2023-24
Special Needs Scholarship Program Overview for New Schools to the Program

A copy of these slides is available at: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration

Helen Leong, Andrea Kratz
February 22, 2023

WISCONSIN DEPARTMENT OF Public Instruction
Jill K. Underly, PhD, State Superintendent

1

Administrative

- All participants have been muted.
- If you are having audio issues,

  please use this information:

Microsoft Teams meeting
Or call in (audio only)
+1 608-620-9781
Phone Conference ID: 673 368 629#

2

2

Today's Agenda

- Student Eligibility Overview
- IEP or Services Plan Implementation and Quarterly Progress Report
- IEP Reevaluations & Partial Scholarship Students
- School Registration Requirements Overview
- New School Intent to Participate

Geared towards new schools

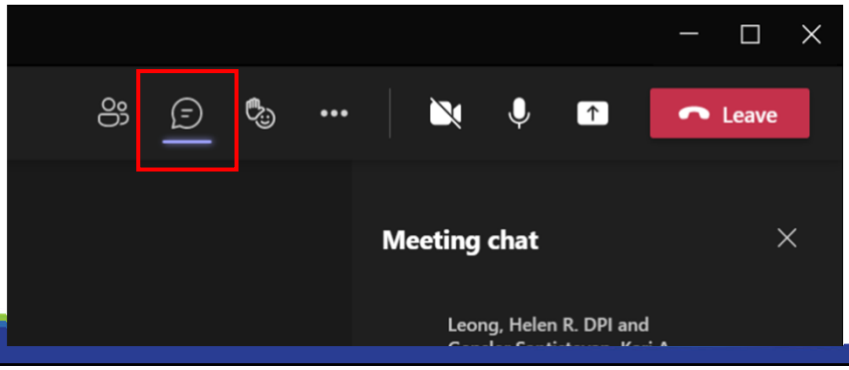
- Accreditation & Private School Approval Requirements
- Other School Requirements
- Financial Information & Surety Bond Requirement
- Payment Process
- Audit Process
- Financial Audit Overview

3

3

Administrative

- If you have a question during the meeting or have any technical issues, please use the chat function.
- After each topic, there will be an opportunity to ask questions.



4

4

What is the SNSP?

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

5

5

SNSP Law & Statute

- SNSP is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.
- The presentation is subject to change based on statute or rule changes. This presentation provides a brief overview of many of the requirements of the program. Additional information on the requirements is available on the SNSP website.
- If there are changes to statute or rule, the department will provide guidance to the schools as soon as we are able.

6

6

Student Eligibility Overview

7

SNSP Student Applications, Transfer Requests & Scholarship Continuance

- Schools may accept SNSP applications and transfer requests for that school year from July 1st to June 30th.
- Students must apply using paper applications/transfer request forms. There is no SNSP parent online application system. Schools directly receive paper applications/transfer requests forms from the parents/guardians and the school does the determination of whether the student meets the eligibility requirements.
- Once a student is eligible for a count date, the student continues to be eligible until they withdraw from the SNSP or fail to meet one of the continuing SNSP student requirements.

8

8

Scholarship Continuance

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

9

9

SNSP Student Eligibility Requirements

- **IEP or Services Plan.** The student has an Individualized Education Program (IEP) or services plan that meets program requirements.
- **Wisconsin Resident.** The student resides in Wisconsin.

10

10

Age Eligibility

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

11

11

Student Eligibility: IEP or Services Plan

A SNSP applicant must have an IEP or services plan that meets program requirements.

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

12

12

IEPs and Services Plans

- IEPs and services plans are developed by a Local Education Agency (LEA).
- Local Education Agencies include:
  - Public school districts
  - Independent charter schools
- Private schools do not develop IEPs or Services Plans.

13

13

Resident and Nonresident School District

- A student's resident school district is the district where the student resides.
- If a student is attending a private school in a different district than the student's resident school district, it is referred to as the nonresident school district.

14

14

IEP or Services Plan Requirements

An IEP or services plan meets program requirements if either:

- The student's IEP or services plan is currently being implemented, or
- The student's IEP or services plan was developed no earlier than three years prior to September 15th of the school term that the students submits an application and there has not been a more recent reevaluation that determined the student no longer had a disability.

- Implemented=The services identified in the IEP or services plan are currently being provided by the public school district.
- Developed=The public school district has written the IEP or services plan that outlines the educational program that would be provided for the child.

15

15

IEP Team Evaluation

The district that a student's school is located within is responsible for conducting an IEP team evaluation for a student with a suspected disability.

1. The student is referred to the district for an evaluation.
2. The IEP team is assembled (this process may take up to 15 business days).
3. Once the team receives parent consent for testing or the district sends a notice that no tests are needed, the evaluation process may take up to 60 calendar days.

16

16

Services Plan Development

- If a student is determined to have a disability, the district that completed the student's evaluation may develop a services plan for that child.
- School districts are provided with a certain amount of funding from the Federal government that they need to spend on private school students with disabilities.
- Not all students with a disability who attend private schools may be given a services plan since the cost to provide a services plan to all private school students with a disability may exceed the amount the district is required to spend on private school students with disabilities.

17

17

IEP Development

- If a child was determined to have a disability and the district where the child's school is located does not provide a services plan, the parent/guardian of the child should request that the resident school district develop an IEP.
- A student's resident school district is responsible for developing an IEP for a child with a disability if requested by a parent.

18

18

Knowledge Check

Who receives the SNSP application and makes the initial determination of whether a student is eligible for the SNSP?

a. The private school where they would like to attend.

b. The Department of Public Instruction.

c. The student's resident school district.

d. The student's nonresident school district.

19

19

Knowledge Check

True or False

If a school would like for an IEP or services plan to be developed for a child, the parent or legal guardian of the child must provide consent for an evaluation to be completed.

20

20

Knowledge Check

Which of the following would **not** be sufficient to meet the SNSP IEP or services plan requirement for a pupil (there may be multiple answers)?

a. A services plan developed by a private school that is currently being implemented.

b. A services plan developed by a public school district that is currently being implemented.

c. An Individualized Education Program (IEP) that was developed by the public school district a year before the child applied but is currently **not** being implemented.

d. An Individualized Education Program (IEP) that was developed by the public school district a year before the child applied that **is** currently being implemented.

