

Special Needs Scholarship Program New SNSP Schools Notice of Intent to Participate

If your school is a current participant in the SNSP, please refer to the Continuing SNSP School Intent to Participate Training.

February 2024



Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or SNSP. The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49. Provisions of this training module are subject to statutory and rule changes.

This training module will provide information on the SNSP Notice of Intent to Participate for schools that are not currently participating in the SNSP. If your school is a current participant in the SNSP, please refer to the Continuing SNSP School Intent to Participate presentation.

Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed.
- Generally completed by SNSP administrator. Can also be completed by the school's head of governing board.
- Due annually by the first weekday in March.

2

Schools registering to participate in the SNSP must submit the Notice of Intent to Participate, or ITP, form annually by the first weekday in March. The ITP must be electronically signed. Generally, the ITP is completed by the SNSP administrator but the school's head of governing board may also complete it. The ITP must be completed by the first weekday of March.

Private School in Wisconsin

- If a school would like to participate in the SNSP, it must first be set up in the [DPI Private School Directory](#).
- If your school is not currently set up in the DPI Private School Directory, the school must complete the [DPI School Modification Form](#) as soon as possible.
- In the “General description of request” section of the form indicate, “Set up school as a new private school for the 2024-25 school year. The school intends to participate in the Special Needs Scholarship Program in the 2024-25 school year.”
- The school will not be able to access the SNSP Portal to complete the ITP or Special Education Profile until the school is set up as a school with DPI.

3

If your school is not currently set up as a private school in the DPI Private School Directory, the school must submit the School Modification form at <https://dpi.wi.gov/cst/school-directory/school-mod-form> as soon as possible. Please indicate in the School Modification form that you intend to participate in the Special Needs Scholarship Program in the 2024-25 school year. Until you complete this form and the school has been set up, you will not be able to access the SNSP portal, which is required to complete registration forms that are due by March 1, 2024.

Accessing the SNSP Portal

- The 2024-25 SNSP ITP is submitted using the SNSP Portal, which is available in [WISEhome](#).
- The SNSP Administrator will need a WAMS ID in order to obtain access to the SNSP Portal.
- See the [Adding SNSP Portal Access Instructions](#) on the Registration webpage for information on how to obtain access to the SNSP Portal.
- Schools should complete a [help desk ticket](#) if they have questions on creating a WAMS account or accessing the SNSP Portal.

The ITP is completed in the SNSP Portal, which is available in [WISEhome](#). The person who is submitting the ITP can either be the SNSP Administrator or the Head of the Governing Board. The first step to get access to the SNSP Portal is to determine if you already have a WAMS ID and obtain a WAMS ID if you do not already have one. Once the SNSP Administrator has a WAMS ID, they will need to log in and obtain access to the SNSP Portal. See the [Adding SNSP Portal Access Instructions](#) on the Registration webpage for information on how to obtain access to the SNSP Portal.

If your school has a school organizational Gmail account, then you may be able to use that to log into WAMS. If you have any questions on creating a WAMS account, please complete a help desk ticket at <https://dpi.wi.gov/wise/secure-home-info/wiseshome-wisecure-help-ticket>. An individual from the Department's Customer Services Team will reach out to assist you. Please note the SNSP team is not managing adding SNSP users for the SNSP Portal, so we will not be able to assist you with this process.

WISEhome

- Once logged into WISEhome, click on SNSP Portal.

Special Needs Scholarship program (SNSP)



[SNSP Portal](#)

Once logged into WISEhome, click on SNSP Portal.

SNSP School Set Up Form

[Home](#)

The school is not currently identified as a school that is participating or will participate in the SNSP. Please email snsdp@dpi.wi.gov or call 1-888-245-2732 ext. 4 if you believe you have received this message in error. If your school will be a first time participant in the SNSP for the upcoming school year, you must first email snsdp@dpi.wi.gov or call 1-888-245-2732 ext. 4 requesting access to the SNSP Portal.

- Schools that will be new to the SNSP in the 2024-25 school year need to complete the [SNSP School Information Set Up form](#) in order to access to the SNSP Portal.
- If the school tries to access the SNSP Portal before completing the form, they will receive the message above.

For schools that are new to the SNSP, the school will need to complete the SNSP School Information Set Up form on the SNSP School Registration page: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>. The form provides DPI with information on which schools will be participating in the SNSP for the first time in the 2024-25 school year and the SNSP Administrator's name and email address that needs to be approved for access to the SNSP Portal for the school.

How to get to the SNSP ITP & Special Education Profile

Click the item you are ready to work on from the SNSP Portal main page.

