



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**JOEL I. KLEIN, *Chancellor***

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DIVISION OF FINANCIAL OPERATIONS  
BUREAU NON PUBLIC SCHOOL PAYABLES

**Notice of Deadline and Instructions for the 2010-2011**  
**SEDCAR Submission**

For an ASEP to be sub allocated IDEA funds for the school year 2010-2011, it must submit a completed SEDCAR-1 form and Supplemental Pupil Listing by March 3, 2010, to the mailing address listed at the end of this document.

The following are instructions to complete and submit these forms.

**SEDCAR-1 Form**

Approved Special Education Programs (ASEPs) must use a SEDCAR-1 form to initiate the sub-allocation process of the IDEA Grant.

The SEDCAR-1 Form is a summary, by funded age group, of pre-school and school aged NYC resident pupils with disabilities that have been determined eligible for IDEA funding.

The SEDCAR-1 form has 3 Sections.

1. Section 1 requests current and correct information about the ASEP including its SED BEDS Code, current administrator's name, telephone number and e-mail address.
2. Section 2 contains pertinent LEA information. The New York City Department of Education is the authorized agency responsible for the sub- allocation of the IDEA grant to Approved Special Education Programs where NYC residents' pupils are placed.
3. Section 3 is divided into parts A and B. That section must be completed by the administrator of the ASEPs.

In part A, ASEPS are required to post the number of students ages 3-4, who on October 7, 2009 received special education services pursuant to Section 4410 of the NYS Education Law. There are 3 categories of pupils that need to be listed separately.

- Category 1 requests the number of preschool students (3-4) provided related services only. Read the instructions on the form carefully.
- Category 2 requests the number of preschool students (3-4) provided special education program including SEIT services.
- Category 3 requests a count of the students (4-5) attending programs for school age children.

Part B requests a count of students 6 to 21, receiving special education services at the ASEP, on October 7, 2009.

Before mailing the SEDCAR-1 form and Supplemental Pupil Listing, please ensure that the total number of pupils posted in Section 3, tables A and B reflect the sum of all the pupils whose names are listed on the Supplemental Pupil Listing.

Completed SEDCAR-1 forms, bearing the signature in ink of the ASEP Administrator, must be mailed with adequate lag time to allow for their delivery at the New York City Department of Education (NYCDOE) by the close-of-business on **March 3, 2010**. SEDCAR-1 Forms should also be mailed in a manner that requires a signature upon receipt at the NYCDOE. **Faxed documents will not be accepted. NYCDOE will NOT accept SEDCAR-1 forms received beyond the March 3, 2010 deadline. ASEPs that fail to submit the SEDCAR-1 Form to NYCDOE by March 3, 2010 will NOT be eligible to receive IDEA sub-allocation funds for the 2010-2011 grant year.**

For reference and audit purposes, ASEPs are asked to retain copies of the submitted SEDCAR 1 Form, with supporting documentation, for a period of 7 years, i.e. until June 30, 2017.

### **Supplemental Pupil Listing**

The Supplemental Pupil Listing should serve as initial documentation in completing the SEDCAR-1 form. This is a listing of all pupils with disabilities considered eligible for IDEA sub-allocation funds. These pupils must have been placed in the ASEP by the Department of Education's Central Based Support Team by October 7, 2009.

The listing should contain the Pupil's Full Name, Date of Birth, NYC-ID number and the total count of pupils. For the reported pupils that are **receiving related services only, ASEPs must also list** the two types of related services provided and names of the service providers. (A sample format of a supplemental pupil listing is provided at the end of this document.)

Once the Supplemental Pupil Listing is complete, eligible students should then be accurately sorted and counted by age category and the count should then be posted in parts A and B of section 3 of the SEDCAR-1 form as applicable.

Notes:

- For those corporations that serve as an “umbrella” to several ASEPs, printouts are provided on the basis of the 12-digit BEDS code of the umbrella.
- ASEPs providing only related services to preschool aged students should include them in their SEDCAR count of eligible students. Eligible students are those who receive two or more related services when the ASEP provides all of the related services, or when the ASEP coordinates the related services where more than one provider serves that pre-school student.

Finally, when submitting the SEDCAR-1 form to the NYCDOE, please label Supplemental Pupil Listings “**CONFIDENTIAL**” since names of students with disabilities are included in those documents.

**ARTICLE 81 SCHOOLS**

Article 81 schools are required to complete and submit a 2010-2011 SEDCAR-2 Form to SED. The SEDCAR-2 Form is a “Notice of Designated Local Education Agency for IDEA Funds”. Its submission to SED, however, is not sufficient to enable NYCDOE sub-allocate IDEA Funds to Art 81 Schools. They must submit a SEDCAR-1 form to NYCDOE by March 3, 2010.

To receive IDEA funds for students who, at the time of their placement were New York City residents, **out-of-state Article 81 ASEPs** need to submit with the SEDCAR-1 Form, special education data collection forms (i.e. PD forms) and the first page of the Individual Education Program (IEP) of each NYC student’s it counts.

**In-State Article 81 ASEPs** besides submitting a SEDCAR-2 Form to SED will complete a SEDCAR-1 Form for NYCDOE. With appropriate documentation, the SEDCAR-1 form must be received by NYC DOE by close-of-business **March 3, 2010.**

**Mailing Instructions**

SEDCAR-1 forms with all supporting documentation must be received at NYC-DOE by the close-of-business on March 3, 2010. Below is the official current mailing address.

**New York City Department of Education  
Office of Non Public School Payables  
65 Court Street, Room 1503  
Brooklyn, New York 11201  
Attention: IDEA Unit**

## SAMPLE SUPPLEMENTAL PUPIL LISTING

CONFIDENTIAL

ASEP NAME: OUR FUTURE LEADERS

SED CODE: 1234-5678-9112

<b>Pupil Count</b>	<b>Last Name</b>	<b>First Name</b>	<b>NYC-ID</b>	<b>Date of Birth</b>
1	Doe	Jane	123456789	11/07/2003
2	Sunshine	Little Miss	987654321	05/14/2001
3	Simpleton	John	912345678	7/22/2002
<b>Count = 3</b>				

### RELATED SERVICES ONLY PORTION

<b>Pupil Count</b>	<b>Last Name</b>	<b>First Name</b>	<b>NYC-ID</b>	<b>Date of Birth</b>	<b>Related Service Received</b>	<b>Related Service Provider</b>	<b>Related Service Received</b>	<b>Related Service Provider</b>
1	Joseph	Ray	123456781	12/20/2003	Speech Therapy	Janet Rogers	Occupational Therapy	Janet Rogers
2	Kat	Kitty	234569842	05/14/2003	Physical Therapy	Sammy Lin	Occupational Therapy	Tony Rivera
3	Burger	Wendy	567894528	07/25/2004	Speech Therapy	Sara Lee	Physical Therapy	Biggie Smalls
<b>Count = 3</b>			895672569	11/30/2003	Occupational Therapy	Teddy Bear	Speech Therapy	Sara Lee

**TOTAL COUNT = 6**

\* USE EXCEL FORMAT