

# Lamoille North Supervisory Special Education Expenditures: Contract for Service and Coding of Bills for Payment

**Effective Date: July 1, 2005**

Act 117 - Vermont Department of Education Special Education Audits

Schools are required to verify the expenditure of special education revenues on eligible special education students. Schools are also required to verify the expenditure of special education revenues on students who receive 504 or Educational Support Services from designated special education "Core" staff. The following procedures have been designed to meet this audit requirement.

## Time Studies:

1. The Technical Guide for Special Education Staff Documentation prepared by the Vermont Department of Education will be the procedures followed by all LNSU schools.
2. Staff will document their time in October of each school year.
3. Time studies are due in Central Office by 4pm on the last work day in October.
4. School staff with work in collaboration to resolve any questions in the time studies by November 30th annually.
5. New staff who are hired after October 30th of each year and staff who experience significant changes in job duties will submit a time study to the Director of Student Support services within 45 days of the duty change or date of hire. It is the responsibility of the principal to ensure this occurs within the 45 day time period.

## Contract for Service and Coding of Bills

1. The attached contract form will be used to initiate a contract for special education service. A copy of the form must be kept on file at the school for future reference for bill payment. A copy will be sent to Accounts Payable in the LNSU Central Office. This form was agreed to and adopted by the LNSU Administrative Council in the 2000/2001 school year. No services will be purchased from outside vendors without the principal's written approval and indicated by their signature on this form.
2. Accounts Payable codes to use to pay for the service will be documented on the form.
3. Bills that are received for the service will be coded using the Accounts Payable code established above. Additionally, the student VDOE 7-digit ID# will be written on the bill. No student names can appear on the bill. This is necessary to ensure we are in compliance with FERPA confidentiality federal law.
4. Bills that have a contract on file and have been properly prepared for payment will be processed in a timely fashion.



[Back to Procedure Menu](#)