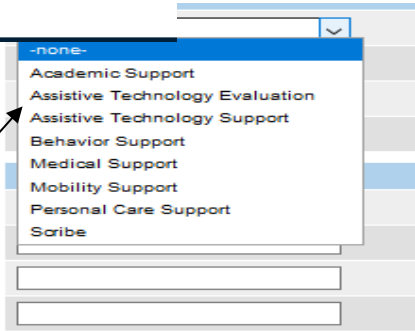
To add Supplementary Services –

- Select from list or add Custom – include number of sessions, length of session and setting.
- Select Details section and add Service Coordinator Title, Service Provider Title, and option to associate with goals.



Supplementary aids and services mean aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable children with disabilities to be educated with nondisabled children to the maximum extent appropriate in accordance with §§300.114 through 300.116.

Enlarged view of the Supplementary Services dropdown



When entering service of a bus monitor or Paraeducator, please use Supplementary Services, click the dropdown, and select the reason for the bus monitor or paraeducator; behavior, medical, personal care or mobility support. Update the database then go into the details to select the coordinator title and provider title providing the service.

The invoice must match the service identified in the IEP.

SUPPLEMENTARY AID SERVICES

To add Supplementary Aid Services –

- Select from list or add Custom
- Indicate the setting in the dropdown
- Select Details section and add Service Coordinator Title, Service Provider Title and option to associate with goals.

The screenshot displays the 'Add Supplementary Aids' page. At the top, there is a navigation bar with links: Main Menu, Students, Recent Students, Wizards, Smart Logbook, Schools, School System Info, Users, Super User, My Profile, Send Us A Message, and PCG. Below this is a secondary navigation bar with links: Student, Contacts, Eligibility Process, IEP Process, Services Plan Process, Documents, and Student History. The user 'Jill L Smith' is logged in.

The main content area is titled 'Add Supplementary Aids'. It contains two tables. The first table, 'Supplementary Aids', has columns for 'Supplementary Aids' and 'Setting'. The second table, 'Custom Supplementary Aids', has columns for 'Custom Supplementary Aids' and 'Setting'. A dropdown menu is open over the first table, showing the following options: -none-, Assistive Technology Device, Calculator, Prosthetic/Orthotic Device, and Wheelchair. An enlarged view of this dropdown is shown on the right side of the page, with an arrow pointing to it from a callout box.

Enlarged view of the Supplementary Aids dropdown

SUPPORTS FOR PERSONNEL SERVICES

Add Supports for Personnel –

- Select from list or add Custom – include number of sessions, length of session and setting.
- Select details section and add Service Coordinator Title, Service Provider Title and option to associate with goals.

A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided to enable the child—To advance appropriately toward attaining the annual goals;

(ii) To be involved in and make progress in the general education curriculum in accordance with paragraph (a)(1) of this section, and to participate in extracurricular and other nonacademic activities; and
 (iii) To be educated and participate with other children with disabilities and nondisabled children in the activities described in this section.

Enlarged view of
the Supports for
Personnel
dropdown

Example of Supplementary Services, Supplementary Aids, and Supports for Personnel

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

Main Menu
Send Us A Message | PCG

Student
Student History

Invoices [New Mail](#)

Student: Jill L Smith Student ID: 2093968 SASID: 000002244 DOB: 10/04/2004 District of Liability: Concord
 School Year: 2020 - 2021 (07/01/2020 - 06/30/2021)

The invoice total has exceeded the States Special Education Aid Cap!

Invoice #	ABC1234	Locked:	
Invoice Date:	01/19/2021	Vendor:	ACCESS
Payment Date:	01/19/2021	New Vendor:	Add a New Vendor
Payment Ref Num:		Vendor Code:	
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Invoice # Line Items											
Del	Begin Date	End Date	Service	Setting	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed
			Exceptional Costs								
New Lines											
# 1	01/12/2021	01/18/2021	7236 Academic Support (Special Education Setting) (Paraeducator) (1 sessions/day of 30 min) (11/05/2020 - 09/13/2021)	Day	5	50					
# 2	01/12/2021	01/18/2021	7236 Assistive Technology Device (Regular Education Setting) (Assistive Technology Professional) (Schedule info not available.) (09/14/2020 - 09/13/2021)	Day	1	100					
# 3	01/12/2021	01/18/2021	7236 Assistive Technology Evaluation (Special Education Setting) (Assistive Technology Professional) (1 sessions/wk of 30 min) (09/14/2020 - 09/13/2021)	Day	2	75					
# 4	01/12/2021	01/18/2021	7236 Consultation for Paraprofessional from Special Educator (Regular Education Setting) (Special Ed Teacher) (1 sessions/day of 15 min) (09/14/2020 - 09/13/2021)	Day	5	20					

