

# MEMORANDUM

TO: Superintendents, Special Education Administrators, Business Managers  
FROM: Brad James, Education Finance Director  
SUBJECT: FY 2021 Special Education Expenditure Report Package  
DATE: September 28, 2020

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This Special Education Expenditure Report package contains the forms and instructions for the FY 2021 Special Education Expenditure Report. The following materials will be available on the AOE Special Education Finance web page:

1. [FY 2021 Special Education Expenditure Report forms](#) which includes the Information Sheet which must be returned by October 19, 2020; and
2. [Instructions for FY 2021 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 2021 Special Education Expenditure Report Forms**

The FY 2021 Special Education Expenditure Report forms are unchanged from FY 2020.

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 2021 Information Sheets Due October 19, 2020**

The information sheet provides AOE 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 to report the person responsible for special education staff documentation.** This will allow us 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 2021 Special Education Expenditure Reports. The information will only be sent to these two individuals by AOE. Those two individuals will be responsible for dissemination of the information within the supervisory union.

## Instructions for FY 2021 Special Education Expenditure Reports

Please see [FY 2021 Special Education Expenditure Reports Instructions](#) on the AOE website.

This document includes the dates that the reports are due and instructions for completing the reports. The instructions for Worksheet A start on page 13 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 2021 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, please contact Cathy Scott at [cathy.scott@vermont.gov](mailto:cathy.scott@vermont.gov). Questions about any other sections of the report should be directed to Jeremy Parker at [jeremy.parker@vermont.gov](mailto:jeremy.parker@vermont.gov) or Rilla Farnham at [orilla.farnham@vermont.gov](mailto:orilla.farnham@vermont.gov).