21

21

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

22

22

Applications and Transfer Requests

23

Transfers

- A student receiving a SNSP scholarship may transfer to another SNSP school if the student meets the following:
  - The student has **not** been determined to no longer have a disability.
  - The student continues to attend their SNSP school until the transfer request is determined eligible and has been accepted by the new school.
- Transfer requests may be submitted to SNSP schools at any time during a school year for that school year.
- Students that are not current participants in the SNSP or that were not counted as SNSP students on the last count date cannot use a transfer request. They must complete an application.

24

24

Student Eligibility - Residency

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

25

25

Required Application and Transfer Request Documentation

Student Applications	Transfer Request
• Paper application	• Transfer request form
• Residency documentation	• Residency documentation
	• Student's most recent Individualized Education Program (IEP) or services plan.

26

26

SNSP Designees

- An individual who is designated by the SNSP Administrator to assist in processing SNSP student applications and transfer requests.
- Information on *Adding SNSP Designees to the SNSP Portal* is available on the School Submitted Reports webpage.

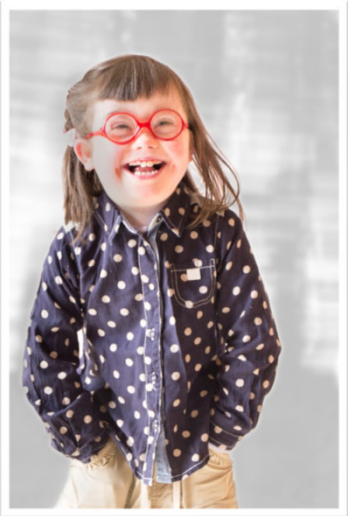
27

27

Application and Transfer Request Processing

- SNSP student applications and transfer requests must be accepted in the order that they are received.

Exception: Sibling Preference - If a school receives a SNSP student application or transfer request from a sibling of a current student at the school, the school may give the sibling preference over another student applicant. See the Student Application & Transfer Request Information bulletin for additional information.



28

28

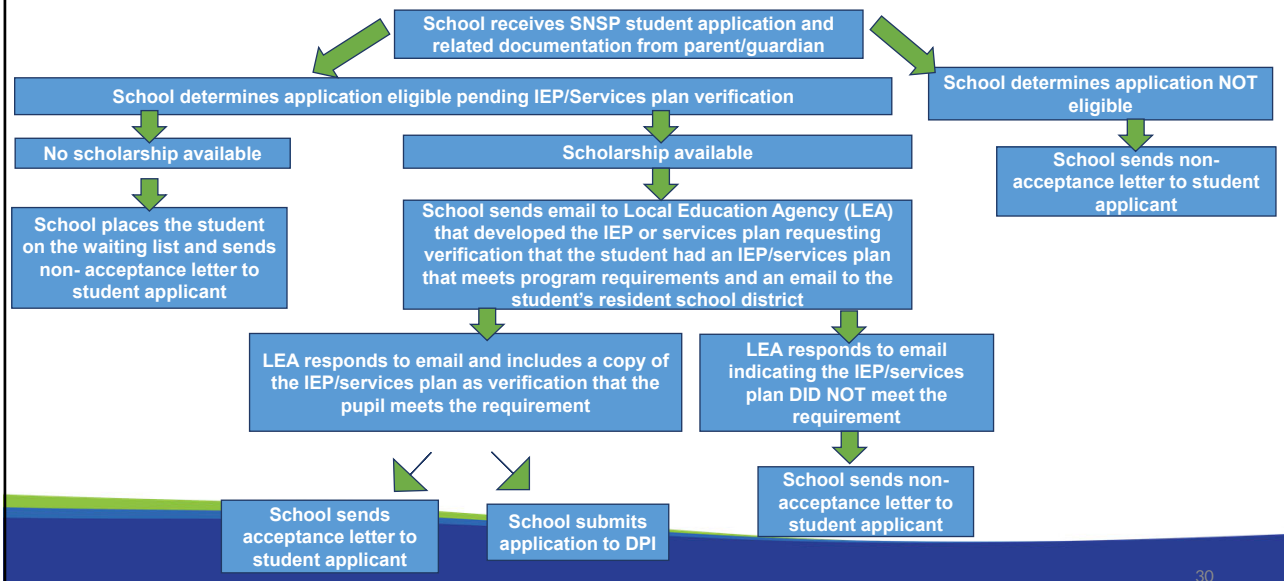
SNSP School Waiting List

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

29

29

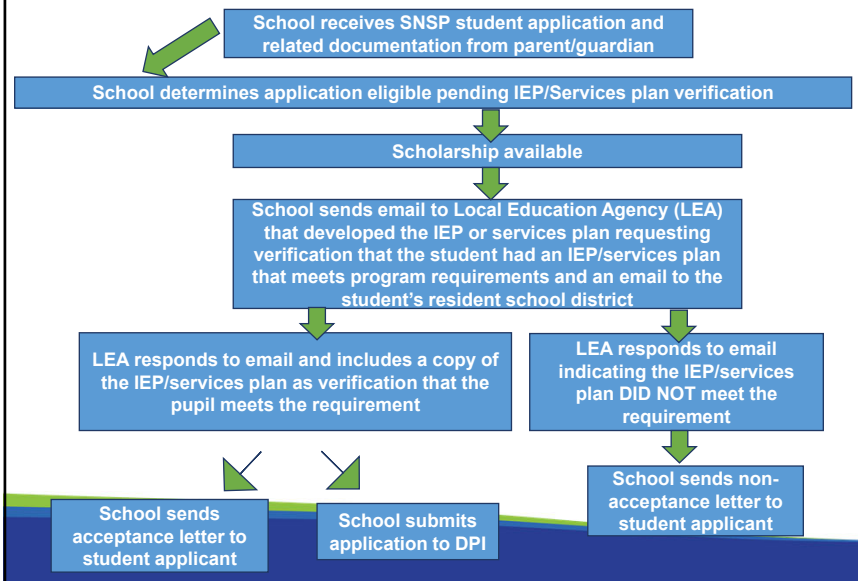
SNSP Student Application Process



30

30

When to Obtain the IEP/Services Plan



Once the application is otherwise determined eligible and it is determined there is a SNSP scholarship available for the pupil, the private school emails the LEA that developed the IEP/services plan. The email requests that the LEA send the IEP/services plan to the private school **if** the pupil meets the IEP/ services plan requirement.

