

## MEMORANDUM

TO: Superintendents, Special Education Directors, Business Managers  
FROM: Brad James, Finance Manager  
SUBJECT: FY 2022 Special Education Service Plan  
DATE: September 3, 2020

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Forms and instructions for the FY 2022 Special Education Service Plan are now available.

The statutory deadline for submitting the FY 2022 Service Plan is Oct. 15, 2020. It is important that the deadline is met so the Agency can compile the information for the FY 2022 State Special Education funding formula projections which are due from the Agency on Dec. 15, 2020. If the Service Plan for a supervisory union is not received by the October deadline, the Agency is authorized to withhold funds due to the supervisory union or its member school districts until the Service Plan is filed and accepted by the Agency.

### Changes for FY 2022

Please note that although census grant funding of Act 173 has been delayed until FY 2023, the threshold for extraordinary cost reimbursement remains at \$60,000 for FY 2022.

### Report Forms and Submission

The electronic version of the forms are available on the [Agency of Education website](#). Please be sure to use these FY 2022 versions of the forms when the service plan is submitted. As outlined in the instructions, the completed forms for Sections A-D should be copied onto a secure SharePoint site. Each business manager will receive an email that contains the appropriate link for your SU/SD. If you do not receive this invite, or require access given to an additional staff member, please email your request to [Orilla.Farnham@Vermont.gov](mailto:Orilla.Farnham@Vermont.gov) or [Jennifer.Perry@Vermont.gov](mailto:Jennifer.Perry@Vermont.gov)

Any questions about the submission instructions, about completing your service plan in general or about Sections A-C should be addressed to Jennifer Perry at [jennifer.perry@vermont.gov](mailto:jennifer.perry@vermont.gov). Any questions about Section D should be addressed to Cassidy Canzani at [Cassidy.Canzani@vermont.gov](mailto:Cassidy.Canzani@vermont.gov).