

Payment Process, Pupil Count Report, & Audit Overview



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 discuss the SNSP payment process, the pupil count reports, and the enrollment audits.

FTE Determination

- FTE means full-time equivalent and is used to calculate the payment amount per SNSP pupil.
- Pupils in grades 1 -12 are counted as 1.0 FTE.

The SNSP payments are made based on the full-time equivalent or FTE. Pupils in grades 1-12 are counted as 1.0 FTE.

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.

3

The FTE for pupils in five year-old kindergarten, or K5, is dependent on how many full days a week a pupil is attending. If the school provides a K5 program for its SNSP pupils, the school must identify on the Intent to Participate form, or ITP, which K5 program the school will have.

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.

4-Year Old Kindergarten FTE

- Four year-old kindergarten (K4) pupils are generally counted as 0.5 FTE.
- If the school provides an additional 87.5 hours of parental outreach activities for the parents of K4 pupils, the school may count the pupils as 0.6 FTE.

4

Pupils in four year-old kindergarten, or K4, are generally counted as 0.5 FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides K4 parental outreach activities for the parents of its K4 pupils. The school is required to identify on its ITP if it plans on providing an additional 87.5 hours of K4 parental outreach activities to qualify for the additional 0.1 FTE.

K4 parental outreach activity requirements are discussed in further detail in the K4 Parental Outreach Activities Bulletin, as well as in Module 2-2.

Payments

- The Department of Public Instruction (DPI) pays the scholarship amount per FTE.
- Eligible schools will receive an ACH for each payment in September, November, February and May.
 - The September and November payments are ultimately based on the number of pupils that meet the attendance requirements for the 3rd Friday in September.
 - The February and May payments are based on the number of pupils that meet the attendance requirements for the 2nd Friday in January.
 - The summer school payment is issued to eligible schools as a separate payment and paid at the same time as the quarterly payment the school receives in November.

5

During the school year, the DPI pays the school based on the scholarship amount per FTE.

SNSP payments are made via electronic funds transfers into a bank account designated by the school. When a school first joins the SNSP, it must be set up in the Aids Banking System if it has not previously received payments from the DPI. Schools that previously received Private School Choice Program or USDA Food Program payments are already set up in the Aids Banking System. The DPI maintains an Aids Register, which includes a history of payments made to the schools. The Related Links on the SNSP webpage includes a link for the Aids Register. A link to the SNSP website can be accessed in the resources tab at the top of the training module screen.

SNSP payments are made quarterly. The payments for September and November are ultimately based on the number of pupils that met the attendance requirements as of the 3rd Friday in September. The February and May payments are based on the number of pupils that met the attendance requirements for the 2nd Friday in January. The summer school payment is issued to eligible schools as a separate payment and paid at the same time as the quarterly payment the school receives in November.

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 and May payments are each 25% of the annual FTE SNSP payment amount for each eligible pupil on the 2nd Friday in January Pupil Count Report and class list.

6

Since the DPI needs to make a payment by the end of September for the pupils that meet the attendance requirements as of the 3rd Friday in September, the schools are required to submit the Preliminary Enrollment Report. This report identifies the number of pupils that are enrolled in the school as of the end of August.

The November payment is then a true-up payment. The November payment is calculated based on the number of SNSP pupils on the 3rd Friday in September Pupil Count Report multiplied by 50% of the annual payment less the payments received in September. So if there are pupils that were on the Preliminary Enrollment Report that do not end up attending the school and meeting the 3rd Friday in September Pupil Count Report requirements, the school will be required to repay the September payment for those pupils. If there are pupils that were not included on the Preliminary Enrollment Report that meet the 3rd Friday September count requirements, the school will receive 50% of the annual payment for the pupils in November.

The February and May payments are each 25% of the annual FTE amount for each eligible pupil on the 2nd Friday in January Pupil Count Report.

