

SNSP Overview, Applications & Transfer Request Training

The handouts are available at:

<https://dpi.wi.gov/parental-education-options/special-needs-scholarship/auditor-trainings>

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School Finance Auditor
August 2022**

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Administrative

- All participants have been muted.
- If you are having audio issues, please use this information for audio only:

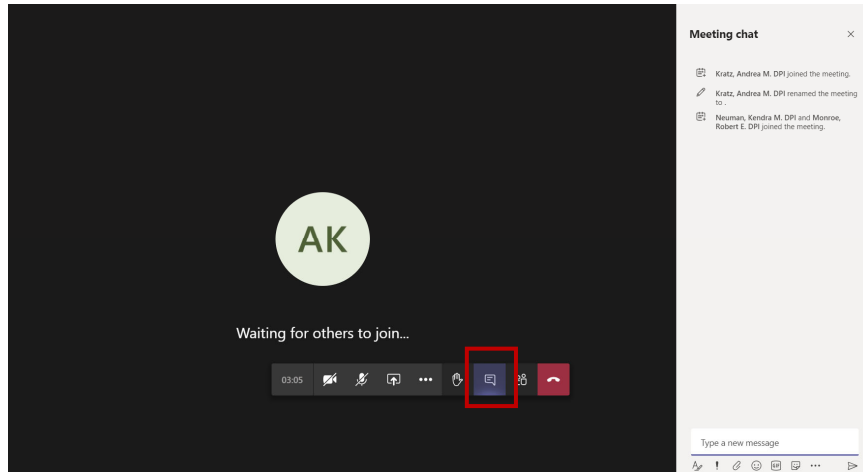
+1 608-620-9781

Phone Conference ID: 631 500 179#

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Technical Assistance



- All participants have been muted.
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Agenda

- Payment Process
- Audit Process
- Financial Information and Surety Bond Requirement
- Application and Transfer Request Receipt Overview
- Student Application Requirements
- Transfer Request Forms Requirements
- Residency Requirements
- Application Corrections & General Ineligibility Reasons
- IEP/Services Plan Implementation & IEP Reevaluations
- Application & Transfer Request Activity



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What is the SNSP?

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.



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SNSP Law & Statute

- SNSP is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.
- This presentation is based on current law and is subject to change based on statute or rule changes. This presentation provides information on certain requirements but is not a complete presentation of all requirements. Additional information on the requirements is available on the SNSP website.
- If there are changes to statute or rule, the department will provide guidance as soon as we are able.

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Payment Process

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FTE Determination

- FTE means full-time equivalent and is used to calculate the payment amount per Special Needs Scholarship Program (SNSP) student.
- Students in grades 1 -12 are counted as 1.0 FTE.

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5-Year Old Kindergarten FTE

- Five year-old kindergarten (K5) pupils are counted as:
 - 0.5 FTE if attending less than full-time but at least 437 hours a school year.
 - 0.6 FTE if attending 3 full days of instruction each week.
 - 0.8 FTE if attending 4 full days of instruction each week.
 - 1.0 FTE if they attend school five full-days a week.

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FTE Determination (cont.)

- Four year-old kindergarten students are generally counted as 0.5 FTE.
- If the school provides an additional 87.5 hours of parental outreach activities for the parents of four year-old kindergarten students, the school may count the students as 0.6 FTE.
- See the K4 Parental Outreach Activities Bulletin on the Bulletin webpage and the training on the training webpage for more information.

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Payment Process

- The September payment is 25% of the annual FTE SNSP payment amount for each eligible pupil on the Preliminary Enrollment Report.
- The November payment is 50% of the annual FTE SNSP payment for each eligible pupil on the 3rd Friday in September Pupil Count Report and class list less the September payment for each pupil on the Preliminary Enrollment Report.
- The February & May payments are each 25% of the annual FTE SNSP payment amount for each eligible pupil on the 2nd Friday in January Count Report and class list.

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Overview of SNSP Program Funding



The schools receive a payment for eligible SNSP pupils.



At the end of the year, the total payments received for eligible SNSP pupils are compared to the school's actual net eligible education expenses for the SNSP.



The difference between the SNSP payments received and the school's actual net eligible education expenses is the SNSP Reserve balance.



The school must maintain a cash and investment balance that is at least as much as this amount for future SNSP eligible education expenses.

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Actual Costs Incurred Pupil Payment Option

- A school has the option to receive a SNSP payment for a pupil based on the cost to provide special education for that SNSP pupil in the previous school year. The school may choose to use this option for none, some or all of its SNSP pupils.
- A school that would like a payment for a pupil in the 2022-23 school year using this option must provide a Statement of Actual Cost that indicates the actual special education costs incurred for the pupil for the 2021-22 school year while the pupil was participating in the SNSP. The school must provide supporting documentation for the costs. This statement is due by the 3rd Friday in July.

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Actual Costs Incurred Pupil Payment Option (cont)

- If the school submits a 2021-22 Statement of Actual Cost, the 2022-23 scholarship amount will be the amount on the statement of actual costs up to 150% of the regular student payment amount plus 90% of the amount on the 2021-22 Statement of Actual Cost over 150% of the regular student payment.

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Preliminary Enrollment Report

- Provide a list of the pupils enrolled in each program at the school at the beginning of the school year.
- If the school has pupils that are continuing SNSP pupils from the previous year, the school must identify if the pupils were determined to no longer have a disability in the prior year.
- Due by the last weekday in August.

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3rd Friday in September and 2nd Friday in January Pupil Count Reports

- Provide the total number of all pupils and SNSP pupils at the school.
- A pupil should be included on these reports if one of the following apply:
 - Pupil was in attendance for instruction on the count date; or
 - The pupil was absent on the count date, but attended the school for instruction at least one day during the school term prior to the count date and at least one day after the count date and was not enrolled in another school or homeschooled during his or her absence.
- The 3rd Friday in September pupil count report is due by the last weekday in September. The 2nd Friday in January pupil count report is due by the last weekday in January.

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SNSP – Student Applications, Transfer Requests & Count Reports

- SNSP is moving to an online Portal.
- Beginning in 22-23, applications and transfer requests are submitted through this Portal.
- Count reports are submitted in Excel using a secure content communication platform called Kiteworks. We will be moving these to the Portal in the future.
- Confirmations are provided to the auditor on the auditor authorization form through Kiteworks.

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Knowledge Check

If a student is absent on the count day, they can be included in the count if:

- a. They were present the week prior to the count day
- b. The parent called in and it is an excused absence
- c. The student is present any day before and any day after the count date and was not at another school or homeschooled during the period of absence

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Knowledge Check

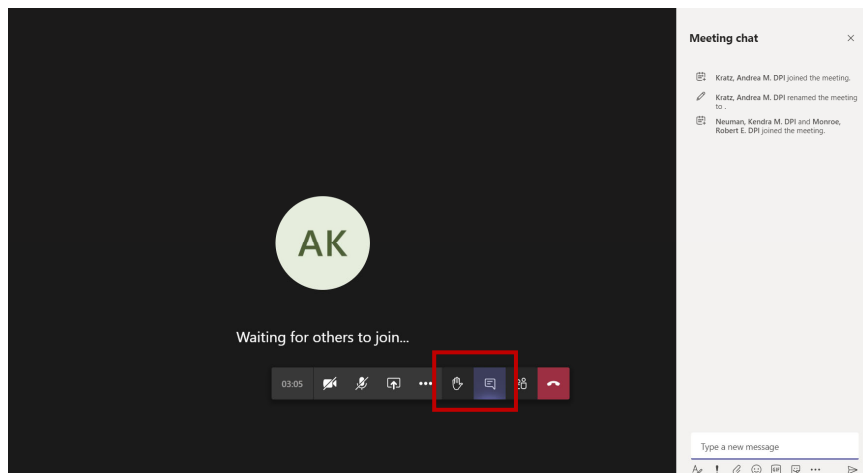
Who is able to view and download the SNSP confirmations from Kiteworks?

- Anybody at the school and any individual at the school's audit firm.
- Any individual at the school's audit firm.
- The auditor listed on the auditor authorization form.

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Questions?



1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

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Audit Process

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Audit Process Overview

- School retains and pays an independent audit firm.
- DPI provides agreed-upon procedure reports to the audit firms.
- DPI generally relies on the auditors' work but has oversight authority.
- See the Financial Audit Training at <https://dpi.wi.gov/parental-education-options/choice-programs/auditor-trainings> and the [Auditor In Depth Training General Overview](#) for information on the engagement letter requirements and independence requirements.

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SNSP Audit & Agreed Upon Procedures Reports



September Enrollment Audit due December 15th



January Enrollment Audit due by the first weekday in May



Financial Audit due October 15th

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Enrollment Audits

- An auditor must complete an audit of the 3rd Friday in September count and the 2nd Friday in January count. The auditor will:
 - Determine if the applications and transfer requests are eligible.
 - Determine if the pupils meet the attendance requirements.
 - Ensure the pupil data provided to DPI is correct.

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Enrollment Audits (cont)

The auditor will also:

- Ensure that the IEP reevaluation data was properly reported to the DPI (completed as part of the September Enrollment Audit).
- Determine that the address and resident school district for continuing pupils are correct (completed as part of the September Enrollment Audit).
- Complete a review of each background check and determine that the background check was completed as required. There is a [Criminal Background Checks Bulletin](#) and [Training](#) available with additional information on these requirements.

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Enrollment Audits (cont)

- Enrollment Audit Schedules:
 - Ineligible pupils (Schedule 2)
 - Pupils requiring a correction to DPI's data for counted pupils (Schedule 3)
 - Adding pupils to the count/making changes to DPI's data for those pupils (Schedule 4)

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Enrollment Audits (cont)

INELIGIBILITY REASONS

The following is a summary listing of the reasons a pupil may be ineligible. This listing corresponds with the reasons on Schedule 2. The last two reasons may be used if no other reason is applicable.

Attendance and Age

- 1) The student did not attend either on, or before and after the count date.
- 2) The student had a break in attendance.
- 3) The student is too old to participate in the program.
- 4) Student is too young for the grade he or she attended.

