BOCES ADMINISTRATIVE HANDBOOK 2

CRITERIA-GUIDELINES FOR APPROVAL OF BOCES SERVICES

The State Education Department
Office of Educational Management Services

November 2010

Index to the Criteria-Guidelines
For BOCES Shared Services
Numeric Order

Criteria-Guideline #		PSN
	OCCUPATIONAL EDUCATION SERVICES	
3010	Occupational Education Supervision	N/A
3020	Occupational Education Support Services	N/A
3110	**AGRICULTURE CLUSTER**	N/A
3110	Agriculture	300
3111	Agriculture Mechanics	100
3112	Agriculture Power Machinery	100
3113	Animal Production	100
3114	Agricultural Production, Other	100
3115	Agricultural Supplies/Services	100
3116	Animal Grooming	100
3117	Horticulture, General	100
3118	Greenhouse Operation	100
3119	Landscaping	100
3120	Nursery Management	100
3121	Turf Management	100
3122	Agricultural Science, General	100
3123	Renewable Natural Resources	100
3124	Forestry Production	100
3125	Aquaculture/Oceanography	100
3126	Horse Handling & Care	100
3127	Small Animal Care	100
3128	Horticulture, Florestry	100
3129	Conservation	100
3130	Agriculture, Non-specific	100
3160	**BUSINESS AND OFFICE CLUSTER**	N/A
3160	Business and Office	300
3161	Accounting, Bookkeeping & Related	100
3162	Machine Billing/Bookkeeping	100
3163	Banking & Related Financial	100
3164	Teller	100
3165	Business Data Processing	100
3166	Business Computer Operations	100
3167	Business Data Entry	100
3168	Business Data Programming	100
3169	Business Systems Analysis	100

3170	Secretarial & Related Programs	100
3171	Word Processing	100
3172	General Office Clerk	100
3173	Receptionist/Communications System Op.	100
3174	Computer Programming	100
3175	Recordkeeping	100
3176	Business & Office, Non-Specific	100
3210	**HOME ECONOMICS CLUSTER**	N/A
3210	Home and Career Skills	300
3211	Dry-Cleaning & Laundering Services	100
3212	Child Care	100
3213	Child Care Assisting	100
3214	Teacher Aide	100
3215	Clothing, Apparel & Textile Mgt.	100
3216	Commercial Apparel Construction	100
3217	Custom Tailoring & Alteration	100
3222	Home Furnishing & Equip. Management	100
3223	Home Decorating	100
3224	Institution/Home Management	100
3225	Home Economics, Other	100
3226	Home Economics, Non-Specific	100
3340	**AUTOMOTIVE CLUSTER**	N/A
3341	Auto Body Repair	100
3342	Auto Mechanics	100
3343	Diesel Mechanics	100
3344	Small Engine Repair	100
3345	Vehicle & Mobile Equip. Repair	100
3370	**AVIATION CLUSTER**	N/A
3371	Aircraft Maintenance	100
3372	Avionics	100
3373	Airframe	100
3374	Powerplant	100
3410	**COMMERICAL ART & PRINTING CLUSTER**	N/A
3411	Commercial Art	100
3412	Commercial Photography	100
3413	Graphics, Printing, Communications	100
3414	Composition, Make-up, Typesetting	100
3415	Printing Press Operations	100
3440	**CONSTRUCTION & MAINTENANCE CLUSTER**	N/A
3441	Carpentry	100
3442	Brick, Block & Stonemasonry	100
3443	Plumbing, Pipefitting, Steamfitting	100
3444	Construction Trades, Other	100
3445	Building Trades, Other	100

3446	Painting & Decorating	100
3447	Industrial Equip. Maintenance	100
3448	Heavy Equip. Maintenance & Repair	100
3470	**DRAFTING CLUSTER**	N/A
3471	Drafting, General	100
3472	Architectural Drafting	100
3473	Electronic/Electrical Drafting	100
3474	Mechanical Drafting	100
3510	**ELECTRICAL/ELECTRONICS CLUSTER**	N/A
3511	Electrical Occupations, General	100
3512	Electric/Electronic Equip. Repair	100
3513	Communications Electronics	100
3515	Industrial Electronics	100
3516	Electrician	100
3517	Robots	100
3518	Teletronics	100
3540	**ELECTRO-MECHANICS CLUSTER**	N/A
3541	Heating, Air Cond., Refrigeration	100
3542	Cooling & Refrigeration	100
3543	Heating & Air Conditioning	100
3544	Major Appliance Repair	100
3545	Small Appliance Repair	100
3546	Business Machine Repair	100
3570	**MARITIME CLUSTER**	N/A
3571	Marine Maintenance	100
3572	Sailors & Deckhands	100
3610	**METALWORKING CLUSTER**	N/A
3611	Machine Shop/Tool	100
3612	Sheet Metal	100
3613	Welding, Brazing & Cutting	100
3640	**SERVICES CLUSTER**	N/A
3641	Cosmetology	100
3670	**FOOD OCCUPATIONS CLUSTER**	N/A
3671	Meatcutting	100
3672	Food Production	100
3673	Baking	100
3674	Chef, Cook	100
3675	Food Services	100
3760	**SPECIAL & MISCELLANEOUS CLUSTER**	N/A
3761	Nonspecific Trade, Industry, Service	100
3762	Plastics Occupations	100
3763	Law Enforcement	100
3764	Other Trade	100
3765	Leatherworking, Upholstery	100

3766	Multi-Occupations	100
3767	Pre-Vocational	100
3768	Introduction to Occupations	100
3810	**COOPERATIVE WORK EXPERIENCE CLUSTER**	N/A
3811	Work Experience: Agriculture	100
3812	Work Experience: Business/ Office	100
3813	Work Experience: Distribution/Market	100
3814	Work Experience: Health Occupations	100
3815	Work Experience: Home Economics	100
3816	Work Experience: Trade/Industrial	100
3817	Work Experience/Career Exploration	100
3818	Diversified Cooperative	100
3819	Vocational Work-Study	100
3820	Work Experience, Other	100
3860	**TECHNICAL CLUSTER**	N/A
3861	Architectural Technology	100
3862	Civil Technology	100
3863	Electric/Electronic Technology	100
3864	Instrumentation Technology	100
3865	Textile Technology	100
3866	Aeronautical Technology	100
3867	Mechanical Technology	100
3868	Chemical Technology	100
3869	Technical, Non-specific	100
3910	**DISTRIBUTION CLUSTER**	N/A
3911	Fashion Merchandising	100
3913	Business & Personal Svcs. Marketing	100
3914	Entrepreneurship	100
3915	Retailing	100
3916	Wholesaling	100
3917	Advertising	100
3918	Real Estate	100
3919	Financial Services Marketing	100
3920	Food Marketing	100
3921	General Marketing	100
3922	Transportation/Travel Marketing	100
3933	Marketing/Distribution, Non-specific	100
3960	**HEALTH OCCUPATIONS CLUSTER**	N/A
3961	Health Occupations, Non-specific	100
3962	Funeral Services	100
3963	Dental Assisting	100
3964	Dental Lab Technology	100
3965	Electrocardiograph Technology	100
3966	Electroencephalograph Technology	100

3967	Emergency Medical Technology	100
3968	Medical Lab Technologies	100
3969	Mental Health/Human Services	100
3970	Home Health Aide	100
3971	Medical Assisting	100
3972	Podiatric Assisting	100
3973	Ward Clerk	100
3974	Nursing Assisting	100
3975	Practical Nursing	100
3976	Ophthalmic Services	100
3977	Rehabilitative Services	100
3978	Physical Therapy Assisting	100
3979	Respiratory Therapy Assisting	100
3980	Other Health	100
	SPECIAL EDUCATION SERVICES	
4010	Special Education Supervision	N/A
4020	Special Education Instructional Support	N/A
4100	Resource Room	200
4200	Multiple Staffing Ratios	200
4201	Summer Portion of 12 Month Program	200
4210	Staffing 1:15	200
4220	Staffing 1:12:1	200
4230	Staffing 1:6:1	200
4235	Staffing 1:8:1	200
4240	Staffing 1:12:3	200
4610	Hospital Instruction	300
4620	Visually Impaired	300
4630	Deaf	300
4640	Hard-of-Hearing	300
4650	Speech Impaired	300
4660	Learning Disabled	300
4670	Disabilities, Other	300
4700	Prekindergarten Special Education	200
	GENERAL EDUCATION SERVICES	
5010	General Education Supervision (Central Services)	N/A
5020	General Education Support (Central Services)	N/A
5110	Pre-Kindergarten: Itinerant	300
5111	Pre-Kindergarten: Central	400
5120	Remedial Reading	300
5121	English Language Arts Intervention	300
5122	Social Studies Intervention	300
5123	Math Intervention	300
5124	Science Intervention	300
5130	Speech Improvement	300

5200	Bilingual/ESL: Itinerant	300
5201	Bilingual/ESL: Central	400
5210	Advanced English	300
5220	Foreign Language, Specify	300
5221	Chinese	300
5222	French	300
5223	German	300
5224	Hebrew	300
5225	Italian	300
5226	Japanese	300
5227	Latin	300
5228	Russian	300
5229	Spanish	300
5230	Advanced Mathematics	300
5231	Remediation-Secondary	300
5232	Occupationally-Related Mathematics	400
5240	Advanced Science	300
5241	Occupationally-Related Science	400
5310	Advanced Social Studies	300
5311	Law Related Education	400
5320	Art	300
5330	Theater	300
5410	Health Education	300
5420	Physical Education	300
5510	Music	300
5520	Dance	300
5610	Technology	300
5810	Driver Education	300
5821	Remediation	400
5822	Itinerant, Other (Non-Aided)	300
5830	Librarian	300
5840	Exploratory Enrichment	400
5841	Gifted and Talented: Central	400
5842	Arts in Education	400
5843	Environmental Education	400
5845	Migrant Tutorial	400
5847	Visiting Experts	400
5850	Gifted and Talented: Itinerant	300
5870	Academic Programs, Central	400
5871	Jailed Youth	400
5872	Teenage Pregnancy	400
5873	Alternative Education – Secondary	400
5874	Academic Programs, Special Facilities	400
5875	Summer School	400

5876	Advanced Placement Courses	400
5877	Distance Learning	400
5878	Alternative Education – Middle	400
5879	NCLB Supplemental Education	400
5910	Continuing Education, General	400
5912	Employment Preparation/Adult Education	400
5913	Americanization, Adult	400
5916	Equivalent Attendance Education	400
5930	Computer Instruction	300
5950	ROTC: Junior	400
	INSTRUCTIONAL SUPPORT SERVICES	
6110	General Supervision/Coordination	300
6111	Extracurricular Activity Coordination	500
6114	Inter-Scholastic Sports Coordination	500
6115	K-12 Subject Area Coordination	300
6116	Reading Development Coordination	300
6117	Health & Drug Ed. Coordination	300
6118	Pupil Services Coordination	300
6119	Primary Mental Health Services Coordination	500
6120	Computer Education Coordination	300
6122	Curriculum & Instruction Coordination	300
6131	Career Education Coordination	300
6132	Environmental Education Coordination	300
6133	Alternative Education Coordination	300
6135	Work Experience Coordination	300
6136	Industry-Education Activities Coordination	500
6137	Audio/Visual Svc. Coordination	300
6138	Vocational/Industrial Work Coordination	300
6139	Gifted/Talented Coordination	300
6160	Coordination, Other (Central)	500
6161	Coordination, Additional	500
6163	Supervisor: Special Education Programs	300
6164	Coordination, Other (District)	300
6165	Continuing Education Coordination	500
6166	School Library Media Coordination	300
6167	BOCES Library Media	500
6210	Curriculum Development	500
6211	School/Curriculum Improvement Planning	500
6212	Planning, Instructional	500
6213	School Quality Review	500
6261	Staff Development: Certified & Administrative	500
6262	Staff Development, Other	500
6265	Special Education Training & Resource Center	500
6266	Teacher Center	500

6310	Educational Communications Center	500
6311	Instructional Graphics	500
6312	Equipment Repair	500
6313	Printing	500
6314	Non-Print Duplication	500
6316	Library Services/Media	500
6318	Instructional Materials Development	500
6320	Library Automation	500
6330	Educational Television	500
6360	Computer Service, Instructional	500
6361	Test Scoring	500
6364	Computer-Based Guidance	500
6366	Computer Support	500
6367	Comprehensive Instructional Management	500
6368	Model Schools	500
6510	Attendance Supervisor	300
6610	Guidance	300
6613	Substance Abuse Information Center	500
6616	Occupational Assessment	500
6711	Nurse/Nurse Teacher	300
6712	Dental Hygienist	300
6713	School Physician	300
6714	Nurse Practitioner	300
6715	Health & Welfare Services	500
6716	Physical Therapy	300
6717	Occupational Therapy	300
6718	Interpreter for the Deaf	300
6810	School Psychologist	300
6811	School Psychologist – Special Education	300
6813	Diagnostic & Prescriptive Service	300
6814	Consulting Psychiatrist	500
6816	Committee on Special Education Support	500
6817	Comprehensive Support Service	500
6910	School Social Worker	300
	NON-INSTRUCTIONAL SUPPORT SERVICES	
7010	Business Office Services	N/A
7011	Cooperative Bidding Coordination	600
7012	Microfilming (Records Management)	600
7014	Textbook Coordination	600
7016	Business Manager	300
7017	Business Office Support	600
7018	Medicaid Reimbursement Processing	600
7019	Internal Auditor	300
7110	Personnel Services	N/A

7111	Negotiations	600
7112	Recruiting	600
7116	Employee Assistance Program	600
7120	Teacher Certification	600
7131	Staff Development: Bus Drivers	600
7132	Staff Development: Clerical	600
7133	Staff Development: Maintenance	600
7134	Staff Development: Board of Education	600
7140	Substitute Coordination	600
7151	Assistant/Associate Superintendent for Instruction	300
7210	Planning Service, Management	600
7211	GASB 45 Planning and Valuation	600
7310	Transportation (No Guideline)	600
7320	Bus Maintenance	600
7331	Transportation: Occ. Ed.	600
7332	Transportation: Handicapped	600
7333	Transportation: Chapter 853	600
7334	Transportation: Other Programs (Drug & Al. Test)	600
7335	Emergency Communication	600
7336	Transportation: Home to School	600
7337	Transportation Director	300
7410	Facility Services	600
7411	Facilities Director	300
7420	Telephone Interconnect	600
7430	Engineering Service	600
7450	Energy Management	600
7470	Safety/Risk Management	600
7471	Fingerprinting	600
7480	Coordination of Insurance Management	600
7510	Public Information Coordination	300
7511	Public Information Service: Central	600
7610	School Food Services	N/A
7611	School Food Management: Itinerant	300
7612	School Food Management: Central	600
7710	Computer Service: Management	600
7711	Telecommunications	600
7810	Health Care Benefit Coordination	600

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CLASS/DIVISION ORDER

CLASS/DIVISION 11: SPECIAL EDUCATION

4010	Special Education Supervision
4020	Special Education Instructional Support
4100	Resource Room
4200	Multiple Staffing Ratios
4201	Summer Portion of 12 Month Program
4210	Staffing 1:15
4220	Staffing 1:12:1
4230	Staffing 1:6:1
4235	Staffing 1:8:1
4240	Staffing 1:12:3
4610	Hospital Instruction
4620	Visually Impaired
4630	Deaf
4640	Hard-of-Hearing
4650	Speech Impaired
4660	Learning Disabled
4670	Disabilities, Other
4700	Prekindergarten Special Education

CLASS/DIVISION 12: OCCUPATIONAL EDUCATION

3010	Occupational Education Supervision
3020	Occupational Education Support Service
3110	**AGRICULTURE CLUSTER**
3111	Agricultural Mechanics
3112	Agricultural Power Machinery
3113	Animal Production
3114	Agricultural Production, Other
3115	Agricultural Supplies/Services
3116	Animal Grooming
3117	Horticulture, General
3118	Greenhouse Operation
3119	Landscaping
3120	Nursery Management
3121	Turf Management
3122	Agricultural Science, General

3123	Renewable Natural Resources
3124	Forestry Production
3125	Aquaculture/Oceanography
3126	Horse Handling & Care
3127	Small Animal Care
3128	Horticulture, Florestry
3129	Conservation
3130	Agriculture, Non-Specific
3160	**BUSINESS AND OFFICE CLUSTER**
3161	Accounting, Bookkeeping & Related
3162	Machine Billing/Bookkeeping
3163	Banking & Related Financial
3164	Teller
3165	Business Data Processing
3166	Business Computer Operation
3167	Business Data Entry
3168	Business Data Programming
3169	Business Systems Analysis
3170	Secretarial & Related Programs
3171	Word Processing
3172	General Office Clerk
3173	Receptionist/Communication System Op.
3174	Computer Programming
3175	Recordkeeping
3176	Business & Office, Non-Specific
3210	**HOME ECONOMICS CLUSTER**
3211	Dry-cleaning & Laundering Services
3212	Child Care
3213	Child Care Assisting
3214	Teacher Aide
3215	Clothing, Apparel & Textile Mgt.
3216	Commercial Apparel Construction
3217	Custom Tailoring & Alteration
3222	Home Furnishing & Equip. Management
3223	Home Decorating
3224	Institution/Home Management
3225	Home Economics, Other
3226	Home Economics, Non-Specific
3340	**AUTOMOTIVE CLUSTER**
3341	Auto Body Repair
3342	Auto Mechanics
3343	Diesel Mechanics
3344	Small Engine Repair
3345	Vehicle & Mobile Equip. Repair

3370	**AVIATION CLUSTER**
3371	Aircraft Maintenance
3372	Avionics
3373	Airframe
3374	Powerplant
3410	**COMMERICAL ART & PRINTING CLUSTER**
3411	Commercial Art
3412	Commercial Photography
3413	Graphics, Printing, Communications
3414	Composition, Make-up , Typesetting
3415	Printing, Press Operations
3440	**CONSTRUCTION & MAINTENANCE CLUSTER**
3441	Carpentry
3442	Brick, Block & Stonemasonry
3443	Plumbing, Pipefitting, Steamfitting
3444	Construction Trades, Other
3445	Building Trades, Other
3446	Painting & Decorating
3447	Industrial Equip. Maintenance
3448	Heavy Equip. Maintenance & Repair
3470	**DRAFTING CLUSTER**
3471	Drafting, General
3472	Architectural Drafting
3473	Electronic/Electrical Drafting
3474	Mechanical Drafting
3510	**ELECTRICAL/ELECTRONICS CLUSTER**
3511	Electrical Occupations, General
3512	Electric/Electronic Equip. Repair
3513	Communications Electronics
3515	Industrial Electronics
3516	Electrician
3517	Robots
3518	Teletronics
3540	**ELECTRO-MECHANICS CLUSTER**
3541	Heating, Air Cond., Refrigeration
3542	Cooling and Refrigeration
3543	Heating & Air Conditioning
3544	Major Appliance Repair
3545	Small Appliance Repair
3546	Business Machine Repair
3570	**MARITIME CLUSTER**
3571	Marine Maintenance
3572	Sailors & Deckhands
3610	**METALWORKING CLUSTER**

3611	Machine Shop/Tool
3612	Sheet Metal
3613	Welding, Brazing & Cutting
3640	**SERVICES CLUSTER**
3641	Cosmetology
3670	**FOOD OCCUPATIONS CLUSTER**
3671	Meatcutting
3672	Food Production
3673	Baking
3674	Chef, Cook
3675	Food Services
3760	**SPECIAL & MICELLANEOUS CLUSTER**
3761	Non-Specific Trade, Industry, Service
3762	Plastics Occupations
3763	Law Enforcement
3764	Other Trade
3765	Leatherworking, Upholstery
3766	Multi-occupations
3767	Pre-vocational
3768	Introduction to Occupations
3810	**COOPERATIVE WORK EXPERIENCE**
3811	Work Experience: Agriculture
3812	Work Experience: Business/Office
3813	Work Experience: Distribution/Market.
3814	Work Experience: Health Occupations
3815	Work Experience: Home Economics
3816	Work Experience: Trade/Industrial
3817	Work Experience: Career Exploration
3818	Diversified Cooperative
3819	Vocational Work-Study
3820	Work Experience, Other
3860	**TECHNICAL CLUSTER**
3861	Architectural Technology
3862	Civil Technology
3863	Electric/Electronic Technology
3864	Instrumentation Technology
3865	Textile Technology
3866	Aeronautical Technology
3867	Mechanical Technology
3868	Chemical Technology
3869	Technical, Non-Specific
3910	**DISTRIBUTION CLUSTER**
3911	Fashion Merchandising
3913	Business & Personal Svcs. Marketing

3914	Entrepreneurship
3915	Retailing
3916	Wholesaling
3917	Advertising
3918	Real Estate
3919	Financial Service Marketing
3920	Food Marketing
3921	General Marketing
3922	Transportation/Travel Marketing
3933	Marketing/Distribution, Non-Specific
3960	**HEALTH OCCUPATIONS CLUSTER**
3961	Health Occupations, Non-Specific
3962	Funeral Services
3963	Dental Assisting
3964	Dental Lab Technology
3965	Electrocardiograph Technology
3966	Electroencephalograph Technology
3967	Emergency Medical Technology
3968	Medical Lab Technologies
3969	Mental Health/Human Services
3970	Home Health Aide
3971	Medical Assisting
3972	Podiatric Assisting
3973	Ward Clerk
3974	Nursing Assisting
3975	Practical Nursing
3976	Ophthalmic Service
3977	Rehabilitative Services
3978	Physical Therapy Assisting
3979	Respiratory Therapy Assisting
3980	Other Health

CLASS/DIVISION 13: GENERAL EDUCATION

3110	Agriculture
3160	Business and Office
3210	Home and Career Skills
5010	General Education Supervision (Central Services)
5020	General Education Support (Central Services)
5110	Pre-Kindergarten: Itinerant
5111	Pre-Kindergarten: Central
5120	Remedial Reading
5121	English Language Arts Intervention