Summer School Count Report

- **Provide information:**
 - **Verifying the summer school program included at least 19 days of instruction and each day of instruction was comprised of at least 270 minutes of instruction; and**
 - **Noting which eligible pupils attended the program and for how many days.**
- **Due by September 15.**

7

Schools that provide SNSP summer school must submit a SNSP Summer School Count Report. In order to receive a summer school payment, the school must have provided summer school for at least 19 days, with each day having at least 270 minutes of instruction.

Pupils are eligible for a SNSP summer school payment if they were counted in the SNSP on either of the count dates in the school year immediately preceding summer school. For any pupils that are eligible, the school identifies the number of days that the pupil attended summer school.

The summer school count report is due by September 15.

There is a Summer School Bulletin available on the SNSP Bulletins webpage with additional information on the SNSP summer school requirements.

Summer School Count Report (cont)

- The per pupil summer school payment for each eligible pupil on the Summer School Count Report is determined as follows:
 - Pupil attends 15 or more days: 5% of the maximum per pupil state aid amount from the prior year for that pupil.
 - Pupils attends less than 15 days: prorated payment based on the number of days the pupil attended.
- If the pupil was a partial scholarship pupil in the preceding school year, the state aid payment used will be based on the partial scholarship amount from the prior year.

8

In the Summer School Count Report, the school identifies the number of days that each SNSP pupil attended summer school. If the school identifies that a pupil attended 15 or more days of summer school, the school receives 5% of the maximum per pupil state aid amount from the prior year for that pupil.

If the pupil attends less than 15 days, the school will receive a prorated payment amount. The prorated payment amount is calculated as the number of days the pupil attended summer school divided by 15 days multiplied by 5% of the maximum per pupil state aid amount from the prior year for that pupil.

If the pupil was a partial scholarship pupil in the preceding school year, the state aid payment used will be based on the partial scholarship amount from the prior year.

Preliminary Enrollment Report

- Due by the last weekday in August.
- Provides a list of the SNSP pupils enrolled at the school who have not withdrawn and are not expected to withdraw before the 3rd Friday in September.
- If the school has pupils who are continuing SNSP pupils from the previous school year, the school must identify if the pupils were determined to no longer to have a disability in the prior school year.

9

The Preliminary Enrollment Report is due by the last weekday in August each year. The report lists the pupils enrolled at the school as of the last weekday in August.

If the school has any pupils who are continuing SNSP pupils, it must identify if the pupils were determined to no longer have a disability in the previous school year. These pupils will receive a partial scholarship. The partial scholarship payment is based on the Private School Choice Programs rate. Please note, however, that partial scholarship pupils are still considered to be SNSP pupils. Partial scholarship pupils may continue to participate in the SNSP at the same school but may not transfer to a different school and retain their SNSP scholarship.

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 who meet the SNSP requirements .**
- **The 3rd Friday in September Pupil Count Report is due by the last weekday in September and the 2nd Friday in January Pupil Count Report is due by the last weekday in January.**

10

The 3rd Friday in September and 2nd Friday in January Pupil Count Reports identify pupils who meet the attendance requirements *and*, by the corresponding count date, have an eligible application or transfer request and an agreement regarding the services to be provided to the pupil. The reports also include the total number of pupils at the school.

The 3rd Friday in September Pupil Count Report is due by the last weekday in September and the 2nd Friday in January Pupil Count Report is due by the last weekday in January.

3rd Friday in September and 2nd Friday in January Pupil Count Reports (cont.)

A pupil meets the attendance requirements 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 at least one day before and one day after the count date and was not enrolled in another school during his or her absence.

11

The attendance requirements for reporting purposes are the same for SNSP pupils and non-SNSP pupils. The pupils must either be in attendance on the count date or be in attendance any day before and any day after the count date. Please note the requirement that the pupil be there any day before and any day after does not mean that the pupil must be at the school the Thursday before and the Monday after the count date. It is any day before and any day after. If the pupil is meeting the day before and day after requirement, the pupil may not have been at another school during the period of absence. This means the pupil may not have been at another private school or public school in or outside of Wisconsin. The pupil must also not have been homeschooled during the period of absence.