The screenshot shows the SNSP Portal main page. A blue arrow points from the text 'Click the item you are ready to work on from the SNSP Portal main page.' to the 'Intent to Participate' and 'Special Education Profile' links in the 'School Information' dropdown menu. Another blue arrow points to the 'SNSP Registration Requirements for the 2024-25 School Year' section, which contains a table of required items.

Required Items	Status	Due Date
1. Intent to Participate	Not Started	March 01, 2024
2. Special Education Profile	Not Started	March 01, 2024
3. Private School Requirements Form		March 01, 2024
4. Financial Requirement - Budget		March 01, 2024
5. Financial Requirement - Surety Bond		June 03, 2024

Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.

You must submit the ITP and the Special Education Profile using the SNSP Portal.

On the main page when you enter the SNSP Portal, you can access the Intent to Participate and Special Education Profile two ways:

- 1) Click on School Information in the top blue bar and select the item you would like to complete.
- 2) Click on "Intent to Participate" or "Special Education Profile" in the SNSP Registration Requirements for the 2024-25 School Year box. This box includes a list of the initial SNSP Registration Requirements for the 2024-25 School Year.

Registration Status

- The status column will give you an update of the school's status for the items listed.
- Item 3 will remain blank unless you provide a Private School Requirements form. The form is required if the school is not fully accredited for all available SNSP grades.
- Items 4 and 5 will indicate if they are required based on the responses you enter in the ITP.

SNSP Registration Requirements for the 2024-25 School Year		
Required Items 1. Intent to Participate 2. Special Education Profile 3. Private School Requirements Form 4. Financial Requirement - Budget 5. Financial Requirement - Surety Bond	Status Not Started Not Started	Due Date March 01, 2024 March 01, 2024 March 01, 2024 March 01, 2024 June 03, 2024

Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.

8

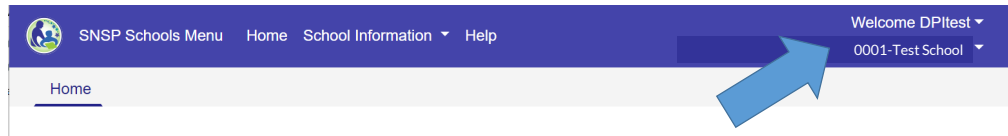
The status column will give you an update of the school's status for the items listed.

Item 3 will remain blank unless you provide a Private School Requirements form. The form is required if the school is not fully accredited for all available SNSP grades.

Items 4 and 5 will indicate if they are required based on the responses you enter in the ITP.

If you have questions about what your school needs to submit by March 1, 2024, please review the SNSP School Registration Training at: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>. You can access this page by clicking the "Help" link on the top blue bar.

Change Schools in the SNSP Portal



- If you are the SNSP Administrator for more than one school, you will need to complete the Intent to Participate and Special Education Profile for each school in the SNSP Portal.
- You can change the school by clicking the school name in the top right corner and selecting the school you would like to work on/review the information for.
- The top right corner will indicate the school you are accessing.

9

If you are the SNSP Administrator for more than one school, you will need to complete the Intent to Participate and Special Education Profile for each school in the SNSP Portal. You can change the school by clicking the school name in the top right corner and selecting the school you would like to work on/review the information for. The top right corner will indicate the school you are accessing.

Starting the ITP



SNSP Schools Menu ▾

Home

Student Information ▾

School Information ▾

Help

Welcome Helen ▾

0001-Test School

Instructions

Notice of School's Intent to Participate Special Needs Scholarship Program (SNSP)

School Year: 2024-25

Due Date: **On or before March 01, 2024**

Collection of this information is a requirement of [Wis. Stat. §115.7915](#)

The Intent to Participate (ITP) is required to be completed by the head of the school's governing board, or if designated by the head of the governing board, the SNSP administrator. The information on each page will be saved when you click the "Previous Page" or "Next Page" button. If you need to make changes to the ITP after it has been submitted, you can email snsdp@dpi.wi.gov until March 01, 2024, requesting that your ITP be unlocked so the changes can be made.

Next Page ➞



**Review the instructions
and click the Next Page
button.**

10

Page Navigation

← Previous Page

Next Page →

- Use the Previous Page and Next Page buttons to navigate between pages.
- Clicking on Previous Page and Next Page will save your work if you need to log out and return later.

11

The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the “Next Page” option. The “Previous Page” button will show beginning with the second page. If the school tries to go to the next page without completing all of the required fields, it will receive an error message. The school will then be required to complete the missing information before proceeding to the next page. Please note that on some pages the “Next Page” button will not be visible or clickable until all required fields are entered in and all errors have been resolved.

