



Special Needs Scholarship Program (SNSP)

Frequently Asked Questions for Public Schools

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. The requirements in this document are based on Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49.

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STUDENT ELIGIBILITY

1. How does a student become eligible for the SNSP?

Under Wis. Stat. § 115.7915, a student with a disability may be eligible to participate in the SNSP if the student meets the following eligibility requirements:

- Wisconsin Resident: The student resides in Wisconsin.
- Individualized Education Program (IEP) or Services Plan: An IEP or services plan is in effect for the child.

An IEP or services plan is considered in effect if it is (1) being implemented at the time of application to the SNSP or (2) was developed no earlier than three years prior to September 15 of the school term during which the student applies to the SNSP **and** the student has not subsequently been determined to no longer have a disability.

Students must be age eligible for four-year old and five-year old kindergarten (K4 and K5) and first grade. By September 1 of the school year the student is applying for, K4 students must be four (4)

years old, K5 must be five (5) years old, and 1st graders must be six (6) years old. Additionally, student applicants may not be 21 as of the date they apply or September 1, whichever is later.

2. Is there a limit on how many SNSP students a SNSP school can accept?

State law does not limit the number of SNSP students a SNSP school can accept. However, SNSP schools identify how many scholarships the school will have available for SNSP students.

If a SNSP school receives more applications or transfer requests than the number of SNSP scholarships it has available, then the school must accept SNSP student applicants in the order in which completed applications or transfer requests are received, except that the school may choose to give preference to siblings of students who are already attending the school.

PUBLIC SCHOOL DISTRICT GENERAL RESPONSIBILITIES

3. What are a resident school district's responsibilities under the SNSP?

Under the SNSP, resident school districts must:

- a. Annually notify parents/guardians of students with disabilities enrolled in the district of the SNSP. Wis. Stat. § 115.7915(5)(a).
- b. Conduct an evaluation of the student, and if eligible, develop an IEP for the student if requested by the parent/guardian. 34 CFR § 300.301 and Wis. Stats. § 115.777
- c. Within five (5) business days of being requested to do so by a private school participating in the SNSP, the district shall verify whether the SNSP applicant has an IEP or services plan that meets the SNSP requirements. Information on how the district should complete this verification and what information needs to be provided to the private school is included in the IEP/Service Plan Verification section of this FAQ. Wis. Stat. § 115.7915(3)(bm).
- d. Administer state assessments to SNSP students at no cost when requested by the parent/guardian if the private school does not administer them. Wis. Stat. § 115.7915(5)(b).
- e. Ensure that an IEP team re-evaluates each SNSP student once every three (3) years. Wis. Stat. § 115.7915(2)(h).

4. Does a non-resident school district have responsibilities under the SNSP?

If the district that developed the student's IEP or services plan is a non-resident school district, the private school will send an email to that district requesting that the district verify whether the SNSP applicant has an IEP or services plan that meets the SNSP requirements. Information on how the district should complete this verification and what information needs to be provided to the private school is included in the [IEP/Service Plan Verification section](#) of this FAQ.

The non-resident school district may also be responsible for the student's reevaluation under the SNSP. Please see the [Reevaluations of SNSP Students section](#) for additional information on the non-resident school district's responsibility related to reevaluations.

5. What responsibilities does a Local Education Agency (LEA) have in regards to determining a student's eligibility for the SNSP?

LEAs are only required by law to determine if a student has an IEP or services plan that meets the SNSP eligibility requirements. Private schools participating in the SNSP must determine if a student meets the Wisconsin residency eligibility requirement. Independent auditors complete procedures required under the law to ensure students meet the SNSP eligibility requirements. Any students that are determined ineligible for the SNSP are not eligible for a SNSP scholarship.

6. What form and/or method of delivery must public schools follow when providing the annual notice of the SNSP to students with disabilities?

Wisconsin law requires that public school districts provide annual notice of the SNSP to the parents of each student with a disability enrolled in that district. The statute does not specify the content, the format, or a specific date for the annual notice related to the SNSP.

Please note, the SNSP notice requirement is in addition to the notice of educational options under §§ 118.57 and 115.385(4), Wis. Stats.

7. What financial impact will the SNSP have on public school districts?

Public school districts will have their resident SNSP students added by DPI to their membership counts for state aid purposes. This results in a one-year delay for impacts to state aids membership. Districts will not have their resident SNSP students added to their membership for revenue limit purposes. A public school district with resident SNSP students has a nonrecurring revenue limit exemption equal to the state aid deduction.