5122	Social Studies Intervention
5123	Math Intervention
5124	Science Intervention
5130	Speech Improvement
5200	Bilingual/ESL: Itinerant
5201	Bilingual/ESL: Central
5210	Advanced English
5220	Foreign Language, Specify
5221	Chinese
5222	French
5223	German
5224	Hebrew
5225	Italian
5226	Japanese
5227	Latin
5228	Russian
5229	Spanish
5230	Advanced Mathematics
5231	Remedial Secondary
5232	Occupationally-Related Mathematics
5240	Advanced Science
5241	Occupationally-Related Science
5310	Advanced Social Studies
5311	Law Related Education
5320	Art
5330	Theater
5410	Health Education
5420	Physical Education
5510	Music
5520	Dance
5610	Technology
5810	Driver Education
5821	Remediation
5822	Itinerant, Other (Non-Aided)
5830	Librarian
5840	Exploratory Enrichment
5841	Gifted and Talented: Central
5842	Arts in Education
5843	Environmental Education
5845	Migrant Tutorial
5847	Visiting Experts
5850	Gifted and Talented: Itinerant
5870	Academic Programs: Central
5871	Jailed Youth

5872	Teenage Pregnancy
5873	Alternative Education: Secondary
5874	Academic Programs, Special Facilities
5875	Summer School
5876	Advanced Placement Courses
5877	Distance Learning
5878	Alternative Education, Middle
5879	NCLB Supplemental Education
5910	Continuing Education, General
5912	Employment Preparation/Adult Education
5913	Americanization, Adult
5916	Equivalent Attendance Education
5930	Computer Instruction
5950	ROTC: Junior

CLASS/DIVISION 21: COORDINATION/SUPERVISION

6110	General Supervision/Coordination
6111	Extracurricular Activity Coordination
6114	Inter-Scholastic Sports Coordination
6115	K-12 Subject Area Coordination
6116	Reading Development Coordination
6117	Health & Drug Ed. Coordination
6118	Pupil Services Coordination
6119	Primary Mental Health Services Coordination
6120	Computer Education Coordination
6122	Curriculum & Instruction Coordination
6131	Career Education Coordinator
6132	Environmental Education Coordination
6133	Alternative Education Coordination
6135	Work Experience Coordination
6136	Industry-Education Coordination
6137	Audio/Visual Svc. Coordination
6138	Vocational/Industrial Work Coordination
6139	Gifted/Talented Coordination
6160	Coordination, Other (Central)
6161	Coordination, Additional
6163	Supervisor: Special Education Programs
6164	Coordination, Other (District)
6165	Continuing Education Coordination
6166	School Library Media Coordination
6167	BOCES Library Media

6211	School/Curriculum Improvement
7151	Assistant/Associate Superintendent for Instruction

CLASS/DIVISION 22: PUPIL SERVICES

6510	Attendance Supervisor
6610	Guidance
6613	Substance Abuse Information Center
6616	Occupational Assessment
6711	Nurse/Nurse-Teacher
6712	Dental Hygienist
6713	School Physician
6714	Nurse Practitioner
6715	Health & Welfare Services
6716	Physical Therapy
6717	Occupational Therapy
6718	Interpreter for the Deaf
6810	School Psychologist (General)
6811	School Psychologist (Special Education)
6813	Diagnostic & Prescriptive Service
6814	Consulting Psychiatrist
6816	Committee on Special Education Support
6817	Comprehensive Support Service
6910	School Social Worker

CLASS/DIVISION 23: INSTRUCTIONAL SUPPORT

6310	Educational Communications Center
6311	Instructional Graphics
6312	Equipment Repair
6313	Printing
6314	Non-Print Duplication
6316	Library Services/Media
6318	Instructional Materials Development
6320	Library Automation
6330	Educational Television
6360	Computer Service, Instructional
6361	Test Scoring
6364	Computer-Based Guidance
6366	Computer Support
6367	Comprehensive Instructional Management
6368	Model Schools

CLASS/DIVISION 24/25: CURRICULUM AND STAFF DEVELOPMENT

6210	Curriculum Development
6211	School/Curriculum Improvement Planning
6212	Planning, Instructional
6213	School Quality Review
6261	Staff Development
6262	Staff Development, Other
6265	Special Education Training & Resource Center
6266	Teacher Center

CLASS/DIVISION 31: PERSONNEL SERVICES

7110	Personnel Service (No Guideline)
7111	Negotiations
7112	Recruiting
7116	Employee Assistance Program
7120	Teacher Certification
7131	Staff Development: Bus Drivers
7132	Staff Development: Clerical
7133	Staff Development: Maintenance
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7011	Cooperative Bidding Coordination
7012	Microfilming
7014	Textbook Coordination
7016	Business Manager
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7018	Medicaid Reimbursement Processing
7019	Internal Auditor
7710	Computer Service: Management
7711	Telecommunications
7810	Health Care Benefit Coordination

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7310	Transportation (No Guideline)
7320	Bus Maintenance
7331	Transportation: Occ. Ed.
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7336	Transportation: Home to School
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7211	GASB 45 Planning and Valuation

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7410	Facility Services
7411	Facilities Director
7420	Telephone Interconnect
7430	Engineering Service
7450	Energy Management
7470	Safety/Risk Management
7471	Fingerprinting
7480	Coordination of Insurance Management

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7511	Public Information Service

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3222	Home Furnishing & Equip. Management
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3933	Marketing/Distribution, Non- Specific
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3671	Meatcutting
3867	Mechanical Technology
3474	Mechanical Drafting
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3762	Plastics Occupations
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6313	Printing
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7510	Public Information Coordinator
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6118	Pupil Services Coordination
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3918	Real Estate
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5821	Remediation
3123	Renewable Natural Resources
4100	Resource Room
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3517	Robots
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7470	Safety/Risk Management
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7610	School Food Services
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7140	Substitute Coordination
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5875	Summer School
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7120	Teacher Certification
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5610	Technology
5872	Teenage Pregnancy
7711	Telecommunications
7420	Telephone Interconnect
3518	Teletronics
3164	Teller
6361	Test Scoring
7014	Textbook Coordination
3865	Textile Technology
5330	Theater
3922	Transportation (No Guideline)
7333	Transportation: Chapter 853
7337	Transportation Director
7332	Transportation: Handicapped
7336	Transportation: Home to School
7331	Transportation: Occ. Ed.
7334	Transportation: Other Programs (Drug &Al. Testing)
3121	Turf Management
3345	Vehicle & Mobile Equip. Repair
5847	Visiting Experts
4620	Visually Impaired
6138	Vocational/Industrial Work Coord.
3819	Vocational Work-Study
3973	Ward Clerk
3613	Welding, Brazing &Cutting

3916	Wholesaling
3171	Word Processing
6135	Work Experience Coordination
3817	Work Experience/Career Exploration
3820	Work Experience, Other
3811	Work Experience: Agriculture
3812	Work Experience: Business/Office
3813	Work Experience: Distribution/Market.
3814	Work Experience: Health Occupations
3815	Work Experience: Home Economics
3816	Work Experience: Trade/Industrial

Div. 11 Instructional Service: Special Education

Criteria-Guidelines for Approval of BOCES Services

4010	Special Education Supervision (No Guideline)
4020	Special Education Instructional Support (No Guideline)
4100	Resource Room
4200	Multiple Staffing Ratios (No Guideline)
4201	Summer Portion of 12 Month Program
4210	Staff: Pupil Ratio of 1:15
4220	Staff: Pupil Ratio of 1:12:1
4230	Staff: Pupil Ratio of 1:6:1
4235	Staff: Pupil Ratio of 1:8:1
4240	Staff: Pupil Ratio of 1:12:3
4610	Hospital Instruction
4620	Visually Impaired
4630	Deaf
4640	Hard-of-Hearing
4650	Speech Impaired
4660	Learning Disabled
4670	Disabilities, Other
4700	Prekindergarten Special Education

Resource Room 4100

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: September-June (42)
Location: District (12)

PSN Range: 201-299
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction for students with disabilities from two or more participating school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Full compliance with appropriate sections of Part 200. If students in a resource room are not from two or more districts, a rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Summer Programs: Special Education 4201

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: July-August (41)
Location: BOCES Center (11), District (12)

PSN Range: 201-299
Level: K-12

NATURE OF SERVICE

BOCES employees operate the summer portion of a twelve-month educational program for students with severe disabilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Prior approval must be received from OECHC in addition to filing a CO-SER.
AID ISSUES	The service is not eligible for BOCES aid.

Special Class: S/P Ratio 1:15 4210

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11), District (12)

PSN Range: 201-299
Level: K- 12

NATURE OF SERVICE

BOCES employees provide an instructional program and related services for students with disabilities whose special education needs consist primarily of the need for specialized instruction which can best be accomplished in a self-contained class. A staff-to-pupil ratio of 1:15 is maintained.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. If students in any special class are not from two or more districts, a written rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Special Class: S/P Ratio 1:12:1 4220

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11), District (12)

PSN Range: 201-299
Level: K-12

NATURE OF SERVICE

BOCES employees provide an instructional program and related services for students with disabilities whose management needs interfere with the instructional process to the extent that an additional adult is needed within the classroom to assist in the instruction of such pupils. A staff-to-pupil ratio of one professional and one paraprofessional per 12 students is maintained.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. If students in any special class are not from two or more districts, a written rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Special Class: S/P Ratio 1:6:1 4230

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11), District (12)

PSN Range: 201-299
Level: K-12

NATURE OF SERVICE

BOCES employees provide an instructional program and related services for students with disabilities whose management needs are determined to be highly intensive and requiring a high degree of individualized attention and intervention. A staff-to-pupil ratio of one professional and one paraprofessional per six students is maintained.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. If students in any special class are not from two or more districts, a written rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Special Class: S/P Ratio 1:8:1 4235

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11), District (12)

PSN Range: 201-299
Level: K-12

NATURE OF SERVICE

BOCES employees provide an instructional program and related services for students with disabilities whose management needs are determined to be intensive and requiring a significant degree of individualized attention and intervention. A staff-to-pupil ratio of one professional and one paraprofessional per eight students is maintained.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. If students in any special class are not from two or more districts, a written rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Special Class: S/P Ratio 1:12:3 4240

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11), District (12)

PSN Range: 201-299
Level: K-12

NATURE OF SERVICE

BOCES employees provide an instructional program and related services for students with disabilities. A staff-to-pupil ratio of one teacher per 12 students and an additional staff member for each three students is maintained.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. If students in any special class are not from two or more districts, a written rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Hospital Instruction 4610

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to handicapped students in hospitals, district classrooms or other approved facilities.

SERVICE DESCRIPTORS

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Visually Impaired 4620

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to students with disabilities in district classrooms or other approved facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Teacher of the Deaf 4630

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to students with disabilities in district classrooms or other approved facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Teacher of the Hard-of-Hearing 4640

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to students with disabilities in district classrooms or other approved facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Teacher of the Speech Impaired 4650

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to students with disabilities in district classrooms or other approved facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Teacher of the Learning Disabled 4660

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to students with disabilities in district classrooms or other approved facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Disabilities: Other Itinerant 4670

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District (12), Other, Specify (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to students with disabilities in district classrooms or other approved facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Identification, IEP preparation and placement for individual students will be provided by the local district's committee on special education. Appropriate expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.
AID ISSUES	The service is not eligible for BOCES aid.

Pre-Kindergarten 4700

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instruction, Handicapped (11) **PSN Range:** 201-299
Type Student: Handicapped (32) **Level:** Pre-K
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11), District (12), Other, Specify (13)

NATURE OF SERVICE

BOCES employees provide direct instruction and/or related services to prekindergarten students with disabilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Identification and placement for individual students will be provided by the local district's committee on pre-school special education. If students in any class are not from two or more districts, a written rationale will be required.
AID ISSUES	The service is not eligible for BOCES aid.

Div. 12 Instructional Service: Occupational Education

Cluster and Courses

3010	Occupational Education Supervision
3020	Occupational Education Support Service
3110	**AGRICULTURE CLUSTER**
3111	Agricultural Mechanics
3112	Agricultural Power Machinery
3113	Animal Production
3114	Agricultural Production, Other
3115	Agricultural Supplies/Services
3116	Animal Grooming
3117	Horticulture, General
3118	Greenhouse Operation
3119	Landscaping
3120	Nursery Management
3121	Turf Management
3122	Agricultural Science, General
3123	Renewable Natural Resources
3124	Forestry Production
3125	Aquaculture/Oceanography
3126	Horse Handling & Care
3127	Small Animal Care
3128	Horticulture, Florestry
3129	Conservation
3130	Agriculture, Non-Specific
3160	**BUSINESS AND OFFICE CLUSTER**
3161	Accounting, Bookkeeping & Related
3162	Machine Billing/Bookkeeping
3163	Banking & Related Financial
3164	Teller
3165	Business Data Processing

3166	Business Computer Operation
3167	Business Data Entry
3168	Business Data Programming
3169	Business Systems Analysis
3170	Secretarial & Related Programs
3171	Word Processing
3172	General Office Clerk
3173	Receptionist/Communication System Op.
3174	Computer Programming
3175	Recordkeeping
3176	Business & Office, Non-Specific
3210	**HOME ECONOMICS CLUSTER**
3211	Dry-cleaning & Laundering Services
3212	Child Care
3213	Child Care Assisting
3214	Teacher Aide
3215	Clothing, Apparel & Textile Mgt.
3216	Commercial Apparel Construction
3217	Custom Tailoring & Alteration
3222	Home Furnishing & Equip. Management
3223	Home Decorating
3224	Institution/Home Management
3225	Home Economics, Other
3226	Home Economics, Non-Specific
3340	**AUTOMOTIVE CLUSTER**
3341	Auto Body Repair
3342	Auto Mechanics
3343	Diesel Mechanics
3344	Small Engine Repair
3345	Vehicle & Mobile Equip. Repair
3370	**AVIATION CLUSTER**
3371	Aircraft Maintenance
3372	Avionics
3373	Airframe
3374	Powerplant

3410	**COMMERCIAL ART & PRINTING CLUSTER**
3411	Commercial Art
3412	Commercial Photography
3413	Graphics, Printing, Communications
3414	Composition, Make-up, Typesetting
3415	Printing Press Operations
3440	**CONSTRUCTION & MAINTENANCE**
3441	Carpentry
3442	Brick, Block & Stonemasonry
3443	Plumbing, Pipefitting, Steamfitting
3444	Construction Trades, Other
3445	Building Trades, Other
3446	Painting & Decorating
3447	Industrial Equip. Maintenance
3448	Heavy Equip. Maintenance & Repair
3470	**DRAFTING CLUSTER**
3471	Drafting, General
3472	Architectural Drafting
3473	Electronic/Electrical Drafting
3474	Mechanical Drafting
3510	**ELECTRICAL/ELECTRONICS CLUSTER**
3511	Electrical Occupations, General
3512	Electric/Electronic Equip. Repair
3513	Communications Electronics
3515	Industrial Electronics
3516	Electrician
3517	Robots
3518	Teletronics
3540	**ELECTRO-MECHANICS CLUSTER**
3541	Heating, Air Cond., Refrigeration
3542	Cooling and Refrigeration
3543	Heating & Air Conditioning
3544	Major Appliance Repair

3545	Small Appliance Repair
3546	Business Machine Repair
3570	**MARITIME CLUSTER**
3571	Marine Maintenance
3572	Sailors & Deckhands
3610	**METALWORKING CLUSTER**
3611	Machine Shop/Tool
3612	Sheet Metal
3613	Welding, Brazing & Cutting
3640	**SERVICES CLUSTER**
3641	Cosmetology
3670	**FOOD OCCUPATIONS CLUSTER**
3671	Meatcutting
3672	Food Production
3673	Baking
3674	Chef, Cook
3675	Food Services
3760	**SPECIAL & MISCELLANEOUS CLUSTER**
3761	Non-Specific Trade, Industry, Service
3762	Plastics Occupations
3763	Law Enforcement
3764	Other Trade
3765	Leatherworking, Upholstery
3766	Multioccupations
3767	Pre-vocational
3768	Introduction to Occupations
3810	**COOPERATIVE WORK EXPERIENCE**
3811	Work Experience: Agriculture
3812	Work Experience: Business/Office
3813	Work Experience: Distribution/Market.
3814	Work Experience: Health Occupations
3815	Work Experience: Home Economics

3816	Work Experience: Trade/Industrial
3817	Work Experience/Career Exploration
3818	Diversified Cooperative
3819	Vocational Work-Study
3820	Work Experience, Other
3860	**TECHNICAL CLUSTER**
3861	Architectural Technology
3862	Civil Technology
3863	Electric/Electronic Technology
3864	Instrumentation Technology
3865	Textile Technology
3866	Aeronautical Technology
3867	Mechanical Technology
3868	Chemical Technology
3869	Technical, Non-Specific
3910	**DISTRIBUTION CLUSTER**
3911	Fashion Merchandising
3913	Business & Personal Svcs. Marketing
3914	Entrepreneurship
3915	Retailing
3916	Wholesaling
3917	Advertising
3918	Real Estate
3919	Financial Services Marketing
3920	Food Marketing
3921	General Marketing
3922	Transportation/Travel Marketing
3933	Marketing/Distribution, Non-Specific
3960	**HEALTH OCCUPATIONS CLUSTER**
3961	Health Occupations, Non-Specific
3962	Funeral Services
3963	Dental Assisting
3964	Dental Lab Technology
3965	Electrocardiograph Technology
3966	Electroencephalograph Technology

3967	Emergency Medical Technology
3968	Medical Lab Technologies
3969	Mental Health/Human Services
3970	Home Health Aide
3971	Medical Assisting
3972	Podiatric Assisting
3973	Ward Clerk
3974	Nursing Assisting
3975	Practical Nursing
3976	Ophthalmic Services
3977	Rehabilitative Services
3978	Physical Therapy Assisting
3979	Respiratory Therapy Assisting
3980	Other Health

Secondary Occupational Education 3000

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Occupational Education (12)	**PSN Range:**	101-199
Type Student:	General (31)	**Level:**	10-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11)		

NATURE OF SERVICE

BOCES employees provide direct instruction in occupational subjects at BOCES managed central facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The BOCES must have on file an annual occupational education plan which has been approved by the Workforce Preparation Office. The occupational education program must be managed by a full-time certified administrator. If programs are not operated on a half-day attendance schedule, a program description must be submitted which describes the operation. A list of new courses or levels which have been added, and a list of courses or levels which have been deleted from the currently approved service must be submitted annually.

SERVICE TO VETERANS AND ADULTS	Veterans of any age, who are enrolled in a school district, may enroll in secondary occupational education programs. The school district will be eligible to claim aid as if the veteran was a 12th grader. Veterans who have a high school diploma may be required to pay the school district for that portion of BOCES tuition not covered by BOCES aid. Adults may be admitted to secondary occupational programs on a space available basis at a tuition rate less than 50% of that charged school districts. The admission of these adults must be based on terms agreed upon by the BOCES Board and those districts receiving occupational education services.
CONSTRUCTION BY STUDENTS	Construction of facilities for BOCES use by occupational education students does not affect BOCES obligation to seek those approvals and clearances required by law and regulation. The guidance of SED's Facilities Planning and District Organization and BOCES staff should be sought prior to beginning construction. Construction by occupational education students of projects to be sold to others should comply with all applicable codes.
AID ISSUES	Expenditures for service provided to pupils with handicapping conditions are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 or separate CO-SER is recommended to document service to the handicapped.

Adult Occupational Education 3004

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Occupational Education (12)
Type Student: General (31)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11)

PSN Range: 101-199
Level: Adult

NATURE OF SERVICE

BOCES employees provide direct instruction in occupational subjects at BOCES managed central facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The BOCES must have on file an annual occupational education plan which has been approved by the Workforce Preparation Office. The occupational education program must be managed by a full-time certified administrator. If programs are not operated on a half-day attendance schedule, a program description must be submitted which describes the operation. A list of new courses or levels which have been added, and a list of courses or levels which have been deleted from the currently approved service must be submitted annually.

CONSTRUCTION BY STUDENTS	Construction of facilities for BOCES use by occupational education students does not affect BOCES obligation to seek those approvals and clearances required by law and regulation. The guidance of SED's Facilities Planning and District Organization and BOCES staff should be sought prior to beginning construction. Construction by occupational education students of projects to be sold to others should comply with all applicable codes.
CONTRACTED PROGRAMS	BOCES may provide adult occupational education programs pursuant to a contract with a public agency or an industry which provides for direct payment of tuition costs by the agency or industry.
AID ISSUES	This service is not eligible for BOCES aid.