School Information

[Instructions](#) [School Contact Info](#)

Intent to Participate: School Information

School Information

School Name: Test School
School Phone Number: (987) 654-3210
School Federal Identification Number (FEIN):

Note: Changes to the school name must be made by submitting a [Help Desk ticket](#) requesting the change. Changes to the phone number must be made in the [School Directory Application](#).

- The school name and phone number will be filled in. It will indicate the school name and phone number in the private school directory. If you need to change the name, you must complete a [help desk ticket](#) as soon as possible requesting the change.
- Complete the Federal Tax ID number or FEIN. If you do not yet know the FEIN, insert TBD.

12

The school name will be filled in. It will indicate the school name in the private school directory. If you need to change the name, you must complete a [help desk ticket](#) as soon as possible requesting the change.

Complete the school phone number and Federal Tax ID number or FEIN. If you do not yet know the FEIN, insert TBD. Once you complete the section, select "Next".

IRS EIN/FEIN Letter

1. All new SNSP schools are required to provide an Employer Identification Number (EIN) Letter. This letter is issued by the IRS.
2. The letter includes the school's:
 - Legal Name
 - Address
 - Employer Identification Number (EIN or FEIN)
3. The EIN Letter will be used to:
 - Verify the school's legal entity name if a school chooses the surety bond option
 - Set up new schools to receive their SNSP payments via ACH


How to Request an IRS EIN Letter

1. First, check with the school's accountant, business office, and/or payroll office to see if they have the school's original EIN confirmation letter.
2. If the school is unable to locate its EIN letter, then the school will need to contact the IRS and request a letter with the EIN. The IRS's call center number is 800-829-4933.

EIN Confirmation Letter Recommendations

1. It is important to remember that the school is not requesting a new Employer Identification Number. The school is requesting that the IRS mail a letter identifying the EIN. Requesting the letter be faxed may result in this process taking less time (1 day instead of 2-3 weeks if sent in the mail).
2. The school should start this process early because it can take several weeks to obtain an EIN Letter from the IRS.
3. Once obtained, the EIN Letter should be emailed to: snsp@dpi.wi.gov.

Sample Original EIN Letter

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: MO-DY-YEAR

Employer Identification Number:
XX-XXXXXXX

Form: SS-4

Number of this notice: XX ### X

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

HEARING LOSS ASSOCIATION OF AMERICA

Chapter's Name

Chapter's Street/Mailing Address
City State Zip

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN XX-XXXXXXX. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Sample EIN Letter Issued Upon Request



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201

In reply refer to: XXXXXXXXX
Nov 28, 2022 LTR 147C
XX-XXXXXX

School Legal Entity Name
Address

City WI zip

Taxpayer Identification Number: XX-XXXXXX

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of November 28th, 202x.

Your Employer Identification Number (EIN) is xx-xxxxxxx. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

What is Not an Acceptable EIN Letter

1. Copy of your school's W-9 or quarterly 941 forms.
2. A copy of your school's deed or title to any property it holds.
3. A copy of your school's 501(c)(3) tax-exempt status letter from the IRS.
4. A copy of your school's articles of incorporation.
5. A letter from the School's synod or dioceses stating the school's legal name.

SNSP Administrator

- The school's SNSP Administrator must be one of the following:
 - Owner of the school; or
 - An individual appointed as the school's SNSP Administrator by the school's governing body.

SNSP Administrator Information

SNSP Administrator First Name:

SNSP Administrator Last Name:

SNSP Administrator Phone:

(xxx) xxx-xxxx

SNSP Administrator Email:

Next

The school must identify the SNSP Administrator and their email address on the ITP. The SNSP Administrator must either be the owner of the school or an individual who is appointed by the school's governing board to be the SNSP Administrator.

If the SNSP Administrator is completing the ITP, the name identified must match the individual completing the ITP.

SNSP Administrator (cont)

- The SNSP Administrator's responsibilities will include, but not be limited to:
 - Completing the required SNSP school documentation.
 - Accepting student applications and transfer requests.
 - Verifying required student application and transfer request documents.
 - Serving as the primary contact for the school's SNSP.

The SNSP Administrator will be responsible for completing the required SNSP school documentation, accepting and verifying student applications, and will also be the school's primary contact for SNSP questions. Some email communications from the Department will only be sent to the SNSP Administrator. Additionally, reports can only be signed and submitted by the SNSP Administrator. As a result, it is important that the school identify an SNSP Administrator who will be available to complete the SNSP reports by the required deadlines and ensure timely follow up to any questions or outstanding items.