31

31

Students Changing Between Choice & SNSP

- If a current Choice student would like to participate in the SNSP, the parent/guardian for the student will need to apply to the SNSP and meet all SNSP eligibility requirements to participate.
- If a current SNSP student would like to participate in the Choice program, the student must meet all Choice program requirements for students for the program. If the student has been participating in the SNSP for a year or more, this would mean they need to meet all new student requirements such as the income requirement and the prior year attendance requirement (for students applying to WPCP or RPCP).

32

32

Choice & SNSP Applications

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

33

33

Available Resources-Documents updated for the 2023-24 school year will be available end of June/beginning of July

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

34

34

Knowledge Check

When can a student apply for the SNSP for the 2023-24 school year?

a. During any of the open application periods the school selected on the Intent to Participate.
b. At any time during the school year until all of the school's SNSP seats are filled.
c. From July 1, 2023 to June 30, 2024.

35

35

Knowledge Check

True or False

A school can give preference to students applying to the SNSP who currently attend their school.

36

36

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

37

37

IEP or Services Plan Implementation & Quarterly Progress Report

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

38

IEP or Services Plan Implementation

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

39

39

Agreed to Services Requirement

- The private school and the parent must have agreed to the services to be provided to the pupil. The private school must have a document signed and dated by the parent and the private school indicating what services will be provided by the count date.
- If the private school does not have a signed agreement with the parent/guardian by the count date, the school will not be eligible for a payment for that count date.

40

40

Student Quarterly Progress Report

- The private school must provide SNSP parents with quarterly reports that contain the following:
  - The related services to be provided, if any, as agreed to by the private school and the student's parent that are not included in the student's IEP or services plan.
  - The implementation of the student's IEP or services plan, as modified by agreement between the private school and the student's parent for the school year.
  - The student's academic progress during the school year.
- The school must use the Parent Record of Implementation and Progress form provided by DPI. This form is available on the School Submitted Reports webpage.
- The report must be sent to parents 4 times during the school year even if the school does not use quarters. It is up to the school when it provides the reports during the year.

41

41

Document Retention

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

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

42

42

Knowledge Check

Which of the following statements are true?

1. A private school and the SNSP student's parent or guardian must agree on what services will be provided to a SNSP student.
2. Schools do not need to retain records for students who are sent non-acceptance letters.
3. If schools structure the school year in trimesters, they can provide quarterly reports in accordance with each trimester, for a total of 3 per year.

43

43

IEP Reevaluations & Partial Scholarship Students

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

44

Reevaluation

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

45

45

Reevaluation (cont.)

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

46

46

IEP Team Reevaluation Waiver

- Waivers are permissible.
- The waiver agreement must be signed by a representative of the school district responsible for the IEP reevaluation and indicate the IEP reevaluation does not need to be completed.
- 3-year reevaluation clock continues from the date of the reevaluation waiver agreement.
- Retain the reevaluation waiver agreement for auditing purposes.

47

47

Partial Scholarship Student

- If, during an IEP team reevaluation, a SNSP student is determined to no longer have a disability, the student will receive a partial scholarship beginning in the following school year.
- A partial scholarship student is able to continue to participate in the SNSP at the same school, but the SNSP scholarship will be at a lower rate.
  - Partial scholarship students are SNSP students, not Choice students.
  - A partial scholarship student will not retain SNSP eligibility if the student transfers to another school. However, as long as the student stays at the same school and does not have something else occur that makes them no longer eligible for the SNSP, the school will continue to receive a partial scholarship for the student each year as long as they continue to otherwise meet the SNSP eligibility requirements.

48

48

Available Resources-Updated documents will be available end of June/beginning of July

- Continuing & Transfer Student Eligibility Bulletin at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins

49

49

Knowledge Check

Which of the following is true?

1. A school will start receiving a partial scholarship for a student who has been determined to no longer have a disability in the school year following the determination.
2. A student who has been determined to no longer have a disability can only be a partial scholarship student for one school year following the determination.

50

50

Summer SNSP Trainings

- DPI will provide trainings this summer to describe the applications and transfer requests in more detail. The training will include example applications and transfer requests and the process to go through them and determine if they are eligible.
- DPI strongly encourages all new SNSP administrators and designees attend.

51

51

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

52

52

School Registration Requirements Overview

53

School Registration Requirements

Document Title	Due Date
Notice of Intent to Participate (ITP)	The first weekday in March prior to the school year (March 1, 2023)
Special Education Profile	The first weekday in March prior to the school year (March 1, 2023)
If the expected SNSP payments are $50,000 or more: Budget & Cash Flow Report -OR- Surety Bond	Budget & Cash Flow Report= The first weekday in March prior to the school year (March 1, 2023) Surety Bond= The first weekday in June prior to the school year (June 1, 2023)
Accreditation Information -OR- SNSP Private School Requirements Form	Letter of Accreditation= August 1 SNSP Private School Requirements= The first weekday in March prior to the school year (March 1, 2023)
Certificate of Occupancy or Letter for all new schools and certain continuing schools	New Schools= The first weekday in May prior to the school year (May 1, 2023) Continuing Schools= Prior to the students being in the new location
New Schools: FEIN Letter	April 3, 2023

54

Intent to Participate

55

Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed by the head of the school's governing board or, if designated by the head of the governing board, the SNSP Administrator.
- Due annually by the first weekday in March (March 1, 2023).
- The completion of the ITP is different for new and continuing SNSP schools. This training will go through the new school requirements. See the training on the Registration page for information on the continuing SNSP ITP requirements.