(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

Add New Invoice

Switch to Financial Summary

Delete this Invoice

EXCEPTIONAL COSTS

Exceptional costs, as they relate to the application of special education aid, means costs associated with providing special education to children with disabilities that have not been recorded in the typical manner for appropriate accountability because of a change in the special education process. These costs may be allowed to be submitted for reimbursement provided that the district consults with the NHED **prior** to entering the costs into NHSEIS. There are certain circumstances where entering costs as exceptional costs may not be allowed, such as costs incurred that are not accountable in a consented IEP.

Reevaluations Allowed

Costs for Reevaluations (3-year evaluations):

- may be entered in the financial summary under “Exceptional Costs”;
- the evaluation must be a required assessment found under Ed 1107.04 in Table 1100.01;
- must be given by a qualified examiner as identified in Table 1100.01;
- state timelines must be met including the time extension timeline; and
- Evaluations that are not required under ED 1107.04 will not be considered for SPED AID.

The district can submit costs for reevaluations pursuant to Ed 1107.05(a) (b). The NHED 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 NHED evidence of the parent consent to reevaluate. The invoice must state that the costs are for a reevaluation. To enter the costs into NHSEIS, enter the invoice under “Exceptional Cost” in the financial summary.

Independent Educational Evaluation

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

Other Assessments

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

- Assistive technology

EXCEPTIONAL COSTS (cont.)

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

Braille Books/Large Print Materials

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 NHED 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 NHED will consider, on a case-by-case basis, other exceptional costs. Please contact the NHED to discuss these costs.

Note: The NHED will not reimburse any cost, including re-evaluation costs, which have been paid for through the district's IDEA grant.

Invoices [New Mail](#)

Student: John October2020 Student ID: 2106717 SASID: 0000066672 DOB: 09/15/2005 District of Liability: Concord

School Year: 2020 - 2021 (07/01/2020 - 06/30/2021)

Exceptional Costs

Enter Begin Date, End Date, number of Units of Service and the Cost per Unit

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

Del	Begin Date	End Date	Service	Setting	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility
	09/09/2020	10/05/2020	Exceptional Costs		1	1500						<input checked="" type="checkbox"/>	0.00
New Lines													
# 1	<input type="text"/>	<input type="text"/>	Please enter valid Begin and End dates to evaluate.	Day	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>	
# 2	<input type="text"/>	<input type="text"/>	Please enter valid Begin and End dates to evaluate.	Day	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>	
# 3	<input type="text"/>	<input type="text"/>	Please enter valid Begin and End dates to evaluate.	Day	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>	
# 4	<input type="text"/>	<input type="text"/>	Please enter valid Begin and End dates to evaluate.	Day	<input type="text"/>	<input type="text"/>						<input type="checkbox"/>	

Click to add additional invoices.

Be sure to save Exceptional Cost info!

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

DISALLOWED COSTS

Disallowed costs, as referred to in the special education aid reimbursement process, means costs that the State is not able to reimburse the district for due to an inconsistency with State or federal special education law or the NH Standards regarding the special education process. The NHED will review submitted information and determine if a cost meets these requirements and if not, notify the district of the disallowed cost(s). The district will then be asked to remove the cost from their application. A list of disallowed costs is provided to aid the district in completing its application for SPED AID.

Placement

- Placement under “Custom Special Education Services”, including placements for approved special education summer programs for tuition and/or room/board entered into “Custom Special Education Services” or placement in any other section of the IEP other than “Program Services”, costs will be disallowed and invoices removed from NHSEIS.
- If the dates of the program identified in the IEP do not coincide with the invoice dates, the placement will be disallowed, and invoices removed from NHSEIS.

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.