Head of Governing Board

- Next, identify the first and last name and email address of the school's head of the governing board.
- If the school is part of a legal entity, the head of the governing board of the legal entity must be listed, even if there is a school sub committee.
- If the head of the governing board is the individual completing the ITP, the name here must match that individual.

Head of Governing Board Information

First Name:

Last Name:

Email Address:

Next

School Information & Locations

Mailing Information

School Mailing Address:

School Mailing City:

School Mailing State:

WI

School Mailing Zip:

Note: Changes to the school's mailing address must be made in the [School Directory Application](#).

Next

☐ Is your main school location the same as your mailing address? If so, check this box to copy the mailing address into School Location 1.

- The mailing information must be the address where the school would like DPI to send the correspondence for the school.
- If the mailing address is the same as your main school location, check the box at the bottom of the address before selecting the Next box.

22

The mailing address will first be identified. Please note the location identified will be the address from the 2024-25 Private School Directory information. If you identify the address is not correct on the screen, the change should also be submitted in the private school directory using the Private School Directory application at <https://apps6.dpi.wi.gov/SchoolDirectory/>.

If the mailing address is the same as your main school location, check the box at the bottom of the address before selecting the Next box.

School Locations-Adding Locations

School Locations

All locations of the school must be included. If the mailing address is also a school location, it must be included in this section. Click Add Location to add a location; click Delete for a location no longer offered.

Add Location

School Location 1:

123 Main St

Delete Location

School Location 1 City:

madison

School Location 1

State:

WI

School Location 1 Zip

Code:

12345

Previous Page

Next Page

- All locations of the school must be identified in the ITP.
- If the mailing address is also a school location, it must be included in the school locations section.
- If you have more than one school location, click the Add Location button and add each location. Location 1 should be the school's primary location.
- The school must meet the certificate of occupancy requirements for all locations of the school.

23

The school must meet the certificate of occupancy requirements for all locations of the school. These requirements are covered in detail in the 2024-25 Registration Requirements Overview training module. A link to the SNSP school training modules is available at the end of this presentation.

School Locations-Deleting Locations

School Locations

All locations of the school must be included. If the mailing address is also a school location, it must be included in this section. Click Add Location to add a location; click Delete for a location no longer offered.

Add Location

School Location 1:

123 Main St

Delete Location

School Location 1 City:

madison

School Location 1
State:

WI

School Location 1 Zip
Code:

12345

Previous Page

Next Page

- If you need to delete a location, complete the following:
 - Enter information in each location box.
 - Click the “Add Location” button.
 - The Delete location button will then be clickable for locations after location 1.
- Location 1 cannot be deleted since the school must have at least one location. If Location 1 is incorrect, overwrite the Location 1 information with the corrected information.

SNSP Summer School

[Instructions](#) [School Contact Info](#) [Summer School](#)

Intent to Participate: Summer School for SNSP Pupils

SNSP administrators of schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The information below will be used to calculate the expected summer school payment that will be included in this calculation. The total expected SNSP payment will be provided later in this process.

Offering Summer School

Does the school intend to offer a SNSP summer school program during the summer of 2024?

- ☐ Yes
☐ No

[Previous Page](#)

[Next Page](#)

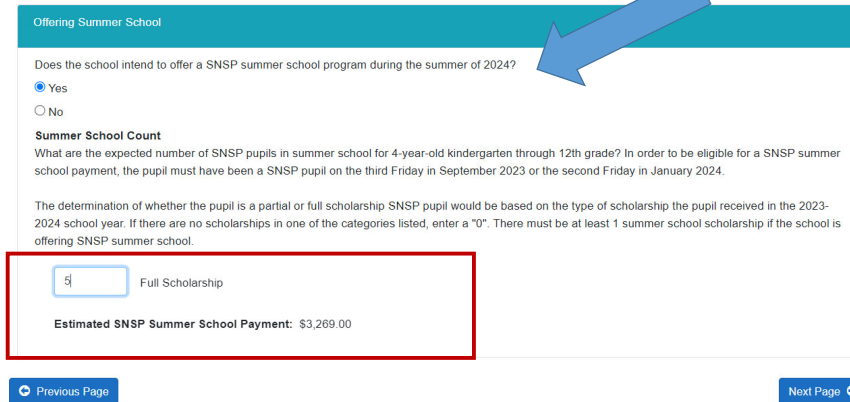
25

Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage. A link to this webpage is available at the end of this training. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. Both the summer school amount, which will be calculated on this page, and the regular school year amount will be included in the expected SNSP payments.

SNSP Summer School (cont)

The form is dynamic – the bottom section will only appear if you select “Yes” above.