General Application/Transfer Request Form

- 5) The student is listed as the parent/guardian on the application or transfer request form but is not eligible to apply themselves.
- 6) The school does not have an application or transfer request form, as applicable, on file.
- 7) Sections of the paper application or transfer request form were not properly completed or corrected.
- 8) The application or transfer request form was missing the date application/transfer request received, parent/guardian signature, or parent/guardian date signed.
- 9) The individual who signed the application or transfer request form was not the SNSP administrator or a designee at the time the application or transfer request was approved.
- 10) The school did not receive the required verification that an IEP or services plan was in effect.

Residency

- 11) The address is not in Wisconsin.
- 12) The address is a PO Box.
- 13) A complete and signed lease agreement, utility bill or letter, government correspondence, letter from a public service agency for a homeless individual, current wage statement, W2 form, or Safe at Home card was not provided.
- 14) The residency documentation provided was: a) one of the allowed residency documents, other than a lease, that did not meet the date requirements, b) was a lease that did not include any terms or had terms that did not include the required date, or c) was a month-to-month lease that did not meet the date requirements based on the beginning date of the lease.
- 15) The address on the application or transfer request form does not match the residency documentation.
- 16) The parent/guardian name on the application or transfer request form does not match the residency documentation and an Alternative Residency form was not completed.
- 17) Continuing Student—The parent/guardian name on the DPI Pupil Information Report does not match the residency documentation and an Alternative Residency form was not completed.
- 18) The Alternative Residency form was used but was not properly completed and/or the supporting documentation required by the Alternative Residency form was not provided.

Transfer Request Ineligibility Reasons

- 19) The student was not eligible for a transfer because the student was determined to no longer have a disability.
- 20) The student was not eligible for a transfer because the student was not continuously enrolled in a SNSP school.
- 21) The school did not obtain the most recent IEP or services plan for a transfer request form.

Other

- 22) The pupil was identified as a duplicate by the auditor.
- 23) The school received a payment for the student from the SNSP and the Choice program. The parent/guardian did not elect the SNSP.
- 24) The school and the parent/guardian did not agree to the services to be provided by the count date.
- 25) (insert other reason as applicable. The auditor should use one of the above reasons whenever able)
- 26) (insert other reason as applicable. The auditor should use one of the above reasons whenever able)

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- The list of ineligibility reasons for pupils on Schedule 2 is in the Enrollment Audit.
- There are two free fill options that can be used if other reasons do not apply.

Certification Letters

- Once the DPI has reviewed and made any necessary changes to the enrollment audits, certification letters are sent.
- Certification letters are sent for each enrollment audit.
- The DPI will pay any amounts owed to the school via ACH. If the school owes the DPI, the DPI will either net any amounts owed to the DPI with future SNSP payments or require payment of the amount owed via check in certain cases.

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Attendance Related Ineligibility Reasons

- The student did not attend either on, or before and after the count date.
- The student had a break in attendance.
- The pupil was identified as a duplicate by the auditor.
- The attendance related procedures were explained in the Enrollment Audit training.

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Knowledge Check

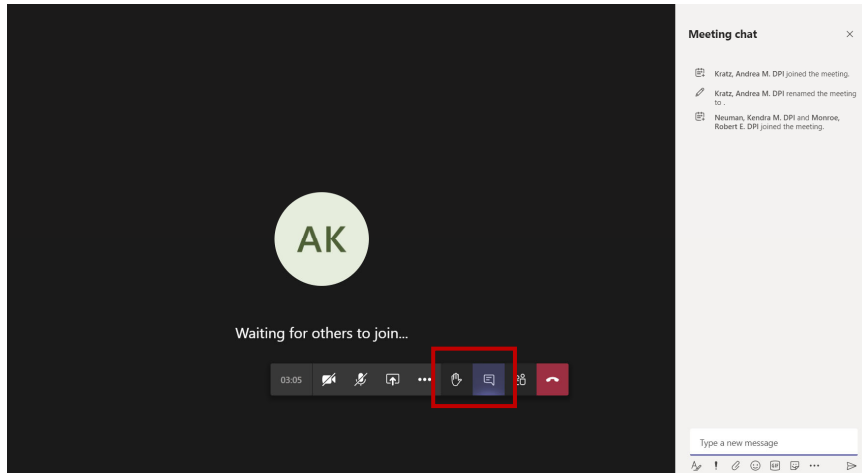
If, as part of the Enrollment Audit procedures, the auditor determines the school owes money back to the DPI due to ineligible pupils, how must the school pay back the DPI for the overpayment?

- a. Send a check to the DPI no later than the due date of the Enrollment Audit.
- b. Complete an electronic funds transfer no later than the due date of the Enrollment Audit.
- c. Wait until the DPI sends the certification letter to the school. The certification letter will identify how the amount must be paid back to the DPI.

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Questions?



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OR

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Financial Information & Surety Bond Requirement

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Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed by the head of the school's governing board or SNSP administrator.
- Submitted in the Portal.
- Due annually by the first weekday in March.

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Notice of Intent to Participate (cont)

- SNSP schools do not have to offer SNSP scholarships for all grades the school has, but must be accredited for all of the grades that it makes available for SNSP pupils*. The school may choose to offer SNSP scholarships in only some of its grades. The school can only take applications or transfer requests for grades they have identified as available SNSP grades.
- The schools designate how many scholarships they have available for each grade category in the ITP.

*Schools using the Private School Requirements form option must meet the requirements for all grades offered.

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Financial Information & Surety Bond

- If a private school reports in its ITP that it expects to receive at least \$50,000 in SNSP scholarships, the private school must submit one of the following to the department:
 - Financial Information;
 - Surety Bond.

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Financial Information Requirement

- Submitted financial information must include a budget and cash flow report and all required attachments.
- The information must show that the school has the ability to repay the full amount of scholarships received during the year.
- Due annually by the first weekday in March.

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Surety Bond Requirement

- May be required by the department if the department determines that the private school does not meet the program's financial requirements.
- Private schools can also opt to provide a surety bond in lieu of financial information.
- Must be equal to 25% of the total amount of SNSP scholarships expected to be received by the private school, which is based on the students in the ITP.
- Due annually by the 1st weekday in June.

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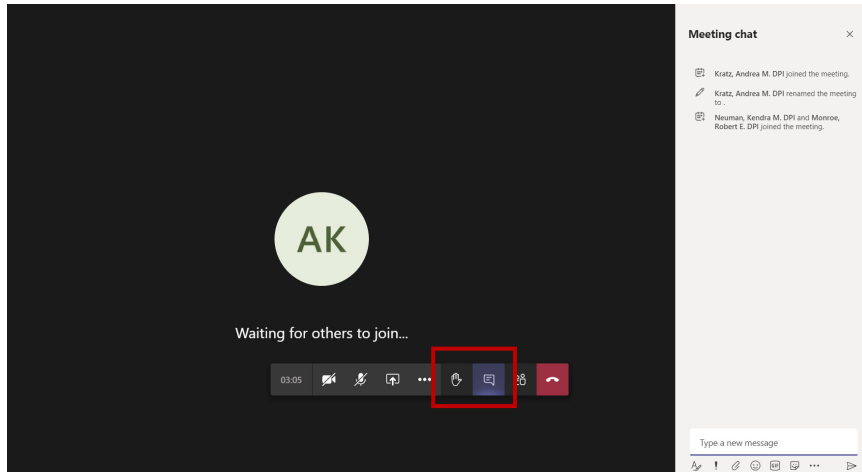
Changes to Available SNSP Student Scholarships

- A school may change the SNSP available grades or revise the number of SNSP scholarships it has available if certain requirements are met.
- A school cannot remove a scholarship for which it has already received an application or transfer request, unless it has been determined ineligible.
- These changes may result in a bond being required or an update to an existing bond.
- Additional information on when and how these changes can be made is available in the [Student Application and Transfer Request Information Bulletin](#).

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Questions?



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OR

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Application and Transfer Request Receipt Overview

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SNSP Student Applications, Transfer Requests & Scholarship Continuance

- Schools may accept SNSP applications and transfer requests for that school year from July 1st to June 30th.
- Once a student is eligible for a count date, he or she continues to be eligible until the student withdraws from the SNSP or fails to meet one of the continuing SNSP student requirements.

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Scholarship Continuance

- A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:
 - The student graduates from high school;
 - The student turns 21;
 - The student no longer resides in Wisconsin;
 - The student enrolls in another school or a home-based educational program;
 - The student is not made available for a reevaluation; or
 - A partial scholarship student leaves the SNSP school that he or she is attending.

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Application and Transfer Request Processing

- Only SNSP Administrators and SNSP designees may process SNSP applications and transfer requests.
- SNSP student applications and transfer requests must be accepted in the order that they are received.
- Exception: Sibling Preference



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Sibling Preference Exception

If a school receives a SNSP student application or transfer request from a sibling of a current student at the school, the school may give the sibling preference over another student applicant. Preference may only be given if:

- The sibling's application or transfer request is determined eligible prior to the date that the eligibility determination must be made for any student who submitted an earlier application or transfer request; and
- The school has not (a) sent the IEP/services plan verification email for any student applicants who submitted an application earlier; or (b) sent the acceptance letter to any applicants who submitted a transfer request earlier.

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Sibling Preference Exception Example

- Mary Sue's application is received July 15. This means the eligibility determination must be completed by August 5 (within 21 days).
- Lisa Morgan's application is received July 20. She is a sibling of a student currently attending the school.
- The school may give preference to Lisa Morgan over Mary Sue if the school:
 - Determines that Lisa Morgan's application is eligible by August 5.
 - Has not sent the IEP/services plan verification email for Mary Sue.

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SNSP School Waiting List

- If the school receives more applications and transfers than scholarships it has available, the students must be placed on a SNSP waiting list.
- If a scholarship becomes available, the school determines if it will offer the available SNSP scholarship.
- If the school decides to offer available SNSP scholarships, the scholarships must be offered based on the waiting list order.
- A new waiting list is created each school year. Students on the waiting list who aren't given a scholarship must reapply in the following school year.

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Choice & SNSP Applications

- Students cannot receive a payment for the Choice program and the SNSP.
- Students can apply to both programs.
- If a student is accepted into both programs, the parent should provide a written document identifying which program the student will participate in.
- The Initial Student Eligibility Bulletin on the SNSP webpage has a frequently asked question that explains the required notifications to the Department when this occurs.

