

Non-Public School/Non-Public Agency Claim Procedures for Reimbursement

The Set-Aside Pool can be accessed for approved reimbursement claims for Nonpublic School/Nonpublic Agency (NPS/NPA) costs.

Collaboration

The District must (1) collaborate with the SELPA Administrator or designee prior to an IEP decision to refer a student to an NPS/NPA placement or (2) contact the SELPA Administrator or designee if a student moves into the LEA with these services designated on the student's current IEP.

Master Contract

The Fresno County SELPA provides the NPS/NPA Master Contract to Member LEAs. The fully-executed NPS/NPA Master Contract must be forwarded to the Fresno County SELPA Administrator or designee upon placement of the student(s). Since the contract is updated annually, the Member LEA must also renegotiate with the NPS/NPA on an annual basis, if necessary.

Cost Breakdown

The costs must be separated between Basic Education/Special Ed Instruction and Educationally-related services. Educationally-related services should be separated further into Transportation, Residential, Speech, etc.

Available Funding

The SELPA has two sources of revenue that may be available for NPS/NPA costs. The first is the AB114 Mental Health funds; the other is the State Special Education funds.

AB114 funds may cover up to 100% of educationally-related mental health services required by an IEP. Educationally-related services may consist of residential costs, student transportation costs, and other designated instructional service costs as are required to assist a child with a disability to benefit from special education.

Additionally, AB114 funds may cover up to 75% of the classroom instruction and special education time for students receiving AB114-qualified services.

The other funding source, State Special Education funds, may cover up to 70% of costs not otherwise claimable using the AB114 funds.

Example

As an example, student Suzy Smith is at a Residential NPS. Suzy receives AB114-qualified services. The annual costs are as follows:

Service	Cost	Reimbursable Amount		Non-reimbursable amount
		AB114	State Sp Ed	
Basic Education/Special Ed Instruction	\$56,000	\$42,000	\$9,800	\$4,200
Transportation	7,300	7,300	0	0
Speech Services	12,412	12,412	0	0
Residential	62,140	62,140	0	0
Total	\$137,852	\$123,852	\$9,800	\$4,200

Claim Documents

Claims for the fiscal year are due to the SELPA Administrator or designee on or before July 31st of each year.

Appropriate documentation of claim costs must be submitted to the SELPA Administrator or designee, and approved by the appropriate SELPA Committee.

Claims must include the following:

1. Fresno County SELPA Set-Aside Pool Reimbursement Claim Form
2. Member Invoice to FCSS
3. Copy of Verification of Student's IEP Pages via SEIS for Eligibility, Services, Settings, and Signature; plus any additional placement rationale, such as IEP meeting notes and assessments.
4. Everest Total Payment, General Ledger, or Financial Activity report that illustrates the expenditure.
5. Copy of paid Vendor Invoice(s) and/or Receipt(s).