Offering Summer School

Does the school intend to offer a SNSP summer school program during the summer of 2024?

☒ Yes
☐ No

Summer School Count

What are the expected number of SNSP pupils in summer school for 4-year-old kindergarten through 12th grade? In order to be eligible for a SNSP summer school payment, the pupil must have been a SNSP pupil on the third Friday in September 2023 or the second Friday in January 2024.

The determination of whether the pupil is a partial or full scholarship SNSP pupil would be based on the type of scholarship the pupil received in the 2023-2024 school year. If there are no scholarships in one of the categories listed, enter a "0". There must be at least 1 summer school scholarship if the school is offering SNSP summer school.

Full Scholarship

Estimated SNSP Summer School Payment: \$3,269.00

[Previous Page](#) [Next Page](#)

The pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January during the 2023-24 school year in order for the pupil to be eligible for SNSP summer school.

26

If the school indicates that it will have SNSP summer school, it must identify the number of SNSP pupils that will be in summer school. **Please be aware that the pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January during the 2023-24 school year in order for the pupil to be eligible for SNSP summer school.**

When the number of SNSP summer school pupils is entered in, the expected SNSP summer school payment will be indicated. The summer school payment is based on 5% of the payment for that pupil in the previous school year.

Available Grade Levels

Intent to Participate: Grades Available for SNSP Pupils

SNSP Grades

Select all the grade levels that will be available for new and/or continuing SNSP pupils:

<input type="checkbox"/> 4-year-old kindergarten	<input type="checkbox"/> Grade 6
<input type="checkbox"/> 5-year-old kindergarten	<input type="checkbox"/> Grade 7
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 8
<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 9
<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 10
<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 12

Previous Page

Next Page

- It is the school's choice whether it would like to have a SNSP scholarship available in every educational programming grade the school offers or only some of the grades.
- The school must have at least 1 scholarship in each grade category it identifies as available for SNSP pupils.

27

The next page of the ITP requires the school to select the grade levels that it will have SNSP scholarships available in. The grade levels that private schools can choose from include: 4-year-old kindergarten, 5-year-old kindergarten, and first through twelfth grade.

Please note that SNSP schools do not have to offer SNSP scholarships for all grades the school has. The school may choose to offer SNSP scholarships in only some of its grades. However, a school that uses the accreditation letter option rather than the Private School Requirements form, must be fully accredited for all grades that are available for SNSP pupils. See the Accreditation Bulletin and School Registration page for additional information. A link to the webpages where these are available is at the end of the training.

Four-Year-Old Kindergarten Programs

Four-Year-Old Kindergarten Programs

Four-year-old kindergarten programs are generally a 0.5 full-time equivalent (FTE). The school may choose to provide 87.5 hours of 4-year-old parental outreach activities for 4-year-old kindergarten parents and caregivers. If the school provides this, it is eligible for 0.6 FTE.

If the school is also participating in the Private School Choice Programs (PSCP) and offering a 4-year-old kindergarten for the PSCP, the 4-year-old kindergarten option used for SNSP must be the same as the PSCP.

See the K4 Parental Outreach Activities Bulletin available on the SNSP Bulletins webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins> for information on the K4 parental outreach requirements.

Will the school provide 87.5 or more hours of 4-year-old kindergarten parental outreach activities?

- ☐ No
☐ Yes

- See the [K4 Parental Outreach Bulletin](#) for information on the requirements.
- If the school is participating in the Choice programs, the K4 program type selection must match the type of program selected for the Choice programs.

28

If the school has indicated that it will have four (4)-year old kindergarten, or K4, available to SNSP pupils, the school must indicate the type of K4 program it will offer. Pupils in K4 are generally counted as 0.5 full-time equivalent (FTE). The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides 87.5 or more hours of parental outreach for the parents of the K4 pupils. If the school is participating in the Choice programs, the K4 program type selection must match the type of program selected for the Choice programs.

Further information about the K4 Parental Outreach Program option is available in the K4 Parental Outreach Activities Bulletin and in the K4 Parental Outreach Activities training module. Links to the SNSP Bulletins webpage and the SNSP school training modules are available at the end of this presentation.

Five-Year-Old Kindergarten Program

- Select all five-year-old kindergarten (K5) programs the school will offer for SNSP pupils.
- You may select more than one option, but you will need to offer at least one SNSP scholarship for every grade category selected.