Administrative Personnel

- Costs for administrative function of personnel will be disallowed (may include, but not limited to: cost to attend meeting, writing of reports including IEPs, development of IEPs and analysis of data).

Entry of Services

- Services entered as one total amount will be disallowed. 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.
 - ✓ 180 units @\$50.00 = \$9,000
 - X Please do not enter as 1 @ a set price Example: Transportation= 1@ \$9,000.00
- Allowable services on the invoice must match the service identified in the IEP.
- Invoices and service logs must coincide with the IEP. If the connection is not clear, the district may be asked to provide further information or invoices may be inactivated.

LIST OF DISALLOWED COSTS

Invoices that reflect the following costs are disallowed:

- service provider's mileage, travel, or hotel stays.
- supplies such as paper, pencils, art supplies, movie rentals and aids to daily living (ADL).
- regular class tuition.
- resource room, only services provided within the resource room are allowed.
- invoices that average the rate for multiple Paraprofessionals, 1:1 Rehab Assistants, Aide, and 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.
- "camps" the NHED does not have the authority to approve camps for special education programs.
- costs of a field trip, if a student requires specialized transportation to attend the field trip and it is in the student's IEP that is allowable but the costs for the field trip itself is not.
- services, which are usually included in tuition costs, may not be charged in addition to the tuition rate approved by the NHED or program's state of origin.
- services in the previous fiscal year, the NHED will disallow the costs identified in the invoices. The NHED can only consider invoices for services that have been rendered in the year in which the District is seeking Special Education Aid.
- direct instruction is not placement. If a district is attempting to use direct instruction for tuition costs, the NHED 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.

DISALLOWED COSTS CONT...

- administrative costs cannot be used to determine SPED AID reimbursement; and
- invoices for items 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.
- If the District pays over the established rate and enters this into NHSEIS, the NHED will only consider costs at the NHED's or host state's established rate. Please contact Cathy Krammes 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, \$100 will be disallowed, districts will be asked to remove the excess costs from NHSEIS.

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

- Group vs Individual Services
 - In reviewing previous applications for SPED AID, the NHED has found that some districts are considering group when there is only one student receiving services. The NHED 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 service should be re-scheduled again as a make-up session and noted as such on the invoice.

DISALLOWED COSTS CONT...

- Invoices must clearly identify the student who received services (no nicknames on the invoices). The NHED 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.
- Service logs should not be used in place of invoices. Invoices being submitted for SPED AID should have an invoice number, invoice date, provider information, service being provided, number of units provided, and unit rate and identify any makeup sessions.
- The NHED will not consider costs that are associated with an IEP that has been inactivated. You can find inactive events on the Student History page in NHSEIS.
- If the district needs to figure a cost of a service, then always round down. If a District rounds up, the (units) x (rate) will calculate at an amount over the invoice and it will be disallowed.

Example: Individual Speech rate= \$52.23 Group Speech Rate=\$26.115 →Correct rate is \$26.11 not \$26.12 Do not round UP

Districts may not submit SPED AID costs for students who received Court-Ordered Placement Aid for the same placement(s) during the school year.

It is not the responsibility of the NHED to interpret the services 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 NHED will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHED will disallow these invoices since the services in the invoice do not match the services in the IEP.

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 describe the service being provided or the costs will be disallowed.

Special education in-district 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. Please refer to Ed 1113.10 (d) for further information.

D

ISALLOWED COSTS EXAMPLE

The screenshot shows the NHSEIS interface for an invoice. At the top, there is a navigation bar with the NHSEIS logo and various menu items. Below this, the user's name (Terry) and other account information are displayed. The main content area shows the invoice details for Student Jill L. Smith, including Student ID, SASID, DOB, and District of Liability. A warning message states: "The invoice total has exceeded the States Special Education Aid Cap!". Below the warning, there are fields for invoice number (sp333), vendor (Spaulding Academy & Family Services), and other details. A table titled "Invoice # sp333 Line Items" is shown below. The table has columns for Inactive, Begin Date, End Date, Service, Settings, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Reimbursement. Two rows are highlighted in red, indicating disallowed costs. The first row is for "7248 Neuro Behavioral & Autistic Intensive Day" with 6 units entered, but only 3 units allowed, resulting in 450.00 disallowed. The second row is for "7248 Neuro Behavioral & Autistic Intensive, Residential" with 6 units entered, but only 3 units allowed, resulting in 450.00 disallowed. A "Totals" row shows 12 units entered, 6 units allowed, and 900.00 disallowed. A callout bubble points to the "Units" column, stating: "To correct overage: Re-enter the correct amount of Units as identified in the IEP". Another callout bubble points to the "Reason Disallowed" column, stating: "Reason for Disallowed cost=Units entered are over allowable amount."