56

56

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 2023-24 school year. The school intends to participate in the Special Needs Scholarship Program in the 2023-24 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.

57

57

Accessing the SNSP Portal

- The 2023-24 SNSP ITP is submitted using the SNSP Portal, which is available in WISEhome.
- The SNSP Administrator will need a WAMS ID in order to

request access to the SNSP Portal.

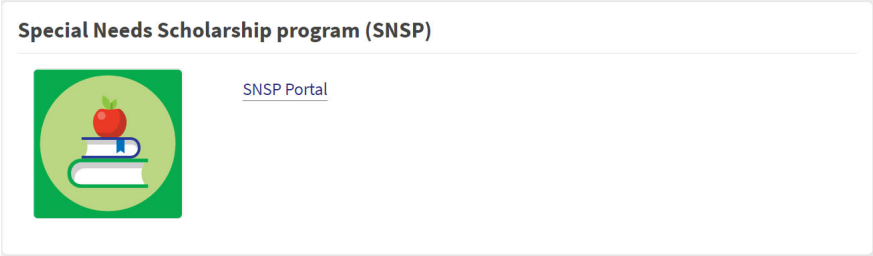
- See the Adding SNSP Portal Access Instructions on the Registration webpage for information on how to obtain access to the program.
- Schools should complete a help desk ticket if they have questions on creating a WAMS account or accessing the SNSP Portal.

58

58

WISEhome

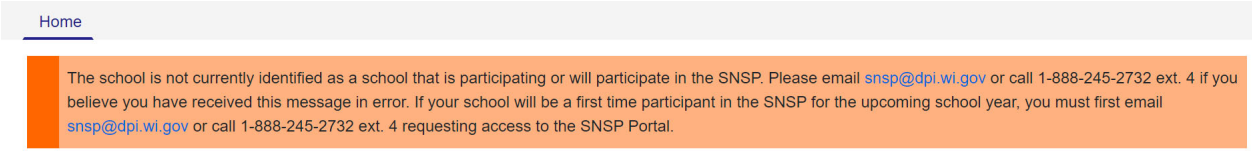
- Once logged into WISEhome, click on SNSP Portal.



59

59

SNSP School Set Up Form



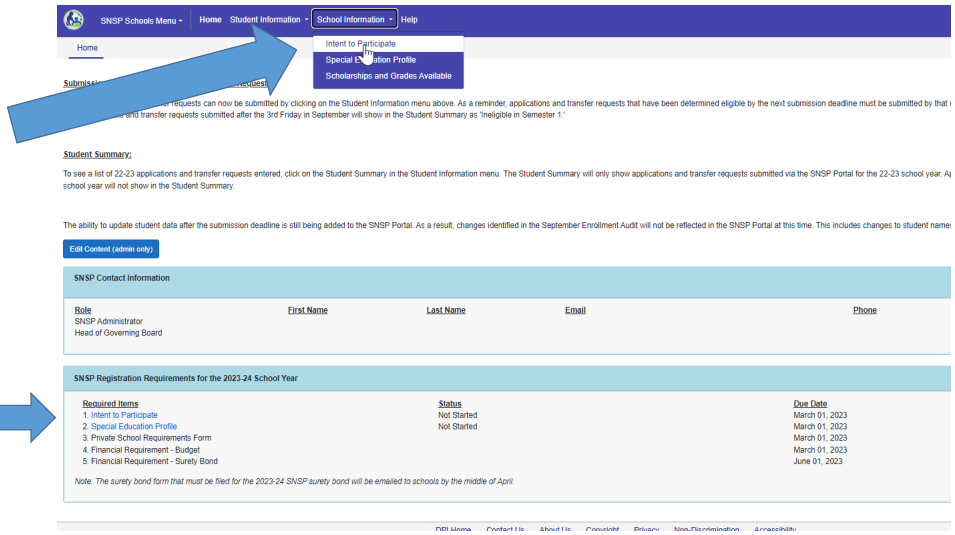
- Schools that will be new to the SNSP in the 2023-24 school year need to complete the SNSP School Information Set Up form in order to access to the SNSP Portal.
- If the school tries to access the SNSP Portal before completing the form, they will receive the message above.

60

60

How to get to the SNSP ITP

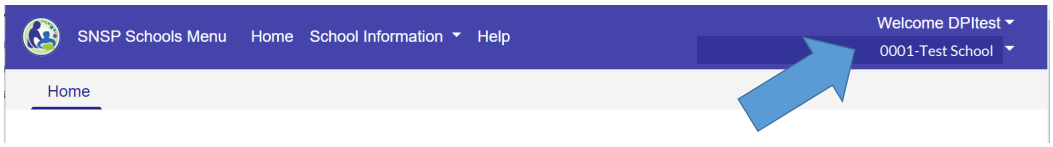
Click the item you are ready to work on from the SNSP Portal main page.



61

61

Change Schools in the SNSP Portal

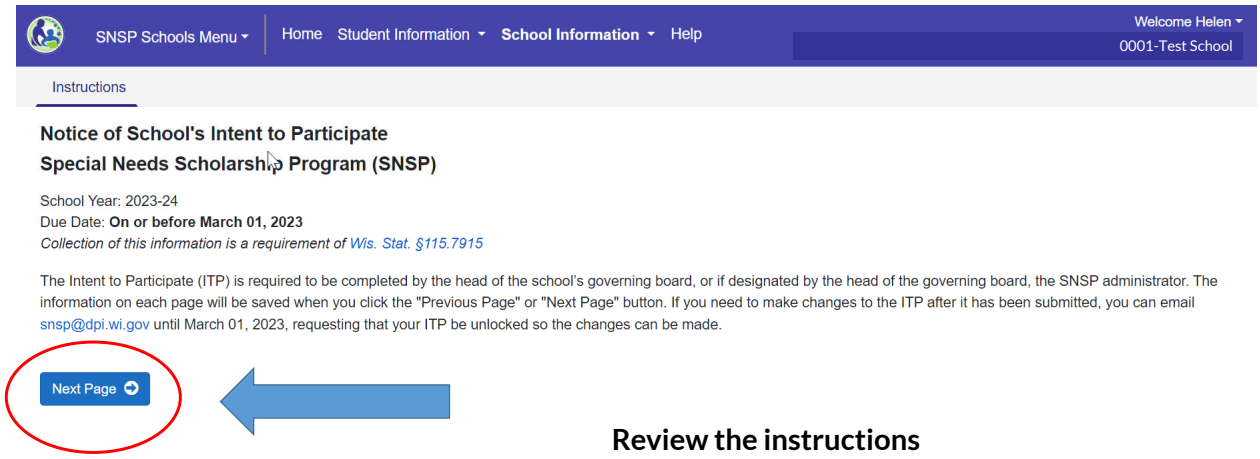


- If you are the SNSP Administrator for more than one school, you will need to complete the Intent to Participate and Special Education Profile for each school in the SNSP Portal.
- You can change the school by clicking the school name in the top right corner and selecting the school you would like to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