Instructions School Contact Info Summer School SNSP Grades K4 Programs K5 Programs

Intent to Participate: Grades Available for SNSP Pupils - K5 Programs

Five-Year-Old Kindergarten Programs

You have indicated that the school will have a 5-year-old kindergarten program. There are several different 5-year-old kindergarten program options available for the SNSP. A kindergarten pupil is generally counted as 0.5 full-time-equivalent (FTE). If the school is providing full-day instruction for the 5-year-old kindergarten pupils five days a week, the pupils are counted as 1.0 FTE. The school may also choose to provide full-day instruction for three days a week for an entire school term (which is 0.6 FTE) or full-day instruction for four days a week for an entire school term (which is 0.8 FTE).

Select all of the 5-year-old kindergarten programs that the school will have available for SNSP pupils:

- ☐ 5-Year-Old Kindergarten 0.5 FTE
- ☐ 5-Year-Old Kindergarten 0.6 FTE (3 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 0.8 FTE (4 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 1.0 FTE (5 full days of instruction each week)

29

If the school has indicated that it will have five (5)-year old kindergarten, or K5, available to SNSP pupils, the school must indicate the type of K5 program it will offer. The FTE for pupils in K5 is dependent on how many full days a week a pupil is attending.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.

Number of SNSP Scholarships Available

SNSP Available Scholarships

+ **New SNSP Pupils:** (click the minus sign to see information on this calculation)

Enter the number of SNSP scholarships available for new SNSP pupils at the school. This should NOT include any pupils that are included as SNSP continuing pupils.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no scholarships in one of the grade categories listed, enter a "0".

	New SNSP Pupils
4-Year Old Kindergarten (0.6 FTE)	<input type="text"/>
5-Year Old Kindergarten (0.5 FTE)	<input type="text"/>
5-Year Old Kindergarten (1.0 FTE) <i>5 full days of instruction each week</i>	<input type="text"/>
Grades 1-8 (1.0 FTE)	<input type="text"/>
Grades 9-12 (1.0 FTE)	<input type="text"/>

- All grade categories identified must have scholarships available or the grade category must be removed.
- Use the Previous Page button to go back and remove a grade category.

All new SNSP schools will need to identify how many SNSP scholarships are available at the school. The total number of available SNSP scholarships at the bottom will be calculated as the number of scholarships for each category are entered. All grade categories on the screen must have at least one available SNSP scholarship.

If there are no available SNSP scholarships in a particular grade category, the school should return to the applicable screen to remove the category. If the school is removing a grade, the school should go back to the available grades screen and remove the grade(s) that will not have any available SNSP available scholarships. If the school will have K5 available for the SNSP but would like to remove one of the FTE categories, the school must go back to the K5 programs page and remove the check next to the categories that will not be available for SNSP pupils.

Number of SNSP Scholarships Available (cont)

	New SNSP Pupils
4-Year Old Kindergarten (0.6 FTE)	<input type="text" value="1"/>
5-Year Old Kindergarten (0.5 FTE)	<input type="text" value="5"/>
5-Year Old Kindergarten (1.0 FTE) <i>5 full days of instruction each week</i>	<input type="text" value="2"/>
Grades 1-8 (1.0 FTE)	<input type="text" value="1"/>
Grades 9-12 (1.0 FTE)	<input type="text" value="5"/>
<hr/>	
Total SNSP Scholarships Available	14
<hr/>	
Total SNSP Expected Payments	
Regular School Year Expected SNSP Payment: \$145,143.60	
Summer School Expected SNSP Payment: \$3,253.25	
Total Expected SNSP Payment: \$148,396.85	

Your expected SNSP Payment is provided here. If you change the number of scholarships available, this number will change accordingly.

31

The bottom of the page will calculate the expected SNSP payments. This section will include the summer school expected payments from the previous page and calculate the regular school year payments based on the available SNSP scholarships entered for each grade category.

The regular school year SNSP pupil payments are calculated on a per FTE basis. Previous slides discussed how the FTE is determined for K4 and K5 pupils. Pupils in grades one (1) through twelve (12) are 1.0 FTE.

For more information about SNSP payments, please see the Payment Process, Pupil Count Report & Audit Overview training module. A link to the SNSP school training modules can be found at the end of this presentation.

School Financial Information and Surety Bond

If the school's expected SNSP payment on the previous page is not greater than \$50,000, the school will not see this page.

[Instructions](#) [School Contact Info](#) [Summer School](#) [SNSP Grades](#) [SNSP Pupils](#) [Financial Info](#)

Intent to Participate: Financial Information or Bond Required

Based on the number of available SNSP scholarships entered in the previous screen, the expected SNSP payment amount is \$153,919.00.

If the expected payments are more than \$50,000, Wis. Stat. §115.7915 requires that the school either:

- Provide a surety bond for 25% of the expected SNSP payments, or
- Provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments.