Inactive	Begin Date	End Date	Service	Settings	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Rei
<input type="checkbox"/>	01/19/2021	01/21/2021	7248 Neuro Behavioral & Autistic Intensive Day (01/19/2021 - 09/13/2021)	Day	6	150.00	900.00	3	150.00	450.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	450.00	
<input type="checkbox"/>	01/19/2021	01/21/2021	7248 Neuro Behavioral & Autistic Intensive, Residential (01/19/2021 - 09/13/2021)	Residential	6	150.00	900.00	3	150.00	450.00	Calculated units allowed less than number entered	<input checked="" type="checkbox"/>	450.00	
<input type="checkbox"/>			Exceptional Costs									<input type="checkbox"/>	0.00	
Totals:					12	300.00	1800.00	6	300.00	900.00			900.00	

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

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 NHED 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, Supplementary Services, Support for Personnel Services and Supplementary Aids** 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.

- Extended School Year services provided in the summer months may be considered for SPED AID reimbursement provided they meet the requirements outlined in this manual.
- 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. In addition, Home Instruction must be selected under program placement.

*****The NHED considers “direct instruction” as the specially designed instruction outlined in IDEA. Specially designed instruction must be provided by a certified educator. Direct instruction may not be provided by non-certified personnel, such as a paraprofessional or the like.**

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

- Student specific special education equipment. To seek reimbursement, this equipment cannot be purchased using IDEA funds.
- Software and license for software. Software and license for software needs to be child specific and purchased for a student with a disability. The district will need to submit an invoice to the NHED with back up documentation. The backup would need to have the list of students using the software. Software and license for the software must be considered specially designed instruction.

CONSULTATION

- Consultation services. Consultation services can be added under Supports for personnel, or under supplementary service as a custom supplementary service.
- Consultations to staff and/or consultative services are identified in the IEP under Supports for personnel.
- 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 NHED 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 NHED will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHED will not allow "consultant costs" on the invoices since the services in the invoice do not match the services in the IEP.

The NHED will not consider costs for SPED AID reimbursement for e-mail consults or the following consultant costs, as they are an administrative function:

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

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 NHED 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.

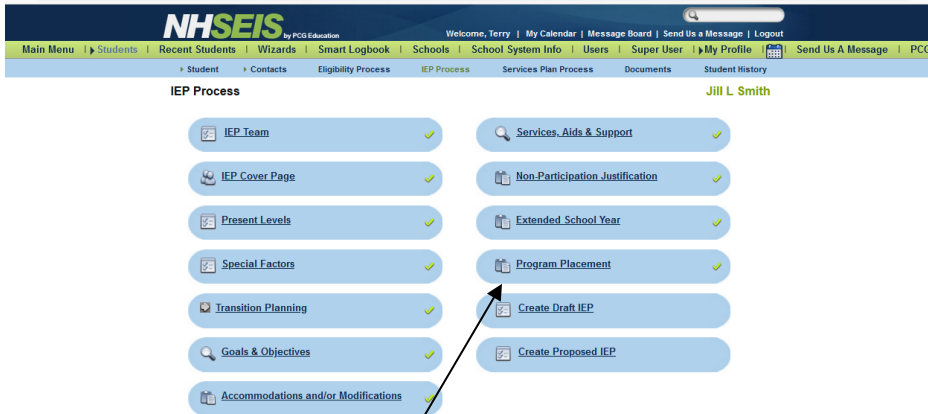
- Invoices should not be entered for placement including tuition and room and board if the name of the program does not appear in the drop-down menu under "Program Services" in the Service section of the Financial Summary.

- 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.
- The NHED **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 NHED 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 NHED will not consider cost for program placements entered into Custom Special Education Services since this bypasses the business rules associated with program placement.