The department will withhold the appropriate scholarship amount for each SNSP student from state equalization aid payments. If the general school aid payments are insufficient to cover the SNSP cost, the department will decrease other state aid payments made by the department to the school district for the remaining amount. Additional information on how the SNSP is funded and the SNSP school aid deduction, which is available in mid-October each year, is available at <https://dpi.wi.gov/sfs/finances/private-school-vouchers> under "School Finance Resources." The Parental Choice Options document on the website provides information on the impacts on the school districts, including the impact of students that receive a scholarship based on the prior year actual costs for a student.

8. How can a public school district determine which students in their district are participating in the SNSP?

The DPI is unable to provide school districts information on what specific students are participating in the SNSP. Schools participating in the SNSP are required to notify each student's resident school district when a SNSP application is determined eligible pending the IEP/services plan verification. This notification is generally sent to the special education director for the public school district.

9. What are the SNSP payment amounts?

The [Payments webpage](#) provides the SNSP payment amounts.

10. What is an actual cost payment and how does a private school receive an actual cost payment for a SNSP student?

Private schools may choose to complete a Statement of Actual Cost for one or more of the pupils that attended their school and participated in the SNSP in the previous school year. The Statement of Actual Cost is an optional form. A private school may choose to complete this form for none, some, or all of its SNSP pupils that attended the private school in the previous school year. If a private school does not submit this statement for a pupil, the SNSP payment for the pupil will be based on the standard payment rates.

A private school that would like a payment for a pupil using this option must provide a Statement of Actual Cost that indicates the actual special education costs incurred for the pupil for the prior school year while the pupil was participating in the SNSP. The private school must provide supporting documentation for the costs. This statement is due by the 3rd Friday in July.

Private schools that complete a Statement of Actual Cost and receive a payment based on this statement are electing to receive a SNSP payment based on the previous year's special education expenses for the pupil included in the statement. The scholarship amount will be the amount on the Statement of Actual Cost up to 150% of the regular student payment amount plus 90% of the amount on the Statement of Actual Cost over 150% of the regular per pupil payment amount. The amount on the Statement of Actual Cost up to 150% of the regular student payment amount is funded by reducing the resident school district's state aid. The amount over 150% of the regular per pupil payment amount is funded by state general purpose revenue.

If a private school submits a Statement of Actual Cost for a pupil, the law requires that the DPI provides the student's resident school district a copy of the Statement of Actual Cost and any supporting documentation received with the statement. This document is typically provided to the special education director for impacted school districts by October 15th each year using Kiteworks, the DPI's secure online platform.

IEP/SERVICE PLAN VERIFICATION

11. How does the LEA verification process work? What will the verification email from the private school require that the LEA verify?

The SNSP school sends an email directly to the LEA that developed the IEP or services plan requesting that the LEA verify the student had an IEP or services plan that meets SNSP requirements.

The LEA verifies that the student has an IEP or services plan that meets the SNSP requirements by providing a copy of the IEP or services plan to the private school in response to the IEP/services plan verification request from the private school. The LEA does not have to separately state in the email which requirement the student meets. The verification email the LEA receives from the private school must include the student name, date of birth and date the SNSP application was

received. Schools may accept SNSP applications at any time during the school year for that school year.

The school's verification email must state the IEP/services plan requirements that are applicable for that pupil. For a 2024-25 SNSP application, the application should identify a date application received between July 1, 2024 and June 30, 2025 in the email and include the following eligibility criteria:

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, 2021 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.*

The date in the second bullet point must be three years prior to September 15 of the school term during which the student applies to the SNSP. As a result, if the date application received is between July 1, 2024 to June 30, 2025, the September date in the second bullet point must be in 2021.

Additionally, the email must ask that the LEA send the IEP or services plan to the private school **only if** the student meets the above requirements. If the email is a records request that does not identify the above eligibility criteria or explain that the IEP/services plan should be provided only if the student meets the eligibility criteria, the LEA should request that the private school send an email that includes language such as the below.

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.*

Please see [Appendix A](#) for an example for how the email from the private school requesting this verification may look.

12. What does the LEA need to provide to the private school when the LEA receives an IEP/services plan verification email?

