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**DATE:** October 14, 2014  
**TO:** Approved Special Education Providers  
**FROM:** Frank Lanore  
**SUBJECT:** SEDCAR Instructions for Grant Year 2015-2016

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An ASEP's receipt of IDEA vendor funds<sup>1</sup> is contingent upon its timely submission of a SEDCAR-1 form, and, thereafter, an approved budget, narrative and subsequent expenditure report. The following applies to the submission of the SEDCAR-1 form to the New York City Department of Education ("Department") for the 2015-2016 grant year. Inasmuch as the process for submitting such forms has changed, it is critical that you carefully review the instructions contained in this writing and adhere to the stated submission dates to avoid a delay in approval or a denial of your request for IDEA vendor funds.

The 2015-2016 SEDCAR-1 form student count must reflect only students who are enrolled in a special education program or who are receiving related service only by the **October 1, 2014 BEDS date**. The SEDCAR-1 form includes four reporting sections:

**Section A-1:** Number of preschool students (*i.e.*, those students who have turned 3 or 4 by the BEDS date) provided *related services only*. Students who also receive other preschool special education programs must not be reported in this line.

**Section A-2:** Number of preschool students (*i.e.*, those students who have turned 3 or 4 by the BEDS date) provided a preschool special education program, that is, a *Special Education Itinerant Teacher (SEIT) services and/or full or part-time special class or special class in an integrated setting ("tuition") services*.

**Section A-3:** Count of school-age students (*i.e.*, those students who have turned 4 or 5 by the BEDS date) *attending programs for school-age children*.

**Section B-1:** Count of school-age students with disabilities, who have turned 6 up to 21 by the BEDS date.

<sup>1</sup> IDEA Part B flow-through vendor funds for section 611 (for students with disabilities ages 3-21) and section 619 (for students with disabilities ages 3-5) consistent with §4410-b of the New York State Education Laws.

### **Tuition and SEIT Program Student Counts**

ASEPs are required to report and certify students' enrollment in a preschool or school-age special education program in the Department's Certified Monthly Roster ("CMR") system. The Department will use the ASEP's certified CMR enrollment information to identify students who comprise the ASEP's student count for purposes of completing sections A-2, A-3 and B-1 of the ASEP's SEDCAR-1 form. The students who make up the SEDCAR-1 form count will be posted in a separate Tuition/SEIT Program Student List. The ASEP will not be permitted to edit that list.

### **Related Service Only Student Count**

Effective September 1, 2013, all vendors were required to submit invoices electronically for related services using the Vendor Portal. The Department will use the ASEP's certified related service invoices to identify students who comprise the ASEP's student count for purposes of completing section A-1 of the ASEP's SEDCAR-1 form. The students who make up the SEDCAR-1 form count will be posted in a separate Related Service Only Student List. The ASEP will not be permitted to edit that list.

### **ARTICLE 81 SCHOOLS**

Article 81 schools are required to complete and file with SED a 2015-2016 Notice of Designated Local Education Agency for IDEA Funds form ("*SEDCAR-2 Form*"). However, to qualify for IDEA vendor funds from the Department, the Article 81 schools must *also* submit a SEDCAR-1 form and a copy of the SEDCAR-2 form to the Department.

### **SEDCAR-1 Form Submission**

ASEPs, including Article 81 schools, must complete the SEDCAR-1 form by January 30, 2015. The numbers reported must be consistent with the Tuition/SEIT Program Student List and Final Related Service Only Report, as applicable. **NOTE:** It will no longer be necessary for the ASEP to create a separate student listing inasmuch as the Tuition/SEIT Program Student List and Final Related Service Only Report serve that purpose.

Completed SEDCAR-1 forms, bearing the original signature of the ASEP Administrator, must be mailed in time for its receipt by the Department by January 30, 2015. In addition to mailing the hardcopy, it is recommended that the ASEP scan the signed SEDCAR-1 form and email it to [kquinon@schools.nyc.gov](mailto:kquinon@schools.nyc.gov)

Faxed documents will not be accepted. ASEPs that fail to submit the hardcopy SEDCAR-1 Form by the January 30, 2015 deadline will NOT be eligible to receive IDEA vendor funds for the 2015-2016 grant year.

ASEPs are required to retain copies of the submitted SEDCAR-1 form, with supporting documentation, for a period of 7 years.

**Mailing Address:** New York City Department of Education  
Office of Non Public School Payables  
65 Court Street, Room 1001  
Brooklyn, New York 11201  
**Attention:** Katherine Quinones

2 The report does not include any student who in addition to being enrolled in a Special Education Program, received related services. Those students will be reported under the Student Listing Report of the ASEP that provided the Special Education Program.