



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES
MANAGER, SPECIAL EDUCATION POLICY
ONE COMMERCE PLAZA, ROOM 1624, ALBANY, NY 12234

DATED MATERIAL – OPEN IMMEDIATELY

April 2003

TO: District Superintendents
Superintendents of Schools
Directors of Special Education
Chairpersons of Committees on Special Education
New York City Committee on Special Education Chairpersons and Administrators
Directors of Pupil Personnel Services
Executive Directors of Private School Agencies

FROM: Erlinda Rejino, Manager Special Education Policy Administration

SUBJECT: Guidelines and Application for approval of **NEW** Extended School Year (July/August) Programs and/or Services for Eligible School Age (5-21) Students with Disabilities, **July/August 2003**

In accordance with Section 4408 of the New York State Education Law, the State Education Department (SED) must review and approve requests for reimbursement of extended school year (July/August) special education programs and/or services for **new** programs for school-age students with disabilities. Prior approval by SED is required for any **new** program/service(s) to be eligible for reimbursement of public funds. The program models include Related Services Only (9015), Specialized Instruction (9029), Specialized Instruction with Related Services (9025), Home/Hospital Instruction (9022), and Full (9000) or Half-Time Special Class (9010). This memorandum provides information regarding the procedures of applying for approval. A special section entitled "Extended School Year Programs and Services: Questions and Answers" provides more detail about these specific programs and services and students who are eligible to participate in the programs. The program and fiscal applications and related information are attached. **If your school or agency was approved last year to provide July/August special education programs and/or service(s), you should not complete this application.**

If your agency wishes to propose a new July/August 2003 extended school year program, SED must receive the completed application by **April 25, 2003**, to allow sufficient time for review of the application by the State Education Department. **Submission of applications after that date will not be assured review prior to the initiation of the July/August program.** The proposal is not approved for expenditures until your agency receives a formal letter of approval. No program will be approved for tuition reimbursement for any days of operation prior to the date of submission of the application to the Department.



If you have any questions regarding this application packet, please contact Lore Hetzner at lhetzner@mail.nysed.gov or (518) 473-6108 or your Regional Associate. Please see attached page for the contact number.

Three (3) copies of the program and fiscal application must be sent to:

New York State Education Department
VESID/Special Education Policy
Attention: 12-Month July/August Program/Service(s) Application
One Commerce Plaza, Room 1624
Albany, NY 12234

Attachment

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