

**\*REVISED\***

March 4, 2009

Re: Final Adjustments for Fiscal Year 2008

Dear Executive Director:

The Department of Education's (DOE) Bureau of Non-Public School Payables (NPSP) is closing its financial records for fiscal year 2007/2008. In furtherance of that process, and consistent with the terms of the Final Student Register Adjustment section of the Non Exclusive Requirements Agreement for the Provision of Services for Preschool Students with Disabilities (Agreement), the NPSP is providing this cover letter with instructions for reviewing the CAFS Student Roster and returning it to the NPSP with revisions, if any, along with documentation and certification. This process may result in payment adjustments.

Within **60 days from the date of this letter** you are required to complete your **final roster**, review and submit the information in a format that complies with the below instructions, which should be read carefully inasmuch as they are different in certain respects from prior years' instructions. Within the 60-day period you may request an opportunity to meet with NPSP staff, but that request will not extend the filing deadline.

Please note, beginning with the fiscal year 2009 roster, the 60 day period for completing, reviewing and submitting your final roster will begin immediately after the final payment for the fiscal year. The 60 day period will start September 1st. This applies to preschool and in state school age providers as well as to out of state school age and SEIT.

### **REPORTS**

**Each Provider's CAFS Student Roster ("Roster") must be accessed through the CMR website: <https://dfoforms.nycenet.edu/webschool/signin.aspx>.**

Access the roster for **each site** by selecting the school code, the school year, the service code ("SEIT" or "All Other") and then clicking on the "Go" button on the right. The Roster, which is sorted alphabetically and identifies the students associated with that site for the fiscal year, will appear. **After retrieving the roster follow the below instructions for reviewing, updating as necessary, and submitting the roster in final certified form.**

**Please follow the instructions in the “SUBMISSION OF THE ROSTER/REVISED STUDENT ROSTER” SECTION of this letter.**

**Failure to certify the roster within 60 days will authorize the New York City Department of Education to consider your student roster as the final certified roster.**

- **SEIT Services:** For each student, the Roster provides the school year, OSIS (NYC ID) number, student’s name, school ID, fund, program code, authorized start date, authorized stop date, and sessions.
- **All Other Services** (Special Classes, Special Classes in Integrated Settings): For each student, the Roster provides the school year, OSIS (NYC ID) number, student’s name, school ID, fund, program code, authorized start and stop dates, and enrollment start and enrollment stop dates.

### **ROSTER REVIEW**

#### **For SEIT Providers**

You will note that the Roster contains the “authorized start” and “authorized stop” date, but not the “enrollment start” and “enrollment stop” date. Therefore, you must enter the enrollment start and stop dates for each student.

- Upon your review of the Roster, if all you have added is the enrollment information and there are **no other changes to the Roster**, proceed to the “Submission of the Roster/Revised Student Roster” section, below.
- Upon your review of the Roster, **if you have changed the Roster by removing and/or adding new students or by editing other information**, proceed to the “Revised Student Roster” section, below.

#### **For “All Other Services” Providers**

- Upon your review of the Roster, **if you have not changed the Roster** by adding and/or removing students or editing any other information provided, proceed to the “Submission of the Roster/Revised Student Roster” section, below.
- Upon your review of the Roster, **if you have changed the Roster by removing and/or adding new students or by editing any other information provided**, proceed to the “Revised Student Roster” section, below.

#### **REVISED STUDENT ROSTER**

- If any student’s authorized start and/or authorized stop date, enrollment start and/or enrollment stop date, program code, and/or school site on the Roster (Excel spreadsheet) is different from the information in your records, make the change directly on the CMR application.

- If a student who was assigned to your school by the DOE and was enrolled is not identified on the Roster, that student’s approval record should be added on the roster online thru the CMR application by providing all required information, to wit, the school year, OSIS (NYC ID) number, school ID, fund, program code, authorized start and stop dates, and enrollment start and enrollment stop dates. SEIT providers will also need to complete the “sessions” field.
- If a student who appears on the Roster was not enrolled at the site, “remove” that student from the Roster by clicking the ✖ icon under the ‘Not in Agency’ column.

### **FINAL CERTIFICATION OF ROSTER**

A final certification of your Roster/Revised Roster is required and can be accessed by clicking on the ‘FINAL CERTIFICATION’ link. The Roster/Revised Roster will be locked to prevent further updates once the ‘FINAL CERTIFICATION’ has been completed. The CMR application will save a copy of your certified roster in the CAFS database. **Please note: your final certification will be for all your sites at once. Make sure you make your changes to all your sites before certifying.**

### **SUBMISSION OF THE ROSTER/REVISED STUDENT ROSTER**

**Within 60 days from the date of this letter**, you must complete the review and certification process described above; print the Roster/Revised Student Roster from the CMR website; print, sign and notarize the Terms and Conditions page (Final Certification); and, copy documentation supporting any changes you made to the Roster. (See “Required Documentation” section, below). **Mail the complete package of those documents and records to:**

Carmen Reyes  
 NYC Dept. of Education  
 Bureau of Non-Public School Payables  
 65 Court Street, Room 1503  
 Brooklyn, NY 11201

### **REQUIRED SUPPORTING DOCUMENTATION**

Documentation in the form specified is required to support changes you made to the Roster as follows<sup>1</sup>:

- *Change:* The “enrollment start” date and/or “enrollment stop” date has been changed, resulting in an increase in the period of enrollment.
  - *Documentation:* A copy of the attendance log identifying first and last dates of the student’s attendance
- *Change:* A **preschool** student is added to the Roster.

*Documentation:* A copy of

- the record/letter from the DOE authorizing service (A-1P); *and*

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<sup>1</sup> SEIT providers have been instructed to fill in enrollment start and enrollment stop for each student

- page one of the IEP and AR-2P; *and*
- attendance log identifying first and last dates of the student's attendance
- *Change:* A **school-age** student is added to the Roster.

*Documentation:* A copy of

- page one of the IEP identifying placement with the provider; *and*
- attendance log identifying first and last dates of the student's attendance

### **RECONCILIATION REPORT**

Within 45 days upon receipt of your complete mailed submission, NPSP will review the information to determine which changes, if any, will be accepted and will generate a Reconciliation Report based on those determinations. You may be contacted in the interim if there are issues to be addressed. The Reconciliation Report will be mailed return receipt requested.

Any additional payment or recoupment will be processed based on the Reconciliation Reports.

**Note** that the Reconciliation Report will contain FTE/session information based on the certified information you provided and with which the NPSP agrees. Under the terms of the Agreement, the DOE may compare the Reconciliation Report FTEs/sessions with the information you submitted to the DOE's Office of the Auditor General. In the event that a discrepancy between the reported numbers is identified, the DOE will forward that information to the New York State Education Department for its consideration in setting the tuition rate.

Sincerely,

Christopher McKay,  
Director

C: Vincent Giordano  
Carl Schneider  
Linda Wernikoff  
John Wall

Richard Carlo  
Scott Matluck  
Bernice Farnham  
William Joyce

Karen Hunter  
Deborah Leon  
Maggy Ames  
Joyce Glassman