

SECTION 24E

NON-PUBLIC SCHOOL POLICY

Description

The Solano County SELPA maintains a pool for the purpose of funding nonpublic school placements for students with disabilities who cannot be appropriately served through other resources available within the SELPA. IEP teams, including SELPA staff if requested, make NPS placement decisions.

The process for SELPA involvement is initiated with the submission of a Request for SELPA Program Consult Assistance form. The purpose for the SELPA program staff's involvement prior to NPS placement is to help districts ensure that less restrictive environments (LRE) have been exhausted and that no other available resources within the SELPA are appropriate before the student is placed in an NPS.

Finance

The NPS pool is funded utilizing the following revenue sources:

- a) AB602 Out-of Home Care allocation (previously state funded, 100% reimbursement for LCI/FFH students) received by the SELPA is used as an offset to all placements in the pool.
- b) Direct District Contribution, the largest revenue source in the NPS pool, utilized to fund placements in an NPS. The direct district contribution is calculated based on district usage in terms of actual expenditures of the pool to fully fund all expenditures against the pool.

Any excess costs incurred over and above the pool's budgeted revenue sources are also billed back to member districts based on individual district's usage as determined by actual expenditures charged against the pool.

The SELPA is responsible for contract negotiations and develops the Master Service Agreement (MSA) with each NPS. In addition, for all NPS students, the SELPA will develop an Individual Service Agreement (ISA) contract for each individual student, using a current signed IEP (or an interim placement form for transfer students) as backup documentation for necessary contract details regarding each placement.

NONPUBLIC, NONSECTARIAN SCHOOL PROCEDURES

Per federal and state law, prior to any recommendation for placement in a Non-Public School setting, the LEA must verify that all other less restrictive options have been attempted, and/or evaluated relative to the individual student's needs. The IEP team, convened by the district, affirms this decision-making process by describing this placement decision on the first page of the IEP under the section entitled **“Describe how student's disability affects involvement and progress in general curriculum.”**

Prior to the IEP meeting where placement in a non-public school setting is recommended, the LEA should identify appropriate NPS options and arrange for the parent/guardian to visit sites and/or share questions or concerns about the proposed placements. Under no circumstances should a recommendation for a non-public school placement be initiated at an IEP meeting without first involving the parent/guardian in the decision-making process.

The Solano County SELPA provides assistance to member districts with NPS placement decisions in the following manner:

1. The Solano County SELPA negotiates all master contracts with non-public schools.
 - a) The Solano County SELPA establishes Master Service Agreements (MSA) with those non-public schools that are legally compliant and provide effective instruction for students.
 - b) If a district wishes to place a student at a location that has not yet initiated a Master Service Agreement (MSA) with the Solano County SELPA, yet meets all other criteria and will likely qualify for said contract, the placement timeline **MUST** allow a minimum of thirty (30) days prior to placement for said master contract to be developed.
 - c) If a district chooses to place a student in a location that does not meet criteria for the establishment of a Master Service Agreement, that district will assume full fiscal responsibility for that placement. No contracts or vendor payments will be made through the NPS/A pool.
2. The Solano County SELPA prepares Individual Service Agreements (ISAs) for students placed in a qualified NPS:
 - a) Within **seventy-two (72) hours** of an IEP meeting that places a student in a NPS setting, the district (LEA) Administrator **MUST** complete the “NPS Placement Fiscal Pool Approval Request Form,” and fax it, along with a copy of the student’s IEP services and signature pages, to the SELPA office. As per Education Code, no ISA contract can be constructed without a signed IEP document. ***It is the responsibility of the LEA to transmit this document, even if a SELPA Program Staff is in attendance at the placement meeting.***
 - b) Since the timely preparation of ISAs affects Master Contract compliance, consistent with state law, performance related to this timeline will be reported routinely to the SELPA Finance Committee and/or the Council of Superintendents (COS), as appropriate, for internal resolution of any performance issues that may arise.
3. Directors will be provided a monthly table that lists local NPS sites, contact information and availability of grade-level placement openings.
4. Upon specific district request, as verified by the receipt of a “Request for SELPA Program Consult Assistance” form, the SELPA Program Staff will contact the parent and help arrange for a visitation. Best practice would have the district-assigned case manager (also referred to as case carrier) also attend this visitation meeting to better represent the placement recommendation at the ensuing IEP meeting.
5. If a district is having difficulty locating an appropriate NPS, that district may complete a “Request for SELPA Program Consult Assistance” form, and the SELPA program staff will help in assessing other regional placement options.
6. Solano County SELPA Program Staff will continue to monitor compliance and quality at contracted NPS sites, as required by state law.
7. If a student is placed in a residential nonpublic school, SELPA will assist the case manager (also referred to as case carrier) in scheduling IEP reviews, and will act as a liaison between the NPS and the various placing agencies, including but not limited to the LEA, Solano County Mental Health, Regional Center, other SELPAs and Probation. Placement shall not be made in a residential nonpublic setting without the involvement of the SELPA. Due to

interagency agreements negotiated by the Solano County SELPA, LEAs are precluded from making unilateral placements into residential setting.

The role of the LEA case manager (see Section 24N) continues to include the following:

1. Monitor and supervise the student's IEP, including scheduling and conducting IEP review meetings.
2. Monitor student academic achievement testing and progress towards either graduation or a certificate of completion.
3. Send annual review IEPs to the SELPA Office within 72 hours of the IEP meeting to allow for development of updated ISAs.

NPS PLACEMENT FISCAL POOL APPROVAL REQUEST

Administrator/Designee Name	
District	
Date of IEP Meeting	
Student Name	
Student ID (CSIS) Number	
Date of Birth	
Grade	
Disability	
Pupil Address	
Parent Name	
Does student reside in an LCI or FFH?	Circle one: Yes No If yes, does parent live in the district? Yes No
School attending prior to NPS placement	
Reason for NPS placement (see first page of IEP document, section entitled "Describe how student's disability affects involvement and progress in general curriculum.")	
Name of NPS	
Start Date	
End Date	
C.O.S. Signature	

Attach IEP service page(s) and the signed signature page, and submit by fax or email * within 72 hours of IEP meeting.

Fax : 707-863-4176 or
Email: rortez@solanocoe.net

***(If emailing, please be sure to attach electronic copies.)**