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 NHED website under Special Education, then under Fiscal/Financial.

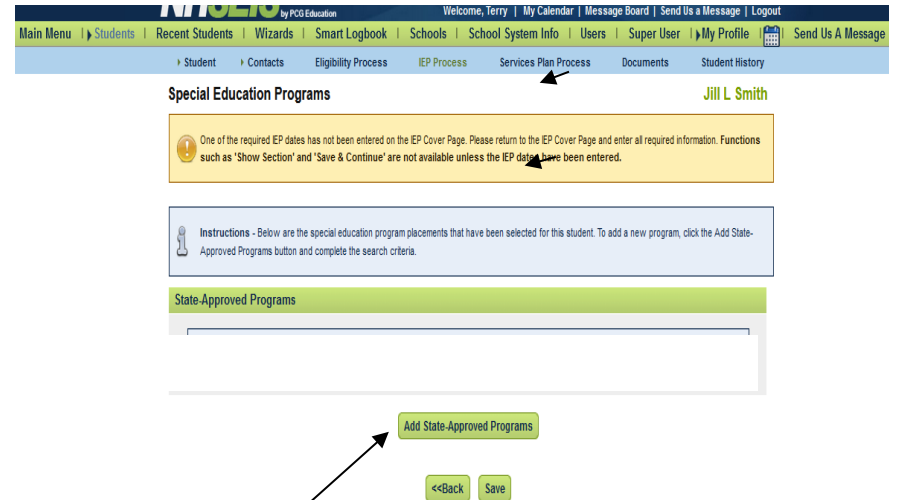
When an agency has more than one approved program, the name of the specific program must be clearly identified on the invoice. This will allow the NHED to verify the correct rate is being considered for SPED AID reimbursement.

The following screen shots show how to select the Program Placement in the IEP Process



Step 1

On the IEP Process, select Program Placement



Step 2

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.

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[Student](#) | [Contacts](#) | [Eligibility Process](#) | [IEP Process](#) | [Services Plan Process](#) | [Documents](#) | [Student History](#)

Search for Special Education Programs Jill L Smith

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: <small>(required)</small>	<input type="text" value="01/19/2021"/>		
Program End Date: <small>(required)</small>	<input type="text" value="09/13/2021"/>		
Program Name: <small>(enter all or part of the program name)</small>	<input type="text"/>		
Location: <small>(enter all or part of the location, if known)</small>	<input type="text"/>		
Provider Name: <small>(enter all or part of the provider's name, if known)</small>	<input type="text" value="Spaulding"/>		

Find Program(s) >>
<< Back

Step 3

Begin and end dates must be entered into these fields.

Step 4


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


Step 5

Click Find Program.

Add Special Education Programs

Jill L. Smith

 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 and Continue" to add them to this student's record.

Step 6

Select Placement

Add	Program Name	Provider	Location	Begin Date	End Date	Setting	Capacity	Currently Assigned
<input type="checkbox"/>	Bridge Program-Day	Spaulding Academy & Family Services	Northfield, NH	09/01/2008	06/30/2025	Day	55	31
<input type="checkbox"/>	Bridge Program-Residential	Spaulding Academy & Family Services	Northfield, NH	09/01/2008	06/30/2025	Residential	46	1
<input type="checkbox"/>	Emotionally Disturbed, Residential	Spaulding Academy & Family Services	Northfield, NH	07/01/2005	06/30/2025	Residential	17	0
<input type="checkbox"/>	Home Instruction	Spaulding High School	Rochester School District	03/23/2017	06/30/2078	Day	Unlimited	1
<input checked="" type="checkbox"/>	Neuro Behavioral & Autistic Intensive Day	Spaulding Academy & Family Services	Northfield, NH	07/01/2005	06/30/2025	Day	39	25
<input checked="" type="checkbox"/>	Neuro Behavioral & Autistic Intensive, Residential	Spaulding Academy & Family Services	Northfield, NH	07/01/2006	06/30/2025	Residential	39	5
<input type="checkbox"/>	Regular Class	Spaulding High School	Rochester School District	07/01/1983	06/30/2078	Day	Unlimited	118
<input type="checkbox"/>	Resource Room	Spaulding High School	Rochester School District	07/01/1983	06/30/2078	Day	Unlimited	82
<input type="checkbox"/>	Self Contained	Spaulding High School	Rochester School District	07/01/1983	06/30/2078	Day	Unlimited	5