62

62

Starting the ITP



Review the instructions and click the Next Page button.

63

63

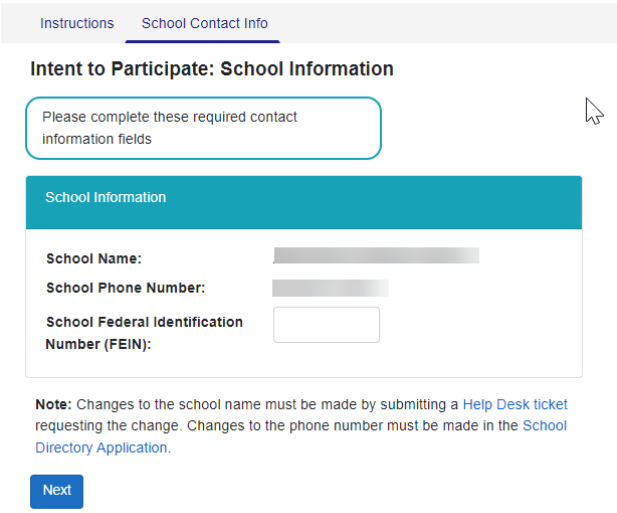
Page Navigation

- 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.

64

64

School Information

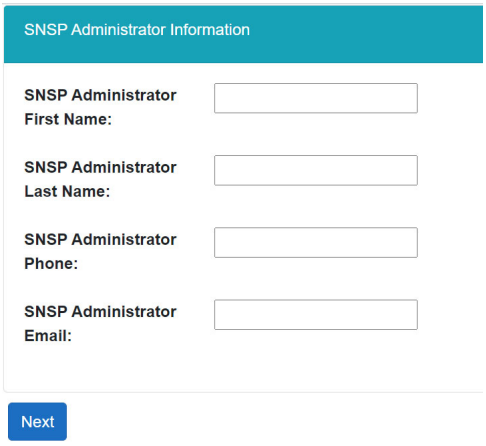


- The school name and school phone number will be filled in. It will indicate the school name and phone number in the private school directory.
- If you need to change the name, you must complete a help desk ticket as soon as possible requesting the change. The Application should be "School Directory - Enterprise."
- Changes to the school phone number must be made in the School Directory Application.
- Complete the Federal Tax ID number or FEIN. If you do not yet know the FEIN, insert TBD.
- Once you complete the section, select "Next".

65

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.



66

66

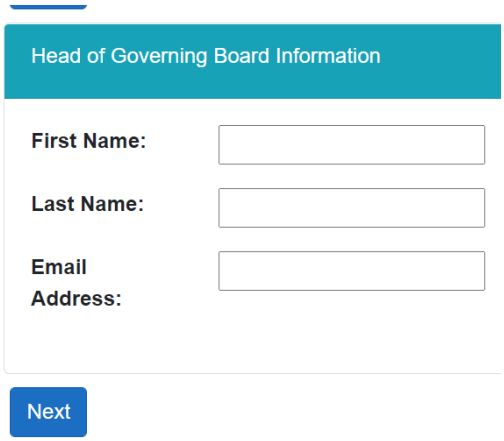
SNSP Administrator (cont)

- 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.

67

67

Head of Governing Board

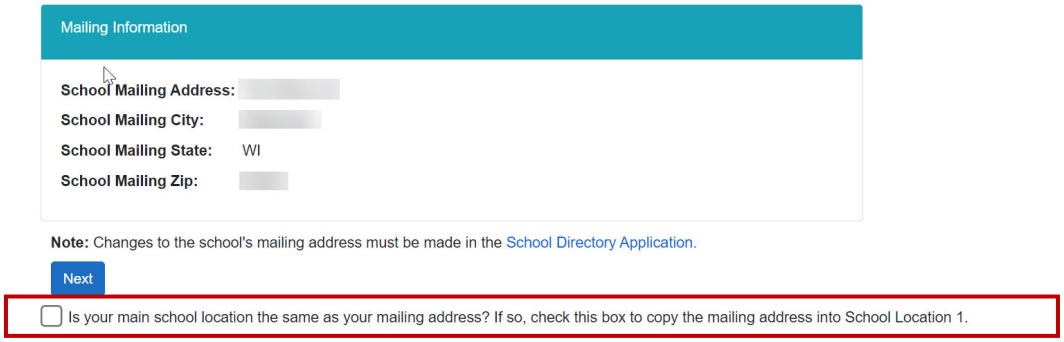


- Next, identify the first and last name and email address of the school's head of the governing board.
- If the school is part of a legal entity, the head of the governing board of the legal entity must be listed, even if there is a school sub committee.
- If the head of the governing board is the individual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

68

68

School Information & Locations

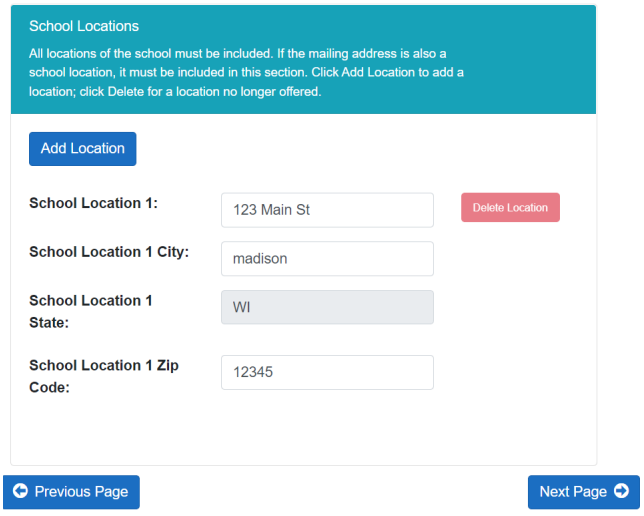


- The mailing information must be the address where the school would like DPI to send the correspondence for the school.
- If the mailing address is the same as your main school location, check the box at the bottom of the address before selecting the Next box.