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Ineligibility Reason

- The school received a payment for the student from the SNSP and the Choice program. The parent/guardian did not elect the SNSP.

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Knowledge Check

When can a student apply for the SNSP for the 2022-23 school year?

- a. During any of the open application periods the school selected on the Intent to Participate.
- b. At any time during the school year until all of the school's SNSP scholarships are filled.
- c. From July 1, 2022 to June 30, 2023.

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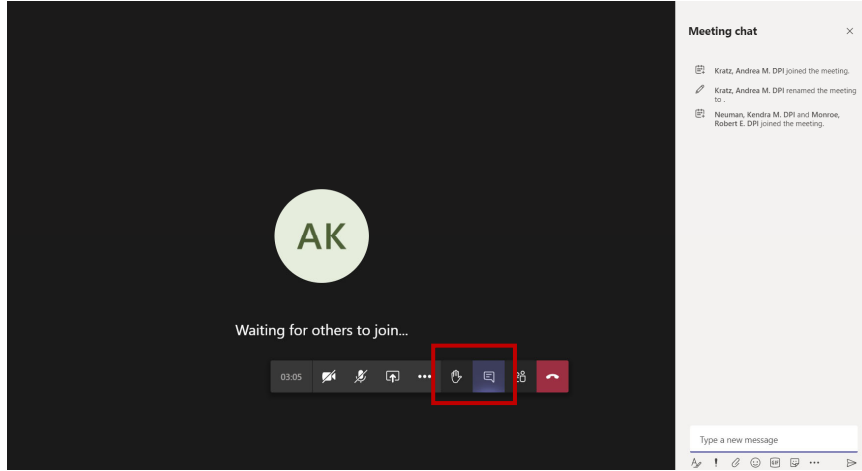
Knowledge Check

- True or False: A school can give preference to students applying to the SNSP who currently attend their school.

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Questions?



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OR

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Student Application Requirements

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SNSP Student Eligibility

IEP or Services Plan. The student has an Individualized Education Program (IEP) or services plan in effect.

Wisconsin Resident. The student resides in Wisconsin.

- These requirements are explained in the Initial Student Eligibility Bulletin

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SNSP School and School Year Applying To



Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) APPLICATION
 PI-SNSP-0002 (Rev. 06-2022)

This collection is a requirement of Wis. Stat. § 115.7915.

INSTRUCTIONS: The parent or guardian must complete this application. Type or print clearly in ink.

Return completed form and current residency documentation to the school.

School Applying To *No abbreviations*

School Year Applying For: **2022-23**

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Student Information on the Application

- All information in the student information section is required except the race, ethnicity, middle initial, and suffix.
- In order for a school to take an application for a grade, the grade must have been identified as a SNSP available grade in the Intent to Participate or subsequent School Information Update form submitted through the Portal.

STUDENT INFORMATION					
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2022-23 Grade Level
Check One		Check all that Apply			
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American		
<input type="checkbox"/> Not Hispanic/Latino	<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander			

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Age Eligibility

- Age Eligibility Requirements are as follows. Please note there is no early admission option for the SNSP.
 - K4 pupils must be 4 by September 1
 - K5 pupils must be 5 by September 1
 - 1st graders must be 6 by September 1
- Pupils may not be 21 as of the date they apply or September 1, whichever is later.

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General Ineligibility Reasons

- The student is too young for the grade he or she attended.
- The student is too old to participate in the program.
- The student is listed as the parent/guardian but is not eligible to apply themselves.

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Knowledge Check

The school has a policy to allow for early admission for accelerated learners. For the 2022-23 school year, the school has a SNSP pupil in 5-year-old kindergarten (K5) that has a date of birth of September 10, 2017. The official attendance records indicate the pupil attended K5 on the 3rd Friday in September. Which of the following is true?

- a. The pupil is not eligible for the SNSP because they attended a grade they are not age eligible for on the count date.
- b. The pupil is eligible for the SNSP because the school has an early admission policy so the pupil can be counted in K5 as a SNSP pupil.

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Student Eligibility: IEP or Services Plan

- A SNSP applicant must have an IEP or services plan in effect.
 - IEP = An IEP is a written statement that outlines an educational plan for a student with a disability who is enrolled in a **public school**.
 - Services Plan = A services plan is a written statement that describes the special education and related services that a public school will provide to a parentally-placed student with a disability enrolled in a **private school** when the student has been designated and is eligible to receive special education services.

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IEPs and Services Plans

- IEPs and services plans are developed by a Local Education Agency (LEA).
- Local Education Agencies include:
 - Public school districts
 - Independent charter schools

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IEP or Services Plan “In Effect”

Definition for when an IEP or services plan is considered in effect for the 2022-23 school year:

- The student’s IEP or services plan is currently being implemented, **or**
- The student’s IEP or services plan was developed no earlier than September 15, 2019 **and** there has not been a more recent reevaluation that determined the student no longer had a disability.

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IEP/Services Plan on the Application

IEP OR SERVICES PLAN REQUIREMENT		
The student must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented or (2) an IEP or services plan that was developed no earlier than September 15, 2019, AND have not subsequently been determined to no longer have a disability.		
Check which one the student has: <input type="checkbox"/> IEP <input type="checkbox"/> Services Plan (for student parentally placed at a private school)	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i>	Date of Last IEP or Services Plan Evaluation or Reevaluation
<input type="checkbox"/> Yes <input type="checkbox"/> No Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student no longer had a disability ?		

- The date of the last evaluation/reevaluation is the date an evaluation or reevaluation last occurred for the pupil.
- The annual review of the IEP or services plan would not be considered an evaluation/reevaluation.
- If a reevaluation was waived, the waiver date would be inserted.
- If the school is unsure of the correct date, it should contact the LEA that developed the IEP/services plan.

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Family & Residency Information on the Application

- All information in the family information section is required except the telephone number, middle initials, and suffixes.
- A student’s resident school district is the district where the student resides. This may be different than the LEA that developed the IEP or services plan.

FAMILY INFORMATION						
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.		
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>		
Home Street Address			City	State	Zip	

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Parent Certifications

- One of the parents/guardians on the application must put his or her initials certifying that he or she received:
 - The comparison document, which is a document that compares the rights of students with disabilities under state and federal special education laws to their rights in SNSP private schools.
 - The private school’s special education profile.
- These initials can be typed.

PARENT OR GUARDIAN CERTIFICATION	
Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.	
Initial here certifying that you have received a profile of the private school’s special education program.	
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this application is true and correct. I understand that any of the information on this application or related to this application, including the IEP/services plan and residency documentation, may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents / guardians listed above.</i>	Date Signed <i>Mo./Day/Yr.</i>
>	

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Parent Certifications (cont)

- Adding the parent/guardian signature or date signed is not a correctable error after the LEA verification email or resident school district notification email is sent.

PARENT OR GUARDIAN CERTIFICATION	
<input type="checkbox"/>	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
<input type="checkbox"/>	Initial here certifying that you have received a profile of the private school's special education program.
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this application is true and correct. I understand that any of the information on this application or related to this application, including the IEP/services plan and residency documentation, may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents / guardians listed above.</i> >	Date Signed <i>Mo./Day/Yr.</i>

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Date Application Received

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes <input type="checkbox"/> No Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.	Date Application Received <i>Mo./Day/Yr.</i>

- An application is considered to be “received” when the school obtains all of the following: (a) the student’s SNSP application; and (b) the required residency documentation.
- The date application received may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district.
- 2022-23 applications may only be received from July 1, 2022 to June 30, 2023 so the date received must be during this date range.

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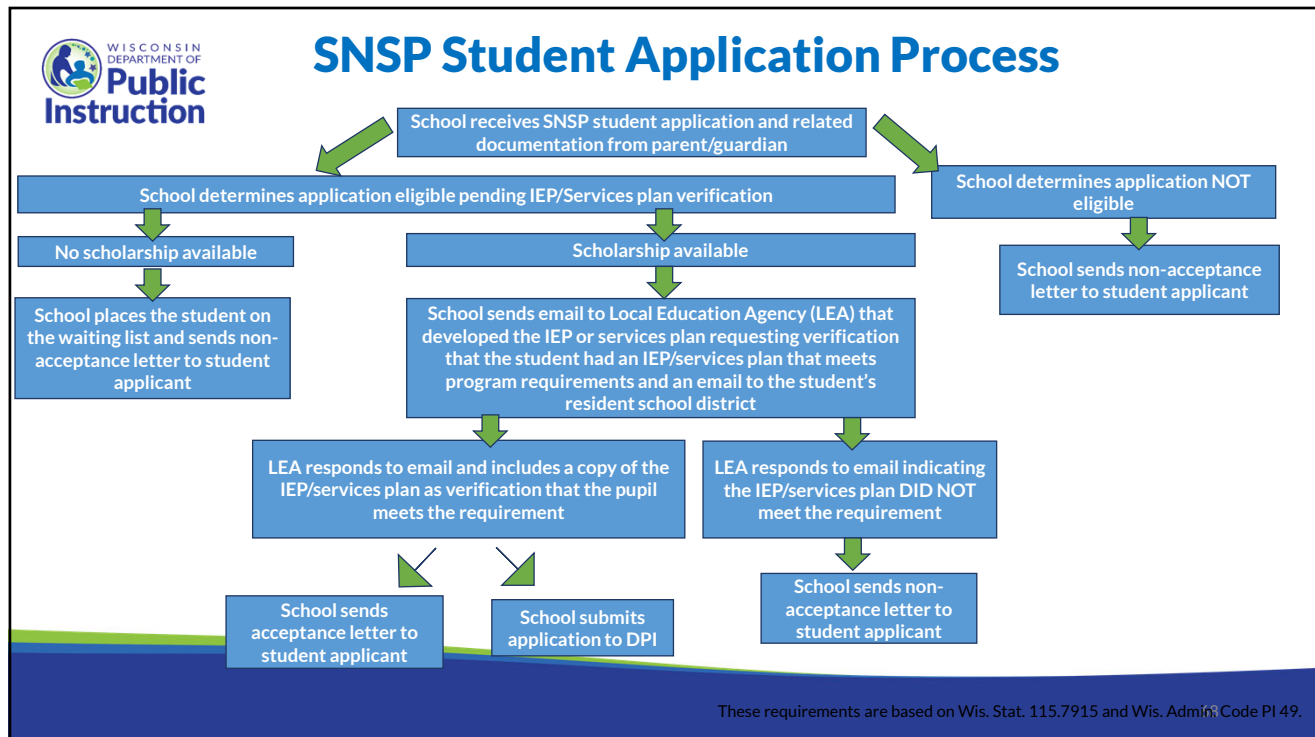
School Application Review

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes <input type="checkbox"/> No Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.	Date Application Received <i>Mo./Day/Yr.</i>

- Within 21 days of the date the application is received the SNSP administrator or designee must:
 - Determine if the application is eligible.
 - Receive any missing or incomplete documentation.
 - Send the applicable notifications described in the following slides.

