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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 97 LCM-39

Date: May 23, 1997

Division: Services & Community  
Development

TO: Local District Commissioners

SUBJECT: Foster Care: Tuition Reimbursement for Educationally Handi-  
capped Foster Children Placed in Child Care Institutions or  
Residential Treatment Facilities (RTF)

ATTACHMENTS: SED Computerized Report (not available on-line)  
SED Approved School Listing (not available on-line)

I am writing to request 1995/96 tuition information for educationally handicapped children which you report to us in accordance with Article 81 of the Education Law and 82 ADM-36. This process is the same as the procedure we used in our previous mailing of March 12, 1996 in 96 LCM-27.

As you know, Article 81 of Education Law states that the tuition costs for a foster child placed in a child care institution are the responsibility of the social services district placing the child. These costs are currently funded through the Family and Children's Services Block Grant. Section 4004 of Article 81 provides a mechanism for social services districts to obtain additional reimbursement to offset some of the tuition costs for an educationally handicapped foster child placed in a child care institution. As explained in 82 ADM-36, this additional reimbursement represents the transfer of the local school district's share of the cost of educating the child had the child continued in that school district.

The procedure outlined in 82 ADM-36 and the additional requirements specified below are an effort by this Department to reduce tuition costs to social services districts through this transfer of funds. We encourage all districts to participate in this process. Local districts that do not report this information are foregoing potentially significant revenue. Thus, you should consider the opportunity for additional reimbursement through this process.

Please share this memorandum with your Director of Services and Accounting Supervisor for purposes of completing the information required below.

Enclosed is a computerized report listing the educationally handicapped children whose eligibility may provide you additional reimbursement for the 1995/96 school year cycle beginning September 1995 and ending June 1996. The data printed on the left side of the report comes from DSS-3424 forms which you completed and sent to us. The blank areas shown by the dotted lines require information that must be completed at this time. You may keep a copy of the entire listing for your records.

\*\*\*Note\*\*\* If you have not participated in this process to date, or did not submit any DSS-3424 records for the 1995/96 school year, you may not have a computerized report enclosed. You may, however, still participate in the 1995/96 process by submitting the required forms and data. Please call the state contact immediately for technical assistance. The DSS-3424 has been revised effective October 1991. Please order the revised forms from: Forms and Print Management, P.O. Box 1990, Albany, New York 12201.

Each district must verify the preprinted information and complete the following data for the children listed:

- o H/C (Handicapping Condition) - Indicate only one handicapping condition (see report for list of conditions).
- o R/C (Racial/Ethnic Category) - Indicate only one category (see report for list of categories).
- o School (to whom tuition was paid) - This is the education provider which may or may not be the same as the maintenance provider.
- o Program - Specify the official name of the SED school program. (contact the appropriate school for this information)
- o Dates of education enrollment - Specify dates of enrollment.
- o Total educational cost paid - Specify amount of tuition paid from September through June only.

Following are additional comments from the staff of the State Education Department based on their experience with previous submissions:

- o If the child was discharged from care (i.e., returned home, aged out of program, etc.) the discharge-related data must be entered on the report.
- o It is required that the preparer in each local district enter his/her name, title, telephone number and date of completion at the end of his/her district's report. This is necessary in the event the System to Track and Account for Children Processing Unit in the State Education Department requires further input for processing.

- o Each district section of the report includes three "Add" sheets which are printed in the same format, but have no child data preprinted on them. They are to be used for additional entries, i.e., children for whom there were no DSS-3424 records on file when the report was generated. If additional children are placed on this report, completed DSS-3424 forms must be included for those children. No new entries will be processed without the appropriately completed forms.
- o The forms completed by hand are sometimes difficult to read. Please ensure that the copies sent to us are legible.
- o Please note that SED requires that the school name and code be used in completing the printout. (12 digit number)

In an effort to reimburse you in a more timely fashion, the Department and SED are requiring that the completed forms be returned no later than July 31, 1997 to:

Joseph Della Rocca  
Bureau of Resource Management  
Department of Social Services  
11th Floor Section "A"  
40 North Pearl Street  
Albany, New York 12243

There will be no extension granted. Failure to meet this deadline may result in the loss of reimbursement for that school year.

As part of the on-going process, please advise your staff to send all completed DSS-3424 forms to the person listed above.

If you have any questions regarding the above procedures, please feel free to contact Joseph Della Rocca of this office. The telephone number is (518) 473-1496 or User ID AX4520.

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Rose M. Pandozy  
Deputy Commissioner  
Division of Services & Community  
Development