69

69

School Locations-Adding Locations



- 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.

70

70

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 2023?

○ Yes
○ No

Previous Page | Next Page

71

71

SNSP Summer School (cont)

Offering Summer School

Does the school intend to offer a SNSP summer school program during the summer of 2023?

◉ 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 2022 or the second Friday in January 2023.

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 2022-2023 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.

5 Full Scholarship

Estimated SNSP Summer School Payment: $3,269.00

Previous Page | Next Page

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

The pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January during the 2022-23 school year in order for the pupil to be eligible for SNSP summer school.

72

72

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:

- [ ] 4-year-old kindergarten
- [ ] 5-year-old kindergarten
- [ ] Grade 1
- [ ] Grade 2
- [ ] Grade 3
- [ ] Grade 4
- [ ] Grade 5
- [ ] Grade 6
- [ ] Grade 7
- [ ] Grade 8
- [ ] Grade 9
- [ ] Grade 10
- [ ] Grade 11
- [ ] 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.

73

73

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

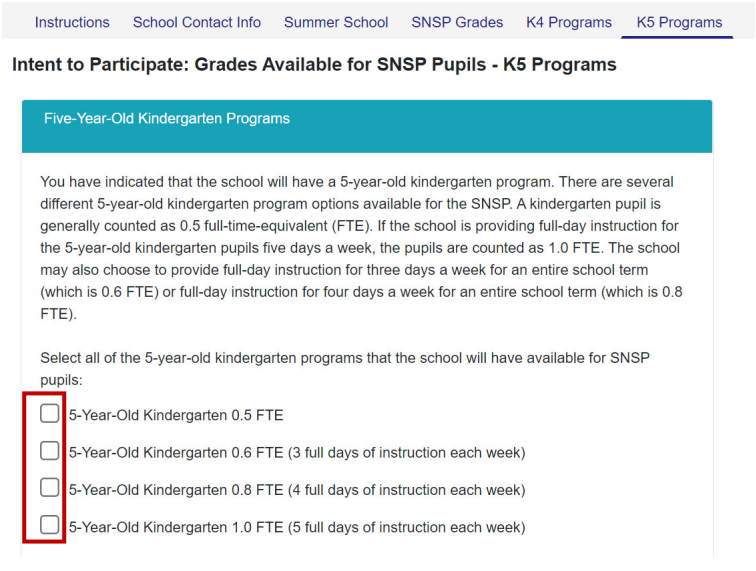
- See the K4 Parental Outreach Bulletin for information on the requirements
- If the school is participating in the Choice programs, the K4 program type selection must match the type of program selected for the Choice programs.

74

74

Five-Year-Old Kindergarten Program

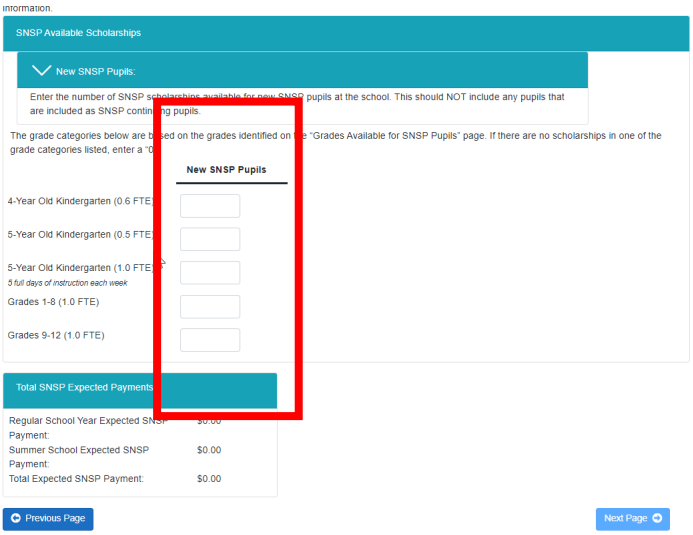
- Select all five-year-old kindergarten (K5) programs the school will offer for SNSP pupils.
- You may select more than one option, but you will need to offer at least one SNSP scholarship for each grade category selected.



75

75

Number of SNSP Scholarships Available



- All grade categories identified must have scholarships available or the grade/category must be removed.

76

76

SNSP 2023-24 Payment Amounts per Full-Time Equivalent

- The 2023-24 payment rates are not yet available.
- Expected SNSP Payments in the Intent to Participate will be calculated based on the 2022-23 payment rates.

Once available, the 2023-24 payment rates will be updated on the SNSP Payments page: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments.

77

77

Number of SNSP Scholarships Available (cont)

	New SNSP Pupils
4-Year Old Kindergarten (0.6 FTE)	1
5-Year Old Kindergarten (0.5 FTE)	5
5-Year Old Kindergarten (1.0 FTE) *5 full days of instruction each week*	2
Grades 1-8 (1.0 FTE)	1
Grades 9-12 (1.0 FTE)	5
Total SNSP Scholarships Available	**14**

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.

78

78

School Financial Information and Surety Bond

If the school's expected SNSP payment on the previous page is less than or equal to $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 $353,269.00.
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 2023-24 budget on the form required by the department, with all the required attachments, must be submitted by March 1, 2023. 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 1, 2023. The required bond form will be emailed, by mid-April, 2023, to all SNSP schools who did not provide a 2023-24 budget on the form required by the department by March 1, 2023.