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Application Eligibility Determination- 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible application, pending verification from the LEA of an IEP or services plan that meets SNSP requirements, but the school does not have a scholarship available and indicate the student's place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Send verification email to the LEA that created the student's IEP or services plan and notify the student's resident school district of the student's application and eligibility.

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IEP or Services Plan Verification

- If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the LEA that developed the IEP or services plan requesting the following within five (5) business days:
 - (a) A copy of the IEP or services plan if the student has an IEP or services plan that meets program requirements or
 - (b) An email or written correspondence indicating the pupil does not meet the eligibility requirements.
- The department provides the IEP/services plan verification email that schools should use.

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Resident School District Notification Email

- If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the student's resident school district notifying them that, pending the verification that an IEP or services plan is in effect, the student will receive a SNSP scholarship.
- This can be included in the verification email sent to the LEA that developed the IEP or services plan, if the LEA and resident school district are the same.
- The department provides the resident school district notification email that schools should use if the LEA that developed the IEP or services plan is different than the resident school district.

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IEP or Services Plan Verification & Resident School District Emails

- The following are available in the Application and Transfer Request Bulletin and as a separate document online:
 - IEP/services plan verification email (Appendix A)
 - The resident school district notification email that schools should use if the LEA that developed the IEP or services plan is different than the resident school district (Appendix B)
- Schools must update these emails with the information applicable for the pupil.

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IEP or Services Plan Verification & Resident School District Emails (cont)

- The IEP/services plan verification email must be sent to the LEA that developed the IEP/services plan.

IEP OR SERVICES PLAN REQUIREMENT		
The student must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented or (2) an IEP or services plan that was developed no earlier than September 15, 2019 , AND have not subsequently been determined to no longer have a disability.		
Check which one the student has:	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i>	Date of Last IEP or Services Plan Evaluation or Reevaluation
<input type="checkbox"/> IEP		
<input type="checkbox"/> Services Plan (for student parentally placed at a private school)		

- The resident school district email must be sent to the student's resident school district if different than the LEA that developed the IEP/services plan.

FAMILY INFORMATION				
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>

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LEA Verification Email

Dear <LEA contact first name> <LEA contact last name>,

This email is to notify you that the following student has been found eligible by our school to participate in the Special Needs Scholarship Program (SNSP), pending verification that the student has an individualized education program (IEP) or services plan that was meets one of the following requirements. You are receiving this email because the student's SNSP application identified that your LEA developed the IEP or services plan. The information for this applicant is as follows:

Student First and Last Name:
Date of Birth:
Date Application Received:
Student Resides in Your District: Yes/No Choose one answer
Name of Private School Applying To:
Private School Phone Number:

The above individual must meet one of the following to be eligible:

- The student has an IEP or services plan that is being implemented as of the date application received listed above; or
- The student has an IEP or services plan that was developed no earlier than September 15, 2019 AND the student has not had a more recent reevaluation since the plan was developed that determined that he or she no longer had a disability.

Wis. Stat. 115.7915 (3) (bm) and Wis. Admin. Code PI 49.05 require that the LEA that developed the IEP or services plan verify the student meets the above requirement within five (5) business days of receiving this verification request from the private school. **Please reply to this email within five (5) business days with one of the following:**

- If the student meets the above requirements, provide a copy of the student's most recent IEP or services plan.
- If the student does not meet the above requirements, indicate the LEA has no record that the student meets the above requirements.

If you have any questions, please reply to this email or call the school phone number listed above. The Department of Public Instruction has a Frequently Asked Questions for public school districts at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications> that has information on the SNSP in general and the LEA's verification that the student has an IEP or services plan that meets the SNSP requirements.

Thank you.
 <Private School SNSP Administrator or Designee>

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Application Notification

- Within 7 days of receiving a copy of the IEP or services plan from the LEA or receiving notification from the LEA that the pupil is not eligible in response to the verification email, a school must notify the student whether he or she is eligible.
- If the applicant is not eligible, the notice must state the reason the student is ineligible.
- The school must maintain a copy of the verification email from the LEA, including the IEP or services plan that was received from the LEA, in the student's file for their auditor's review.

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IEP or Services Plan Incorrect Verification

- If the LEA does not have record of an IEP/services plan and the parent has documentation that leads the school to believe that the student has an IEP/services plan that meets the requirements, the parent should talk to the LEA.
- The 7-day notification requirements still apply.

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Eligibility Determination and Signature


FOR SCHOOL USE ONLY		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.
		Date Application Received <i>Mo./Day/Yr.</i>
The LEA provided a copy of the following in response to the request that the LEA verify that the student had an IEP or services plan that meets the requirements described in the IEP or services plan requirement section. <i>Retain a copy of the verification from the LEA with the application.</i>		
<input type="checkbox"/> IEP (the student is eligible) <input type="checkbox"/> Services Plan (the student is eligible)		
<input type="checkbox"/> Neither an IEP or a Services Plan or the student was determined to no longer have a disability (the student is not eligible)		
I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have determined that it is properly and completely filled out to the best of my knowledge. I attest that I have received the residency document(s) and IEP/ services plan from the LEA in response to the IEP/services plan verification request.		
Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed <i>Mo./Day/Yr.</i>
		

- The SNSP Administrator or a designee must indicate the response from the LEA in the middle of the “For School Use Only” section. This must be based on the response from the LEA to the IEP/services plan verification request. The response must provide the IEP or services plan if the pupil met the SNSP requirement or indicate the student did not meet the requirement.

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Eligibility Determination and Signature (cont)

I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have determined that it is properly and completely filled out to the best of my knowledge. I attest that I have received the residency document(s) and IEP/ services plan from the LEA in response to the IEP/services plan verification request.		
Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed <i>Mo./Day/Yr.</i>
		

- Either the SNSP Administrator or a SNSP designee may determine if the application is eligible and accept the SNSP application.

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Application & Transfer Request Signatures

- The signatures on the application and transfer requests must be completed using one of the following options:
 - Handwritten signatures: The signatures do not need to be original signatures if the application or transfer request form is provided to the school electronically.
 - Digitally signed using DocuSign: If this option is used the DocuSign Certificate of Completion must be retained in the student file.
 - Digital signature completed using Adobe PDF: Signatures completed by Adobe will show with the Adobe logo as follows:

Signature of Parent or Guardian *MUST be the same name as one of the parents / guardians listed above.*
 ➤ John Smith

Digitally signed by John Smith
 Date: 2022.06.30 10:02:01 -05'00'

- The school should ensure the date signed is completed for all signatures, even if the document is signed digitally.

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IEP/Services Plan Related Ineligibility Reason

- The school did not receive the required verification that an IEP or services plan was in effect.
- This is an uncorrectable reason.

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Knowledge Check

True or False:

1. Even if the school already has a copy of the services plan or IEP for a student, it must obtain the IEP/services plan from the LEA that developed the IEP/services plan through the IEP/services plan verification process.
2. A student can be eligible for the SNSP if the student was evaluated by a district and found to have a disability but did not have an IEP or services plan developed.
3. A services plan includes a plan developed by the private school regarding what services it will provide to a student who has a disability.

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Knowledge Check

Which of the following is **not** a procedure the school must do to determine whether an application is eligible for the SNSP?

- a. Receive a copy of the IEP or services plan from the parent showing they are eligible for the program.
- b. Receive a copy of the paper SNSP application and residency documentation from the parent/guardian and determine if the pupil meets the requirements.
- c. Send an email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- d. Receive the IEP/services plan from the LEA in response to the verification request.

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Knowledge Check

The student application lists one school district as the resident school district and a different school district as the LEA that developed the IEP or services plan. If the application is determined eligible other than the IEP/services plan requirement, what emails need to be sent to the school districts to process the application?

- A. The LEA Verification Email, which is in Appendix A in the *Student Application and Transfer Request Information Bulletin*.
- B. The LEA Verification Email and the Resident School District notification emails, which are in Appendix A and B of the *Student Application and Transfer Request Information Bulletin*.
- C. The Resident School District notification, which is in Appendix B in the *Student Application and Transfer Request Information Bulletin*.
- D. No emails need to be sent.

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Knowledge Check

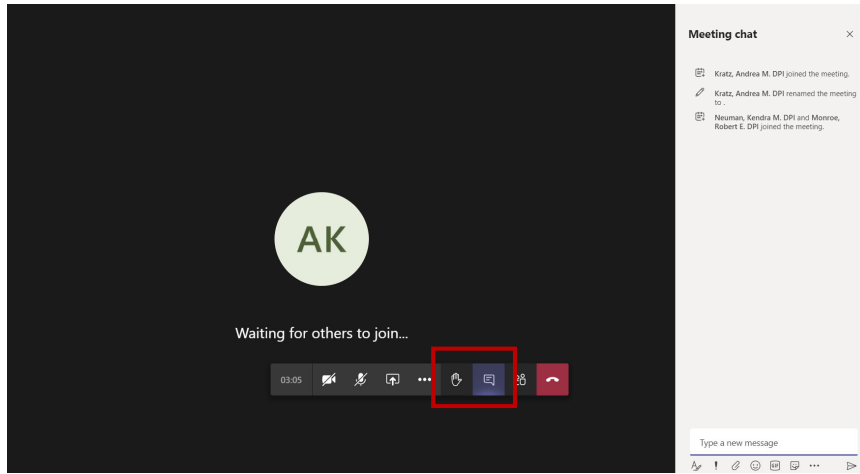
Place the following application processing steps in the order they must be completed:

- School receives IEP/services plan from the LEA as verification that the student meets program requirements.
- School receives paper SNSP application and residency documentation from parent.
- School sends the email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- School determines whether the paper application and residency documentation meets program requirements, other than the IEP/services plan requirement.