Within five (5) business days of receiving the email as described in the prior question from a private school participating in the SNSP, the LEA that receives the verification email from the private school must provide one of the following:

- a) A copy of the student's most recent IEP or services plan if the student meets the SNSP IEP/services plan requirement explained in the first question.
- b) If the student does not meet the IEP or services plan requirement, indicate the LEA has no record that the student meets the IEP or services plan requirement.

13. Does the LEA need to obtain a release from the parent/guardian prior to releasing a copy of the IEP or Services Plan to the private school?

Wis. Stat. 115.7915 specifies that the LEA must provide the IEP or services plan to the private school as part of the application verification process. Further, the parent/guardian signature section of the student application indicates that, "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."

EQUITABLE SERVICES AND FAPE FOR SNSP STUDENTS

14. Must students participating in the SNSP be included as part of equitable services calculations under the Individuals with Disabilities Education ACT (IDEA)?

Yes. Under IDEA regulations LEAs must spend a proportionate share of their IDEA Part B flow-through and preschool grants on the provision of services to IDEA-eligible students enrolled by their parents in private schools located within the boundaries of the LEA. All parentally placed private school students determined eligible under IDEA and attending private schools located within the LEA must be counted in the proportionate share calculation. LEAs may not exclude students participating in the SNSP from the proportionate share calculation. In addition, LEAs remain obligated to expend their entire equitable services set-aside on an annual basis. LEAs that do not expend their required proportionate share would be in non-compliance with IDEA's equitable services provision and would lose access to any unspent proportionate share amount.

15. Are SNSP students eligible to participate in equitable services?

Yes. When a student is found eligible for special education under state and federal special education law, the student is entitled to a free appropriate public education (FAPE). FAPE is provided to each student with a disability in accordance with an IEP. The public school district where the child lives is responsible for providing FAPE to every enrolled student with a disability. Students are not entitled to receive FAPE while enrolled by their parents in a private school. However, certain students may be eligible to receive some public school services via a services plan (ISP). The public school district responsible for developing and implementing services plans for parentally placed private school students is the district where the private school is located. It is important to note that unlike FAPE/IEP for public school students, there is no individual entitlement to a services plan for private school students. In other words, a student may be determined to have a disability, but may not be provided with services under a services plan.

For additional information about the requirements for public school districts to provide services for students with disabilities who are enrolled by their parents in private schools, see <http://dpi.wi.gov/sped/topics/private-schools>. While public school districts are ultimately responsible for making the final decisions about the services to be provided to parentally placed private school children with disabilities, they must make this determination in consultation with the private schools located within the district and parents of parentally placed private school students and must ensure their entire proportionate share is expended.

16. Must non-resident school districts develop an IEP and make an offer of a free appropriate public education (FAPE) to parentally placed private school students wanting to participate in the SNSP?

No. Students participating in the SNSP are considered parentally placed private school students and the SNSP does not alter IDEA requirements regarding the identification, evaluation, and provision of services to parentally placed private school students. If a parentally placed private school student is attending a private school that is not within the student's resident district, the school district where the student's private school is located (i.e. the non-resident school district) is responsible for identification, evaluation, and the provision of equitable services. If the student is determined to have a disability, the non-resident district must determine if the student will receive a services plan. If the student will not receive a services plan, the non-resident school district would not be required to make an offer of FAPE or develop an IEP. The resident district is responsible for making an offer of FAPE and developing an IEP.

17. Must resident school districts develop an IEP and make an offer of a FAPE to parentally placed private school students wanting to participate in the SNSP?

The SNSP does not alter IDEA requirements regarding the identification, evaluation, and provision of services to parentally placed private school students. If a parent requests it, the resident school district must complete an evaluation to determine if a student has a disability. If the student has a disability that would qualify the student for an IEP and the parent requests that an IEP be developed, the resident school district must develop an IEP for the student. Parents of parentally placed private school students who wish to receive an offer of FAPE should contact their district of residence to request development of an IEP.

REEVALUATIONS OF SNSP STUDENTS

18. What is the IEP reevaluation process for SNSP students?

In order for a student to be able to continue their participation in the SNSP, the student's parent/guardian must make the student available for a reevaluation within sixty (60) days of a reevaluation request being made. Public school districts may only make a reevaluation request for SNSP purposes once every three (3) years for each SNSP student. The student's IEP team will complete the required reevaluation. The three year reevaluation period is determined as follows:

- For a student that had an IEP team evaluation or reevaluation within three (3) years of having been accepted into the SNSP, the student's three (3) year reevaluation period is determined from the date of that most recent evaluation or reevaluation. For example, if a student's most recent evaluation or reevaluation was on September 1, 2021, and the student is accepted to participate in the SNSP for the 2023-24 school year, then the school district would make a request for the student to be reevaluated by September 1, 2024. The parent must make the student available for the reevaluation within sixty (60) days of that request.
- For a student that has not had an IEP team evaluation or reevaluation within three (3) years from when the student begins attending a school as a SNSP student, the student's

three (3) year reevaluation date is determined from the date that the student begins attending a school as a SNSP student.