- ◯ **The school will submit a surety bond by June 1, 2023**
- ◯ **The school will submit a DPI Budget & Cash Flow Report by March 1, 2023**

Previous Page | Next Page

79

79

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

80

80

Updated Registration Requirements Summary

SNSP Registration Requirements for the 2023-24 School Year

Required Items	Status	Due Date
1. Intent to Participate	Filed	March 01, 2023
2. Special Education Profile	Not Started	March 01, 2023
3. Private School Requirements Form		March 01, 2023
4. Financial Requirement - Budget	Not Applicable	March 01, 2023
5. Financial Requirement - Surety Bond	Required - Not Filed	June 01, 2023

Note: The surety bond form that must be filed for the 2023-24 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.

81

81

Changes to ITP After Submission

SNSP Registration Requirements for the 2023-24 School Year

Required Items	Status	Due Date
1. Intent to Participate	Resubmission Needed	March 01, 2023
2. Special Education Profile	Resubmission Needed	March 01, 2023
3. Private School Requirements Form		March 01, 2023
4. Financial Requirement - Budget	Not Applicable	March 01, 2023
5. Financial Requirement - Surety Bond	Required - Not Filed	June 01, 2023

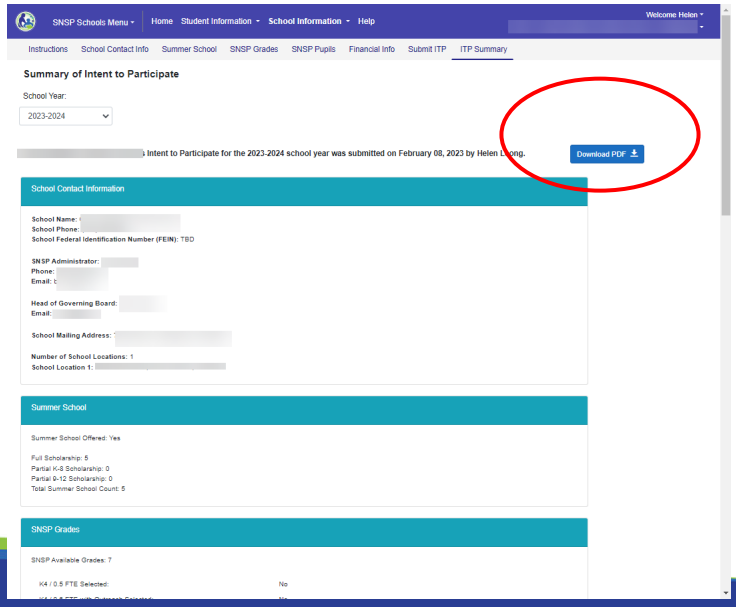
Note: The surety bond form that must be filed for the 2023-24 SNSP surety bond will be emailed to schools by the middle of April.

- If you need to change something after you have submitted the ITP, you may request to have it unlocked until the due date, March 1, 2023, by emailing snsp@dpi.wi.gov.

82

82

Save and/or Print a Copy for Your Records



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.

83

83

Knowledge Check

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.

84

84

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

85

85

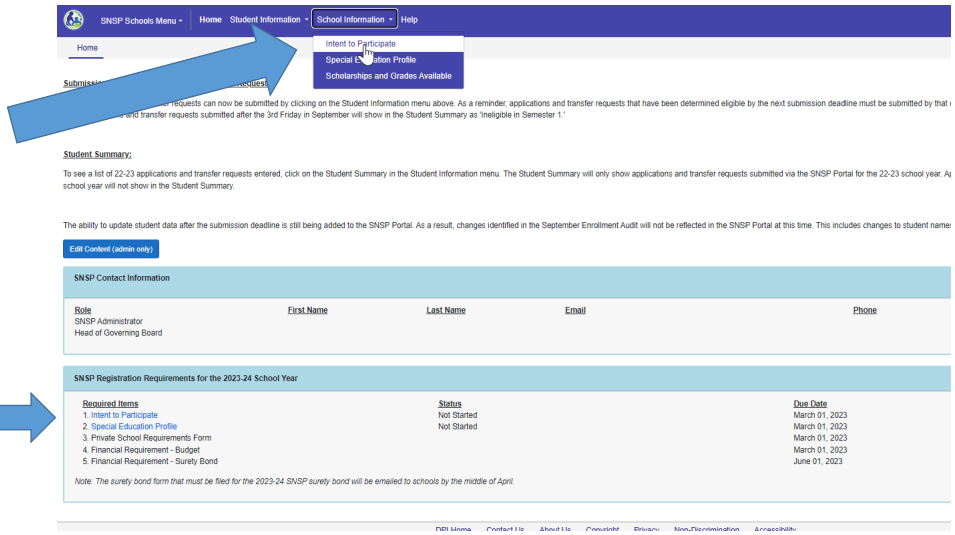
Special Education Profile

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

86

How to get to the Special Education Profile

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



87

87

Special Education Profile (contd.)

- The profile must describe the methods of instruction that will be used by the participating private school to provide special education and related services for SNSP students.
- As a reminder, SNSP schools are required to implement the IEP or services plan of SNSP students, as modified by agreement between the SNSP school and the student's parent/guardian.

88

88

Special Education Profile (contd.)

- The profile must describe the qualifications of the teachers and other persons at the private school who will be providing special education and related services to SNSP students.
- The description should include the degrees, licenses, and certifications for teachers and other persons at the private school who are providing special education and related services to SNSP students.

89

89

Special Education Profile (cont.)

- The department posts a copy of all special education profiles to the SNSP website. This is a good resource for new schools that are trying to determine what a special education profile may look like.
- All schools must provide a copy of the special education profile to each SNSP applicant.

90

90

Knowledge Check

Schools must provide their special education profile to:

a. Only the parents who request it.
b. The DPI only.
c. The DPI and all of the school's SNSP student applicants.
d. None of the above. The school's programs are described in the student handbook.