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Questions?



1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

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Transfer Request Forms Requirements

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Transfers

- A student receiving a SNSP scholarship may transfer to another SNSP school.
 - Does not apply to SNSP students who have been determined to no longer have a disability.
- The transfer applicant must also continue to attend the SNSP school until their transfer application is determined eligible and accepted by the new school.
- Students applying to transfer to another SNSP school must complete the Transfer Request Form available on the SNSP Student Applications webpage.
- Transfer requests may be submitted to SNSP schools at any time during a school year for that school year.

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Transfers (cont.)

- Transfer request forms, including the supporting documentation, should be submitted to the new private school during the school year that the student would like to attend a different private school participating in the SNSP.

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School Transferring To



Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)
TRANSFER REQUEST
 PI-SNSP-0014 (Rev. 06-2022)

*This data collection is a requirement of Admin. Code.
 § PI 49.05(5).*

INSTRUCTIONS: Students currently participating in the SNSP may transfer to a different participating school, except if they were determined to no longer have a disability during an IEP reevaluation.

The parent or guardian must complete this transfer request and return the form, current residency documentation, and the student's IEP or services plan to the school. The student must remain at their current SNSP school until the transfer request is accepted by the new school.

Type or print clearly in ink.

School Transferring To <i>No abbreviations</i>	School Year Applying For 2022-2023
--	--

Student Information

- The top part of the student information section is the same as the application.
- The applicant must identify the SNSP school where the pupil is currently enrolled.

STUDENT INFORMATION					
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2022-23 Grade Level
Check One <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		Check all that Apply <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White			
Name of SNSP School Where Currently Enrolled					

IEP or Service Plan

IEP OR SERVICES PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
<p><i>If the response to the question above is yes, complete the following:</i></p> <input type="checkbox"/> Yes <input type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes. <p><i>If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.</i></p>	<p><i>If the response to the question above is no, complete the following:</i></p> Which document below was most recently developed by a Local Education Agency (LEA) for the student? <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Services Plan (parentally placed at a private school)
Name of school district that completed the IEP reevaluation <i>No abbreviations</i>	Name of LEA that developed the IEP or services plan <i>No abbreviations</i>

- The parent/guardian must provide a copy of the student’s most recent IEP or services plan with the Transfer Request Form.
- What section he or she completes is based on if there has been a reevaluation/waiver of a reevaluation or not since the student was accepted into the SNSP.

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IEP or Service Plan

IEP OR SERVICES PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
<p><i>If the response to the question above is yes, complete the following:</i></p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes. <p><i>If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.</i></p>	<p><i>If the response to the question above is no, complete the following:</i></p> Which document below was most recently developed by a Local Education Agency (LEA) for the student? <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Services Plan (parentally placed at a private school)
Name of school district that completed the IEP reevaluation <i>No abbreviations</i>	Name of LEA that developed the IEP or services plan <i>No abbreviations</i>

- If “No” is checked in the first section, the student is not eligible for the SNSP.
- This means the student was determined to no longer have a disability, so they were not able to transfer to a different school and retain the SNSP scholarship.

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Family Information

- The family information section is the same as the application.

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>	
Home Street Address			City	State	Zip

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Parent Certifications

- The initials required in the parent or guardian certification section are the same.

PARENT OR GUARDIAN CERTIFICATION	
Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.	
Initial here certifying that you have received a profile of the private school's special education program.	

I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this form is true and correct. I understand that any of the information on this form or related to this form, including residency documentation, the IEP/services plan, and IEP reevaluation may be subject to further review and verification by school and/or state officials. **I ALSO UNDERSTAND** that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.

Signature of Parent or Guardian <i>MUST be the same name as one of the parents/guardians listed above.</i>	Date Signed <i>Mo./Day/Yr.</i>
>	

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Parent Certifications (cont)

- Adding the parent/guardian signature or date signed is not a correctable error after the notification is sent to the parent/guardian regarding the transfer request form eligibility.

PARENT OR GUARDIAN CERTIFICATION	
	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
	Initial here certifying that you have received a profile of the private school's special education program.
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this form is true and correct. I understand that any of the information on this form or related to this form, including residency documentation, the IEP/services plan, and IEP reevaluation may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents/guardians listed above.</i> >	Date Signed Mo./Day/Yr.

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Transfer Request Eligibility Determination - 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible transfer request but the school does not have a scholarship available and the student's place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Once the school has determined the transfer applicant is otherwise eligible, the school must complete the Transfer Request Verification form. The DPI will then send an email confirming whether or not the most recent Pupil Count Report identifies that the pupil is currently enrolled in the SNSP. Since the confirmation from the DPI must be received within the twenty-one (21) day verification period, the DPI recommends the school complete the form no later than two (2) weeks after the Transfer Request form is received.

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Signature and Date

- The date transfer received is the date that the school receives the transfer request form, the residency documentation, and the student’s most recent Individualized Education Program (IEP) or services plan.
- The date transfer received cannot be added after the notification is sent to the parent/guardian regarding the transfer request form eligibility.

FOR SCHOOL USE ONLY		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Based on the information provided by the parent or guardian and the email provided by the DPI identifying whether the pupil was counted on the previous count date, the student is eligible.
		Date Transfer Received <i>Mo./Day/Yr.</i>
I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the transfer request and have determined that it is properly and completely filled out to the best of my knowledge.		
Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed <i>Mo./Day/Yr.</i>
➤		

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Transfer Request Uncorrectable Ineligibility Reasons

- The student was not eligible for a transfer because the student was determined to no longer have a disability.
- The student was not eligible for a transfer because the student was not continuously enrolled in a SNSP school.

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Transfer Request Ineligibility Reasons that May be Correctable

- The school did not obtain the most recent IEP or services plan for a transfer request form.

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Knowledge Check

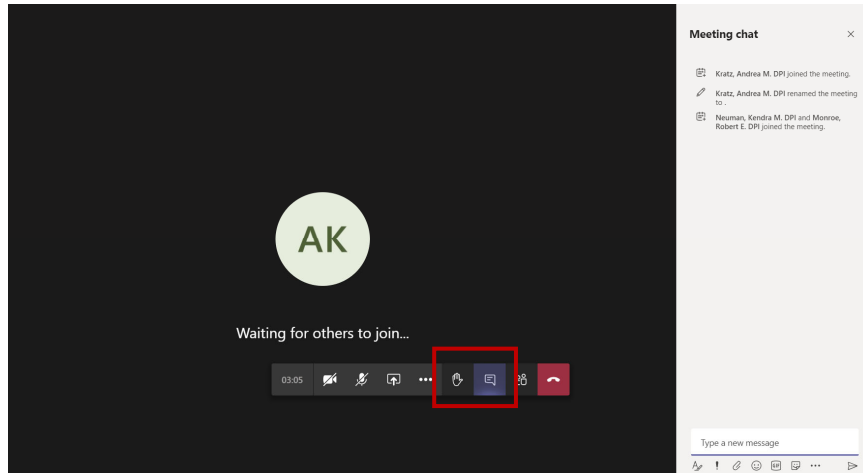
Who can process SNSP applications and transfer requests (there may be more than one correct answer)?

- a. SNSP Administrator
- b. DPI
- c. SNSP Designee
- d. Secretary who is not a SNSP administrator or designee.
- e. Choice Designee
- f. The school's auditor

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Questions?



1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

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Residency Requirements

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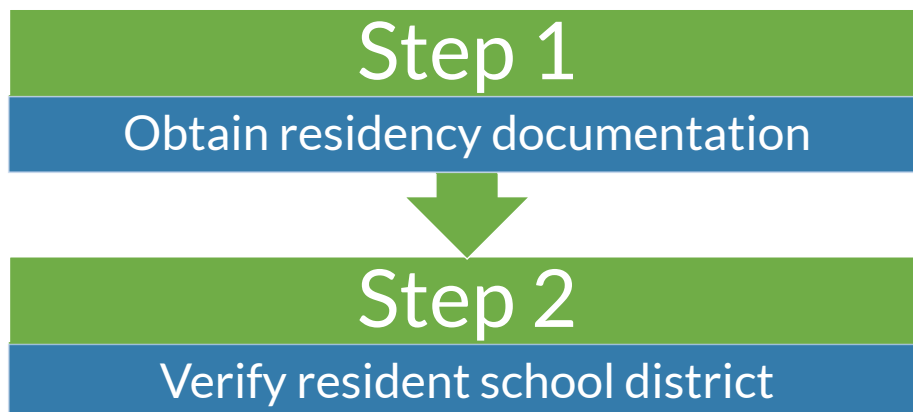
Student Eligibility - Residency

- A SNSP student must live in Wisconsin.
- The address on the application or transfer request form is based on where the student applicant resides at the time the form is received.
- A bulletin discussing the required residency documentation and residency verification process is available on the SNSP bulletins webpage.

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Residency Verification



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Residency Information on the Application and Transfer Request

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>	
Home Street Address		City	State	Zip	

- The address on the form is based on where the student applicant resides at the time the form is received.
- The current resident school district is the school district where the address is located.

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Step 1: Obtain Required Documentation

- Acceptable Residency Documentation (this list is all inclusive):
 - Water, sewer, gas, electric, cable, satellite, or landline phone bill.
 - Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application or transfer request.
 - Wage statement or a W2 year-end earnings statement.
 - Signed and dated lease agreement with a date that meets the requirements we will discuss later. The lease agreement must be complete and legible. Expired leases are not acceptable.
 - Recent government correspondence.

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Step 1: Obtain Required Documentation (cont)

- Acceptable Residency Documentation (this list is all inclusive)-
cont:
 - Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
 - Alternative Residency Form and all required documentation.
 - Safe at Home card.

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Step 1: Obtain Required Documentation (cont)

- Common Examples of Unacceptable Residency Documentation:
 - Report card;
 - Bank statement;
 - Letter from landlord;
 - Any envelope;
 - Rent or lease receipt;
 - Expired leases;
 - Cell phone bill; or
 - Tax return.

