



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

DIVISION OF FINANCIAL OPERATIONS
OFFICE OF FISCAL AFFAIRS
BUREAU NON PUBLIC SCHOOL PAYABLES
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February 2007

Grant Year 2007- 2008:
Notice of the Deadline to submit the SEDCAR -1 Form.
Instructions to complete the Form.

For an ASEP to be sub allocated IDEA funds for the school year 2007-2008, it must submit to the NYC Office of Non Public School Payables- IDEA unit- at 65 Court Street Room 1503, the documents listed below by the close of business **April 2, 2006**.

- A Completed SEDCAR-1 Form,
- A Revised Preprinted Supplemental Pupil Listing and,
- Where applicable a Related Services Only Form for preschool students.

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. These pupils must have been placed in the ASEP by the Department of Education's Central Based Support Team by December 1, 2006.

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 December 1, 2006 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 December 1, 2006

It is imperative that the count of pupils presented in Section 3 parts A and B, match the corrected total number of pupils listed on the printout provided by NYCDOE. That printout is called Preprinted Supplemental Pupil Listing, and it must be returned with the SEDCAR Form.

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 **April 2, 2007**. 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 April 2, 2007 deadline. ASEPs that fail to submit the SEDCAR-1 Form to NYCDOE by April 2, 2007 will NOT be eligible to receive IDEA sub-allocation funds for the 2007- 08 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, 2014.

Supplemental Pupil Listing

Based on its December 1, 2006 PD-1 report the NYCDOE has prepared and is sending listings of pupils with disabilities that it has identified at each ASEP. Those listings should serve as initial documentation in completing the SEDCAR-1 form. In reviewing listings, ASEP administrators should add and remove the names of pupils on the list accordingly; If a NYC resident pupil placed by the DOE is not listed on the PD-1 report provided and that pupil is considered eligible for IDEA sub-allocation funds, type his/her name with a NYC identification number on the PD-1 report provided and add the student to the total count. Conversely, if a pupil's name appears on the Pd-1 report and that pupil is not physically at the ASEP or is considered ineligible for IDEA funding, please remove the pupil's name on the Pd-1 and subtract the student from the total count. Preschool students receiving Special Education Itinerant Teacher (SEIT) services as of December 1, 2006 should also appear on the supplemental listing.

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.

Before mailing the SEDCAR 1 form to the NYC DOE, please insure 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, added or removed from the Preprinted Supplemental Listing.

- 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. The NYCDOE has not provided preprinted supplemental pupil listings for students receiving related services only. If your agency serves pre-school students receiving related services only, please

complete a separate Related Service Only Form. That form is available on the web page and should be submitted along with the SEDCAR 1 Form.

Finally, when submitting the SEDCAR-1 Form to the NYCDOE, please label Supplemental Pupil Listings and Related Service Only Forms "**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 2007-2008 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 April 2, 2007.

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 **April 2, 2007**.

Mailing Instructions

SEDCAR-1 Forms with all supporting documentation must be received at NYC-DOE by the close-of-business on April 2, 2007. Below is the official current mailing address.

**New York City Department of Education
Office of Non Public School Payables
Mr. Christopher Mckay, Director
65 Court Street, Room 1503
Brooklyn, New York 11201
Attention: Ms. Katherine Quinones, IDEA Unit**

Questions regarding these procedures and the submission of the mandated documents, should be addressed to Ms. Katherine Quinones at (718) 935-5426 or via e-mail at KQuinon@schools.nyc.gov