Div. 13 Instructional Service: General Education

Criteria-Guidelines for Approval of BOCES Services

5010	General Education Supervision (Central) (No Guideline)
5020	General Education Support (Central) (No Guideline)
3110	Agriculture
3160	Business and Office
3210	Home and Career Skills
5110	Pre-Kindergarten: Itinerant
5111	Pre-Kindergarten: Central
5120	Remedial Reading
5121	English Language Arts Intervention
5122	Social Studies Intervention
5123	Math Intervention
5124	Science Intervention
5130	Speech Improvement
5200	Bilingual/ESL: Itinerant
5201	Bilingual/ESL: Central
5210	Advance English
5220	Foreign Language, Specify
5221	Chinese
5222	French
5223	German
5224	Hebrew
5225	Italian
5226	Japanese
5227	Latin
5228	Russian
5229	Spanish
5230	Advanced Mathematics

5231	Remediation-Secondary Itinerant
5232	Occupationally-Related Mathematics
5240	Advanced Science
5241	Occupationally-Related Science
5310	Advanced Social Studies
5311	Law Related Education
5320	Art
5330	Theater
5410	Health Education
5420	Physical Education
5510	Music
5520	Dance
5610	Technology
5810	Driver Education
5821	Remediation
5822	Itinerant, Other (Non-Aided)
5830	Librarian
5840	Exploratory Enrichment
5841	Gifted and Talented: Central
5842	Arts in Education
5843	Environmental Education
5845	Migrant Tutorial
5847	Visiting Experts
5850	Gifted and Talented: Itinerant
5870	Academic Programs, Central
5871	Jailed Youth
5872	Teenage Pregnancy
5873	Alternative Education – Secondary
5874	Academic Programs, Special Facilities
5875	Summer School
5876	Advanced Placement Courses
5877	Distance Learning
5878	Alternative Education – Middle

5879	NCLB Supplemental Education
5910	Continuing Education, General
5912	Employment Preparation/Adult Education
5913	Americanization, Adult
5916	Equivalent Attendance Education
5930	Computer Instruction
5950	ROTC: Junior

Agriculture 3110

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in agriculture to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in business/office to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Home/Career Skills 3210

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in home/career skills to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Pre-Kindergarten: Itinerant 5110

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: Pre-K

NATURE OF SERVICE

BOCES employees provide shared itinerant service in preschool education for pupils without disabilities. Preschool programs for pupils with disabilities should be operated pursuant to criteria-guideline 4700.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	BOCES may not provide service to private organizations, including those Head Start programs operated by private not-for-profit organizations. BOCES may serve a Head Start program for two or more school districts.
AID ISSUES	Preschool programs are not eligible for BOCES aid.

Pre-Kindergarten: Central 5111

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Central Service
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 401-499
Level: Pre-K

NATURE OF SERVICE

BOCES operates a preschool education program for pupils without disabilities. Preschool programs for pupils with disabilities should be operated pursuant to criteria-guideline 4700.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	BOCES may not provide service to private organizations, including those Head Start programs operated by private not-for-profit organizations. BOCES may operate a Head Start program for two or more school districts.
AID ISSUES	Preschool programs are not eligible for BOCES aid.

Remedial Reading 5120

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in remedial reading to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

English Language Arts Intervention 5121

Date Issued: 7/15/00 Year Effective: 00-01

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant English Language Arts Intervention services to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include teacher salary and fringe benefits, and associated staff costs of recruitment; teacher supplies and materials; teacher equipment; staff development and training; substitute costs; and between district travel. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified: For secondary, an example is Math in District A, Science in District B, etc; for elementary, N-6, Pre K-6, or common branch certification is acceptable. Participating districts may not receive service under a given title for both an itinerant and a central or area service.
ACADEMIC INTERVENTION	Services must be provided in a way that is supplemental to

CRITERIA	and congruent with services provided directly by the district. An academic intervention teacher cannot be employed to supplant regular instruction, i.e., to teach a standard Regents level course or a standard middle or elementary class. A Service Description – Attachment B – must be completed and approved prior to operating an itinerant Academic Intervention Service.
AID ISSUES	Expenditures for service provided to pupils with disabilities may not be eligible for BOCES aid. • If the AIS instruction is a part of a student's IEP, the service is not eligible for BOCES Aid. • For students whose IEP does not include AIS, and therefore BOCES Aid may be claimed, BOCES is responsible for annually informing districts they cannot claim Aid for Pupils with Disabilities for the time. Expenditures for service provided to pupils receiving educationally related support services (ERSS) are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils by district and approximate FTE of service provided. • A deduction should be taken on the SA-112 that is filed in October 2001 and thereafter. Data must be compiled to demonstrate that the service rendered is a cost savings to all participating districts or the service will not be eligible for BOCES Aid. • Prior year data will be used to establish the BOCES pooled rate and the district cost (median salary, fringe and associated costs). Year 1 for BOCES will be an estimate, based on other itinerant services in operation at the BOCES. • BOCES is responsible for reporting the required Statement of Assurance to the SED BOCES Unit by October 1, 2001 and thereafter.

Social Studies Intervention 5122

Date Issued: 7/15/00 Year Effective: 00-01

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant English Language Arts Intervention services to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include teacher salary and fringe benefits, and associated staff costs of recruitment; teacher supplies and materials; teacher equipment; staff development and training; substitute costs; and between district travel. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified: For secondary, an example is Math in District A, Science in District B, etc; for elementary, N-6, Pre K-6, or common branch certification is acceptable. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

ACADEMIC INTERVENTION CRITERIA	Services must be provided in a way that is supplemental to and congruent with services provided directly by the district. An academic intervention teacher cannot be employed to supplant regular instruction, i.e., to teach a standard Regents level course or a standard middle or elementary class. A Service Description - Attachment B - must be completed and approved prior to operating an itinerant Academic Intervention Service.
AID ISSUES	Expenditures for service provided to pupils with disabilities may not be eligible for BOCES aid. • If the AIS instruction is a part of a student's IEP, the service is not eligible for BOCES Aid. • For students with IEP does not include AIS, and therefore BOCES aid may be claimed, BOCES is responsible for annually informing districts they cannot claim Aid for Pupils with Disabilities for the time. Expenditures for service provided to pupils receiving educationally related support services (ERSS) are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils by district and approximate FTE of service provided. • A deduction should be taken on the SA-112 that is filed in October 2001 and thereafter. Data must be compiled in accordance with the Guideline Attachment to demonstrate that the service rendered in a cost savings to all participating districts or the service will not be eligible for BOCES Aid. • Prior year data will be used to establish the BOCES pooled rate and the district cost (salary fringe and associated costs). Year 1 for BOCES will be an estimate, based on other itinerant services in operation at the BOCES. • BOCES is responsible for reporting the required Statement of Assurance to the SED BOCES Unit by October 1, 2001 and thereafter.

Math Intervention 5123

Date Issued: 7/15/00 Year Effective: 00-01

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant math service to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include teacher salary and fringe benefits, and associated staff costs of recruitment; teacher supplies and materials; teacher equipment; staff development and training; substitute costs; and between district travel. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified: For secondary, an example is Math in District A, Science in District B, etc; for elementary, N-6, Pre K-6, or common branch certification is acceptable. Participating districts may not receive service under a given title for both an itinerant and a central or area service.
AID ISSUES	Expenditures for service provided to pupils with disabilities may not be eligible for BOCES aid.

	• If the AIS instruction is a part of a student's IEP, the service is not eligible for BOCES Aid. • For students with IEP does not include AIS, and therefore BOCES aid may be claimed, BOCES is responsible for annually informing districts they cannot claim Aid for Pupils with Disabilities for the time. Expenditures for service provided to pupils receiving educationally related support services (ERSS) are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils by district and approximate FTE of service provided. • A deduction should be taken on the SA-112 that is filed in October 2001 and thereafter. Data must be compiled in accordance with the Guideline Attachment to demonstrate that the service rendered in a cost savings to all participating districts or the service will not be eligible for BOCES Aid. • Prior year data will be used to establish the BOCES pooled rate and the district cost (salary, fringe, and associated costs). Year 1 for BOCES will be an estimate, based on other itinerant services in operation at the BOCES. • BOCES is responsible for submitting the required Statements of Assurance to the SED BOCES Unit by October 1, 2001 and thereafter.

Science Intervention 5124

Date Issued: 7/15/00 Year Effective: 00-01

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant remedial science service to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include teacher salary and fringe benefits, and associated staff costs of recruitment; teacher supplies and materials; teacher equipment; staff development and training; substitute costs; and between district travel. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified: For secondary, an example is Math in District A, Science in District B, etc; for elementary, N-6, Pre K-6, or common branch certification is acceptable. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

ACADEMIC INTERVENTION CRITERIA	Services must be provided in a way that is supplemental to and congruent with services provided directly by the district. An academic intervention teacher cannot be employed to supplant regular instruction, i.e., to teach a standard Regents level course or a standard middle or elementary class. A Service Description - Attachment B - must be completed and approved prior to operating an itinerant Academic Intervention Service.
AID ISSUES	Expenditures for service provided to pupils with disabilities may not be eligible for BOCES aid. • If the AIS instruction is a part of a student's IEP, the service is not eligible for BOCES Aid. • For students whose IEP does not include AIS, and therefore BOCES Aid may be claimed, BOCES is responsible for annually informing districts they cannot claim Aid for Pupils with Disabilities for the time. Expenditures for service provided to pupils receiving educationally related support services (ERSS) are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils by district and approximate FTE of service provided. • A deduction should be taken on the SA-112 that is filed in October 2001 and thereafter. Data must be compiled in accordance with the Guideline Attachment to demonstrate that the service rendered in a cost savings to all participating districts or the service will not be eligible for BOCES Aid. • Prior year data will be used to establish the BOCES pooled rate and the district cost (salary, fringe, and associated costs). Year 1 for BOCES will be an estimate, based on other itinerant services in operation at the BOCES. • BOCES is responsible for reporting the required Statement of Assurance to the SED BOCES Unit by

	October 1, 2001 and thereafter.

Speech Improvement 5130

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in speech improvement to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

SERVICE TO STUDENTS	Services for pupils with disabilities are not eligible for BOCES

WITH DISABILITIES	aid. BOCES is responsible for reporting proposed service to pupils with disabilities, identifying the district(s) and the amount of use in FTE. To simplify accounting for handicapped and general pupil services when mixed in a service budget, separate page fours are recommended. It is preferable to serve students with disabilities under guideline 4650 (Speech Impaired).

Bilingual/ESL: Itinerant 5200

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Bilingual Education and/or English as a Second Language to two or more school districts with pupils whose native language is other than English.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Each staff member should be shared between two or more school districts. Any unshared service provided must be justified in writing. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.
AID ISSUES	This service is not eligible for BOCES aid.

Bilingual/ESL: Central 5201

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Central Service
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 401-499
Level: K-12

NATURE OF SERVICE

BOCES employees provide district-based programs in Bilingual Education and/or English as a Second Language to two or more school districts with pupils whose native language is other than English.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Each staff member should be shared between two ore more school districts. Any unshared service provided must be justified in writing. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.
AID ISSUES	This service is not eligible for BOCES aid.

Advanced English 5210

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31), Gifted (33)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 11-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in advanced English and/or advanced placement English to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

ADVANCED ACADEMICS CRITERIA	Each course must be an 11th or 12th grade subject which exceeds the minimum requirements for a Regent's diploma, or Each course must require advanced ability, or Each course must represent an advanced level of a standard Regents level course, or Each course must be an advanced placement course. All services must meet the following criteria contained in Education law §1950(4)(bb). · the proposed service will provide additional opportunities for pupils, including those with handicapping conditions; · the proposed service will provide cost savings to participating districts, exclusive of additional aid; · the proposed service will insure a greater or more appropriate use of facilities by BOCES.

Foreign Language, Other (Specify) 5220

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in foreign language, other than those languages included in activity codes 5221-5229, to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Chinese 5221

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Chinese to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

French	**5222**
Date Issued: 6/1/98	Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in French to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

German	**5223**
Date Issued: 6/1/98	Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in German to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Hebrew 5224

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Hebrew to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Italian 5225

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Italian to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Japanese 5226

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Japanese to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Latin 5227

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Latin to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Russian 5228

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Russian to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Spanish	**5229**
Date Issued: 6/1/98	Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Spanish to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Advanced Mathematics 5230

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31), Gifted (33)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in advanced mathematics and/or advanced placement mathematics to two ore more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

ADVANCED ACADEMICS CRITERIA	Each course must be an 11th or 12th grade subject which exceeds the minimum requirements for a Regent's diploma, or Each course must require advanced ability, or Each course must represent an advanced level of a standard Regents level course, or Each course must be an advanced placement course. All services must meet the following criteria included in Education Law §1950(4)(bb). · the proposed service will provide additional opportunities for pupils, including those with handicapping conditions; · the proposed service will provide cost savings to participating districts, exclusive of additional aid; · the proposed service will insure a greater or more appropriate use of facilities by BOCES.

Remediation – Secondary Itinerant 5231

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31))
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in a remedial class for secondary students to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. All students served must have failed a course or a Regents examination, or repeating to improve a grade. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Occupationally-Related Mathematics 5232

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31))
Delivery Method: Itinerant
Time Period: September-June (42)
Location: BOCES Center (11)

PSN Range: 401-499
Level: 7-12

NATURE OF SERVICE

BOCES employees provide occupationally related mathematics courses designed to help occupational education students complete mathematics course requirements.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, how occupational education time requirements will be met, and the basis on which participants are billed.
SPECIFIC REQUIREMENT	A separate tuition may be charged or charges may be transferred into the occupational education budget, pooled, and collected as part of the occupational education tuition.

Advanced Science 5240

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31), Gifted (33)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in advanced science and/or advanced placement science to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

ADVANCED ACADEMICS	Each course must be an 11th or 12th grade subject which

CRITERIA	exceeds the minimum requirements for a Regent's diploma, or Each course must require advanced ability, or Each course must represent an advanced level of a standard Regents level course, or Each course must be an advanced placement course. All services must meet the following criteria included in Education Law §1950(4)(bb). · the proposed service will provide additional opportunities for pupils, including those with handicapping conditions; · the proposed service will provide cost savings to participating districts, exclusive of additional aid; · the proposed service will insure a greater or more appropriate use of facilities by BOCES.

Occupationally-Related Science 5241

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11)

PSN Range: 401-499
Level: 7-12

NATURE OF SERVICE

BOCES employees provide occupationally related science courses to help occupational education students complete science course requirements.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, how occupational education time requirements will be met, and the basis on which participants are billed.
SPECIFIC REQUIREMENT	A separate tuition may be charged or charges may be transferred into the occupational education budget, pooled, and collected as part of the occupational education tuition.

Advanced Social Studies 5310

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31), Gifted (33)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in advanced science and/or advanced placement science to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

ADVANCED ACADEMICS CRITERIA	Each course must be an 11th or 12th grade subject which exceeds the minimum requirements for a Regent's diploma, or Each course must require advanced ability, or Each course must represent an advanced level of a standard Regents level course, or Each course must be an advanced placement course. All services must meet the following criteria included in Education Law §1950(4)(bb). · the proposed service will provide additional opportunities for pupils, including those with handicapping conditions; · the proposed service will provide cost savings to participating districts, exclusive of additional aid; · the proposed service will insure a greater or more appropriate use of facilities by BOCES.

Law Related Education 5311

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13) **PSN Range:** 401-499
Type Student: General (31) **Level:** 7-12
Delivery Method: Itinerant
Time Period: September-June (42)
Location: BOCES Center (11), District Classroom (12), Other (13)

NATURE OF SERVICE

BOCES operates an instructional program on the place of law in society and the inter-relationship of general government, the police, and the courts. The service may include field trips to provide on-site observation.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if

	the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · Consultants do not assume BOCES responsibility for operation and management of the program; · Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; · Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and · Consulting services are provided to multi-district audiences.
AID ISSUES	Transportation costs are not eligible for BOCES aid.

Art	**5320**
Date Issued: 6/1/98	Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in art to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Theater 5330

Date Issued: 7/1/02 Year Effective: 02-03

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September – June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: **K-12**

NATURE OF SERVICE

BOCES employees provide shared itinerant service in theater to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Health Education 5410

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in health education to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Physical Education 5420

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in regular or adaptive physical education to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

SERVICE TO STUDENTS WITH DISABILITIES	Services for pupils with disabilities are not eligible for BOCES aid. BOCES is responsible for reporting proposed service to pupils with handicapping conditions, identifying the district(s) and the amount of use in FTE. To simplify accounting for handicapped and general pupil services when mixed in a service budget, separate page fours are recommended.

Music	**5510**
Date Issued: 6/1/98	Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in music to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Dance 5520

Date Issued: 7/1/02 Year Effective: 02-03

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Mthod: Itinerant
Time Period: September – June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K - 12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in dance to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Technology 5610

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in technology to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Driver Education 5810

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in driver education to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. A driver education simulator may be provided with aid as a part of this service if shared by two or more districts receiving itinerant driver education service. Use of a contract for either instruction or driving is not permitted with aid.

SERVICE TO HANDICAPPED	Services for pupils with handicapping conditions are not eligible for BOCES aid. BOCES is responsible for reporting proposed service to pupils with handicapping conditions identifying the district(s) and the amount of use in FTE. To simplify accounting for handicapped and general pupil services when mixed in a service budget, separate page fours are recommended.

Remediation 5821

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11)

PSN Range: 401-499
Level: 7-12

NATURE OF SERVICE

BOCES employees provide remedial education courses designed to help occupational education students complete Regent's competency test requirements.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, how occupational education time requirements will be met, and the basis on which participants are billed.
SPECIFIC REQUIREMENT	A separate tuition may be charged or charges may be transferred into the occupational education budget, pooled, and collected as part of the occupational education tuition.

Itinerant, Other (Non-Aided) 5822

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in an academic area not included in other criteria-guidelines and for which BOCES aid is not authorized.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
PROGRAM DESCRIPTION	A program description must be submitted which specifies the subject matter area(s) included e.g. 9th grade mathematics.
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Itinerant expenses include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials.

Librarian 5830

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: 7-12

NATURE OF SERVICE

BOCES employees provide shared itinerant librarian service to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, staff salary, fringe benefits, staff travel, staff development, and teaching supplies or materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Exploratory Enrichment 5840

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13) **PSN Range:** 401-499
Type Student: General (31) **Level:** K-12
Delivery Method: Central Service
Time Period: July-August (41), September-June (42)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a shared instructional program in academic or occupational subject matter areas, providing activities which exceed or are different from content offerings found in standard courses. Program activities may occur in BOCES facilities, shared district classrooms, college facilities, or specialized facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.
COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of the program based on one of the following criteria: • 1 FTE per 50,000 pupils in participating districts with a minimum staffing of 0.10 FTE; or • 1 FTE per 50 participating districts with a minimum staffing of 0.10 FTE; or • 5 to 10 per cent of the service's budget. The service plan must indicate which criterion is used.

COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of the program based on one of the following criteria: • 1 FTE per 50,000 pupils in participating districts with a minimum staffing of 0.10 FTE; or • 1 FTE per 50 participating districts with a minimum staffing of 0.10 FTE; or • 5 to 10 per cent of the service's budget. The service plan must indicate which criterion is used.
CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · Consultants do not assume BOCES responsibility for operation and management of the program; · Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; · Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and · Consulting services are provided to multi-district audiences.
SPECIFIC REQUIREMENTS	Activities may not generate school or college credit. Activities may not be scheduled on weekends. Activities may not involve extracurricular activities such as Olympics of the Mind. These activities should be submitted pursuant to activity code 6111, Extracurricular Activity Coordination. Staff members providing classroom instruction must meet the certification requirements for visiting lecturer or hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct supervision of a certified teacher.
AID ISSUES	The cost of using specialized facilities is eligible for aid. Transportation costs are not eligible for BOCES aid. Food costs are not eligible for aid. Admission tickets are not eligible for aid.

Gifted and Talented: Central 5841

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13) **PSN Range:** 401-499
Type Student: Gifted (33) **Level:** K-12
Delivery Method: Central Service
Time Period: July-August (41), September-June (42)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a shared instructional program in academic or occupational subject matter areas, providing activities which exceed or are different from content offerings found in standard courses. Program activities may occur in BOCES facilities, shared district classrooms, college facilities, or specialized facilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of the program based on one of the following criteria: • 1 FTE per 50,000 pupils in participating districts with a minimum staffing of 0.10 FTE; or • 1 FTE per 50 participating districts with a minimum staffing of 0.10 FTE; or • 5 to 10 per cent of the service's budget. The service plan must indicate which criterion is used.
CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · Consultants do not assume BOCES responsibility for operation and management of the program; · Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; · Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and · Consulting services are provided to multi-district audiences.
SPECIFIC REQUIREMENTS	Activities may not generate school or college credit. Activities may not be scheduled on weekends. Activities may not involve extracurricular activities such as Olympics of the Mind. These activities should be submitted pursuant to activity code 6111, Extracurricular Activity Coordination. Staff members providing classroom instruction must meet the certification requirements for visiting lecturer or hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct supervision of a certified teacher.
AID ISSUES	The cost of using specialized facilities is eligible for aid. Transportation costs are not eligible for BOCES aid. Food costs are not eligible for aid. Admission tickets are not eligible for aid.

Arts in Education 5842

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	September-June (42), July-August for staff development only.		
Location:	BOCES Center (11)		

NATURE OF SERVICE

BOCES operates a shared service designed to integrate the arts into education. Individual activities may include music, drama, dance, writing, and the visual and media arts. Staff development related to a specific arts activity may also be provided.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

COORDINATION	BOCES must provide for professional staff management of

REQUIREMENTS	the program based on one of the following criteria: • 1 FTE per 50,000 pupils in participating districts with a minimum staffing of 0.10 FTE; or • 1 FTE per 50 participating districts with a minimum staffing of 0.10 FTE; or • 5 to 10 per cent of the service's budget. The service plan must indicate which criterion is used. With the agreement of all participating districts, the cost of coordination may be placed in another service budget to which the cost of coordinating staff is charged. If this option is chosen, the service plan shall indicate the source of coordination. The District Superintendent may request, in writing, a waiver of the minimum coordination level if it can be demonstrated that the requirements for a BOCES-operated service can be met with a lesser amount of coordination.
CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · Consultants do not assume BOCES responsibility for operation and management of the program; · Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; · Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and · Staff development activities are related to a specific arts activity and are presented by the arts provider.
AID ISSUES	Individual activities provided a single district are eligible for BOCES aid provided that the service as a whole is provided to two or more districts. Transportation costs are not eligible for BOCES aid.