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Residency Documentation Required Date

- Dated within three (3) months prior to the date the application or transfer request form is received.
- If a lease agreement with a term is obtained, the date the form is received must fall within the term of the lease.
- The start date of a month to month lease must be dated within three (3) months prior to the date the form is received.

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Parent Name & Address Match

- Make sure that the parent's first and last name on the SNSP student application/transfer request form match the residency documentation.
- The address on the residency documentation must match the address on the application/transfer request form. Every part of the address must match, except the unit number and zip code.

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Parent Name: Legal Name Change

- A parent must provide additional documentation to verify his/her legal name when all of the following apply:
 - The parent's name has legally changed;
 - The parent's legal name is not on the supporting residency documentation; and
 - The parent does not have other residency documentation with his/her current, legal name.

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Parent Name: Misspelling

- If the parent's name is incorrectly written on the residency documentation, the parent should provide different residency documentation.
- If the parent does **not** have other documentation that correctly spells his/her name, the parent can email or provide a signed letter to the school stating
 - "My correct legal name is (name on application/transfer request). The name on my residency documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the SNSP student application/transfer request."
- If the residency documentation is in someone else's name, the application/transfer request would not be correctable using this method.

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Alternative Residency Form

- Allows pupils to apply where:
 - The parent does not have an acceptable form of residency documentation in his/her own name.
 - The parent does not live with the student.
- The Alternative Residency Form is available on the SNSP Student Application and Transfer Request webpage.

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Alternative Residency Form (cont)

- All information on the form must be provided.
- One of the living situations must apply to use the form.

I. STUDENT INFORMATION				
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>

II. EXPLANATION OF LIVING SITUATION	
In order to use the Alternative Residency form, one of the following situations must apply. If neither of the situations below apply, this form may not be used. Select which reason is applicable:	
<input type="checkbox"/> The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address where the student resides.	
<input type="checkbox"/> The student does not live with his or her parent or legal guardian.	

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Alternative Residency Form (cont)

- Both the parent and the household occupant providing the residency documentation must:

- Provide documentation; and
- Sign and date the form.

IV. REQUIRED ATTACHMENTS	
<p>A household occupant that lives with the student must provide one of the following with an address where the student resides that meets the date requirements in Section III. This person must also complete Section VI. <i>Check which document is being provided.</i></p> <p><input type="checkbox"/> Wage statement or W2 end-of-year earnings statement.</p> <p><input type="checkbox"/> Water, sewer, gas, electric, cable, satellite, or landline phone bill.</p> <p><input type="checkbox"/> Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address where the student resides. This letter must have been sent to the address where the student resides.</p> <p><input type="checkbox"/> Lease agreement with a term that includes a date as described above (must be complete and legible). The beginning date of a month-to-month lease must be within the required dates in Section III.</p> <p><input type="checkbox"/> Governmental correspondence.</p>	
—AND—	
<p>The parent or legal guardian must provide one of the following documents. If the document is being provided as part of the application or transfer request, the name must be a parent or guardian on the application or transfer request form. <i>Check which document is being provided.</i></p> <p><input type="checkbox"/> A driver's license, state ID, school ID, passport, or a government-issued photo ID.</p> <p><input type="checkbox"/> One of the allowed residency documents (listed above) with an address other than the student's address.</p>	
V. PARENT OR LEGAL GUARDIAN SIGNATURE	
<p>I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student currently resides with the household occupant signing this form.</p> <p>Printed Name of Parent or Legal Guardian Signing Below</p>	
Signature of Parent or Legal Guardian	Date Signed Mo./Day/Yr.
▶	
VI. HOUSEHOLD OCCUPANT SIGNATURE	
<p>The following must be completed by the household occupant who provided one of the allowed residency documents in Section IV.</p> <p>I HEREBY CERTIFY that the above-named student resides with me. I further CERTIFY that the explanation provided of the living situation is accurate.</p> <p>Printed Name of the Household Occupant Signing Below</p>	
Signature of Household Occupant	Date Signed Mo./Day/Yr.
▶	

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Alternative Residency Form (cont)

- May **not** be used:
 - To submit a driver's license as the only proof of residency.
 - As a supplement when the parent is refusing to provide a residency document.
 - Circumvent the residency requirement when the parent has documentation that shows a different address.

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Residency Verification

- Things to remember:
 - Names must match.
 - Addresses must match.
 - Residency documentation must meet the date requirement.
 - No white-out.

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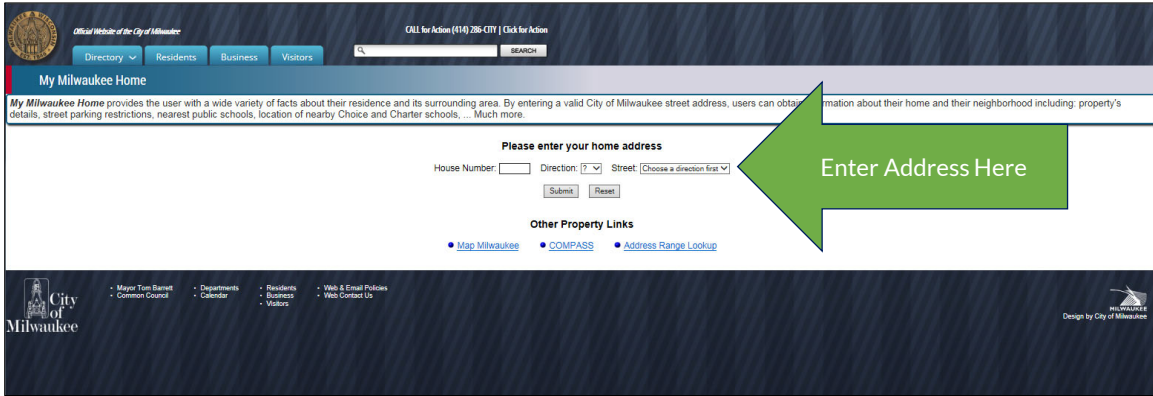
Step 2: Verify Resident School District

- The address on the school district verification document is the address that needs to be on the application/transfer request and on the residency documentation.
- Verify that the resident school district is correct.
- See the “Residency Bulletin” on the SNSP website.
- The resident school district must be verified using one of the following methods:
 - MapIt or Milwaukee Elections Commission (if in Milwaukee)
 - Public school district website
 - Property tax bill
 - My Vote Wisconsin
 - County/City Clerk or County/City Assessor websites
 - Statewide parcel service

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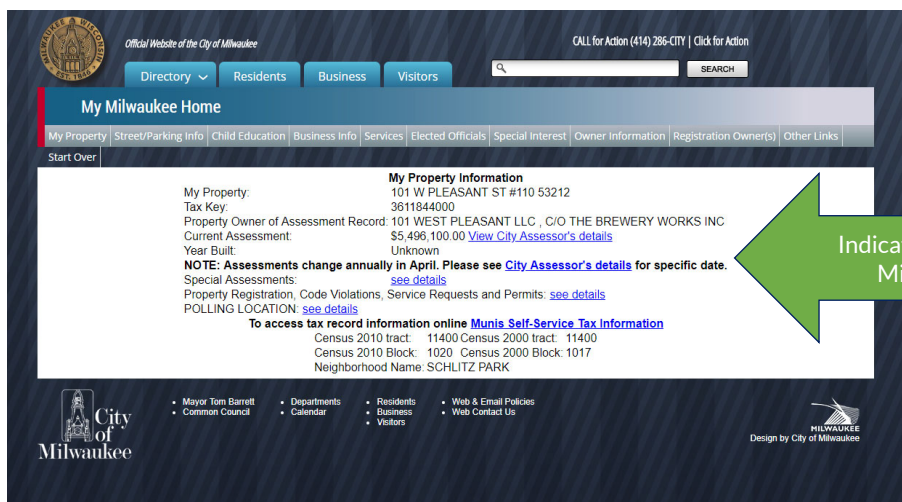
Milwaukee Address – Map It



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Milwaukee Address – Map It (cont.)



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Statewide Parcel Map

Click here to search in Wisconsin

Enter Address Here

Search Tips

DOWNLOAD THE ENTIRE DATABASE: [Click Here](#)

General Search Tips

- Search bar located in the upper left corner of the screen is limited to address search or location search only. (Use the "Search" function for parcel ID or owner name searches.)
- The search bar located in the upper left is configured to **search only records within the current map extent** (portion of the map visible on the screen). To search the whole state, you must zoom out so the map shows the entire state view (click the "home" button).
- You can type the percent symbol **"%"** as a **wildcard** for elements of the search you do not know, like an unknown middle initial. (However, the % symbol must be in exactly the right place and the search terms must be in the same order as they would appear in the results.)
 - e.g., to search for JOHN SMITH with an unknown middle initial, type JOHN % SMITH
 - e.g., to search for JOHN R & SUE M SMITH, type JOHN % SUE % SMITH
- The percent "%" wildcard means that any number of characters are acceptable in its place while the underscore "_" wildcard...

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Statewide Parcel Map (cont.)

Expand Button

Wisconsin Parcels 2015 V1011
070913327515

Parcel ID: 070913327515
Tax Roll Year:
Primary Owner Name:
Secondary Owner Name:
Full Mailing Address: 126 S WILSON ST, MADISON WI, 53703
Full Physical Address: 126 S BUTLER ST
Place Name: CITY OF MADISON
School District: MADISON METRO SCHOOL DISTRICT
Zoning: ...

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Statewide Parcel Map (cont.)

School District
Name and Number

Wisconsin Parcel 2015 V051: 079913327015	
Parcel ID	079913327015
Year Full Year	
Primary Owner Name	
Secondary Owner Name	
Full Mailing Address	151 E WILSON ST MADISON WI 53703
Full Physical Address	126 E BUTLER ST
Place Name	CITY OF MADISON
School District	MADISON METRO SCHOOL DIST
School District Number	2025
Improved Structure	NO
Total Assessed Value	
Assessed Value of Land	0.00
Assessed Value of Improvements	0.00
Estimated Full Market Value	
State Property Tax	
Gross Property Tax	
Class of Property	02
Residential Class of Property	
Overhead Arms	0.00
County Name	DANE
Load Date	06/06/2015
Parcel Source I05	02
Parcel Source	DANE COUNTY

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Residency Reverification

- SNSP students who are continuing in the program are required, on an annual basis, to provide residency documentation to their school.
- Must be provided to the student's private school on or before the last weekday in September.
- Must be dated between the third Friday in August and the last weekday in September.