Step 7

 = Student Already Receives This Program

<< Back

Save & Continue >>

Save & Continue

Step 8

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

NHSEIS by PCG Education

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

Special Education Programs Jill L. Smith

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"/>	Neuro Behavioral & Autistic Intensive Day	1 per day	6 hr	01/19/2021 09/13/2021	0	Details
<input type="checkbox"/>	Neuro Behavioral & Autistic Intensive, Residential	1 per day	24 hr	01/19/2021 09/13/2021	0	Details

Add State-Approved Programs

<<Back Save Save and Continue >>

Example of program placement entered in the student IEP Process


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Student | Contacts | Eligibility Process | **IEP Process** | Services Plan Process | Documents | Student History

Special Education Programs

Jill L Smith

 **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"/>	Neuro Behavioral & Autistic Intensive Day	1 per day	6 hr	01/10/2021 09/13/2021	0	Details
<input type="checkbox"/>	Neuro Behavioral & Autistic Intensive, Residential	1 per day	24 hr	01/10/2021 09/13/2021	0	Details

[Add State-Approved Programs](#)

Example of program placement appearance on IEP document

PARENT'S RESPONSE TO EDUCATIONAL PLACEMENT PROPOSAL

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: Spaulding Academy & Family Services	Time Spent: 1 sessions/day of 6 hr	Begin: 01/10/2021
Program: Neuro Behavioral & Autistic Intensive Day		End: 09/13/2021
Provider: Spaulding Academy & Family Services	Time Spent: 1 sessions/day of 24 hr	Begin: 01/10/2021
Program: Neuro Behavioral & Autistic Intensive,Residential		End: 09/13/2021

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

File Edit View History Bookmarks Tools Help

EasyIEP (-nhstate, Terry Hersh) x EasyIEP (nhref, Terry Hersh) x EasyIEP (nhtrainingsite, Terry Hersh) x

https://nhses.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=2029042E-6C15-1014-B90C-8C4DD54820D3&FromAg 90%

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

Invoices

Student: Jill L Smith Student ID: 2093968 SASID: 000002244 DOB: 10/04/2004 District of Liability: Concord
 School Year: 2020 - 2021 (07/01/2020 - 06/30/2021)

Invoice #	n11/1/2020	Locked:	
Invoice Date:	11/01/2020	Vendor:	AAA Reading
Payment Date:	11/15/2020	New Vendor:	Add a New Vendor
Payment Ref Num:		Vendor Code:	
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTrain001

Invoice # Line Items											
Del	Begin Date	End Date	Service	Setting	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed
			Exceptional Costs								
New Lines											
# 1	09/01/2020	09/13/2020	6928 Reading - Specialty Designed Instruction (Special Education Setting) (Reading and Writing Specialist) (1 sessions/day of 30 min) (06/20/2020 - 06/07/2021)	Day	10	50					
# 2	09/14/2020	09/30/2020	7018 Reading - Specialty Designed Instruction (Special Education Setting) (Reading and Writing Specialist) (1 sessions/day of 30 min) (09/14/2020 - 09/13/2021)	Day	10	50					
# 3	10/01/2020	10/31/2020	7018 Reading - Specialty Designed Instruction (Special Education Setting) (Reading and Writing Specialist) (1 sessions/day of 30 min) (09/14/2020 - 09/13/2021)	Day	20	50					
# 4			Please enter valid Begin and End dates to evaluate.	Day							

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

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

APPENDICES

DEFINITIONS

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

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)

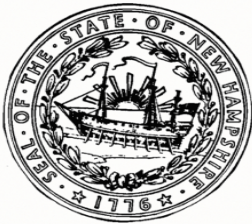
RESOURCES

New Hampshire Education Laws Annotated 2020-2021 Edition

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

NH Standards for the Education for Children with Disabilities, March 24, 2017, amended as of 6/14/18, amended as of 8/9/18

[Ed 1100 \(state.nh.us\)](http://www.state.nh.us/ed/1100)



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 2022 - 2023, 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 2022 - 2023 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 printed in chronological order is attached.

Superintendent of Schools signature

Date