Environmental Education 5843

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13) **PSN Range:** 401-499
Type Student: General (31) **Level:** K-12
Delivery Method: Central Service
Time Period: July-August (41), September-June (42)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES employees coordinate or provide a shared instructional program in which an outdoor setting serves as a laboratory for observing and demonstrating processes directly related to the environment, its abuse or enhancement. Programs may include field trips and residential programs. Staff development for teachers in participating districts may also be included as part of the service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of the program based on one of the following criteria: • 1 FTE per 50,000 pupils in participating districts with a minimum staffing of 0.10 FTE; or • 1 FTE per 50 participating districts with a minimum staffing of 0.10 FTE; or • 5 to 10 per cent of the service's budget. The service plan must indicate which criterion is used.
CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · Consultants do not assume BOCES responsibility for operation and management of the program; · Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; · Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and · Consulting services are provided to two or more districts.
SPECIFIC REQUIREMENTS	Activities related to social or cultural processes, or general education programs using the outdoors as a classroom, e.g., Outdoor Education, will not be approved as a part of this service. Activities may not generate school or college credit. Activities may not be scheduled on weekends.
AID ISSUES	The cost of using specialized facilities is eligible for aid. Transportation costs are not eligible for BOCES aid. Food costs are not eligible for aid.

Migrant Tutorial 5845

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13) **PSN Range:** 401-499
Type Student: General (31) **Level:** K-12
Delivery Method: Central Service
Time Period: July-August (41), September-June (42)
Location: BOCES Center (11), District Classroom (12)

NATURE OF SERVICE

BOCES employees provide an academic program for the children of migrant workers.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	This service is not eligible for BOCES aid.

Visiting Experts 5847

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Area Service
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 401-499
Level: K-12

NATURE OF SERVICE

BOCES provides experts in various recognized professional academic disciplines, e.g., sociologist, historian, paleontologist, for short-term instructional activities directly related to courses of study pursued by pupils. Artists in residence, including writers, should be provided under activity code 5842.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.
SPECIFIC REQUIREMENTS	Staff members providing classroom instruction must meet the certification requirements for visiting lecturer or hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct supervision of a certified teacher.

CONTRACTS FOR STAFF	Expenditures for staff secured pursuant to written contracts with public agencies or postsecondary institutions will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · Contract staff do not assume BOCES responsibility for operation and management of the program; · The contract provides for payment of a flat amount based on the elements of service purchased; and · The contract may be terminated if services are not satisfactory.

Gifted and Talented: Itinerant 5850

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: Gifted (33)
Delivery Method: Area Service
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Gifted and Talented to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Academic Programs, Central 5870

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31), Gifted (33)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES employees provide a program of academic instruction for two or more districts, including, but not limited to the following activities.

- Academic course offerings at regular board of cooperative educational service centers or leased sites;
- Block scheduling to enable students to attend classes at a board of cooperative educational services center for an entire day; or
- Satellite offerings of specific concentrations or specializations sponsored by boards of cooperative educational services at local schools, with cross-contracting for services.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.
ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, that required testing will be administered and that remediation will be provided where needed;

	Evidence that the student selection process has criteria sufficiently precise to identify a specific target population, that all districts have agreed to the criteria, and that student participation is voluntary; Evidence that parental approval and involvement will be sought prior to admission; Evidence of plans for evaluation of student outcome objectives, including an annual review of student continuation; and Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit. Evidence that the service meets the following criteria included in Education Law §1950(4)(bb). · the proposed service will provide additional opportunities for pupils, including those with handicapping conditions; · the proposed service will provide cost savings to participating districts, excursive of additional aid; · the proposed service will insure a greater or more appropriate use of facilities by BOCES.
SPECIFIC REQUIREMENTS	Transportation must be provided. Expense not eligible for BOCES aid. Classes may not be scheduled on weekends.
AID ISSUES	Full day programs generate BOCES aid only. Districts should be advised that pupils should not be counted for operating aid purposes.

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31), Handicapped (32)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	Other, Specify (13)		

NATURE OF SERVICE

BOCES provides instructional programs for pupils in correctional facilities based on a contract with district in which the correctional facility is located.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service may be provided to a single district.
AID ISSUES	This service is not eligible for BOCES aid.

Teen Pregnancy 5872

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	7-12
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates an instructional program for teenage parents, prior to and following delivery, which may include academic education, development of vocational skills, work study, nutrition education, parenting skills, and support services other than medical. The program may be operated in conjunction with infant care where necessary to maintain the pupil in school. The goal of the program is to maintain the student in school while providing courses which will enable the student to obtain a high school diploma.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.

ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, that required testing will be administered and that remediation will be provided where needed; Evidence that the student selection process has criteria sufficiently precise to identify a specific target population,

	that all districts have agreed to the criteria, and that student participation is voluntary; Evidence that parental approval and involvement will be sought prior to admission; Evidence of plans for evaluation of student outcome objectives, including an annual review of student continuation; and Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit.
SPECIFIC REQUIREMENTS	Transportation must be provided. Expense not eligible for BOCES aid. Work-study and similar programs must comply with applicable portions of State and Federal labor laws.
AID ISSUES	Expenses for students in General Equivalency Diploma (GED) programs are eligible for either BOCES aid or Equivalent Attendance aid, but not both. If BOCES aid will be claimed for the service, contact hours should not be reported to participating districts. Full day programs generate BOCES aid only. Districts should be advised that pupils should not be counted for operating aid purposes. Stipends for students participating in work experience activities directly related to educational goals are eligible for aid.

Alternative Education – Secondary 5873

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13) **PSN Range:** 401-499

Type Student: General (31) **Level:** 6-12
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11) District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES operates full or part-day programs for non-disabled pupils who have been identified as having special needs not being met in current school programs. Programs may include academic education, development of vocational skills, work-study, specialized activities, e.g., environmental education, "outward bound," or a combination of these and other activities to be specified. The goal of the program is to maintain the student in school while providing courses which will enable the student to obtain a high school diploma.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.

ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, that required testing will be administered and that remediation will be provided where needed; Evidence that the student selection process has criteria sufficiently precise to identify a specific target population, that all districts have agreed to the criteria, and that student participation is voluntary; Evidence that parental approval and involvement will be sought prior to admission.

	Evidence of plans for evaluation of student outcome objectives, including an annual review of student continuation; and Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit.
SPECIFIC REQUIREMENTS	Transportation must be provided. Expense is not eligible for BOCES aid. Work-study and similar programs must comply with applicable portions of State and Federal labor laws.
AID ISSUES	Expenses for students in General Equivalency Diploma (GED) programs are eligible for either BOCES aid or Equivalent Attendance aid, but not both. If BOCES aid will be claimed for the service, contact hours should not be reported to participating districts. Stipends for students participating in work experience activities directly related to educational goals are eligible for aid. Full day programs generate BOCES aid only. Districts should be advised that pupils should not be counted for operating aid purposes.

Academic Programs, Special Facilities 5874

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	6-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES employees provide instructional programs to pupils in hospitals, day treatment centers, or other facilities which preclude the pupils' attendance in schools of his/her district residence. Instructional programs are designed to help pupils continue course work assigned by home the district.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.

ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, that required testing will be administered and that remediation will be provided where needed; Evidence of plans for evaluation of student outcome objectives, including an annual review of student continuation; and Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit.
SPECIFIC REQUIREMENTS	Transportation must be provided. Expense is not eligible for BOCES aid. Work-study and similar programs must comply with applicable portions of State and Federal labor laws.
AID ISSUES	Expenses for students with handicapping conditions are not

	eligible for BOCES aid. BOCES is responsible for reporting services provided to this population. Expenses for students in General Equivalency Diploma (GED) programs are eligible for either BOCES aid or Equivalent Attendance aid, but not both. If BOCES aid will be claimed for the service, contact hours should not be reported to participating districts. Full day programs generate BOCES aid only. Districts should be advised that pupils should not be counted for operating aid purposes.

Summer School 5875

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	July-August (41)		
Location:	BOCES Center (11) District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates programs in the summer including remedial courses in academic areas and other short-term academic or exploratory enrichment subjects.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.

ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, that required testing will be administered and that remediation will be provided where needed; Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit. Evidence that the service meets the following criteria contained in Education Law §1950(4)(bb). • the proposed service will provide additional opportunities for pupils, including those with handicapping conditions • the proposed service will provide cost savings to participating districts, exclusive of additional aid; • the proposed service will insure a greater or more appropriate use of facilities by BOCES.
SPECIFIC REQUIREMENTS	The summer school must operate in a registered high school, approved elementary school, or BOCES owned or leased facility.

	If the service is operated at multiple sites, each site must be shared by two or more participating districts. BOCES may not collect tuition directly from students. • Participating school districts are responsible for all charges: their students may not be charged tuition. • Students from non-participating districts may enroll only through a participating district, upon payment of tuition. • Non-public school pupils must be enrolled by their district of residence tuition free, if the district is participating. If their district is not participating, the students may enroll through a participating district upon payment of tuition. Teachers must be BOCES employees, hired and paid on the same policy basis as other BOCES employees. Transportation is not required. No BOCES aid or Transportation aid may be claimed.

Advanced Placement Courses 5876

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31), Gifted (33)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11) District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates an instructional program which provides academically-talented students with the opportunity to enroll in accelerated courses not typically offered in high schools.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.

ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, Evidence that the service meets the following criteria contained in Education Law §1950(4)(bb). • the proposed service will provide additional opportunities for pupils, including those with handicapping conditions • the proposed service will provide cost savings to participating districts, exclusive of additional aid; • the proposed service will insure a greater or more appropriate use of facilities by BOCES.
CONTRACTS FOR STAFF	Expenditures for staff secured pursuant to written agreements with public postsecondary institutions will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · BOCES can demonstrate that BOCES staff will be responsible for supervision of instruction; · Contract staff do not assume BOCES responsibility for operation and management of the program; · The contract provides for payment of a flat amount based on the elements of service purchased; and · Contract staff are selected on the basis of instructional skill.

SPECIFIC REQUIREMENTS	Staff members providing instruction must hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct supervision of a certified teacher. Transportation must be provided. Expense is not eligible for BOCES aid. Classes may not be scheduled on weekends.
CREDIT	All courses must be certifiable for high school credit and must qualify students to either take college advanced placement examinations or to receive credit from participating colleges.

AID ISSUES	Full day programs generate BOCES aid only. Districts should be advised that pupils should not be counted for operating aid purposes. Expenditures for advanced placement examinations or for tuition related to receipt of college credit are not eligible for BOCES aid. Such expenditures are the responsibility of the individual student. Costs for meals for students or staff are not eligible for BOCES aid.

Distance Learning 5877

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31), Gifted (33)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11) District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a program of academic instruction for two or more districts using interactive technologies. BOCES is responsible for design and operation of the interactive system, for management of instruction, for reporting student achievement to participating districts, and for evaluation of the service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:

SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements.
ADDITIONAL SERVICE PLAN ELEMENTS	An explanation of how BOCES staff manage the instruction provided, including how staff are selected and supervised. Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit.
ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the service meets the following criteria contained in Education Law §1950(4)(bb). • the proposed service will provide additional opportunities for pupils, including those with handicapping conditions • the proposed service will provide cost savings to participating districts, exclusive of additional aid; • the proposed service will insure a greater or more appropriate use of facilities by BOCES. An itemization of equipment to be used in the service, indicating location of the respective equipment items, and a diagram illustrating interconnection of the equipment.
CONTRACTS FOR STAFF	Expenditures for staff secured pursuant to written agreements with public postsecondary institutions will be eligible for BOCES aid if the following conditions are met. · BOCES can demonstrate that qualified employees are not available; · BOCES can demonstrate that BOCES staff will be responsible for supervision of instruction; · Contract staff do not assume BOCES responsibility for operation and management of the program; · The contract provides for payment of a flat amount based on the elements of service purchased; and · Contract staff are selected on the basis of instructional skill.
SPECIFIC REQUIREMENTS	Staff members providing instruction must hold an appropriate teaching certificate. Individuals who do not meet this requirement must work under the direct

	supervision of a certified teacher. Service delivery standards and service delivery agreements must be prepared as outlined in the attached document.
AID ISSUES	School district expenditures for renovation or operation and maintenance of "tele-classrooms" are not eligible for BOCES aid. Student materials are not eligible for BOCES aid.

Service Delivery Standards

For Distance Learning Services

Service delivery standards document the basis for the distribution of components in a shared service provided by electronic means, such as distance learning. These components, including hardware, software, telecommunications, and personnel must be distributed according to objective characteristics of school districts including, but not restricted to, numbers of pupils, numbers of staff, or number of buildings.

Service delivery standards must be incorporated into a written document which includes the following three elements. The document must be reviewed on the same three-year cycle as the BOCES' program descriptions.

1. Statement of BOCES Governance

a. Development, management and control of the service, including determining the nature of the service, the means of service delivery, hours of system operation, development and implementation of security standards and control of individual district use of system hardware or software;
b. Selection, ownership and control of district-based hardware and software;
c. Selection and supervision of all personnel involved in provision of the service;
d. Maintenance of system integrity to insure that no action of an individual school district will degrade the system's operation.

2. Statement of District Responsibilities

a. defining local service needs;
b. establishing of planning team(s);

c. affecting, through participation in distance learning advisory groups, needs assessment, development of service options, delivery modes and pricing; and,

3. Service Delivery Options

The standards will contain a description of each service delivery option which includes:

a. A description of standardized district-based hardware and software that is used for the service delivery options; and

b. A description and diagram of the telecommunications network to be used.

BOCES – District Service Agreement

A BOCES – District service agreement must be executed with each participating district and be maintained on file in the BOCES. The agreement must incorporate the service delivery standards and must also include a statement indicating understanding of and agreement with the distance learning service delivery standards.

Agreements must be signed by the superintendent of each participating school district.

Alternative Education; Middle School 5878

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	6-9
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11) District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates full or part-day programs for non-disabled pupils in grades 6-9 who have been identified as having special needs not being met in current school programs. Programs may include academic education, development of vocational skills, work-study, specialized activities, e.g., environmental education, "outward bound," or a combination of these and other activities to be specified. The goal of the program is to maintain the student in school while providing courses which will enable the student to obtain a high school diploma.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis

	on which participants are billed and the following additional elements.

ADDITIONAL SERVICE PLAN ELEMENTS	Evidence that the program will comply with Part 100 of the Commissioner's Regulations, that required testing will be administered and that remediation will be provided where needed; Evidence that the student selection process has criteria sufficiently precise to identify a specific target population, that all districts have agreed to the criteria, and that student participation is voluntary; Evidence that parental approval and involvement will be sought prior to admission; Evidence of plans for evaluation of student outcome objectives, including an annual review of student continuation; and Evidence of plans for an annual program review by a committee of secondary school principals to determine equivalency of instruction and student eligibility for credit.
SPECIFIC REQUIREMENTS	Transportation must be provided. Expense is not eligible for BOCES aid. Work-study and similar programs must comply with applicable portions of State and Federal labor laws.
AID ISSUES	Expenses for students in General Equivalency Diploma (GED) programs are eligible for either BOCES aid or Equivalent Attendance aid, but not both. If BOCES aid will be claimed for the service, contact hours should not be reported to participating districts. Stipends for students participating in work experience activities directly related to educational goals are eligible for aid. Full day programs generate BOCES aid only. Districts should be advised that pupils should not be counted for operating

	aid purposes.

NCLB Supplemental Education 5879

Date Issued: 10/1/02 Year Effective: 2002-03

Service Descriptors

Class/Division: General Education (13) **PSN Range:** 401-499
Type Student: General/Special Education/ESL (31) **Level**: K-12
Delivery Method: Central Service
Time Period: July – June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES employees provide English Language Arts (including reading) and mathematics to pupils whose parent or legal guardian has requested Supplemental Educational Services from BOCES. BOCES **must** be a Supplemental Educational Services Provider approved by the New York State Education Department.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable Federal and State laws and regulations and the following specific standards is required.
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, and the basis on which participants are billed.
SPECIFIC REQUIREMENT	BOCES must maintain status as an approved Supplemental Educational Services Provider.
AID ISSUES	This service is not eligible for BOCES aid.

Continuing Education: General 5910

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)
PSN Range: 401-499
Level: Adult

NATURE OF SERVICE

BOCES operates a program of continuing education including programs for adults. Programs designed to provide vocational training for adults must be operated as part of the occupational education program.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description, including the titles of courses, time schedules, and required fees, is required. Self-supporting programs require a sponsorship agreement with at least one component district. BOCES may execute a contract with a public post-secondary institution for operation of the program.
AID ISSUES	This service is not eligible for BOCES aid.

Employment Preparation/Adult Education 5912

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	Adult
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12		

NATURE OF SERVICE

BOCES operates an instructional program for adults which provides the basic academic skills required to successfully complete the General Education Development (GED) examination. Adult Basic Education activities should also be submitted under this guideline.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description, including the titles of courses, time schedules, and required fees, is required. An application must be made to the Division of Continuing Education, in addition to filing a CO-SER.
AID ISSUES	This service is not eligible for BOCES aid, but may be eligible for Employment Preparation Aid.

Adult Americanization 5913

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	Adult
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12)		

NATURE OF SERVICE

BOCES operates an instructional program which provides courses in U.S. history, government, geography, etc. designed to prepare students for naturalization examinations. The program may also provide for development of skills in written and spoken English.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	This service is not eligible for BOCES aid.

Equivalent Attendance Education 5916

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	General Education (13)	**PSN Range:**	401-499
Type Student:	General (31)	**Level:**	10
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12)		

NATURE OF SERVICE

BOCES operates instructional programs offering one or both of the following activities:

- alternative high school equivalency preparation programs for in-school youth 16-20 years of age;
- high school equivalency preparation programs for out-of-school youth 18-20 years of age which provides the basic academic skills required to successfully complete the General Education Development (GED) examination.

Either program may be operated in conjunction with vocational skill development, work experience, counseling or other programs designed to meet the needs of participants.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. An application must be made to the Division of Continuing Education, in addition to filing a CO-SER.

AID ISSUES	Expenses for students in General Equivalency Diploma (GED) programs are eligible for either BOCES aid or Equivalent Attendance aid, but not both. If BOCES aid will be claimed for the service, contact hours should not be reported to participating districts.

	Tuition costs for students participating in secondary occupational education are eligible for BOCES aid.

Computer Instruction **5930**

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant service in Computer Instruction to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per certification area. A BOCES shared teacher may teach different subject in sharing districts if certified, e.g., Technology in District A, Agriculture in District B.

Junior R.O.T.C. 5950

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: General Education (13)
Type Student: General (31)

PSN Range: 401-499
Level: 10-12

Delivery Method: Area Service
Time Period: September-June (42)
Location: District Classroom (12)

NATURE OF SERVICE

BOCES operates, under agreement with one of the military services, a program of military instruction for two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. A written agreement with one of the military services should be submitted with the original application.

Div. 21 Instructional Support: Coordination/Supervision

Criteria-Guidelines for Approval of BOCES Services

6110	General Supervision/Coordination
6111	Extracurricular Activity Coordination
6114	Inter-Scholastic Sports Coordination
6115	K-12 Subject Area Coordination
6116	Reading Development Coordination
6117	Health & Drug Ed. Coordination
6118	Pupil Services Coordination
6119	Primary Mental Health Services Coordination
6120	Computer Education Coordinator
6122	Curriculum & Instruction Coordination
6131	Career Education Coordination
6132	Environmental Education Coordination
6133	Alternative Education Coordination
6135	Work Experience Coordination
6136	Industry-Education Activities
6137	Audio/Visual Svc. Coordination
6138	Vocational/Industrial Work Coordination
6139	Gifted/Talented Coordination
6160	Coordination, Other (Central)
6161	Coordination, Additional
6163	Supervisor: Handicapped Programs
6164	Coordination, Other (District)
6165	Continuing Education Coordination
6166	School Library Media Coordination
6167	BOCES Library Media Coordination
6211	School/Curriculum Improvement Planning
7151	Assistant/Associate Superintendent for Instruction

General Supervision/Coordination 6110

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (F.T.E.) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Extracurricular Activity Coordination 6111

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Central
Time Period: September-June (42)
Location: BOCES Center (11). Other (13)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES employees coordinate extracurricular activities for two or more school districts. Extracurricular activities include: those activities not included within the scope of the regular school curriculum, approved or sanctioned organized student activities, or academic or occupational activities involving competition, for which no credit is awarded.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Coordination must be provided by a BOCES employee.
AID ISSUES	Expenses eligible for aid include salary, fringe benefits and travel expenses of the person(s) providing coordination and related office expenses. Expenses for student participation in activities including the operation of competitions, organization fees, transportation, awards, food and lodging are not eligible for BOCES aid.

Inter-Scholastic Sports Coordination 6114

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Central
Time Period: September-June (42)
Location: BOCES Center (11)

PSN Range: 501-599
Level: 9-12

NATURE OF SERVICE

BOCES employees coordinate athletic activities in participating high schools, including: game and official scheduling, arbitration of disputes, monitoring of eligibility requirements, and provision of coaching in service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Coordination must be provided by a BOCES employee. The minimum service eligible for approval is for a league; the maximum service eligible is for a section.
AID ISSUES	Expenses eligible for aid include salary, fringe benefits and travel expenses of the person(s) providing coordination and related office expenses. No other expense is aidable. Expenses for student participation in activities including the operation of competitions, organization fees, transportation, awards, food and lodging are not eligible for BOCES aid.

K-12 Subject Area Coordination 6115

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Reading Development Coordination 6116

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Health & Drug Ed. Coordination 6117

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Pupil Services Coordination 6118

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Primary Mental Health Svces Coordination 6119

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Central Service
Time Period: September-June (42)
Location: BOCES Center (11)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES employees coordinate activity of paraprofessional aides acting as leader role models for primary age pupils who demonstrate ineffective learning behaviors.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Aid is restricted to coordination and professional support services for aides.