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Residency Reverification (cont)

- Residency changes must be reported to the DPI in the 3rd Friday in September Pupil Count Report.
- The new resident school district must be determined if the student has moved.
- The residency documentation requirements are the same for the reverification as they are for the initial application, except for the date requirement.
- As part of the Enrollment Audit, the auditor must review the residency documentation and resident school district verification.

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Alternative Residency Form for Continuing Students

- The Alternative Residency Form may be used for the continuing student annual residency reverification. If it is being used for this, the second box must be checked in Section III of the form.

III. REASON DOCUMENTATION IS BEING PROVIDED

Select the reason the documentation is being provided.

- Residency Verification for an Application or Transfer Request. *The documentation from the household occupant in Section IV must be dated within three months of when the application or transfer request is received by the school.*
- Annual Residency Verification for a Continuing Student. *The documentation from the household occupant in Section IV must be dated between the third Friday in August and and last weekday in September of the school year.*

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Uncorrectable Residency Ineligibility Reason

- The address is not in Wisconsin.

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Residency Ineligibility Reasons that may be Correctable

- The address is a PO Box.
- A complete and signed lease agreement, utility bill or letter, government correspondence, letter from a public service agency for a homeless individual, current wage statement, W2 form, or Safe at Home card was not provided.
- The residency documentation provided was: a) one of the allowed residency documents, other than a lease, that did not meet the date requirements, b) was a lease that did not include any terms or had terms that did not include the required date, or c) was a month-to-month lease that did not meet the date requirements based on the beginning date of the lease.

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Residency Ineligibility Reasons that may be Correctable (cont)

- The address on the application/transfer request does not match the residency documentation.
- The parent/guardian name on the application/transfer request does not match the residency documentation and an Alternative Residency Form was not completed.
- The Alternative Residency Form was used but was not properly completed and/or the supporting documentation required by the Alternative Residency Form was not provided.

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Residency Ineligibility Reasons that may be Correctable for Continuing Students

- The parent/guardian name on the DPI Pupil Information Report does not match the residency documentation and an Alternative Residency Form was not completed.

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Quiz-Are the below items permitted SNSP residency documents?

Document	Yes	No
Cell phone bill		
Cable bill		
Rent receipt		
Gas bill		
Bank statement		
Insurance bill		
Property tax bill		
Change of Address Letter		

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Quiz-Are the below items permitted SNSP residency documents? (cont)

Document	Yes	No
Supplemental Security Income Statement		
Mortgage statement		
W-2		
Access.gov statement		
Driver's license		
Expired lease when the parent still lives at the address		
Letter/bill from a 3 rd party loan service provider for a loan with the Department of Education		

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Knowledge Check

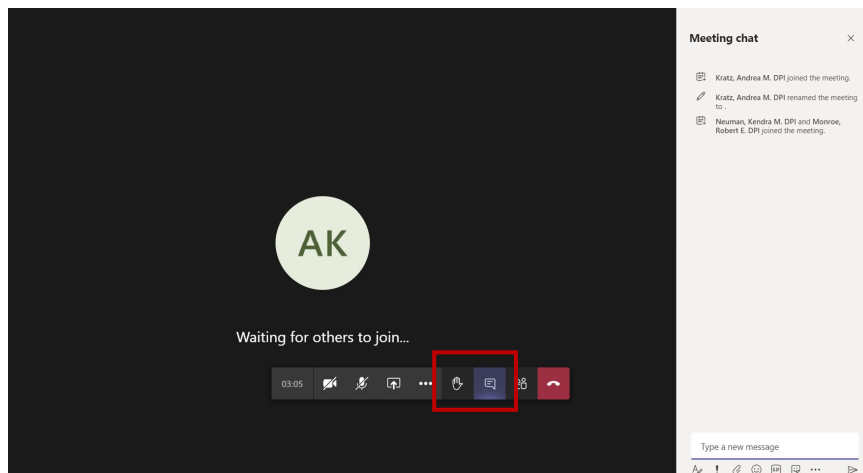
Which of the following options could a school use to verify an address in Dane County (there may be more than one answer)?

- a. Dane County assessor website (AccessDane) that does not list the parent's name
- b. Property tax bill for the address that lists the school district name
- c. Zillow.com
- d. Greatschools.org

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Questions?



1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

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Application Corrections & General Ineligibility Reasons

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Application and Transfer Request Form Corrections

- ~~Strike through line~~ of incorrect information
- SNSP Administrator or designee initials on all corrections
- Supporting documentation for change
- Do NOT use whiteout

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Application and Transfer Request Form Corrections (cont.)

- The following changes cannot be made to an **application** after the schools send the IEP/services plan verification email to the LEA or notification email to the resident school district; or to a **transfer request form** after the school sends a letter of acceptance or denial to the parent:
 - Adding the parent signature or date signed to the application, transfer request form, or Alternative Residency form.
 - Adding the date the application/transfer request was received.
 - Any changes that result in the application or transfer request being ineligible.

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Application and Transfer Request Form Corrections (cont.)

- Student grade changes can be made when completing:
 - Preliminary Enrollment Report;
 - 3rd Friday in September Count Report; or
 - 2nd Friday in January Count Report.
- If a grade change is missed in a count report the school must notify the auditor so it can be included in an Enrollment Audit.

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Submitting Eligible Applications and Transfer Requests to DPI

- Once an application is determined to be eligible by the school and the LEA has verified that the student application has an IEP or services plan that meets the requirements, the school will need to submit the application to the DPI.
- Transfer requests are submitted after they are determined eligible by the school.
- Students on the waiting list should not be submitted to the DPI.

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Submitting Eligible Applications and Transfer Requests to DPI (cont)

- 2022-23 student applications and transfer requests will be submitted using the SNSP Portal by SNSP Administrators and designees.
- The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. All eligible applications and transfer requests that are not on a waiting list must be submitted by the next submission deadline.
- If data is entered incorrectly, the SNSP administrator or designee will be able to correct the data until the last weekday in August, the 3rd Friday in September, or the 2nd Friday in January, whichever comes first, by clicking on the student's name in the Student Summary.

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Application and Transfer Request Form Corrections

- If the resident school district was incorrectly submitted to DPI and the correction is identified by the 3rd Friday in September, the school must send an email to snsp@dpi.wi.gov with the student name, date of birth, and identification of what must be corrected.
- If any other inaccuracies are noticed after the application or transfer request has been submitted to the DPI and it is after the date the school can make the change in the Portal, the school must notify its auditor. All changes to the application or transfer request form must be included by the school's auditor in the September or January Enrollment Audit.
- Except as previously discussed, the application or transfer request can be corrected for errors identified by the auditor. The correction must be made by the due date of the related Enrollment Audit.

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Uncorrectable General Ineligibility Reasons

- The school does not have an application or transfer request form, as applicable, on file.
- The application or transfer request was missing the date application/transfer request received, parent/guardian signature, or parent/guardian date signed.
- The individual who signed the application/transfer request form was not the SNSP administrator or a designee at the time the application or transfer request was approved.

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General Ineligibility Reasons that may be Correctable

- Sections of the paper application or transfer request were not properly completed or corrected.

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True or False

If a school notices that a parent accidentally put “Avenue” instead of “Street” on the student application, the school can white “Avenue” out and write-in “Street”.

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Knowledge Check

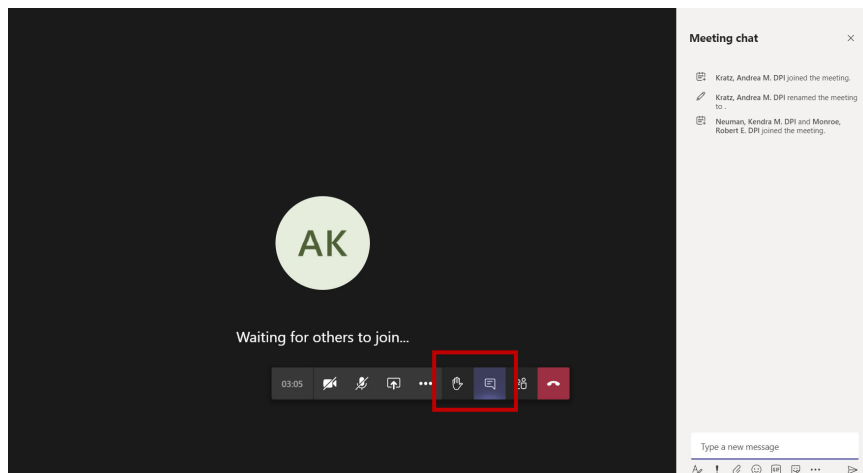
Which of the following can be added to an application after the IEP/services plan verification email is sent to the LEA that developed the IEP or services plan?

- The date the application was received.
- The parent/guardian signature or signature date.
- The name of the school the student is applying to.

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Questions?



