

**Lamoille North Supervisory Union  
State Placed Student Reimbursement: Special Education Expenditures  
Non Special Education Expenditures  
Title 16, Section 2950**

Effective Date: July 1, 2005

For the costs of educating a state-placed student, the school district serving the child shall claim and the Commission of Education shall reimburse the allowable special education costs, other than costs for mainstream services as that term is defined by the Commissioner, which are incurred in educating the state-placed student. In addition, reimbursable costs shall include any additional costs approved by the Commission which are incurred in educating a state-placed student not eligible for special education and are due to the special needs of the student.

1. Schools will verify the names of students receiving special education services and other special services who are state placed by contacting the Director of Student Support Services' Administrative Assistant three times a year. During this contact conversation the school must identify what specific services the student is receiving. This must include any individual aides assigned to work with the student and the FTE for this work. Contact will be made not later than:
  - a. October 31<sup>st</sup>
  - b. February 28<sup>th</sup>
  - c. June 15<sup>th</sup>
2. The Director of Student Support Services' Administrative Assistant will then request a Cost Accounting Report for the individual students and payroll information for staff assigned to the child.

Expenses Reimbursement for Students who are **Eligible** for Special Education:

1. The Worksheet A will be completed by the Director of Student Support Services' Administrative Assistant.
2. The school will work in collaboration with Central Office to answer any questions prior to submission of the report to the Vermont Department of Education.
3. The school will work in collaboration with Central Office to answer any questions about the report raised by the Vermont Department of Education.
4. The school will work in collaboration with Central Office to resolve any denied Worksheet A reimbursement expenditures.

Expenses Reimbursement for Students who are **Not Eligible** for Special Education:

Special procedures and documentation are required for students who need services that are not documented in an Individual Education Plan (IEP). Contact the Director of Student Support Services to initiate this reimbursement process.



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