Computer Education Coordination 6120

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Curriculum & Instruction Coordination 6122

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Career Education Coordination 6131

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Environmental Education Coordination 6132

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Alternative Education Coordination 6133

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Work Experience Coordination 6135

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Industry-Education Activities Coordination 6136

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 501-599
Level: N/A

NATURE OF SERVICE

BOCES employees coordinate and manage relationships with local industries/businesses leading to better understanding and awareness of business and educational personnel of the other area. Arranges programs for teachers, students, and business leaders.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Coordination/supervision must be provided by BOCES employees.
AID ISSUES	Expenses eligible for aid include salary, fringe benefits and travel expenses of the person(s) providing coordination and related office expenses. No other expense is eligible for aid.

Audio/Visual Svce. Coordination 6137

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Vocational/Industrial Work Coordination 6138

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Gifted/Talented Coordination 6139

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: Gifted (33)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Coordination, Other 6160

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 501-599
Level: N/A

NATURE OF SERVICE

BOCES employees provide central coordination for a district-operated service or services specified in the program description.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Coordination/supervision must be provided by BOCES employees.
AID ISSUES	Expenses eligible for aid include salary, fringe benefits and travel expenses of the person(s) providing coordination and related office expenses.

Coordination, Additional 6161

Date Issued: 11/1/2008 Year Effective: 08-09

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 501-599
Level: N/A

NATURE OF SERVICE

BOCES employees provide central coordination for a district-operated service or services specified in the program description.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program and the basis on which participants are billed.
AID ISSUES	Expenses eligible for aid include salary, fringe benefits and travel expenses of the person(s) providing coordination and related office expenses.
EMPLOYMENT STATUS	For any individuals providing service in this CO-SER, the BOCES must undertake a review pursuant to section 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe benefits.

Supervisor: Handicapped Programs 6163

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area.

	A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A,

	Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.
AID ISSUES	This service is not eligible for BOCES aid.

Coordination, Other (District) 6164

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

Continuing Education Coordination 6165

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 501-599
Level: Adult

NATURE OF SERVICE

BOCES provides a central coordination service for a continuing education program operated at a central site for two or more districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Coordination/supervision must be provided by BOCES employees.
AID ISSUES	Expenses eligible for aid include salary, fringe benefits and travel expenses of the person(s) providing coordination and related office expenses.

School Library Media Coordination 6166

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant coordination/supervision service to two or more school districts. Coordination/supervision supports district activity by providing professional assistance, advice, supervision, or leadership.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service.

BOCES Library Media Coordination 6167

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Coordination (21)
Type Student: General
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES provides school library system service as described in Chapter 348 of the Laws of 1984 including coordination of union catalog development, catalog data base development, interlibrary loan services, regional delivery systems, staff and program development, cooperative collection development, and public relations.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Coordination/supervision must be provided by BOCES employees. The service must meet requirements set by Bureau of School Libraries including application and long-range plan submission. If there are district contributions included, the program must meet general BOCES criteria to be eligible for BOCES aid.

School/Curriculum Improvement 6211

Dated Issued: 6/1/98 Year Effective: 98-99
Revised: 6/02

SERVICE DESCRIPTORS

Class/Division: General Education (24) **PSN Range:** 501-499
Type Student: General (31) **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11) District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides a service comprised of one or more activities designed to strengthen instruction, raise standards, improve curriculum and assessment practices and build capacity at local levels. Activities which do not specifically address strengthening instruction, raising standards, building local capacity and assessing student progress cannot be part of this CO-SER. Approval activities may include professional staff development (both facility-based and/or web-based delivery), curriculum development and adaptation, assessment practices and planning designed to meet the Regents' State initiatives.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A base activity, which includes the cost of BOCES planning, management technical support and leadership, must be part of the overall service. The base activity must provide for BOCES professional staff service expenditures equal to at least 10 percent of the service budget exclusive of the amount budgeted for stipends and substitute reimbursement. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. A district participating via cross-contract must show evidence of support of a base activity sponsored by the BOCES of which it is a component.

SERVICE DESCRIPTION REQUIRED	A service description must be submitted with the initial application for approval. The service description must

	describe the service provided, the role of BOCES staff in the management and operation of the program and the basis on which participants are billed. Service delivery standards, consistent with the attached criteria, must be included with the service description.
DISTRICT SCHOOL IMPROVEMENT PLANS	Each participating district must complete a district plan consistent with the State initiatives and reflective of the goal of building local capacity. Copies of each district's plan shall be filed in the District Superintendent's office and updated annually. All activities in this service must support the effort to set high standards and improve student achievement in New York State. Required CSPD plans and technology plans may be embedded in the district plan. Each district plan must include the following: efforts to build local capacity to set high standards and improve student achievement; a description of the needs of the building and the activities which would meet these needs; efforts to meet the shared decision making requirement (CR 100.11); a description of the specific objectives and activities planned to improve student achievement; an indication of time frame and assignment of responsibility for each activity; evaluation methods to be used to determine school improvement and increased student achievement over a period of time; and strategies to make the plan relevant to improving achievement for all students including students classified by the committee for special education.
SPECIFIC REQUIREMENTS	Two or more participating districts must share each activity. If the activity is web-based professional development the workshops must be NYS multi-district. BOCES aid may not be received on costs associated with participants receiving college credit. All costs associated with receiving college credit must be paid by the participant or district. A list of districts in compliance with the planning process must be filed as a supplement to the CO-SER description.

PARTICIPANT EXPENSES	Expenditures for individuals participating in an activity conducted as part of this service are eligible for BOCES aid if

	the following conditions are met: ▪ The activity is operated or co-sponsored by BOCES; ▪ Expenses eligible for aid are limited to meals, lodging and transportation; participant expenses or equipment for web-based workshops/activities are not eligible for aid. ▪ The activity is attended/participated by individuals from two or more participating districts; ▪ The activity is conducted within the geographic confines of the BOCES except as approved by the SED BOCES unit prior to the activity. ▪ Participant expenses as part of a Superintendent's conference will not be eligible for BOCES aid.
STIPENDS AND SUBSTITUTES	Expenditures for stipends for teachers or for substitutes for classrooms will be eligible for BOCES aid if the following conditions are met. ▪ The expenses incurred are related to attendance and/or participation at activities composed of participants from two or more districts; ▪ Stipends are uniform for all participants who successfully complete the activity and are paid in a uniform manner to be agreed upon by BOCES and participating districts; and ▪ Payment for substitutes is initially made by participating districts and reimbursed by BOCES.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid in the facility-based delivery model if the following conditions are met: ▪ BOCES can demonstrate that qualified employees are not available; ▪ Consultants do not assume BOCES responsibility for operation and management of the program; ▪ Individual activities, e.g., workshops, individual residential programs, etc., are less than 15 days in length within a school year; ▪ Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and ▪ Consulting services are provided to two or more districts in one of the following ways: to an audience comprised of participants from two or more districts; or

	individually, within 18 months as an extension of services previously provided to an audience composed of participants from two or more school districts; All unshared follow-up activities must take place within 18 months of the shared activity and must address the same topic as the shared activity. Documentation must be kept.
CONFERENCES/ WORKSHOPS	Conferences/workshops not operated or co-sponsored by BOCES are not eligible for BOCES aid. *Third party delivered (vendor) workshops/courses in the web-based, online delivery format are not eligible for BOCES aid*. Conferences/workshops co-sponsored with agencies other than school districts or other BOCES must include two or more districts and meet the following criteria: Must be in geographic area of the BOCES, except as approved by SED BOCES prior to activity; BOCES must receive and disburse the money for the activity; BOCES staff must plan, coordinate and evaluate the conference; BOCES must act as LEA and this must be clearly demonstrated on any written materials such as brochures and agenda for the conference/workshop; Expenses eligible for aid are limited to meals, lodging and transportation; Payment for substitutes or stipends requires prior approval of SED BOCES Unit.
EVALUATION	Annual evaluation data for the preceding year must be filed with the BOCES Unit by October 1.
NON PERMISSIBLE ACTIVITIES	Only certificated staff may be served in this CO-SER. Any activity which results in credit, certification or recertification, such as a coaching or CPR certificate is not allowed in this CO-SER. Any activity in which a registration fee or other similar expenses is paid to any entity other than a BOCES is not permitted in this CO-SER.

	The purchase of software for participating school districts is not permitted in this COSER.

Assistant/Associate Superintendent for Instruction 7151

Date Issued: 9/1/10 Year Effective: 10-11

SERVICE DESCRIPTORS

Class/Division: Personnel (31)
Type Student: N/A
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: N/A

NATURE OF SERVICE

BOCES provides a shared itinerant assistant or associate superintendent for instruction with district wide administrative or supervisory responsibilities to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A program description is required. Responsibilities to be described under Section A of Service Plan.
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district on a full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, salary and fringe benefits, travel, and staff development. Service is limited to .6 FTE per participating district.
AID ISSUES	School District Administrator/Leader Certification is required.
EMPLOYMENT STATUS	For any individuals providing service in this CO-SER, the BOCES must undertake a review pursuant to Part 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe

	benefits.

Division 22 Instructional Support: Pupil Services

Criteria-Guidelines for Approval of BOCES Services

6510	Attendance Supervisor
6610	Guidance
6613	Substance Abuse Information Center
6616	Occupational Assessment
6711	Nurse/Nurse-Teacher
6712	Dental Hygienist
6713	School Physician
6714	Nurse Practitioner
6715	Health & Welfare Services
6716	Physical Therapy
6717	Occupational Therapy
6718	Interpreter for the Deaf
6810	School Psychologist
6811	School Psychologist-Special Ed.
6813	Diagnostic & Prescriptive Service
6814	Consulting Psychiatrist
6816	Committee on Special Education Support
6817	Comprehensive Support Service
6910	School Social Worker

Attendance Supervisor 6510

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant pupil service to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.
AID ISSUES	Expenditures for service provided to pupils with disabilities are not eligible for BOCES aid.

	• BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the students with disabilities.

Guidance 6610

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES employees provide shared itinerant pupil service to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.

AID ISSUES	Expenditures for service provided to pupils with disabilities are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the students with disabilities.

Substance Abuse Info./Service Center 6613

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22) **PSN Range:** 501-599
Type Student: General **Level:** K-12
Delivery Method: Central Service
Time Period: September-June (42)
Location: District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides a central facility staffed by personnel qualified to handle physical emergencies and give psychological counseling regarding substance abuse. Local school programs are also coordinated and substance abuse literature is published and disseminated through the center.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan is required. Professional personnel employed must hold a certificate or a permit approved by the Commissioner of Education under (CR 80.33(d) (authorization for supplementary service in areas for which no certification exists).

Occupational Assessment 6616

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Pupils Service (22)	**PSN Range:**	501-599
Type Student:	General	**Level:**	7-12
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11), District Classroom (12)		

NATURE OF SERVICE

BOCES conducts occupational interest and skills assessments for district pupils considering occupational education.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service must be provided by BOCES employees. The service may not supplant district service.

Nurse/Nurse Teacher 6711

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant nurse service to two or more school districts who is a BOCES employee.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.
AID ISSUES	Expenditures for service provided to pupils with disabilities

	are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the students with disabilities.

Dental Hygienist 6712

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant dental hygienist service to two or more school districts who is a BOCES employee.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.
AID ISSUES	Expenditures for service provided to pupils with disabilities

	are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the students with disabilities.

School Physician 6713

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: General (31)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES provides physician services to two or more districts in order to complete: physical examination of students and/or school district personnel; participation as required on Committee on Special Education; attendance at athletic contests.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	This service is not eligible for BOCES aid.

Nurse Practitioner 6714

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant nurse practitioner service to two or more school districts who is a BOCES employee.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 F.T.E. per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.

AID ISSUES	Expenditures for service provided to pupils with handicapping conditions are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district approximate FTE of service provided. • A separate page 4 is recommended to document service to the handicapped.

Health and Welfare Services 6715

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: General (31)
Delivery Method: Area Service
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES provides staff and supervision of staff to non-public schools upon request of the school district of location to satisfy statutory requirements for health and pupil services (Education Law, Section 912).

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The cost of the service is charged to the school districts in which the private schools served are located. Services provided to pupils with handicapping conditions must be specified in the individual pupil's IEP.
AID ISSUES	This service is not eligible for BOCES aid.

Physical Therapy 6716

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides physical therapists on an itinerant basis to two or more districts operating programs for pupils with disabilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. BOCES may contract with a public or private source for shared physical therapy service if it is not possible to hire staff.
AID ISSUES	This service is not eligible for BOCES aid.

Occupational Therapy 6717

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides occupational therapists on an itinerant basis to two or more districts operating programs for pupils with disabilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. BOCES may contract with a public or private source for shared physical therapy service if it is not possible to hire staff.
AID ISSUES	This service is not eligible for BOCES aid.

Interpreter for the Deaf 6718

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides interpreters for deaf students in mainstreamed classes in district-operated program for pupils with disabilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	This service is not eligible for BOCES aid.

School Psychologist 6810

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant certified school psychologist who is a BOCES employee to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared teacher may teach different subjects in sharing districts if certified, e.g., Technology in District A, Agriculture in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.
AID ISSUES	Expenditures for service provided to pupils with disabilities

	are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the students with disabilities.

School Psychologist - Special Education 6811

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant certified school psychologist who is a BOCES employee and who works solely with student with disabilities to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Participating districts may not receive up to .6 FTE under this guideline for students with disabilities and up to .6 FTE under guideline 6810 for non-disabled students. However, the same psychologist cannot work in a particular district under both guidelines.
AID ISSUES	This service is not eligible for BOCES aid.

Diagnostic and Prescriptive Service 6813

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Pupil Services (22)	**PSN Range:**	301-399
Type Student:	General (31), Handicapped (32)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	July-June (42)		
Location:	BOCES Center (11), District Classroom (12)		

NATURE OF SERVICE

BOCES employees supplement district instructional and pupil services by providing diagnostic and prescriptive services to pupils, both disabled and non-disabled students, whose problems require short-term evaluation and consultation by a team of instructional and pupil service experts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Direct services to pupils other than diagnostic and prescriptive are not eligible for approval under this title. Staff may do demonstration teaching as a part of staff development for district staff. Services may not supplant district pupil services provided either by districts or through shared itinerant services from BOCES.

AID ISSUES	Contracted services are not eligible for BOCES aid. Expenditures for service provided to pupils with disabilities are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the pupils with disabilities.

Consulting Psychiatrist 6814

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22) **PSN Range:** 501-599
Type Student: Handicapped (32) **Level:** K-12
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12)

NATURE OF SERVICE

BOCES provides the services of a consulting psychiatrist to two or more school districts operating programs for pupils with disabilities.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Service is restricted to diagnostic, prescriptive and consultative (staff and parents) service.
AID ISSUES	This service is not eligible for BOCES aid.

Special Education Committee Support 6816

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES employees act as members of district Committees on Special Education or Committees on Preschool Special Education.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. BOCES personnel may not be used to meet requirements for local parent or administrator participation. A BOCES employee may serve as Chairperson if: • the person has experience teaching or administering special education; and • the person does not serve on the Committee in another capacity.
AID ISSUES	This service is not eligible for BOCES aid.

Comprehensive Support Service 6817

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupils Service (22)
Type Student: Handicapped (32)
Delivery Method: Central Service
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES provides a comprehensive set of services for districts operating programs for pupils with disabilities. The services provided support the basic district program and thus facilitate the maintenance of pupils in the least restrictive environment. Services provided may include instructional or related services provided to pupils or staff development or other support services provided to staff.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. A table showing the name and quantity of each service provided to individual districts shall be prepared annually and included with the description and the report of final billings. Instruction, coordination and supervision must be provided by shared BOCES employees. BOCES may contract for shared occupational or physical therapists, if it is not possible to hire staff. Districts may not receive service under a specific title, e.g. Physical Therapy, both as an itinerant service and as part of comprehensive support service.
AID ISSUES	This service is not eligible for BOCES aid.

School Social Worker 6910

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Pupil Services (22)
Type Student: General (31), Handicapped (32)
Delivery Method: Itinerant
Time Period: September-June (42)
Location: District Classroom (12)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared certified school social worker to two or more school districts who is a BOCES employee.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, teacher salary, fringe benefits, teacher travel, staff development, teacher supplies and materials. Service with aid is limited to not more than .6 FTE per activity code area. A BOCES shared pupil service staff member may provide different service in sharing districts if certified, e.g., Psychologist in District A, Guidance in District B. Participating districts may not receive service under a given title for both an itinerant and a central or area service. A pupil services itinerant may not serve as chairperson of a district committee on special education and as a member of the committee at the same time.
AID ISSUES	Expenditures for service provided to pupils with disabilities

	are not eligible for BOCES aid. • BOCES is responsible for reporting the extent of service provided to such pupils, by district and approximate FTE of service provided. • A separate page 4 is recommended to document service to the pupils with disabilities.

Div. 23 Instructional Support: Instructional Resources

Criteria-Guidelines for Approval of BOCES Services

6310	Educational Communications Center
6311	Instructional Graphics
6312	Equipment Repair
6313	Printing
6314	Non-Print Duplication
6316	Library Services/Media
6318	Instructional Materials Development
6320	Library Automation
6330	Educational Television
6360	Instructional Technology Service
6361	Test Scoring
6364	Guidance Information Service
6366	Computer Support Service
6367	Comprehensive Instructional Management
6368	Model Schools

Educational Communications Center 6310

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23)
Type Student: General (31), Handicapped (32)
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)
PSN Range: 501-599
Level: K-12

NATURE OF SERVICE

BOCES operates a shared service providing participating districts, non-public schools, and public agencies with instructional materials and professional technology services.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan is required for initial submissions and program descriptions thereafter. The plan must identify the base activity for the service and all other activities for which separate charges are levied.
BASE ACTIVITY REQUIRED	A base activity, which includes the costs of BOCES planning, management, technical support and leadership, must be part of the overall service. Each district participating in the service must support the base activity in order to be eligible for BOCES aid.
AID ISSUES	Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Instructional Graphics 6311

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES staff members prepare transparencies or similar instructional materials for shared use by participating school districts or by non-public schools.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Participating districts must participate in the Educational Communications Center or Library Services/Media “base service" if services under this activity are to be approved for aid. Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Equipment Repair 6312

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES staff provide repairs to audio-visual/video and related electronic equipment and musical instruments owned by participating districts and non-public schools.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Equipment repairs provided by contract generally are not eligible for BOCES aid. However, aid may be approved where repair of a particular type of equipment requires specialized equipment or staff training, is infrequent, and is not related to a maintenance contract held by the district. Prior permission should be sought. Participating districts must participate in the Educational Communications Center or Library Services/Media “base service" if services under this activity are to be approved for aid. Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Printing 6313

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES staff operates a shared service which provides a variety of printed materials to participating school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description, indicating the type of printing services provided, is required. Printing done by students in Occupational Education programs should be related to the educational outcomes and schedule of the classes in which the students are enrolled.
AID ISSUES	Participating districts must participate in the Educational Communications Center or Library Services/Media “base service" if services under this activity are to be approved for aid. Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Non-Print Duplication 6314

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES staff operates a shared service which provides duplicates of audiotape, videotape and similar materials to participating school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Participating districts must participate in the Educational Communications Center or Library Services/Media “base service" if services under this activity are to be approved for aid. Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655. The cost for licenses for audio materials is not eligible for BOCES aid.

Library Services/Media 6316

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides participating school districts with a variety of library services. Typical activities include: searches of computerized databases; reference services; maintenance of specialized central collections; technical assistance to library staff of participating school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. Activities provided under this service must be consistent with the mission, operation and standards of the School Library system.

	Staffing must be included in the CO-SER budget, either explicitly or by transfer from another service budget. Use of the School Library System director to direct activities in this CO-SER without inclusion in the budget may be acceptable if

	the activities are extensions of the mission of the School Library System. However, if this service is used as a "base service" for participation in 6311 – Instructional Graphics, 6312 – Equipment Repair, 6313 – Printing, or 6314 – Tape Duplication, a certified librarian must be in the budget of this CO-SER. Special collections may be housed in participating district buildings If the following conditions are met: • each collection is a part of a regional school library system plan; • each collection is accessible by all participating districts; and • costs are pooled and charged to districts as a flat rate or based on some objective characteristic such as pupil enrollment.
AID ISSUES	Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Instructional Materials Development 6318

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Instructional Resources (23)	**PSN Range:**	501-599
Type Student:	General (31), Handicapped (32) Gifted (33)	**Level:**	K-12
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to provide participating school districts with coordination, staff development and BOCES-developed instructional materials integrated into a comprehensive service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan is required for initial submissions and program descriptions thereafter. Instructional materials kits must be assembled by BOCES staff; however, individual kit elements may be selected from commercial sources. BOCES must maintain records of district use of kits or materials collections.

AID ISSUES	The service must be billed as a unit in order to be eligible for BOCES aid. Materials which are not shared between two or more participating school districts, or which become the property

	of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Library Automation 6320

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a library automation and data base service designed to provide an integrated regional data base, on-line catalog, circulation management, records conversion and inter-library loan system for two or more component districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, including Commissioner's Regulations 90.18 and Education Law, Sections 282 and 283, and the following specific standards are required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. The service should be managed by the School Library System director with technology services support. There must be evidence of cooperative planning between the school library system director and the BOCES instructional support service staff and the Regional Information Center staff in the development of the computer-based portion of the service.