Financial Information: If the school intends to provide financial information, a 2024-25 budget on the form required by the department, with all the required attachments, must be submitted by March 1, 2024. The financial information must demonstrate that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The department will also review the school's financial audit and other financial related information available to the department to determine whether the school meets the requirements. See the [Private School SNSP Registration Requirements training](#) for additional information on the requirements.

Bond: If the school will provide a bond, it must provide the bond by June 3, 2024. The required bond form will be emailed, by mid-April, 2024, to all SNSP schools who did not provide a 2024-25 budget on the form required by the department by March 1, 2024.

- ☐ The school will submit a surety bond by June 3, 2024
- ☐ The school will submit a DPI Budget & Cash Flow Report by March 1, 2024

[Previous Page](#)

[Next Page](#)

If a school is expected to receive \$50,000 or more of SNSP scholarships, based on the total number of pupils entered into the ITP, then the school will be required to indicate on the ITP which option the school will provide, either the required financial information by the first weekday in March (March 1, 2024) prior to the school year or a surety bond to the DPI by the first weekday in June (June 3, 2024).

If the school's expected SNSP payment on the previous page is not greater than \$50,000, the school will not see this page.

For more information about the financial information or surety bond, please see the SNSP 2024-25 Registration Requirements Overview training module. A link to the webpage with the SNSP training modules can be found at the end of this presentation.

Agreement and Submission

Intent to Participate: Agreement & Submission

I AGREE, on behalf of the private school, that the private school will comply with all of the requirements of the Special Needs Scholarship Program ("SNSP"), as set forth in [Wis. Stat. §115.7915](#), [Wis. Admin. Code ch. PI 49](#), and the department's trainings, guidance, and bulletins. This agreement constitutes a condition of receipt of funds under the SNSP. I further understand and agree that this notice of intent to participate is binding upon the private school, its successors, transferees and assignees for the period during which the private school is a participant in the SNSP. I assure, on behalf of the private school, that all contractors, subcontractors, subgrantees, and others with whom the private school arranges to provide services or benefits to its pupils, in connection with the SNSP, will not violate the requirements of the SNSP.

I have read [Wis. Stat. §115.7915](#) and [Wis. Admin. Code ch. PI 49](#). I understand that [Wis. Stat. §115.7915](#) and [Wis. Admin. Code ch. PI 49](#) are subject to statutory and administrative rule changes. In the event of failure to comply with the SNSP requirements, I understand that the school's participation in the SNSP can be terminated or payments withheld or both.

Electronic Signature

I am signing the intent to participate in my capacity as:

- ☐ SNSP Administrator
☐ Head of the Governing Board
☐ SNSP Administrator and Head of the Governing Board

Choose your role for the school and certify the ITP.

☐ BY CHECKING THIS BOX I CERTIFY THE FOLLOWING:

1. I have signed this form electronically.
2. I am authorized to sign this form on behalf of the school as the head of the governing board or, if designated by the head of the governing board, the SNSP administrator.
3. All of the information in this form is complete and accurate to the best of my knowledge.
4. I have the legal authority to submit this form on behalf of the school.
5. I understand and agree to comply with all of the provisions and requirements set forth in this form.

You must click the "Submit Notice of Intent to Participate" button to ensure DPI receives your data. Once submitted, you will have the opportunity to print a copy of the application. You should print a copy of the application for your records.

[Submit Notice of Intent to Participate](#)

The final page of the ITP requires the head of the school's governing board, or the SNSP Administrator, if designated by the head of the school's governing board, to check the box on the agreement page indicating that the school will comply with the SNSP requirements. If the school fails to comply with the SNSP requirements, the school may not be eligible to receive SNSP payments or may be terminated from the SNSP.

By checking the box and submitting the form, the head of the school's governing board, or the SNSP Administrator, is also indicating that they have read the statutes and administrative rules governing the SNSP. The SNSP is governed by Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49. Links to Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49 are available at the end of this presentation and on this page in the ITP.

The head of the school's governing board, or the SNSP Administrator if designated by the head of the governing board, must click the submit button to submit the school's ITP to the department.

Updated Registration Requirements Summary

SNSP Registration Requirements for the 2024-25 School Year		
Required Items	Status	Due Date
1. Intent to Participate	Filed	March 01, 2024
2. Special Education Profile	Not Started	March 01, 2024
3. Private School Requirements Form		March 01, 2024
4. Financial Requirement - Budget	Not Applicable	March 01, 2024
5. Financial Requirement - Surety Bond	Required - Not Filed	June 03, 2024

Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.