3rd Friday in September Pupil Count Report

- **As a part of the 3rd Friday in September Pupil Count Report, schools must obtain residency documentation for pupils who are continuing in the SNSP at the school that:**
 - Meets the DPI's residency documentation requirements, and
 - Is dated between the 3rd Friday in August and the last weekday in September.
- **Determine the resident school district for the address provided above.**

12

As part of the 3rd Friday in September Pupil Count Report, schools must obtain residency documentation for any pupils who participated in the SNSP in the previous year. The residency documentation must be one of the DPI's residency documents and must be dated between the 3rd Friday in August and the last weekday in September.

If the pupil's address has changed from the previous year, the school must also determine the resident school district for the address provided.

For more information on required residency documentation and the residency verification process, please see the Residency Documentation Bulletin on the SNSP Bulletins webpage.

Enrollment Audits

An independent auditor must complete an audit of the 3rd Friday in September count and the summer school count (due by December 15th) and the 2nd Friday in January count (due by the first weekday in May).

13

An independent auditor must complete an audit of the 3rd Friday in September Pupil Count Report, the Summer School Count Report, and the 2nd Friday in January Pupil Count Report. As part of the Enrollment Audit, the auditor will determine if the school's SNSP pupil applications and transfer requests were eligible by the count date, if the school and parent agreed to the services to be provided by the count date, and if the pupils meet the attendance requirements.

If the school also participated in summer school, the auditor will also ensure the school's summer school met the requirements and that the summer school attendance data in the Summer School Count Report was accurate.

Enrollment Audits (cont.)

- **Identify the following pupils:**
 - **Ineligible pupils.**
 - **Pupils that require corrections to DPI's data.**
 - **Pupils that need to be added to the count based on the agreed upon procedures performed.**

14

The auditor will identify ineligible applications in the Enrollment Audit. Examples of reasons why a pupil may be determined ineligible include:

- The pupil did not meet the attendance requirements,
- The pupil has an incomplete application or transfer request, or
- The school and parent did not agree on the services to be provided for the pupil by the count date.

If the DPI's pupil information for any of the pupils must be corrected, the auditor will identify this in the audit. The auditor will also identify if there are pupils that should be added to the count based on the procedures performed by the auditor.

Enrollment Audits (cont.)

Official Attendance Records: A listing of all pupils in attendance at the school on the count date or before and after by grade level. SNSP pupils must be identified.

15

The school must provide the auditor with official attendance records. This is a listing of all pupils, by grade level, who were in attendance at the school on the count date or before and after the count date. SNSP pupils must be identified on these records.

If the school is participating in the Private School Choice Programs, the official attendance records must come from the school's Pupil Information System, or SIS, and should be the same official attendance records that are used for the Private School Choice Programs.

Certification Letters

- Once the DPI has reviewed and made any necessary changes to the Enrollment Audit, certification letters are sent.
- Certification letters are sent for each Enrollment Audit.
- The DPI will pay any amounts owed to the school via ACH or net any amounts owed to the DPI with future SNSP payments.

16

The DPI will remove any ineligible pupils, add eligible pupils, and make changes to the pupil data based on the Enrollment Audits. A certification letter will then be sent for each of the Enrollment Audits. The certification letter will identify any ineligible pupils.

If the DPI owes the school money, the DPI will pay the amount owed via electronic funds transfer within 60 days of the date of the certification letter. If the certification letter requires that the school repay the DPI, the DPI will net the amount owed with a future SNSP payment.

Quiz #1

True or False: A school will have to repay the DPI SNSP scholarship money if the auditor determines that the school had received scholarship money for an ineligible pupil.

17

The correct answer is true. A school will be required to repay the DPI for pupils who were determined to be ineligible by the auditor.

Questions

Email: snsp@dpi.wi.gov

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



18

If you have any questions about the information discussed in this module please contact the SNSP team using the email address or phone number on this slide.