	BOCES staff may provide training as deemed appropriate. The use of consultants and/or contracted services to provide

	direct services to districts is not eligible for BOCES aid. Professional staffing must be shown in the CO-SER. Professional staffing must constitute at least ten percent of the service expense, exclusive of equipment purchase. A percentage of time of the School Library System Director must be included in the professional staffing. All activities provided under this service must be consistent with the mission, operation and standards of the School Library System. Operation of the system should be fully consistent with: 1) the database program used by the School Library System which is consonant with the regional long-range automation plan submitted by the Reference and Research Library Resources System; 2) Regional Information/Computer Center Services or regional network based services, all of which are based on the Chapter 793 plan. The requirement for standardized cataloging of data or visual elements must adhere to machine readable cataloging (U.S. MARC) format standards for database entries. Districts participating in database development (records conversion), both retrospective and new acquisitions, may be provided with the entire database in any usable form in sufficient quantities to serve district libraries. Eligibility for aid on equipment necessary to use the database in electronic format will be approved if it is part of a network which meets requirements for sharing. The network connection may be either online or dial-up access. Hardware per school library media center eligible for BOCES aid may include the following if it is networked for utilization with the library automation software: -1 network file server, with appropriate back-up devices -6 workstations (including one circulation and one management workstation) for up to 600 students enrolled – additional workstations will be eligible for BOCES aid at the ratio of 1 per 200 additional students enrolled

	-2 printers (output devices) – additional printers will be eligible for BOCES aid at the ratio of 1 per 4 additional workstations

	-1 uninterrupted power supply -1 modem or other analogous device for exploring beyond the library's walls -1 direct (non-switchboard) telephone line – ongoing telephone charges are not included -3 barcode scanning devices Software per school library media center eligible for BOCES aid includes: -network operating system software -telecommunications software -library automation software -management system software -computer operating system software Supplies per school library media center eligible for BOCES aid includes: -initial backup tapes, as needed -initial barcode labels, as needed -initial printer supplies, as needed Databases which have been developed cooperatively by component districts and which are shard between two or more participating school districts are eligible for BOCES aid.
AID ISSUES	In addition to theses specific requirements, Library Automation Services must be consistent with criteria/ Guidelines for Instructional Technology Service (6360) excluding the staff development requirements for Model Schools. See also criteria/guidelines for Library Media/ Services (6316).

Educational Television 6330

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES staff operates a shared service which provides television production, transmission or engineering to participating school districts. Duplication of video tapes may also be provided.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A services plan is required for initial submissions and program descriptions thereafter. The plan must identify the base activity for the service and all other activities for which separate charges are levied.
BASE ACTIVITY REQUIRED	A base activity, which includes the costs of BOCES planning, management, technical support and leadership, must be part of the overall service. Each district participating in the service must support the base activity in order to be eligible for BOCES aid.
AID ISSUES	Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Licensing costs for such materials are similarly not eligible for aid. Costs for materials and/or licenses should be billed separately, preferably under revenue code 2655.

Instructional Technology Service 6360

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides computer-based services for instructional activities within the context of the New York State Long Range Technology Plan, the Learning Standards, and the Commissioner's Regulation 100.11.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following standards are required:
SPECIFIC REQUIREMENTS	The Instructional Technology Service should be regarded as a comprehensive service and as such should include at least the following areas: • Hardware and Software • Networks accompanying hardware and software • Maintenance and support of hardware and networks • Information collection and dissemination as it pertains to student progress. A detailed description of the manner in which the BOCES will address each of the above identified items and any additional items included in the service must be stated in the Service Delivery Standards.

	All activities in this service must support the Frameworks documents and the corresponding assessment system. Service may be provided to school districts, non-public schools, and public agencies with educational purposes and

	function. A base service including costs of BOCES planning, research and development, management, technical support and leadership will be a required part of the BOCES service and all district requesting any activity will be required to support the base service costs. I. Each Instructional technology service must include the following required components: a) Planning – each district receiving a shared technology service from a BOCES must have an adopted school improvement plan which incorporates an instructional technology plan. b) Model Schools CO-SER – each BOCES operating an instructional technology service must also operate a Models Schools CO-SER (6368) and each district participating in a learning technology service must participate in an appropriate portion of a model schools service. No district may be provided BOCES owned equipment and related software without participating in training and staff development to support the instructional technology service. c) On-going Technical and End-User Support – Evidence must be provided in the service description that technical support is being provided. d) Assessment – Evidence must be provided in the description that the service includes a means to assess the impact of instructional technology on student progress in achieving the NYS Learning Standards.

	II. Compliance with the following standards is required: a) A description of each activity must be provided. b) Activities are to be budgeted together following directions provided in the BOCES Handbook on CO-

	SER preparation. c) The service must reflect a comprehensive planning effort by BOCES defining in the CO-SER how the service will address the teaching/learning needs of the participating districts, how the service supports existing and/or planned curriculum, instruction and assessment and a process for determining changes/ progress in teaching and learning as a result of instructional technology services provided by BOCES. d) Services must be provided consistent with Regional Information standards including hardware, software and telecommunications protocols. The criteria for development of service delivery standards are on page 8. Service not aligned with delivery standards will not be eligible for aid. e) The district school improvement plan with its related instructional technology plan must be on file at the BOCES providing the service. f) The instructional technology service must be coordinated with the instructional technology services of other BOCES within the region which operates a service with the Regional Information/Computer Center. All plans must be shared with the other BOCES of the region and must be reflected in the region's 793 Plan. g) The service must be consistent with NYS learning Standards and Assessment System. Examples of activities meeting this criteria must be provided. h) Staff development and training in instructional technology must be provided in Model Schools Service as a companion to this service. Evidence of participating in Model Schools must be provided.

	i) An analysis of the costs for the delivery of the service should be included with the description (see attached). BOCES staff expenditures for both professional and support personnel should comprise a significant portion of the total life cycle cost for the service over a five year period. BOCES professional

	staff expenditures in this serve, in combination with BOCES professional staff expenditures in Model Schools service, must total at least 15 percent of the combined instructional technology service budget and Model Schools adopted in May each year. (There must be a minimum of 5 percent professional staff expenditure with this CO-SER). j) A statement from the District Superintendent of cost analysis for new activities should be on file at the BOCES. These statements should verify that the cost of the service is as beneficial as equivalent offerings (Appendix #1). Costs of services must be consistent with the requirements of Chapter 602. k) A shared service may consist of a BOCES-operated service activity provided to two or more districts directly or indirectly by electronic means; consistent with service delivery standards. l) The requirement for collection and dissemination of data may be met in the instructional area by the use of a common set of learning objectives for which pupil achievement data are collected and reported in participating school districts and the State, if requested. m) The use of consultants or contracted service (is) eligible for BOCES aid in accordance with Department policy. Contracted services which provide direct service to districts are not eligible for BOCES aid. Contracted service which supplants aspects of a BOCES operated, or base service, is not eligible for BOCES aid.

	n) Based on regional needs, there may be pilot activities in which hardware, software, or telecommunications means unique to the BOCES are tested in one or more locations. The purpose of a pilot activity is provided the BOCES information about programmatic and/or the technical effectiveness of new equipment, software or telecommunications means as potential

	replacements for items in the existing system ore expansion into new service areas. Approval in writing, specifying the duration of the pilot, must be provided by the BOCES Unit of SED before any pilot activity is undertaken. o) Demonstration projects are activities designed to determine district interest in expansion or replacement of current service options. Demonstration projects require a minimum of two districts to provide the service with aid. Approval in writing must be provided by the BOCES Unit of SED before any demonstration activity is undertaken. p) In a BOCES-wide telecommunications system, expenditures associated with a wide area network between districts, between districts and the BOCES, and between the buildings within a district and BOCES that are connect to a wide area network are eligible for BOCES aid. All other expenditures are not eligible for aid. q) The requirement for shared activities under this CO-SER may be met by Common Set of Learning Objectives and/or distributed system resource management software that has the following set of characteristics: 1. Access control -by location -by workstation/device -by application 2. Data management capacity 3. Software distribution capacity 4. Software license control capacity 5. Print distribution capacity 6. Local area network support capacity

	r) For those BOCES using distributed systems resource manager all district-based hardware, software, and related telecommunications will be eligible for aid provided that the proportion of licenses to encrypted locations on workstations and file servers for a given software does not equal or exceed .80. s) All district-based hardware, software and related telecommunications will be eligible for aid for time-

	shared activity on a local or wide area network. t) Where multiple or alternative service delivery standards are proposed, the BOCES will be responsible for demonstrating the effectiveness (cost, program, technical) of supporting such standards by providing a detailed comparison, in written form, clearly delineating alternatives considered. In those instances in which a State policy permitting multiple or alternate standards exists, the BOCES will be responsible for documenting effectiveness (cost, program, technical) for multiple standards where such proposals exceed the provisions of the policy. Prior approval in writing is required. u) Any activity by the local district which supplants or degrades BOCES-operated services shall result in aid restrictions on district-based service depending on the nature of the district's actions. v) Internet must be provided consistent with the Internet Activity Guidelines adopted 10/25/96 by a sub-committee of District Superintendents. (see Appendix #II) The instructional computer service must include service delivery standards which describe the nature of the service being provided. Service delivery standards are the basis for distribution of components in a shared service provided by electronic means including hardware, software, telecommunications, and personnel. The service delivery standards may vary according to the characteristics of the school districts including but not restricted to, numbers of pupils, numbers of staff, or number of buildings.

	1. Development, management and control of comprehensive instructional technology services including determining nature of service and means of service delivery consistent with law, regulations and guidelines; 2. Adherence to the regional service delivery standards for district-based service designed to assure consistent treatment of school districts and acceptable levels of service delivery;

	3. The BOCES is responsible for selection, ownership and control of district-based hardware and software; 4. Assurance that commitment letters and service agreements signed by the Superintendent of the participating district will be maintained on file at the BOCES; 5. Determination of procedures for placing and upgrading hardware and software in districts. This includes setting standards for implementation and determining prerequisite stages of readiness that districts need to achieve prior to full implementation of the standards; 6. Provide a plan and delivery of centralized network management and maintenance service; 7. Maintenance of integrity of system such that no individual action of a school district shall degrade the system operation; 8. Control of operation of the district-based service. This includes setting hours of service operation, developing and monitoring security standards and control of local use of system hardware/software. 9. All hardware and software located in districts which is determined to be obsolete, or to be replaced due to an upgrade, shall be disposed of in accordance to BOCES policy on personal property accountability. III. Statement of District Responsibilities: a) define local service needs; b) each district must have an adopted school improvement plan that incorporates an instructional technology plan on file at the BOCES;

	c) through the Model Schools CO-SER districts must ensure participation in training and staff development to support the instructional technology service; d) collect and assure accuracy of district data; e) assure development of a regional system including standards, service options and delivery modes through participation in Regional Center planning activities; f) ensure that all district-based hardware and software which is BOCES –owned is used with system

	agreement including security procedures. IV. Service Delivery Options a) definition of the roles and responsibilities of all participants in the service: BOCES, Regional Center, Vendor; b) district-based hardware, software – this shall define the standardized district-based hardware and software that is used for the service delivery option; c) network connection – this shall define the type of regional (BOCES and/or RIC) telecommunications network connection that is used, including dedicated or dial-up; d) personnel – this shall define the maximum level of BOCES staff to be located at the district; e) BOCES/district service agreement – the BOCES/district service agreement for each district shall be on file in the BOCES and shall include: 1. a statement of understanding of BOCES/district responsibilities, including conditions associated with placement, use, upgrading and removal of district-based hardware and software. 2. A districts instructional technology plan will include a description of service to be provided and any prerequisite stages of readiness the district will need to complete prior to full implementation of the service delivery standards.

	V. Planning and Management Requirements The planning and management requirements associated with the delivery of each service shall include: a) Initial Needs Assessment and Planning – this shall include an initial needs assessment and development of the initial District Instructional Technology Plan based on criteria for placement of district-based systems and user readiness. b) Initial Implementation – this shall include the process for implementation of the initial District Technology

	Plan. c) On-going Needs Assessment Planning – this shall identify requirements necessary to modify the District Technology Plan including procedures for addition and reduction/elimination of services and the associated changes in hardware/software/ Telecommunications and staffing. d) Systems Integrity and Security – this shall include procedures required to assure system integrity and security. e) Monitoring and Verification – this shall define the manner in which systems monitoring and verification of use is accomplished by the BOCES. VI. BOCES/District Service Plan The District Instructional Technology Plan will include a minimum of the following components: a) District-based hardware and software – this shall include specific listings of minicomputers, microcomputers and their peripheral devices, along with the functions they perform. Workstations must be listed along with the functions they support. Requirements for removal of obsolete hardware and software must also be included. b) Telecommunications – this shall describe the specific manner that is used to interconnect all of the district-based hardware and software to the regional (BOCES and/or RIC) telecommunications network aid limitations.

	c) BOCES Computer Services – this shall include a listing of all BOCES computer services used by the district and a general description of the service delivery options that are used to provide these services. d) Functional Uses/Applications – this shall include the types of functions or applications that are delivered to district staff or students via the district-based hardware and software. Staff and students can be grouped by location by function or applications. Management computer services will be provided by the RIC/RIC's as provided for in CO-SER #7710.

AID ISSUES	In accordance with Department policy of April 27, 1998 memo.

Test Scoring 6361

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES employees provide short-term loans of shared test booklets and machine scoring of standardized and teacher made tests including reports of student scores, frequency distributions and permanent record labels. Scanning only may be provided for New York State Assessment Program. Scanning only for other kinds of tests is not approvable for aid.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service must be included as part of the annual 793 Plan. The service should be budgeted with other management services under 7710 unless test scoring including scanning for Assessment Program is the only service provided.
AID ISSUES	Test booklets are eligible for BOCES aid if shared as part of a short-term test booklet loan service. All sharing must occur within the fiscal year. Test scoring by commercial or other contract sources is not eligible for BOCES aid.
	Stand-alone district-based test scoring equipment is not eligible for BOCES aid. Test scanning for the New York State Assessment Program

	must be provided by BOCES staff, not by a contractor.

Guidance Information Service 6364

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides a computer-based information system used to help pupils make higher education or career decisions.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service must be included as part of the annual 793 Plan.
AID ISSUES	This service could be included with other instructional/ instructional support services under activity code 6360, unless GIS is the only service provided. Stand-alone systems located in participating districts are not eligible for BOCES aid unless both the hardware and software are shared by two or more districts. However, expenditures for district-based systems using timesharing of hardware and software or the sharing of software licenses using a distributed systems resource manager are eligible for BOCES aid.

	• The requirement for a distributed systems resource manager may be met by the use of software which has the following characteristics:

	- Access control --by location --by workstation/device -- by application - Single system image - Data management facility - Software distribution facility - Software license control facility - Print distribution facility - Centralized network management and maintenance - PC interface to TNT applications - Multiple local area network support

Computer Support Service 6366

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides services and functions associated with district-owned computers or unaided BOCES-owned computers, regardless of the nature of use in the district, to school districts, nonpublic schools, and public agencies with educational purposes and functions.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The description must identify the base activity for the service and all other activities for which separate charges are levied.
BASE ACTIVITY REQUIRED	A base activity, which includes the costs of BOCES planning, management, technical support and leadership, must be part of the overall service. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. Base activities in this service may include: • Consultation, assistance, and staff development; • A centralized resource lab including a variety of computers and software; • Software library; and • Software development or modification.

	Supplemental activities may include: • Maintenance and repair; • Equipment Purchase or Leasing • Software replication.
CONSULTANT EXPENSES	Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
AID ISSUES	Expenditures for repairs provided by third parties are not eligible for BOCES aid. Expenditures for software acquired for a BOCES-operated loan program are eligible for BOCES aid, provided that the loan period does not exceed 10 weeks**.** BOCES must maintain records which document compliance with the loan period requirement. Expenditures for equipment acquired for short-term replacement of similar, district-owned equipment under repair by BOCES are eligible for BOCES aid. Expenditures for software or hardware not used in a short-term loan program are not eligible for BOCES aid. Expenditures for duplication of locally developed, public domain or commercial software, where licensing agreements permit, is eligible for BOCES aid. However, license fees and the cost of the magnetic medium on which the software is copied, are not eligible for BOCES aid. Materials which become the property of a school district and other items not eligible for BOCES aid should be billed separately, preferably under revenue code 2655.

Comprehensive Instruc. Mgmt. System 6367

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES employees provide a computerized management system applied to elementary school learning activities including learning modules, staff development, testing, test scoring and reporting. The system may be either on-line or distributed processing.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service must be included as part of the annual 793 Plan.
AID ISSUES	See Criteria/Guideline 7710 for additional standards for approval of on-line or distributed computer-based management systems. Approved system delivery standards are required for district-based equipment.

Model Schools 6368

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Instructional Resources (23) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a service entitled the Model Schools Technology Planning and Implementation Process designed to help teachers learn about and apply instructional technology in the classroom. Activities provided as part of the service include planning, curriculum development, staff development and evaluation.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed, and the following additional elements. Separate project descriptions must be included for the base activity and each additional activity, e.g. staff development, conducted under this service.

BASE ACTIVITY REQUIRED	A base activity, which includes the costs of BOCES planning, management, technical support and leadership, must be part of the overall service. This base activity must provide for a

	minimum BOCES professional staffing level of 1.0 FTE for each 25 participating districts. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. A district participating via cross-contract must show evidence of support of a base activity sponsored by the BOCES of which it is a component or a neighboring BOCES.
SPECIFIC REQUIREMENTS	Two or more participating districts must share each activity. BOCES may not provide staff development activities in which participants are eligible for credit. Implementation of the use of technology must be done through an appropriate CO-SER, e.g., 6360 Instructional Technology. Each BOCES operating a 6360 Instructional Technology CO-SER must also operate a 6368 Model Schools CO-SER. Each BOCES operating a 6360 Instructional Technology CO-SER and a 6368 Model Schools CO-SER must have a professional staff expenditure totaling at least 15 percent of the combined budgets, with a minimum of 5 percent in each.
PARTICIPANT EXPENSES	Expenditures for individuals participating in an activity conducted as part of this service are eligible for BOCES aid if the following conditions are met. • Expenses eligible for aid are limited to meals, lodging and transportation; • The activity is attended by individuals from two or more participating districts; • The activity is conducted within the geographic confines of the BOCES; and • The activity is not part of a Superintendent's conference day.

STIPENDS AND SUBSTITUTES	Expenditures for stipends for teachers or for substitutes will be eligible for BOCES aid if the following conditions are met. • The expenses incurred are related to attendance at activities composed of participants from two or more

	districts; • Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts; and • Payment for substitutes is initially made by participating districts and reimbursed by BOCES.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts in one of the following ways: -to an audience composed of participants from two or more school districts; or -individually, as an extension of services previously provided to an audience composed of participants from two or more school districts; or -individually, upon written demonstration that the activity has a logical relationship to the overall service.
AID ISSUES	Expenditures for hardware or software included in this budget will not be eligible for aid. Annual evaluation data for the preceding year must be filed with the BOCES Unit by October 1.

Service Delivery Standards

For School/Curriculum Improvement Services

A service delivery standard is the basis for consistent operation of a shared service to insure that school districts are receiving shared service in an equitable manner using standardized procedures.

All school improvement service delivery standards should have content which covers a minimum of the following four components:

1. Statement of BOCES governance

   The standards will state BOCES responsibility for:

   a. development, management, control, and follow-up of school improvement services including determining nature of service and means of service delivery consistent with law, regulations and guidelines;
   b. establishment of regional service delivery standards;
   c. provision of assistance to local school district officials to design and develop their professional staff development program, including readiness assessment;
   d. provision of a forum in which a variety of tested models for school improvement may be presented and considered; and,
   e. maintenance of records of the progress of individual districts in creating and implementing district plans.

2. Statement of district expectations

   The standard will indicate district responsibility for:

   a. defining local service needs;
   b. establishing of planning team(s);
   c. affecting, through participation in regional school improvement advisory groups and needs assessment, development of the school improvement service models including service options, delivery modes and pricing; and,
   d. making a public commitment, through use of fiscal, staff and other resources to improvement of instruction, instructional management and increase of local accountability and to demonstrate that commitment through the development and publication of a district plan for school improvement.

3. Service Delivery Standards

Service delivery standards shall be developed and reviewed on a three year basis and shall include:

a. a description of service options including staff development, curriculum development and school improvement planning;

b. standards for coordination, planning, manner of district participation, district output, use of staff and consultants, payment of participant expenses, payment of stipends and reimbursement of districts for substitutes, and distribution of materials.

4. BOCES/district service agreement and plan

The BOCES/district service agreement and plan for each district shall be on file in the BOCES and shall include:

a. a statement of understanding of BOCES/district responsibilities and school improvement service delivery standards.

b. a district school improvement plan including goals to be met, a listing of activities to achieve those goals, evaluation, and a description of service to be provided by BOCES.

Div. 24/25 Instructional Support: Curriculum and Staff Development

Criteria-Guidelines for Approval of BOCES Services

6210	Curriculum Development
6211	School/Curriculum Improvement
6212	Planning, Instructional
6213	School Quality Review
6261	Staff Development
6262	Staff Development, Other
6265	Special Ed. Training & Resource Center
6266	Teacher Center

Curriculum Development 6210

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Curriculum Development (24)	**PSN Range:**	501-599
Type Student:	General (31)	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to improve school district instruction through cooperative creation of curriculum materials and related staff development.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of its overall program based on one of the following criteria. • 1 FTE per 50,000 pupils in participating districts; or

	• 1 FTE per 50 participating districts; or • 5 to 10 per cent of the service's budget. The service plan must indicate which coordination criterion is used. Where coordination requirements are met by allocation of costs to several staff development CO-SERS, the service plan of each shall indicate the sources of coordination.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to multi-district audiences.
STIPENDS AND SUBSTITUTES	Expenditures for stipends for teachers or for substitutes will be eligible for BOCES aid if the following conditions are met. • The expenses are incurred in connection with shared staff development activities related to curriculum development projects. • Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts.
AID ISSUES	Each curriculum development project must use multi-district writing teams in order to be eligible for BOCES aid. Participant expenses, including meals, lodging, and transportation are not eligible for BOCES aid.