- After the ITP is submitted, the Status will automatically change to “Filed.”
- The Financial Requirements – Budget and Surety Bond will update to indicate “Required-Not Filed” for the applicable option if the bond or budget is required based on the completed ITP.

34

After the ITP is submitted, the Status will automatically change to “Filed.” The Financial Requirements – Budget and Surety Bond will update to indicate “Required-Not Filed” for the applicable option if the bond or budget is required based on the completed ITP.

Changes to ITP After Submission

SNSP Registration Requirements for the 2024-25 School Year		
Required Items	Status	Due Date
1. Intent to Participate	Resubmission Needed	March 01, 2024
2. Special Education Profile	Resubmission Needed	March 01, 2024
3. Private School Requirements Form		March 01, 2024
4. Financial Requirement - Budget		March 01, 2024
5. Financial Requirement - Surety Bond		June 03, 2024

Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.

- If you need to change something after you have submitted the ITP or Special Education Profile, you may request to have them unlocked until the due date, March 1, 2024, by emailing snsdp@dpi.wi.gov.

35

If the ITP and/or special education profile is locked and the school determines it would like to make revisions to them, the school can request that the ITP be unlocked before the due date by emailing snsdp@dpi.wi.gov. When a report is unlocked after it has been filed, the status will indicate "Resubmission Needed". Once it is resubmitted, it will go back to "Filed".

The school should then resubmit the ITP with the changes as soon as possible but no later than the due date of the ITP.

The DPI may also email schools notifying them that the ITP or special education profile has been unlocked due to items identified by DPI. The school must make the corrections and resubmit the form as soon as possible in advance of the due date.

Save and/or Print a Copy for Your Records

The screenshot shows the SNSP Schools Menu interface. The top navigation bar includes links for Home, Student Information, Pupil Count, School Information, and Help. The main content area is titled 'Summary of Intent to Participate' and shows the school year as 2024-2025. A message states that the intent to participate for the 2024-2025 school year was submitted on January 29, 2024, by Helen L. Long. A blue 'Download PDF' button with a download icon is circled in red. Below this, there are sections for 'School Contact Information' (including School Name, School Phone, School Federal Identification Number (FEIN), SNSP Administrator, Phone, Email, Head of Governing Board, School Mailing Address, Number of School Locations, and School Location 1), 'Summer School' (Summer School Offered: No), and 'SNSP Grades' (SNSP Available Grades: 1, 2, 3). The 'SNSP Available Grades' section includes a table with columns for 'H4 (0.5 FTE Selected)', 'H4 (0.5 FTE with Outreach Selected)', 'H5 (0.5 FTE Selected)', 'H5 (0.5 FTE (2 full days of instruction each week) Selected)', and 'H5 (0.5 FTE (4 full days of instruction each week) Selected)', all of which are currently set to 'No'.

Download a PDF of the summary. You may save and/or print a copy for your files.

If, in the future, you want to review what was submitted for the ITP, you will be able to continue to access the summary in the SNSP Portal.

36

It is recommended that the school download the summary of the ITP for the school's records. However, the SNSP Portal will continue to be accessible by the SNSP Administrator and, if applicable, the Head of the Governing Board, so the school will be able to continue to review the submitted responses after March 1, 2024.

Quiz #1

Which schools must complete the Intent to Participate?

- a. Only new schools prior to their initial year in the SNSP.
- b. All participating private schools must complete the forms every year to participate in the SNSP.
- c. Public schools who have pupils participating in the SNSP.

The correct answer is b. All participating private schools must complete the Intent to Participate every year for the SNSP.

Options a and c are not correct. The SNSP allows a pupil with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. Therefore it is private schools, not public schools, who can participate in the SNSP.

Quiz #2

Who must electronically sign and submit the Intent to Participate? (Select all that apply)

- a. The head of the school's governing board.
- b. Any staff member at the school.
- c. The school's business manager.
- d. The individual designated as the school's SNSP administrator.

38

The correct answers are a or d. Wisconsin law requires that the ITP be signed and submitted to the DPI by the head of the school's governing board, or if designated by the head of the governing board, the special needs scholarship program administrator.

Available Resources

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

- [School Registration Page](#)
- [SNSP Bulletins](#)
- [School Submitted Reports Webpage](#)
- [SNSP Payments](#)
- [SNSP Training](#)
- [SNSP Statutes & Rules](#)

39

This slide includes the webpages that were referenced during the training.

Questions

Email: snsp@dpi.wi.gov

Phone: 1-888-245-2732 ext. 4



40

If you have any questions about the information discussed in this module please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 4.