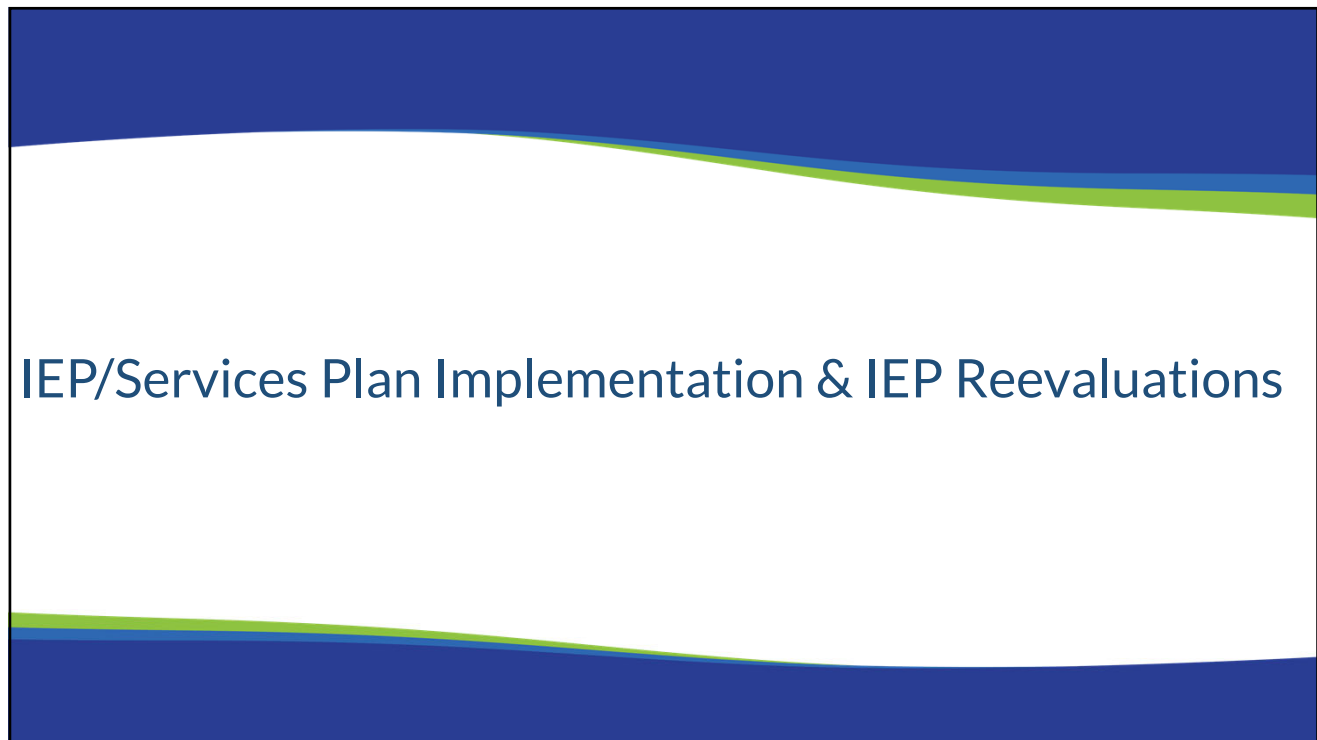
1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

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IEP or Services Plan Implementation

- SNSP schools are required to implement:
 - The most recent Individualized Education Program (IEP) or services plan, as modified by agreement between the school and the student's parent/guardian, and
 - Related services agreed to by the school and the student's parent/guardian that are not included in the IEP or services plan.

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Agreed to Services Requirement

- The school and the parent must have agreed to the services to be provided to the pupil. The school must have a signed and dated agreement with the parent indicating what services will be provided by the count date.
- If the school does not have a signed and dated agreement with the parent/guardian of the services by the count date, the school will not be eligible for a payment for that count date.
- Once there is an agreement for a student, the agreement does not need to be modified unless there is a change in the services that need to be provided.

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Agreed to Services Requirement (cont.)

- A student who does not have an agreement will remain on the school's count reports until the student withdraws from the program or is no longer eligible for a scholarship.
- The school must notify the department when a student withdraws or is no longer eligible.

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Agreed to Services Ineligibility Reasons

- The school and the parent/guardian did not agree to the services to be provided by the count date.
- This is an uncorrectable reason. If the school is able to obtain the required documentation by the next count date, it can include the student in the next count.

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Reevaluation

- In order for a student to be able to continue his/her participation in the SNSP, the student must be made available for a reevaluation by the resident school district within sixty (60) days of a reevaluation request from the resident school district.
- If the student is attending a private school in a nonresident district, the nonresident district can conduct the reevaluation if the parent provides written consent.

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Reevaluation (cont)

- School districts may only conduct a reevaluation once every three (3) years from the student's most recent evaluation or reevaluation for SNSP eligibility purposes.
 - Generally the reevaluation requirement date for SNSP purposes will be the same as the reevaluation requirement date the public school district is required to follow.

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Reevaluation Waiver

- Waivers are permissible.
- Must have a signed Waiver Agreement.
- 3-year reevaluation clock continues from the date of the Reevaluation Waiver Agreement.
- The school must retain the Reevaluation Waiver Agreement for auditing purposes.

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Partial Scholarship Student

- If during an IEP team reevaluation a SNSP student is determined to no longer have a disability, the student will receive a partial scholarship beginning in the following school year.
- A partial scholarship student is able to continue to participate in the SNSP at the same school, but the SNSP scholarship will be at a lower rate.
 - Partial scholarship students are SNSP students, not Choice students.
 - A partial scholarship student will not retain his/her eligibility if he or she transfers to another school.

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Partial Scholarship Student (cont)

- IEP reevaluations completed in the previous school year are reported in the Preliminary Enrollment Report.
- The auditor will determine that the IEP reevaluation determinations and dates were correctly reported in the Preliminary Enrollment Report as part of the September Enrollment Audit.

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Knowledge Check

Which of the following is NOT true regarding the requirement for the agreement of the services that will be provided for a SNSP student.

- a. The agreement must be writing.
- b. The agreement must be signed and dated by the parent/guardian.
- c. The agreement must be completed by the count date for the school to be eligible for payment for that count date.
- d. If the school will implement the IEP or services plan as written, nothing in writing from the parent is required.

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Knowledge Check

Which of the following should **not** be reported as an IEP reevaluation in the 2022-23 Preliminary Enrollment Report?

- a. A pupil who had a required reevaluation date of November 5, 2023, who had an IEP reevaluation completed February 3, 2022.
- b. A pupil who had a required reevaluation date of March 5, 2022, who had an IEP reevaluation completed July 5, 2022.
- c. A pupil who had a required reevaluation date of April 8, 2022, who had the IEP reevaluation waived on April 6, 2022.
- d. A pupil who had a required reevaluation date of October 25, 2021, who had an IEP reevaluation completed October 6, 2021.

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Document Retention

SNSP schools must retain the following records for at least 5 years from the end of the school year in which a student applies to participate in the SNSP or 5 years from when a SNSP student no longer attends the school, whichever occurs later:

- Copies of pupil applications and transfer requests, including supporting documentation;
- Copies of all acceptance or nonacceptance notices;
- IEPs or service plans; and
- Copies of all IEP/service plan implementation and progress reports.

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Document Retention

Auditors must retain the workpapers for the enrollment audits and financial audits for at least 5 years from the due date of the related financial audit for that school year.

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Available Resources

- School Application & Transfer Request Processing Page at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing>:
 - Initial Student Eligibility Bulletin
 - Residency Documentation Bulletin
 - Student Application & Transfer Request Information Bulletin
 - Student Application Checklist
 - Transfer Request Checklist

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Available Resources (cont)

- Bulletins Webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>
 - K4 Parental Outreach Bulletin
 - Continuing & Transfer Student Eligibility Bulletin
- Payments webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments>
- School Training webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training>
- Auditor Training webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/auditor-trainings>

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Questions

SNSP Webpage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship>

Email: snsps@dpi.wi.gov or andrea.kratz@dpi.wi.gov

Phone: 608-267-1291

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Questions?

The screenshot shows a Zoom meeting interface. On the left, a large black area displays a green circle with the initials 'AK' and the text 'Waiting for others to join...'. Below this is a toolbar with icons for mute, video, chat, and other functions. The chat icon is highlighted with a red box. On the right, a 'Meeting chat' window is open, showing a list of messages: 'Kratz, Andrea M. DPI joined the meeting.', 'Kratz, Andrea M. DPI renamed the meeting to...', and 'Neuman, Kendra M. DPI and Marlow, Robert E. DPI joined the meeting.'. At the bottom of the chat window is a text input field with the placeholder 'Type a new message'.

- 1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.
- OR
- 2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

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Questions?

Auditors for the Choice Program

Andrea Kratz (SNSP auditor)
Andrea.kratz@dpi.wi.gov
608-267-1291

Rob Monroe
Robert.Monroe@dpi.wi.gov
608-266-2658

Doug Kohanski
Douglas.Kohanski@dpi.wi.gov
608-224-6169

Liz Whynot
elizabeth.whynot@dpi.wi.gov
608-264-9553

Choice Questions:

dpichoicedauditreports@dpi.wi.gov

SNSP Questions:

snsps@dpi.wi.gov

Accept emails up to 15 mb.

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Application and Transfer Request Activity

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Sample Student Application & Transfer Requests

- Is the student eligible to participate in the SNSP or transfer to another SNSP school? Why or why not?
- Are the identified errors correctable?
- Use the [Student Application Checklist](#) and [Transfer Request Checklist](#) to help you with your review

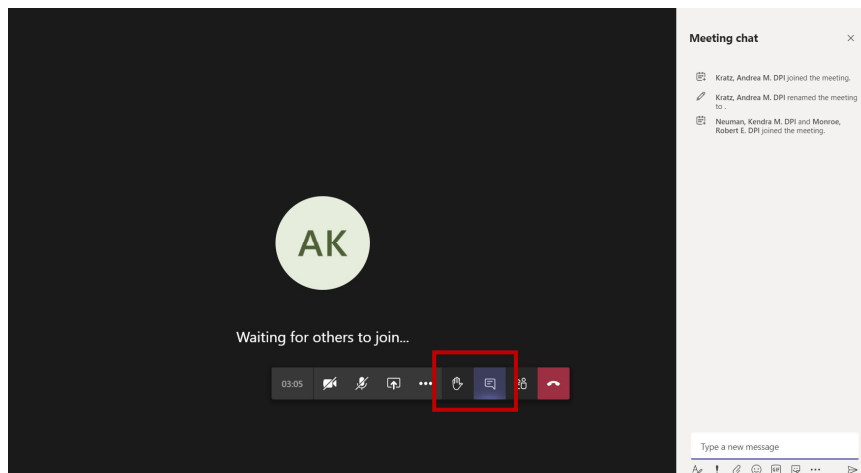
Example School Name	SNSP Available Grades Based on ITP and School Information Update form (if applicable)
A Choice School	K5-8
The Falcon School	K4-8
Detective School	1-6
Linus School	5-8

Training Participant First Name	Application or Transfer Request	Applicant Reviewing
P-Z	Application	Bruce Banner
A-F	Application	Shaggy Rogers
G-K	Transfer Request	Charlie Brown
L-O	Application	Katniss Everdeen

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Questions?



- 1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.
- OR
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