School/Curriculum Improvement 6211

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Curriculum Development (24)	**PSN Range:**	501-599
Type Student:	General (31)	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES provides a service comprised of one or more activities designed to strengthen instruction, raise standards, improve curriculum and assessment practices and build capacity at local levels. Activities which do not specifically address strengthening instruction, raising standards, building local capacity and assessing student progress cannot be part of this CO-SER. Approvable activities may include professional staff development, curriculum development and adaptation, assessment practices and planning designed to meet the Regents' State initiatives.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A base activity, which includes the cost of BOCES planning, management, technical support and leadership, must be part of the overall service. The base activity must provide for BOCES professional staff service expenditures equal to at least 10 percent of the service budget exclusive of the amount budgeted for stipends and substitute reimbursement. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. A district participating via cross-contract must show evidence of support of a base activity sponsored by the BOCES of which it is a component.
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe the service

	provided, the role of BOCES staff in the management and operation of the program and the basis on which participants are billed. Service delivery standards, consistent with the attached criteria, must be included with the service plan.
DISTRICT SCHOOL IMPROVEMENT PLANS	Each participating district must complete a district plan consistent with the State Initiatives and reflective of the goal of building local capacity. Copies of each district's plan shall be filed in the District Superintendent's office and updated annually. All activities in this service must support the effort to set high standards and improve student achievement in New York State. Required CSPD plans and technology plans may be embedded with the district plan. Each district plan must include the following: • efforts to build local capacity to set high standards and improve student achievement; • a description of the needs of the building and the activities which would meet these needs; • efforts to meet the shared decision making requirement (CR 100.11); • a description of the specific objectives and activities planned to improve student achievement; • an indication of time frame and assignment of responsibility for each activity; • evaluation methods to be used to determine school improvement and increased student achievement over a period of time; and • strategies to make the plan relevant to improving achievement for all students including students classified by the committee for special education.
SPECIFIC REQUIREMENT	Two or more participating districts must share each activity. BOCES aid may not be received on costs associated with participants receiving college credit. All costs associated with receiving college credit must be paid by the participant or district. A list of districts in compliance with the planning process must be filed as a supplement to the CO-SER description.

PARTICIPANT EXPENSES	Expenditures for individuals participating in an activity conducted as part of this service are eligible for BOCES aid if the following conditions are met:

	• The activity is operated or co-sponsored by BOCES; • Expenses eligible for aid are limited to meals, lodging and transportation; • The activity is attended by individuals from two or more participating districts; • The activity is conducted within the geographic confines of the BOCES except as approved by the SED BOCES unit prior to the activity; • Participant expenses as part of a Superintendent's conference will not be eligible for BOCES aid.
STIPENDS AND SUBSTITUTES	Expenditures for stipends for teachers or for substitutes for classrooms will be eligible for BOCES aid if the following conditions are met. • The expenses incurred are related to attendance at activities composed of participants from two or more districts; • Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts; and • Payment for substitutes is initially made by participating districts and reimbursed by BOCES.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met: • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g., workshops, individual residential programs, etc., are less than 15 days in length within a school year; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts in one of the following ways: - to an audience comprised of participants from two or more districts; or

	- individually, within 12 months as an extension of services previously provided to an audience composed of participants from two or more school districts; • All unshared follow-up activities must take place

	within 12 months of the shared activity and must address the same topic as the shared activity. Documentation must be kept.
CONFERENCES/ WORKSHOPS	Conferences/workshops not operated or co-sponsored by BOCES are not eligible for BOCES aid. Conferences/workshops co-sponsored with agencies other than school districts or other BOCES must include two or more districts and meet the following criteria: • Must be in geographic area of the BOCES, except as approved by SED BOCES prior to activity; • BOCES must receive and disburse the money for the activity; • BOCES staff must plan, coordinate and evaluate the conference; • BOCES must act as LEA and this must be clearly demonstrated on any written materials such as brochures and agenda for the conference/workshop; • Expenses eligible for aid are limited to meals, lodging and transportation; • Payment for substitutes or stipends requires prior approval of SED BOCES Unit.
EVALUATION	Annual evaluation data for the preceding year must be filed with the BOCES Unit by October 1.
NON PERMISSIBLE ACTIVITIES	Only certificated staff may be served in this CO-SER. Any activity which results in credit, certification or recertification, such as a coaching or CPR certificate is not allowed in this CO-SER. Any activity in which a registration fee or other similar expense is paid to any entity other than a BOCES is not permitted in this CO-SER.

Planning, Instructional 6212

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Planning Services (34) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a shared service which provides participating districts with assistance in the development of internal planning processes, and planning skills and/or the development of plans and recommendations in areas of specific concern related to instruction. Typical areas include:

- development of individual program plans;
- development of plans in areas such as curriculum, schedule, etc.;
- development of grants on behalf of districts;
- assist in the development of district planning capacity.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met.

	• BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
STIPENDS AND SUBSTITUTES	Expenditures for stipends for teachers or for substitutes will be eligible for BOCES aid if the following conditions are met. • The expenses are incurred in connection with shared staff development activities related to curriculum development projects. • Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts.
AID ISSUES	Expenditures for travel by local school district personnel, including meals, lodging and transportation, are not eligible for BOCES aid. Contracted services are not eligible for BOCES aid.

School Quality Review 6213

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Planning Services (34) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES provides a service composed of one or more activities designed to support the School Quality Review Initiative. Such activities address inquiry into teaching and learning, educational change and knowing schools. The shared services provide training, networking and technical assistance related to the establishment of a process of ongoing review by administrators, teachers, parents and the wider community.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A base activity, which includes the costs of BOCES planning, management, technical support and leadership, must be part of the overall service. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. A district participating via cross-contract must purchase the base activity from the providing BOCES.

SERVICE PLAN REQUIRED	An annual service plan must be submitted by June 1st to the BOCES unit for approval for the following year. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the

	role of consultants and/or contract services in the provision of the program and the basis on which participants are billed.
COORDINATION REQUIREMENTS	BOCES must provide for professional staff service at a minimal level equal to at least 25 percent of the service budget for the operation of the program.
SPECIFIC REQUIREMENTS	BOCES must manage and operate the activity. Activities for the School Quality Review service provided to a single district may be eligible for BOCES aid if the service as a whole is provided to two or more districts and the activities have received prior approval in the service plan; however, services by a consultant must be provided to two or more districts.
REVIEWER AND CONSULTANT EXPENSES	Expenditures for current school staff participating as reviewers in other district for the School Quality Review are eligible for BOCES aid based on State Rates for reimbursement. Expenditures for meals, lodging and travel required by persons serving on review teams are eligible for BOCES aid based on State Rates for reimbursement. Expenditures for consultants involved in the School Quality Review Initiatives are available for aid if: • Contained in the Annual Service Plan; • BOCES assumes responsibility for operation and management of the program; • Individual activities, e.g., workshops, team reviews, etc. are less than 15 days in length and shared with individuals from two or more participating districts; • Consulting services by an individual or firm in excess of 90 days, but no more than 120 days, within one school year unless prior approved; and • Consulting services are provided to participating districts and the activities are attended by individuals from two or more participating districts.

SUBSTITUTES	Expenditures for substitutes for school personnel participating in the School Quality Review process will be eligible for BOCES aid if the following conditions are met:

	• The expenses incurred are related to sustaining the self review process when expenses occur outside their own district; • The expenses incurred are related to attendance at reviewer training sessions or a School Quality Review team visit; and • Payment for substitutes is initially made by participating districts and reimbursed by the BOCES.
SCHOOL QUALITY REVIEW COMPONENTS	School districts may be eligible for BOCES aid for substitutes for classroom teaching staff taking part in self-review workshop. A review team is appointed by BOCES in consultation with the district. The size of a review team will vary depending upon the enrollment base of the district. A district of 2,000 or less students may have a team of up to 10 members. A district of more than 2,000 students may have a team of up to 12 members. A review team must be comprised mainly of school district teaching and administrative staff. One parent and one other non-district staff person may be part of a 10 person team. Two parents and one other non-district staff person may be part of a 12 person team. For the first year operation only, a BOCES beginning to provide SQR must cross-contract with a BOCES which has operated a SQR for turn-key training in the orientation, self-review and review training components of the program.

Staff Development: Admin. & Instruc. 6261

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Staff Development (24) **PSN Range:** 501-599
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to improve the skills of teachers, administrators, or other instructional/instructional-certificated personnel.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed.
COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of its overall program based on one of the following criteria. • 1 FTE per 50,000 pupils in participating districts; or • 1 FTE per 50 participating districts; or • 5 to 10 per cent of the service's budget. The service plan must indicate which coordination criterion is used. Where coordination requirements are met by allocation of costs to several staff development CO-SERS, the service plan of each shall indicate the sources of coordination.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met.

	• BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts in one of the following ways: -to an audience composed of participants from two or more school districts; or -individually, as an extension of services previously provided to an audience composed of participants from two or more school districts; or -individually, upon written demonstration that the activity has a logical relationship to the overall service.
SPECIFIC REQUIREMENTS	Activities may not generate college credit or a certificate.
AID ISSUES	Participant expenses such as meals**,** lodging and transportation are not eligible for BOCES aid**.** District expenses for stipends or substitutes are not eligible for BOCES aid. Annual evaluation data for the preceding year must be filed with the BOCES Unit by October 1.

Staff Development: Other 6262

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Staff Development (24) **PSN Range:** 501-599
Type Student: General (31) **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other, Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to improve the skills of teachers, administrators, or other instructional/instructional support personnel.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed.

COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of its overall program based on one of the following criteria. • 1 FTE per 50,000 pupils in participating districts; or

	• 1 FTE per 50 participating districts; or • 5 to 10 per cent of the service's budget. The service plan must indicate which coordination criterion is used. Where coordination requirements are met by allocation of costs to several staff development CO-SERS, the service plan of each shall indicate the sources of coordination.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to audiences composed of participants from two ore more districts.
SPECIFIC REQUIREMENTS	Activities may not generate college credit
AID ISSUES	Participant expenses such as meals**,** lodging and transportation are not eligible for BOCES aid**.** District expenses for stipends or substitutes are not eligible for BOCES aid. Expense for a consultant for an activity that provides a certificate for coaching is without aid. Annual evaluation data for the preceding year must be filed with the BOCES Unit by October 1.

Special Ed. Training & Resource Center 6265

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Staff Development (24)	**PSN Range:**	501-599
Type Student:	Handicapped (32)	**Level:**	Pre K-12
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service which provides participating districts with a variety of staff development, instructional materials and parent training resources. An individual SETRC is part of a statewide network of such centers.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A program description is required. Each SETRC must have an operating plan approved by the Office for the Education of Children with Handicapping Conditions.
AID ISSUES	The service is not eligible for BOCES aid.

Teacher Center 6266

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Staff Development (24)	**PSN Range:**	501-599
Type Student:	General (31)	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a Teacher Center as provided in State regulation.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A program description is required.
AID ISSUES	The service is not eligible for BOCES aid.

Div. 31 Non-Instructional Support: Personnel Services

Criteria-Guidelines for Approval of BOCES Services

7110	Personnel Service (No Guideline)
7111	Negotiations
7112	Recruiting
7116	Employee Assistance Program
7120	Teacher Certification
7131	Staff Development: Bus Drivers
7132	Staff Development: Clerical
7133	Staff Development: Maintenance
7134	Staff Development: Board of Education
7140	Substitute Coordination

Negotiations 7111

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Personnel Services (31)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 601-699
Level: N/A

NATURE OF SERVICE

BOCES provides one or more of the following shared services to public school districts.

- negotiations with employee organizations, including related research and development;
- in-service education in bargaining for board members and/or administrators;
- contract administration;
- grievance administration;
- information service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. Legal services provided to school districts will not be approved as part of this service.

	BOCES must provide for a full time professional staff member for management of the program and for negotiations. Part time BOCES staff may be used to supplement full time

	personnel if the following conditions are met. • Each part time staff member is shared by two or more participating districts; and • All participating districts contribute to the cost of management of the service. The cost of the service must be pooled and apportioned among participating districts based on the nature and amount of service received. Billings to districts based on the salaries of individuals serving those specific districts will not be approved.
AID ISSUES	Expenses for negotiation services to districts provided pursuant to contract are not eligible for BOCES aid. Participant expenses incurred in staff development activities, including meals, lodging, and transportation are not eligible for BOCES aid.

Recruiting Service 7112

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Personnel Services (31) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to provide participating school districts with assistance in recruiting certified personnel. Typical activities include:

- maintaining liaisons with college placement offices;
- developing cooperative advertising;
- maintaining a file of job applications;
- coordinating screening of applicants by local school personnel.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Expenditures for travel by local school district personnel, including meals, lodging and transportation, are not eligible for BOCES aid. Contracted services are not eligible for BOCES aid.

Employee Assistance Program 7116

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Personnel Services (31)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), Other Specify (13)		

NATURE OF SERVICE

BOCES provides a shared service designed to help participating school district assist employees who have behavioral/medical problems which affect job performance. The program staff may coordinate referral of the problem employee to community agencies; provide staff development programs for district personnel; and provide planning, evaluation and follow-up.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. Direct counseling of district employees is not an approved activity.

CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available;

	• Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
AID ISSUES	Contracted services are not eligible for BOCES aid.

Teacher Certification 7120

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Personnel Services (31) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES provides a shared service to two or more participating school districts on issues relating to teacher certification. In addition, program staff provide a local contact with SED's Division of Teacher Education and Certification to facilitate action on local certification needs. Typical activities include: review and analysis of academic credentials, evaluation of eligibility for teaching certification, maintenance of certification data on local staff and response to related inquiries.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Service may be provided only to public school districts.

Staff Development: Bus Drivers 7131

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Personnel Services (31) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to improve the skills of school bus drivers.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. Activities may not generate college credit.
AID ISSUES	Staff development for bus drivers is not eligible for BOCES aid.

Staff Development: Clerical 7132

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Personnel Services (31) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to improve the skills of school district clerical staff.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

COORDINATION REQUIREMENTS	BOCES Must provide for professional staff management of its overall staff development program, based on one of the

	following criteria. • FTE per 50,000 pupils in participating districts; or • FTE per 50 participating districts; or • 5 to 10 per cent of the service's budget. The service plan must indicate which coordination criterion is used. Where coordination requirements are met by allocation of costs to several staff development CO-SERS, the service plan of each shall indicate the sources of coordination.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
SPECIFIC REQUIREMENTS	Activities may not generate college credit.
AID ISSUES	Participant expenses such as meals, lodging and transportation are not eligible for BOCES aid. District expenses for stipends or substitutes are not eligible for BOCES aid.

Staff Development: Maintenance 7133

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Personnel Services (31)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to improve the skills of school district maintenance staff.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

COORDINATION REQUIREMENTS	BOCES Must provide for professional staff management of its overall staff development program, based on one of the following criteria.

	• FTE per 50,000 pupils in participating districts; or • FTE per 50 participating districts; or • 5 to 10 per cent of the service's budget. The service plan must indicate which coordination criterion is used. Where coordination requirements are met by allocation of costs to several staff development CO-SERS, the service plan of each shall indicate the sources of coordination.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
SPECIFIC REQUIREMENTS	Activities may not generate college credit.
AID ISSUES	Participant expenses such as meals, lodging and transportation are not eligible for BOCES aid. District expenses for stipends or substitutes are not eligible for BOCES aid.

Staff Development: Board of Education 7134

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Personnel Services (31)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to improve the skills of school district maintenance staff.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. A staff development activity plan shall be submitted annually on forms provided by the Department.

COORDINATION REQUIREMENTS	BOCES must provide for professional staff management of its overall staff development program, based on one of the following criteria.

	• FTE per 50,000 pupils in participating districts; or • FTE per 50 participating districts; or • 5 to 10 per cent of the service's budget. The service plan must indicate which coordination criterion is used. Where coordination requirements are met by allocation of costs to several staff development CO-SERS, the service plan of each shall indicate the sources of coordination.
CONSULTANTS	Expenditures for consultants are eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
SPECIFIC REQUIREMENTS	Activities may not generate college credit.
AID ISSUES	Participant expenses such as meals, lodging and transportation are not eligible for BOCES aid. District expenses for stipends or substitutes are not eligible for BOCES aid.

Substitute Coordination 7140

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Personnel Services (31) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES provides a shared service which assists participating school districts in securing substitute teachers or other staff. Typical activities include:

- maintenance of a directory of available substitute teachers or other personnel;
- maintenance of a system to evaluate and select substitutes;
- maintenance of a system to secure and assign substitute teachers;
- conduct of appropriate liaison with the New York State Labor Department.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. BOCES shall not become the employer of substitutes other than those required to replace regular BOCES staff.
AID ISSUES	Contracted services are not eligible for BOCES aid.

Div. 32 Non-Instructional Support: Business Office Services

Criteria-Guidelines for Approval of BOCES Services

7010	Business Office (No Guideline)
7011	Cooperative Bidding Coordination
7012	Microfilming
7014	Textbook Coordination
7016	Business Manager
7017	Business Office Support
7018	Medicaid Reimbursement
7019	Internal Auditor
7710	Computer Service: Management
7711	Telecommunications
7810	Employee Benefit Coordination

Cooperative Bidding 7011

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to provide school districts with economies through coordination of purchasing. Typical activities include:

- development of standard specifications for common items;
- preparation of bid proposals;
- administration of the bidding process for joint purchases;
- arrangement purchase deliveries.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Initial applications for service approval must show sufficient economies to offset costs of the coordination. All purchases shall be paid for by the purchaser directly to the vendor.
AID ISSUES	Items purchased are not eligible for BOCES aid. Contracted services are not eligible for BOCES aid.

Microfilming/Records Management 7012

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Business Office (32)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service to school districts and other public agencies. Typical activities include: advice on development or improvement of district records management programs; assistance with records inventories, storage and/or disposition; and provision of specific records management services such as microfilming or microfiche.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Materials which become the property of program participants are not eligible for BOCES aid. Contracted services are not eligible for BOCES aid.

Textbook Coordination 7014

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service designed to provide school districts with economies and convenience in the distribution of textbooks to school district residents attending non-public schools. Typical activities include:

- Receipt and processing of textbook requests from nonpublic schools on behalf of participating school districts;
- Maintenance of an inventory of textbooks for distribution;
- Purchase textbooks not available from current inventory;
- Maintain appropriate records of books distributed.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Items purchased are not eligible for BOCES aid and should be billed separately, preferably under revenue code 2655. Contracted services are not eligible for BOCES aid.

Business Manager 7016

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: N/A

NATURE OF SERVICE

BOCES provides a shared professional staff person to perform as a local business manager and to supervise local non-certified personnel in the operation of the business office.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (F.T.E.) of service provided. Expenses eligible for aid include supervision, salary and fringe benefits, travel, and staff development. Service with aid is limited to .6 F.T.E. per participating district.
AID ISSUES	Contracted services are not eligible for BOCES aid. Expenses for clerical personnel are not eligible for aid.

Business Office Support 7017

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with centralized business office operation including the services of a professional business manager and support personnel.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. Charges must be based on the amount of service provided, not on the salary paid to in individual serving a specific district.

AID ISSUES	Use of district-based shared professional staff is limited to a total of 0.6 FTE with aid. Central technical and professional staff may be used instead of or in support of district-based staff, provided that each staff member is shared. A report showing the sharing of district-based staff shall be filed by the first of August following the close of the fiscal year. Services of district-based clerical staff may not be approved for aid. Services of a district clerk or district treasurer may not be approved. Contracted services are not eligible for BOCES aid. Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655. Administrative computer services necessary to support the function of this service may be included in the budget as direct or transfer charges.

Medicaid Reimbursement 7018

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other, Specify (13))

NATURE OF SERVICE

BOCES coordinates a cooperative activity designed to provide two or more school districts with assistance to maximize medicaid reimbursement for special education services. Staff must be located at BOCES, not in districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service may be provided solely by clerical personnel or a combination of degreed and clerical personnel.
AID ISSUES	This service is not eligible for BOCES aid.

Internal Auditor 7019

Date Issued: 4/1/07 Year Effective: 06-07

SERVICE DESCRIPTORS

Class/Division: Business Office (32)
Type Student: N/A
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-699
Level: N/A

NATURE OF SERVICE

BOCES provides a shared professional staff person to perform as a local internal auditor to carry out responsibilities for compliance with fiscal oversight legislation (Chapter 263, Laws of 2005).

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required.
SERVICE DESCRIPTION REQUIRED	A service description **must** be submitted with the initial application for approval. The service description must reference standards set forth in 8NYCRR 170.2, 170.3 and 170.12, describe the service provided, and the role of BOCES staff in the management and operation of the program.
SERVICE REQUIREMENTS	The internal audit function must meet professional auditing standards for independence and comply with NYSED guidance provided at www.p12.nysed.gov/mgtserv. The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided. Service must be provided by a BOCES for school district that do not have a material and significant relationship with the BOCES. Relationships can be material and significant as a result of the quantity and quality of service provided.

	Examples of material and significant relationships include, but are not limited to: ▪ The relationship between a BOCES and its component school districts where a significant or material level of service is provided, ▪ BOCES provision of management services on-site to the district business office and ▪ BOCES that provide the following services on a cross-contract basis to districts other than the BOCES' own component districts: o Computer Service: Management (Activity Code 7710) o Central Business Office (Activity Code 7017) Consideration must be given to the dollar value of goods and services provided. The greater the dollar value, the more likely the goods and services will be significant and material.
AID ISSUES	This service is not eligible for BOCES aid.

Computer Service: Management 7710

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Business Office (32)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12)		

NATURE OF SERVICE

BOCES provides computer-based service using either central or distributed processing for fiscal management, state reporting or educational management activities including but not limited to: pupil data, personnel data, scheduling (class, transportation), accounts payable, fixed assets accounting, test scoring, and educational management services to school districts, nonpublic schools and public agencies.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	• A description of each activity must be provided. • Activities are to be budgeted together following directions provided in the BOCES Handbook on CO-SER preparation. • A long range regional plan (Chapter 793) must be filed by December 1 prior to the operating year. The regional plan must be consistent with the Regents approved Long Range Plan for Technology in Elementary and Secondary Education in New York State and TNT standards. • BOCES planning, management, technical support and leadership will be required part of each BOCES service. Districts requesting any service will be required to support costs for these activities.

