
MEMORANDUM

TO: Superintendents
Special Education Administrators
Business Managers

FROM: Brad James, Education Finance Director

SUBJECT: FY-2022 Special Education Expenditure Report Package

DATE: September 15, 2021

This package contains the forms and instructions for the FY-2022 Special Education Expenditure Report. The following materials will be available on the AOE Special Education Funding web page:

[Special Education Expenditure Report Instructions FY22](#)
[Special Education Expenditure Report FY22](#)

1. FY-2022 Special Education Expenditure Report forms which includes the Information Sheet which must be returned by October 19, 2021;
2. Instructions for FY-2022 Special Education Expenditure Reports.

As a reminder, a supplement page to Worksheet A and Worksheet B is required every reporting cycle that you submit a reimbursement request.

FY-2022 Special Education Expenditure Report Forms

The FY-2022 Special Education Expenditure Report forms are unchanged from FY-2021.

If the Agency has questions as to whether or not a claimed cost is reimbursable, it will request back-up documentation for the claimed cost. At a minimum, claimed costs must be pursuant to a written agreement or contract between the district and the approved contractor or vendor.

FY-2022 Information Sheets Due October 19, 2021

The information sheet provides us with a list of the reporting entities for the new fiscal year, the contact person who can answer questions concerning the reports, and a contact person to answer questions concerning Worksheet A. **The form requires the supervisory union/district to report the person responsible for special education staff documentation.** This will allow us

Contact Information:

If you have questions about this document or would like additional information please contact: Jennifer Perry, AOE Special Education Finance, at Jennifer.perry@vermont.gov

to contact the appropriate staff concerning trainings and other materials around special education staff documentation as it relates to the State special education funding formula. The final section of the form requests information about the two staff members who should receive information on the payments based on the FY-2022 Special Education Expenditure Reports. The information will only be sent to these two individuals by the Agency. Those two individuals will be responsible for dissemination of the information within the supervisory union.

Instructions for FY-2022 Special Education Expenditure Reports

The instructions for the FY-2022 Special Education Expenditure Reports are enclosed. This document includes the dates that the reports are due and instructions for completing the reports. The instructions for Worksheet A start on page 17 and the State rates are shown in that section. The rates include a daily rate and an annual rate that is not to be exceeded for the school year. Please note that supplies are included in the calculation for the State allowed rates for FY-2022 which means that separate billing for supplies will not be allowed if the State rate is claimed for the services. However, costs for specialized supplies to implement a student's IEP in addition to the state allowed rates are eligible to list on Worksheet A. For questions relating to Worksheet A, and Worksheet B, you should contact Cathy Scott at cathy.scott@vermont.gov. Information Sheet submissions and Questions about any other sections of the report should be directed to Jeremy Parker at jeremy.parker@vermont.gov or Rilla Farnham at orilla.farnham@vermont.gov.