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DATE: January 9, 2012
TO: Approved Special Education Providers
FROM: Frank Lanore
SUBJECT: SEDCAR Instructions for Grant Year 2013-2014

It has come to our attention that there may have been some SEDCARS that did not list all students who were eligible for IDEA funding; therefore we have **re-posted** the Tuition and Related Service Only SEDCARS to the CMR.

An ASEP's receipt of IDEA vendor funds¹ 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 2013-2014 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 2013-2014 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 3, 2012 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*.

¹ 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.

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

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

The certified related service information reported by ASEPs through the Department's vendor portal will be used by the Department to create a preliminary report of students who received related service(s) as of the BEDS date ("**Preliminary Related Service Only Report**").² To facilitate the Department's preparation of the **Final Related Service Only Report**, the ASEP must:

1. Log into the Vendor Portal site <https://vendorportal.nycenet.edu/vendorportal/login.aspx>
Click the CMR link located to the right of the landing page.
Click the Report link located near the top left.
Click the SEDCAR Reports link located towards the top right.
Select "2013" from the Fiscal Year drop down list to download the report.
2. Review the Preliminary Related Service Only Report to determine if it is accurate and complete. Any student who was not receiving related services as of October 3, 2012 must be deleted. Any student who is not listed in the Preliminary Related Service Only Report, but was a Related Service Only student who received services as of October 3, 2012, may be added. Where applicable, the ASEP is required to report if it is the service coordinator for the student. Students may have "N/A" in the service coordinator flag's field which is an indication that the ASEP is the only related service provider for that student according to electronic invoicing data.
3. Upon completing the review, email the Preliminary Related Service Only Report to Kquinon@schools.nyc.gov by **January 31, 2013**. If the ASEP fails to email its changes to the preliminary Related Service Only report by the due date, the Department will apply further edits, as described below to the Preliminary Related Service Report data posted in the Vendor Portal in order to prepare the Final Related Service Only Report.
4. Students who are not three or four years old by the BEDS date or whose related service was terminated before or was initiated after the BEDS date will be removed from the Preliminary Related Service Only Reports. The Department then will apply the following business rules:

²The 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.

- a. If a Related Service Only student is *also* enrolled in tuition and/or a SEIT program by the BEDS date, the student will be dropped from the Related Service Only Report.
 - b. If a Related Service Only student receives services from multiple ASEPs, and only one ASEP was identified as the service coordinator, the student will remain only on the coordinating ASEP's Related Service Only Report.
 - c. If a Related Service Only student receives services from multiple ASEPs, and more than one ASEP was identified as the service coordinator, or none was identified as such, the Department will determine which ASEP is the service coordinator. The student will remain only on the coordinating ASEP's Related Service Only Report.
5. The Department will post a Final Related Service Only Report for each ASEP by **February 28, 2013**. The Final Related Service Only Report must be used to complete the A-1 section of the SEDCAR-1 form.

ARTICLE 81 SCHOOLS

Article 81 schools are required to complete and file with SED a 2013-2014 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 **March 8, 2013**. 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 **March 8, 2013**. 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. Faxed documents will not be accepted. ASEPs that fail to submit the hardcopy SEDCAR-1 Form by the **March 8, 2013** deadline will NOT be eligible to receive IDEA vendor funds for the 2013-2014 grant year.

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

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