	• Service to districts must be provided consistent with regional service delivery standards including hardware, software and telecommunications protocols. The criteria for development of service delivery standards are attached. • A shared service may consist of a BOCES-operated service activity or activities provided to two or more districts indirectly by electronic means; consistent with service delivery standards; utilizing standardized data elements; requiring a necessary exchange of such elements by means of telecommunications between BOCES and school districts. Sharing may also occur as a result of time-sharing of hardware and software or sharing software licenses using a distributed systems resource manager. • District-based hardware, software and related telecommunications will be eligible for aid where necessary to the operation of the regional service and where requirements of a shared service are met. • Telecommunications used by districts for district purposes is not eligible for aid. BOCES must monitor district use and report that portion of telecommunications that is not to be claimed for BOCES aid. • The requirement for a distributed systems resource manager may be met by the use of software which has the following characteristics: -Access control --by location --by workstation/device --by application -Single system image -Data management facility -Software distribution facility -Print distribution facility -Centralized network management and maintenance -PC interface to TNT applications -Multiple local area network support

	• Where multiple or alternate standards are proposed, the BOCES will be responsible for demonstrating the cost-effectiveness of supporting such standards by providing a detailed comparison, in written form, clearly delineating alternatives considered. In those instances in which a State policy permitting multiple or alternate standards exists, the BOCES will be responsible for documenting cost-effectiveness for multiple or alternate standards where such proposals exceed the provisions of the policy. • Service to districts in excess of service delivery standards will not be eligible for BOCES aid. • Any activity by the local district which supplants or degrades BOCES-operated services shall result in aid restrictions on district-based service depending on the nature of the district's actions. • The use of consultants or contracted service is eligible for BOCES aid when it provided direct support for the function of BOCES employees, or is an integral part of a standard BOCES-operated service without a separate charge, e.g., programming, hardware/software analysis, data entry, research information databases or creation of supplementary test reports. Contracted services which provide direct service to districts are not eligible for BOCES aid, e.g., commercial informational databases. Contracted service which supplants aspects of a BOCES-operated or base service shall not be eligible for aid. • It is expected that district staff will be responsible for local district activity, data entry and verification, and data editing and maintenance. • Shared BOCES staff may be stationed at district locations to provide staff development, report generation, special analyses, limited program enhancement, system operation and maintenance, and telecommunications operations and maintenance. • Shared BOCES staff located at a district site will be eligible for aid up to a total for all service areas of 1.0 FTE. The maximum shared staff eligible for aid in one service area, e.g., coordination, operation, programming, is .6 FTE. Additional staff may be provided, with BOCES aid, if district sites which serve two or more districts (satellite operation).

	• BOCES may rent and renovate portions of district buildings where a district-based computer in the network is serving two or more districts (satellite operation). Such costs shall be included in the administrative budget and claimed for aid in the Rented Facilities Schedule. Operation and Maintenance costs are also eligible for aid and must be included in the appropriate budget (not eligible to be claimed as rent). Costs for renovation of district buildings associated with installation of district-based hardware which does not serve two or more districts is not eligible for aid regardless of ownership. Cost for shared BOCES staff to do minor renovation is eligible for aid. Contracted service for renovation is not eligible for aid. • Based on regional needs, there may be pilot activity in which hardware, software, or communications means unique to the BOCES are tested in one or more locations. The purpose of a pilot activity is to provide the BOCES information, lacking such from any other source, about the technical effectiveness of new equipment, software or communications means as potential replacements for items in the existing system or expansion into new service areas. The nature, design, evaluation criteria, and testing period of such pilot activity must be defined and approved in long range plans. Reports on such pilot activity, both interim and final, will be required as part of submission of the long range plan. Demonstration projects designed to determine district interest in expansion or replacement of current service options are not considered to be pilots and require a minimum of two districts to provide the service with aid. Both pilot and demonstration projects require the potential for compliance with general criteria/guidelines and consistency with service delivery standards.

Telecommunications 7711

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Business Office (32)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a telecommunications system designed to provide voice, visual and/or data transmission for two or more component districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. An advisory committee representing participating component districts shall be established. Use of the system shall be restricted to component districts and the BOCES.

	All transmissions and services provided must be consistent with standards established by the BOCES as well as with applicable standards promulgated by governmental agencies, such as the Federal Communications Commission and the State Public Service Commission. The network that will provide the services must be fully compatible with existing regional and statewide networking activities to insure connectivity to these networks for data, voice and video transmission. The system should not duplicate services locally that are already available on a regional or statewide basis. The availability of both existing telecommunications capacity and potential integration with existing networks must be fully explored and documented in the proposal.
AID ISSUES	Expenditures associated with communication between districts, and between districts and BOCES, is eligible for BOCES aid. Expenditures associated with communication within individual districts is not eligible for BOCES aid. Aid on expenditures for voice, visual and data communications associated with the use of the telecommunications system by other BOCES services shall be determined by the nature of the service.

Employee Benefit Coordination 7810

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other, Specify (13)

NATURE OF SERVICE

BOCES coordinates a cooperative activity designed to provide two or more school districts and BOCES with self-funded health, workers compensation or unemployment insurance plans. Typical activities include: plan development, purchase of stop-loss insurance, and provision for claims administration.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. Initial applications for service approval must show sufficient economies, exclusive of aid, to offset costs of the coordination.
AID ISSUES	Expenses eligible for aid include: supervision, employee salaries and fringe benefits, employee travel, staff development, office support, and employee supplies and materials. Short-term contracted services which support the management of the program by BOCES employees are eligible for BOCES aid. Typical services include legal, claims audit and other fiscal services. Contracted services which provide routine, day-to-day operations, such as claims processing, are not eligible for BOCES aid.

Div. 33 Non-Instructional Support: Transportation Services

Criteria-Guidelines for Approval of BOCES Services

7310	Transportation (No Guideline)
7320	Bus Maintenance
7331	Transportation : Occ. Ed.
7332	Transportation: Handicapped
7333	Transportation: Chapter 853
7334	Transportation: Other Programs
7335	Emergency Communications
7336	Transportation: Home to School
7337	Transportation Director

Bus Maintenance 7320

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Transportation (33) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with mechanical and body service for district-owned buses.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed and the following additional elements. The service plan shall demonstrate enhanced economy and quality of service compared to local alternatives. The plan shall also project costs for the initial three years of operation.
AID ISSUES	This service is not eligible for BOCES aid.

Transportation: Occupational Education 7331

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Transportation (33)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with transportation of students to and from BOCES occupational education classes.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
AID ISSUES	This service is not eligible for BOCES aid.

Transportation: Handicapped 7332

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Transportation (33)
PSN Range: 601-699
Type Student: N/A
Level: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with transportation of students to and from BOCES programs for the handicapped.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
AID ISSUES	This service is not eligible for BOCES aid.

Transportation: Chapter 853 — 7333

Date Issued: 6/1/98 — Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Transportation (33)
PSN Range: 601-699
Type Student: N/A
Level: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with transportation of students to and from public and private programs for the handicapped.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
AID ISSUES	This service is not eligible for BOCES aid.

Transportation: Other Programs 7334

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Transportation (33)
PSN Range: 601-699
Type Student: N/A
Level: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with transportation of students to and from programs not associated with occupational or special education. Coordination of drug and alcohol testing for district bus drivers if provided should be budgeted in this service.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
AID ISSUES	This service is not eligible for BOCES aid.

Emergency Communications 7335

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Transportation (33)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)
PSN Range: 601-699
Level: N/A

NATURE OF SERVICE

BOCES operates a shared service designed to provide participating school districts with a communications system for buses.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	This service is not eligible for BOCES aid.

Transportation: Home to School 7336

Date Issued: 9/01/10 Year Effective: 10-11

SERVICE DESCRIPTORS

Class/Division: Transportation (33) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), Other Specify (13)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with home to school, field trip and sports trip transportation for their public school pupils in accordance with Education Law Section 3635.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A program description is required. If a BOCES is subcontracting to provide transportation services, the transportation contract must be between the participating school districts and the contractor, not between the BOCES and the participating school districts.
AID ISSUES	This service is not eligible for BOCES aid.
EMPLOYMENT STATUS	For any individuals providing service in this CO-SER, the BOCES must undertake a review pursuant to Part 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe benefits.

Transportation Director 7337

Date Issued: 9/01/10 Year Effective: 10-11

SERVICE DESCRIPTORS

Class/Division: Transportation (33)
Type Student: N/A
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant transportation director to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A program description is required. Responsibilities of the position should be described under Description of Service to be Provided by BOCES.
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district on a full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, salary and fringe benefits, travel and staff development. Service with aid is limited to not more than .6 FTE.
AID ISSUES	This service is not eligible for BOCES aid.
EMPLOYMENT	For any individuals providing service in this CO-SER, the

STATUS	BOCES must undertake a review pursuant to Part 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe benefits.

Div. 34 Non-Instructional Support: Planning Services

Criteria-Guidelines for Approval of BOCES Services

7210	Planning Service, Management, inc. School Safety, Non-Violence
7211	GASB 45 Planning and Valuation

Planning Service: Management 7210

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Planning Services (34)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service which provides participating districts with assistance in the development of internal planning processes, and planning skills and/or the development of plans and recommendations in areas of specific concern in areas related to school administration and management responsibilities. Typical areas include:

- development of plans in such areas as personnel, finance, facilities utilization or management;
- development and analysis of data and information in such areas as personnel, finance, facility utilization or management;
- development of long range district plans.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
AID ISSUES	Expenditures for travel by local school district personnel, including meals, lodging and transportation, are not eligible for BOCES aid. Contracted services are not eligible for BOCES aid.

GASB 45 Planning and Valuation 7211

Date Issued: 11/1/08 Year Effective: 08-09

SERVICE DESCRIPTORS

Class/Division:	Planning Services (34)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to implement Governmental Accounting Standards Board (GASB) Statement 45 regarding Other Post Employment Benefits. Typical activities include:

- collection and organization of OPEB cost data;
- actual valuation of demographic data;
- monitoring and analysis of fiscal impact;
- preparation of actuarially certified reports required under GASB 45

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the services provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

AID ISSUES	Expenditures for an actuarial consultant will be eligible for BOCES aid if is determined BOCES does not have a qualified employee with demonstrated experience in valuing OPEB.

	The consultant is in an advisor role to certify the OPEB financial liability. No other consultant or contractual expense is eligible for BOCES aid.
EMPLOYMENT STATUS	For any individuals providing service in this CO-SER, the BOCES must undertake a review pursuant to section 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe benefits.

Div. 35 Non-Instructional Support: Facility Services

Criteria-Guidelines for Approval of BOCES Services

7410	Facility Services
7411	Facilities Director
7420	Telephone Interconnect
7430	Engineering Service
7450	Energy Management
7470	Safety/Risk Management
7471	Fingerprinting
7480	Coordination of Insurance Management

Facilities Service 7410

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Facilities Services (35)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with a variety of activities which may include preventative maintaining on equipment, repairs, routine maintenance, trash removal, maintenance supervision and the like.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	Each activity included in the service must be provided to at least two districts or a district and BOCES.
AID ISSUES	This service is not eligible for BOCES aid in accordance with Ed. Law Section 1950 (4)(d)(2).

Facilities Director 7411

Date Issued: 9/1/10 Year Effective: 10-11

SERVICE DESCRIPTORS

Class/Division: Facilities Services (35)
Type Student: N/A
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District (13)

PSN Range: 301-399
Level: K-12

NATURE OF SERVICE

BOCES provides a shared itinerant facilities director to two or more school districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SERVICE PLAN REQUIRED	A program description is required. Responsibilities of the position should be described under Description of Service to be Provided by BOCES.
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district on a full-time equivalent (FTE) of service provided. Expenses eligible for aid include supervision, salary and fringe benefits, travel and staff development. Service with aid is limited to not more than .6 FTE.
EMPLOYMNENT STATUS	For any individuals providing service in this CO-SER, the BOCES must undertake a review pursuant to Part 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe benefits.

Telephone Interconnect 7420

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Facilities Services (35) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other Specify (13)

NATURE OF SERVICE

BOCES provides a shared service which provides participating school districts with telephone interconnect service between individual districts and between districts and BOCES. The service may also provide long distance calling service, e.g., WATS lines, as well.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. The service plan shall also demonstrate the cost effectiveness of the proposed service, exclusive of aid. Expenditures for long distance calling service are not eligible for BOCES aid.
AID ISSUES	Expenditures for long distance calling service are not eligible for BOCES aid. Charges to school districts for basic interconnect service are aided at 50 percent of total charge.

Engineering Service 7430

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Facilities Services (35)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service which provides professional engineering advice to participating districts regarding:

- the establishment of in-service training programs for district personnel on the operation and maintenance of highly technical building systems;
- establishment of in-service training programs leading to development of district preventive maintenance programs;
- the review of specific building-related problems and the development of related recommendations for local action.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required. The service shall be provided by a licensed professional engineer who is an employee of BOCES. Participation in local construction projects - in other than a preliminary advisory capacity - is not an approvable activity.
AID ISSUES	The service is not eligible for BOCES aid in accordance with Ed. Law Section 1950 (4)(d)(2).

Energy Management 7450

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Facilities Services (35)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to reduce energy consumption in local school district facilities through the use of computer-based energy management techniques.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A program description is required.
AID ISSUES	Contracted service to school districts is not eligible for BOCES aid.

Safety/Risk Management 7470

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Facilities Services (35) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12), Other Specify (13)

NATURE OF SERVICE

BOCES employees provide information, leadership, training, and support to assist local education agencies to establish health, safety, and risk management programs (e.g., Right-to-know, OSHA/SOSHA, Disaster Preparedness, Fire and Building Code, Asbestos, etc.).

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A base activity, which includes the cost of BOCES planning, management, technical support and leadership, must be part of the overall service. The base activity must provide for BOCES professional staff service expenditures equal to at least 5 percent of the service budget. A professional staffing level of 1.0 FTE for each 25 participating districts is recommended. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. A district participating via cross-contract must show evidence of support of a base activity sponsored by the BOCES of which it is a component or a neighboring BOCES.
SERVICE PLAN REQUIRED	A service plan must be submitted with the initial application for approval. The service plan must describe: the service

	provided, the role of the BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed, and the following additional elements. Safety/Risk Management Attachments B-1 and B-12 are to be included with each service plan which is submitted. It is only necessary to include those for services actually proposed. A compilation of regional service delivery standards, consistent with the attached criteria, must be included with the service plan.
DISTRICT PLANS	Each participating district must complete a plan which describes the areas and activities which are to be completed as a part of the Safety/Risk Management Service. Copies of each district's plan shall be filed in the District Superintendent's office. A list of the districts which have completed the planning requirement must be filed each year as a supplement to the CO-SER description.
SPECIFIC REQUIREMENTS	Two or more participating districts must share each activity. School districts are responsible for meeting basic requirements of law and for maintaining mandated records.
PARTICIPANT EXPENSES	Expenditures for individuals participating in a staff development activity conducted as part of this service are eligible for BOCES aid if the following conditions are met: • Expenses eligible for aid are limited to meals, lodging and transportation; • The activity is attended by individuals from two or more participating districts; • The activity is conducted within the geographic confines of the BOCES; and • The activity is not part of a Superintendent's conference day.

STIPENDS AND SUBSTITUTES	Expenditures for stipends for teachers or for substitutes resulting from attendance at concurrently-shared activities will be eligible for BOCES aid if the following conditions are

	met: • The expenses incurred are related to attendance at activities composed of participants from two or more districts; and • Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts; and • Payment for substitutes is initially made by participating districts and reimbursed by BOCES. Expenditures for stipends for teachers or for substitutes resulting from attendance at sequentially-shared activities will be eligible for BOCES aid, up to a maximum of 15 days per district per year, if the following conditions are met: • The expenses incurred are related to attendance at an activity at a district location presented by a sequentially-shared consultant or by a BOCES employee; and • The activity is directly related to the preparation of the district's plan; and • Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts; and • Payment for substitutes is initially made by participating districts and reimbursed by BOCES.
CONSULTANTS	Expenditures for consultants providing staff development are eligible for BOCES aid if the following conditions are met: • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g., workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts in one of the following ways: - to an audience composed of participants from two or more school districts; or

	- individually, as an extension of services provided within one calendar year to an audience composed of participants from two or more school districts; or - individually, within one calendar year, upon written demonstration that the activity has a logical relationship to the overall service.

Fingerprinting 7471

Date Issued: 11/1/08 Year Effective: 08-09

SERVICE DESCRIPTORS

Class/Division: Facilities Services (35)
Type Student: N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11)

PSN Range: 601-699
Level: N/A

NATURE OF SERVICE

BOCES are authorized under the SAVE legislation to take fingerprints of staff in participating districts in accordance with the requirements established by the SED Fingerprinting Processing Unit. This activity is a subset of the Safety Risk Management CO-SER (7470) and cannot be approved unless 7470 is approved. Typical activities include:

- completing paperwork;
- checking identification;
- taking fingerprints;
- taking payments;
- forwarding to SED Fingerprint Processing Unit

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the services provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.
AID ISSUES	Consultant and contractual expenses are not eligible for BOCES aid. No money may be accepted from individuals.

EMPLOYMENT STATUS	For any individuals providing service in this CO-SER, the BOCES must undertake a review pursuant to section 315 of the regulations of the New York State Comptroller to determine whether the BOCES shall designate the individuals as employees or consultants for purposes of payroll and fringe benefits.

Coordination of Insurance Management 7480

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	Facilities Services (35)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	July-June (43)		
Location:	BOCES Center (11), District Classroom (12), Other Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service designed to assist participating school districts develop and/or maintain insurance/risk management programs at the district level. Typical activities include:

- analysis of employee benefit programs;
- review of individual district insurance coverage;
- recommend risk management practices and assist in their implementation;
- develop specifications for individual district or group coverage.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

CONSULTANTS	Expenditures for consultants will be eligible for BOCES aid if

	the following conditions are met. • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts.
AID ISSUES	Expenditures for contracted service to school districts are not eligible for BOCES aid.

Div. 36 Non-Instructional Support: Information Services

Criteria-Guidelines for Approval of BOCES Services

7510	Public Information Coordinator
7511	Public Information Service

Public Information Coordinator 7510

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Information Services (36)
Type Student: N/A
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: N/A

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with professional staff who will help plan, organize and conduct effective public information programs.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (FTE) of service provided.
AID ISSUES	Expenses eligible for BOCES aid include supervision, salary and fringe benefits, travel and staff development. Technical services such as printing and graphics are not eligible for BOCES aid unless available from a separate BOCES service. Service with aid is limited to not more than .6 FTE.

Public Information Service 7511

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Information Services (36) **PSN Range:** 601-699
Type Student: N/A **Level:** N/A
Delivery Method: Central Service
Time Period: July-June (43)
Location: BOCES Center (11), District Classroom (12)

NATURE OF SERVICE

BOCES operates a shared service which provides participating school districts with (1) advice and training on how to plan, organize, and conduct effective public information services and/or (2) the technical and professional public information and support services necessary to implement district plans.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed. Charges must be based on the amount of service provided, not on the salary paid to an individual serving a specific district.

AID ISSUES	Use of district-based shared staff is limited to a total of 0.6

	FTE with aid. Central technical and professional staff may be used instead of or in support of district-based staff, provided that each staff member is shared. A report showing the sharing of district-based staff shall be filed by the first of August following the close of the fiscal year. Expenditures for consultants will be eligible for BOCES aid if the following conditions are met. • Consultants are used for staff development only; • BOCES can demonstrate that qualified employees are not available; • Consultants do not assume BOCES responsibility for operation and management of the program; • Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length; • Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and • Consulting services are provided to two or more districts. Contracted services are not eligible for BOCES aid. Materials which are not shared between two or more participating school districts, or which become the property of a school district are not eligible for BOCES aid. Such materials should be billed separately, preferably under revenue code 2655.

Div. 37 Non-Instructional Support: School Food Services

Criteria-Guidelines for Approval of BOCES Services

7610	School Food Services (No Guideline)
7611	School Food Management: Itinerant
7612	School Food Management: Central

School Food Management: Itinerant 7611

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: School Food Services (37)
Type Student: N/A
Delivery Method: Itinerant
Time Period: July-June (43)
Location: District Classroom (12)

PSN Range: 301-399
Level: N/A

NATURE OF SERVICE

BOCES employees provide a shared itinerant service to provide management of the school food service programs in two or more districts.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	The budget must be pooled and charged to each district based on full time equivalent (F.T.E.) of service provided. Expenses eligible for aid include supervision, salary and fringe benefits, travel, and staff development. Service with aid is limited to .6 F.T.E. per participating district.
AID ISSUES	Contracted services are not eligible for BOCES aid. Expenses for personnel engaged in food processing or service are not eligible for aid.

School Food Management: Central 7612

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division:	School Food Services (37)	**PSN Range:**	601-699
Type Student:	N/A	**Level:**	N/A
Delivery Method:	Central Service		
Time Period:	September-June (42)		
Location:	BOCES Center (11), District Classroom (12), Other, Specify (13)		

NATURE OF SERVICE

BOCES operates a shared service providing participating districts with a program of school food service. Typical activities include:

- overall management of the shared food service program;
- hiring, training and supervision of food service staff,
- menu development;
- purchase, management and preparation of food.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, and the basis on which participants are billed.

AID ISSUES	Expenses eligible for aid include supervision, salary and fringe benefits, travel, and staff development for personnel engaged in management of the program. Expenditures for food and other materials and supplies not shared by two or more districts are not eligible for BOCES aid. Contracted services are not eligible for BOCES aid. Expenditures for personnel engaged in food processing or service are not eligible for aid.