The SNSP does not require that the public school district develop a new IEP when a reevaluation is completed by the public school district.

19. Which school district is required to perform the SNSP reevaluation? Can a SNSP student have an evaluation by a non-resident school district?

SNSP students are parentally placed private school students. IDEA requirements for parentally placed private school students require that reevaluations are completed once every 3 years from the last reevaluation date. If a student has a services plan, the reevaluation can be done early if there is a reason for doing so. If the student is attending a private school that is not in their district, the non-resident school district is responsible for completing the reevaluation under IDEA. If the resident and non-resident school district agree, the resident school district could, but is not required to, complete the reevaluation.

Under SNSP, the parent must consent to make the child available for a reevaluation by a school district at least once every three years. The parent has the option to agree that the non-resident school district complete the reevaluation if the private school is in a different district than the district where the student resides.

As a reminder, if the district and the child's parent agree, the requirement for the reevaluation can be waived. If the reevaluation requirement is waived, the private SNSP school will need a copy of the waiver agreement signed by the district that agreed to the waiver.

In situations where a student attends a private school in a nonresident school district, the school district that should consider conducting the reevaluations is as follows:

- **Student Has Services Plan:** Generally, the nonresident school district would obtain the parent's consent to conduct the reevaluation and then conduct the reevaluation if the student has a services plan.
- **Student Does Not Have Services Plan:** Generally, the resident school district would conduct the reevaluation if a student does not have a services plan.

The SNSP does not require that the public school district develop a new IEP following a reevaluation.

SNSP STUDENT RECORDS

20. Can the public school district obtain records for students participating in the SNSP from the private school?

A resident school district may request that a participating private school provide it with records relating to the implementation of a SNSP student's IEP or services plan. The private school must provide the resident school district with the requested record within five (5) days of receiving the request. Wis. Stat. § 115.7915(6)(h)2.

21. What record retention requirements does a resident school district have for documents in its possession that pertain to a student participating in the SNSP?

Under federal law, recipients of federal funds must maintain a student's IEP, IEP team evaluation reports, and placement notices for financial or program audit purposes. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a student with a disability when personally identifiable information is no longer needed to provide educational services to the student. The notice would normally be given at the time the student graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert the parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The information that is no longer needed must be destroyed at the request of the parent, 34 CFR 300.624. Otherwise, under state law, the information may be maintained for only one (1) year after the student graduates or ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period. Wis. Stat. § 118.125(3).

The department recommends that for purposes of the SNSP, when a student graduates or otherwise ceases to meet the SNSP statutory requirements, the resident school district should obtain the permission of the parent or adult pupil to maintain IEP team reevaluation reports, IEPs and/or any placement or IEP implementation/progress notices for the current fiscal year plus four more years for audit purposes.

If the parent requests destruction of the records or will not grant permission to maintain the records for five (5) years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

SNSP STUDENT ASSESSMENTS

22. Is the resident school district required to provide student assessments to SNSP students?

Maybe. If the private school the child is attending already administers the examinations under Wis. Stat. § 118.30, the resident school district is not required to administer the assessments. If the private school does not administer the assessments under Wis. Stat. § 118.30, the resident school district must provide them at no cost when requested by the parent/guardian. Wis. Stat. § 115.7915(5)(b).

23. Will the test results for a SNSP student be included in the district's report card?

No, the test results will not be included in the district's report card issued by the department.

SNSP STUDENT TRANSPORTATION

24. What transportation obligations does a resident school district have for students participating in the SNSP?

The transportation requirements for SNSP students are the same as they are for any other parentally placed private school student.

APPENDIX A

The following email is an example that a private school may send for verification that a student meets the IEP/Services Plan requirements for the SNSP if the application was received during the 2024-25 school year.

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 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:

Application School Year: 2024-25 School Year

Student First and Last Name:

Date of Birth:

Date Application Received:

Student Resides in Your District: Yes/No <Private school selects Yes or No before sending email>

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, 2021 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>