

## FY-2025 ACT 173 SPECIAL EDUCATION PLAN GENERAL INSTRUCTIONS

Each supervisory union is required by law to submit an Act 173 Special Education Plan annually to the Secretary of Education. The purpose of the Plan is to report to the Agency of Education each school district's anticipated extraordinary reimbursement for special education for school year 2024-2025 and special education teachers, paraprofessionals, and other related service personnel employed and needed for school year 2023-2024 by October 20th. The Act 173 Special Education Plan takes the place of the collection formerly known as the Special Education Service Plan.

There are two sections of the Act 173 Special Education Plan, sections B and D.

**Section B** is completed for the **supervisory union/district** with the combined information for the supervisory union/district itself **and its member districts** and consists of:

- Signature Page
- Part 3: Extraordinary Cost Detail

**Section D** is completed for the supervisory union/district with the combined information for the supervisory union itself and its member districts and consists of:

- Part 1: Special Education Teachers and Paraprofessionals Employed and Needed for School Year 2023-2024
- Part 2: Other Special Education and Related Service Personnel Employed and Needed for School Year 2023-2024

### Submission Instructions

The due date for all sections of the Act 173 plan is **October 20, 2023**.

In late August, each business manager will receive an email invite with a link to drop forms B and D into a secure SharePoint site for submitting to AOE. If you do not receive this invite, have difficulty accessing SharePoint, or require access to be given to an additional staff member, please email your request to Orilla Farnham [Orilla.Farnham@Vermont.gov](mailto:Orilla.Farnham@Vermont.gov) or Jennifer Perry at [Jennifer.Perry@Vermont.gov](mailto:Jennifer.Perry@Vermont.gov).

*Please read the instructions before completing the forms.*

A copy of the Act 173 Special Education Plan and any worksheets should be kept by the person preparing the report. This is to respond to any questions that are raised during the Agency's review of the Act 173 Special Education Plan.

### Signature Page - Compliance with [16 V.S.A. § 261a\(a\)\(6\)](#)

On or before November 1, each supervisory union/district shall submit to the Secretary such information as required by the Secretary to estimate the supervisory union's projected fiscal year 2025 extraordinary special education reimbursement under Sec. 5 of this Act.

Contact: Jennifer Perry, Special Education Finance Team, [Jennifer.perry@vermont.gov](mailto:Jennifer.perry@vermont.gov)

The name and phone number of the person who can answer questions about the Act 173 Special Education Plan submission must be entered on the form. This will allow us to contact the appropriate person if we have questions.

This form requires the signature of the superintendent to verify that the information provided is accurate. The uploaded form into SharePoint may include a scanned or electronic signature. If you prefer to submit an original signed signature page, please send it to:

Jennifer Perry  
Special Education Finance, Agency of Education  
1 National Life Drive, Davis 5  
Montpelier, VT 05620-2501.

### **Instructions For Section B - Part 3**

[Extraordinary reimbursement](#) covers the cost of all special education students ages 3 through 21 if their special education costs are expected to exceed **\$66,206** for July 1, 2024 through June 30, 2025. This only applies to cost for service on or after their 3<sup>rd</sup> birthday or until their 22<sup>nd</sup> birthday. Any costs for services before the third birthday are not eligible for extraordinary reimbursement. Costs for services on or after the 22<sup>nd</sup> birthday are allowed only if an extension has been approved in writing by the Secretary of Education.

Part 3 is completed only once for the SU/SD, not for each budget entity. When costs are split between the supervisory union/district and the districts, the costs are listed on one line. All costs for a student must be listed on the same line of the report.

The costs estimated here for extraordinary reimbursement cannot include costs paid from federal or other grant funds. Any costs that are expected to be covered by federal or other grant funds should not be included. As an example, if the cost for a student included special education tuition estimated at \$67,000 and transportation at \$4,500 but the transportation is expected to be paid from federal funds, only the \$67,000 can be listed for that student.

### **Part 3 – Extraordinary Cost Detail**

Part 3 is used to report the extraordinary cost by student with one line being used for each student. The first six columns require information about the student. The remaining columns should be completed with the estimated special education cost for the student for FY-2025 by the expenditure categories shown. If costs are split between the district and the supervisory union, the district costs should be listed in the appropriate sections.

#### **Student's Initials:**

Enter the student's initials. The student should be a resident student of the school district reporting the student or of a school district within the supervisory union reporting the student. Students whose special education costs will be reimbursed under State-Placed student reimbursement should not be included in this Part.

**Student ID Number:**

Enter the student's seven digit identification number. (If you need an ID number, check with the school district person responsible for the student census.)

**Student's Town Code:**

Enter the four-digit school district code (T001 for Addison through U401 for Mt Mansfield) which reflects the student's legal residence.

**If Preschool Check:**

Enter a check in this box if the student will be a preschool student during FY-2025. If the preschool box is checked, only report the costs for the portion of the school year after the child's 3<sup>rd</sup> birthday.

**Disability Category:**

Use the following child count codes to reflect student's **primary** category of disability:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| Code: Disability Category         | 09: Specific Learning Disability |
| 01: Intellectual Disability       | Code: Disability Category        |
| 04: Speech or Language Impairment | 10: Deaf-Blindness               |
| 05: Visual Impairment             | 11: Multiple Disabilities        |
| 06: Emotional Disturbance         | 12: Developmental Delay          |
| 07: Orthopedic Impairment         | 13: Traumatic Brain Injury       |
| 08: Other Health Impairment       | 14: Autism Spectrum Disorder     |
|                                   | 15: Hearing Loss                 |

**Residential:**

Circle "yes" if student is expected to be in a residential placement paid by the school district for any part of FY-2025 (July 1, 2024 through June 30, 2025).

**Special Education Tuition:**

Enter the amount estimated as this student's eligible special education tuition for FY-2025. Do not include regular education tuition or the ineligible portion of a public school special education tuition.

**Equipment:**

Enter the estimated rental or purchase cost of any equipment required by the student's IEP.

**Other Instructional Cost:**

Enter the estimated cost of this student's instructional costs that are not considered tuition or equipment. This would include individual aide cost for students who have them. This could also include excess cost or a proration of other special education instructional staff's time based on either time spent with student or an average per pupil amount based on their caseload. Costs included here can only relate to services listed in the students' IEPs.

**Related Services:**

Enter the estimated cost of this student's related services as listed in his/her IEP. Some of the services included here would be:

- Health Services,
- Occupational & Physical Therapy,
- Counseling Services,
- Assessment Services,
- Speech Language Instruction, and
- Audiology and Deaf Education.

**Transportation:**

Enter the estimated cost of this student's transportation that is an eligible special education cost.

**SU/SD Total Cost:**

Add the total for the five cost categories to come up with the supervisory union total cost for the student.

**Please note that neither administration expenses nor any costs to be paid from Federal funds can be included as part of an individual student's extraordinary cost.**

**District Name:**

Enter the name of the district when costs for the student are incurred at the district level

**District Para Costs:**

Enter the estimated costs of paraprofessional services incurred at the district.

**Total Student Cost:**

Enter the sum of the SU Total Cost to the District Para Costs to calculate the total student cost.

**Eligible Extraordinary Cost:**

Compute the cost eligible for extraordinary reimbursement by subtracting **the estimated \$66,206** from the Total Student Cost.

**Page Totals:**

At the bottom of the page, enter the totals for each of the cost columns, the Total Cost column and the Eligible Extraordinary Cost column.