91

91

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

92

92

Accreditation & Private School Approval Requirements

93

Accreditation/Private School Approval Requirement

- All SNSP schools must be:
  - Accredited by a statutorily approved accreditation agency; **or**
  - Approved as a private school by the state superintendent.
- A school that is fully accredited for all SNSP available grades does not need to be approved as a private school by the state superintendent. A Private School Requirements Form is only required for schools that need to be approved as a private school by the state superintendent.

94

94

Accreditation Notification

- Submitted annually by August 1.
- The notice must be completed by an authorized member of the accrediting agency and may not be submitted earlier than July 1 of that school year. The DPI will contact the accrediting agency directly to obtain the notification.
- The notice must include all of the following information to meet SNSP requirements:
  - The private school's name;
  - The private school's address for each location included in the accreditation;
  - The grades accredited; and
  - Indication that the private school is currently accredited.

95

95

Accreditation

- The accreditation must include all of the grades that are available for SNSP students. This is initially determined based on the grades identified as available for SNSP students in the Intent to Participate. If the school makes other grades available for the SNSP after the ITP is submitted, the school must be fully accredited for those grades as well.
- A bulletin discussing the statutorily approved accreditation agencies is available on the SNSP Bulletins webpage.

96

96

Private School Requirements Form

- Required for schools that are not fully accredited for all grades available for SNSP students.
- Submitted annually by the first weekday in March (March 1, 2023).
- Must be on required form.
- Must include all required attachments.
- Schools who would like to use this option must load the required documentation to Kiteworks, the DPI's secure online platform. A request for a Kiteworks' folder must be emailed to snsp@dpi.wi.gov as soon as possible.

97

97

Knowledge Check

True or False:

Schools participating in the SNSP can be accredited by any accreditation agency in the country.

The school can email DPI a letter from their accrediting agency indicating they are accredited now in order to meet the accreditation requirement.

98

98

Knowledge Check

A school is fully accredited for K5-8 but not fully accredited for K4. The school would like to offer K4-8 as available SNSP grades. Which of the following is true?

a. The school must complete the Private School Requirements form because it is not fully accredited for all grades available for SNSP pupils.
b. The school may use the accreditation option if the school is preaccredited for K4.
c. The school can use the accreditation option whether or not it is preaccredited for K4.

99

99

Other School Requirements

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

100

Certificate of Occupancy or Letter

- Schools new to the SNSP must submit one of the following by the first weekday in May (May 1, 2023) for each of the school's locations.
  - A certificate of occupancy from the municipality within which the private school is located.
  - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy.
  - If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that.
- Temporary certificates of occupancy are not sufficient.
- Continuing SNSP schools with a new location must provide one of the items listed above before students are at the location.

101

101

New SNSP Schools: FEIN Letter

- Schools new to the SNSP should provide the Federal Tax ID Number (FEIN) letter from the IRS to the DPI by **April 3, 2023.** The information on this letter is required in order for the new school to be set up to receive SNSP payments from the DPI and for schools choosing the surety bond option.
- The school's FEIN letter from the IRS should be emailed to snsp@dpi.wi.gov. If the school is not able to locate its FEIN letter, the school should request the letter from the IRS by calling 800-829-4933. If you are having problems obtaining your FEIN Letter, please email snsp@dpi.wi.gov.

102

102

Health and Safety Requirements

- All participating private schools must comply with all health and safety laws or codes that apply to public schools. Please see Wis. Stat. s. 118.07 for information about some of these requirements.
- These include the requirement to train all staff in the mandated reporting of child abuse and neglect, and in the laws governing the threat of violence, using training materials provided by DPI. All school employees must receive this training once within the first six months after hire and at least every 5 years thereafter. For more information on the child abuse and neglect training requirement, see the Child Abuse and Neglect Training webpage. The online learning module related to reporting of threats of violence is available on the Required Training for Wisconsin School Staff webpage.

103

103

Seclusion and Restraint

- All SNSP Participating private schools must comply with seclusion and restraint laws.
- For information on the state law requirements for seclusion and physical restraint please review the resources available on the DPI's Seclusion and Restraint webpage at https://dpi.wi.gov/sped/topics/seclusion-restraint.

104

104

Seclusion and Restraint Annual Reporting

- Continuing SNSP schools must annually report the following information for the previous year to the school's governing body by October 1 and to the DPI Student Services/Prevention and Wellness Team by December 1 for any instances of seclusion and physical restraint in the school during the previous school year (the numbers for seclusion and physical restraint are separately reported):
    1. Number of incidents
    2. Total number of pupils involved
    3. The number of children with disabilities involved
- New schools to the SNSP in the 23-24 school year will be required to report this information for the 23-24 school year starting in the fall of 2024.
- All SNSP schools need to complete the reporting, even if no seclusion or physical restraint was used.

105

105

Knowledge Check

Which schools are required to submit a certificate of occupancy, or a letter that a certificate of occupancy is not issued by the municipality, to the DPI?

a. Only schools participating in both the SNSP and Choice programs.
b. All new SNSP schools as well as continuing SNSP schools who move to a new location or open a new facility.
c. All SNSP schools must submit certificates of occupancy every year.

106

106

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

107

107

Criminal Background Checks

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

108

Individuals Requiring a Background Check

- In order to determine which individuals require a background check, the school should begin by generating a list of all individuals who perform services for their legal entity.
- SNSP and Choice program schools must conduct a criminal background check for any individual at the school's legal entity who meets both of the following:
  - The individual is an employee of the legal entity under Wis. Stat. § 108.02 (12); and
  - The individual is directly or indirectly related to the school's educational programming.

109

109

Who is an employee?

- The determination of who is an employee of the legal entity is based on Wis. Stat. § 108.02 (12).
- Individuals who perform services for a school may be considered employees regardless of whether the individuals are paid directly by the school.
- Since volunteers do not receive any compensation for the services they perform, they are not considered employees and background checks are not required.

110

110

DWD Worker Classification Resource

- DWD has a worker classification resource available at https://dwd.wisconsin.gov/worker-classification/ui/ that can be used to determine who is an employee.
- Most Choice/SNSP schools would be considered nonprofit employer

General Private Employers	State and Local Government
Nonprofit Employers	Trucking Employers
Logging Employers	Indian Tribal Government

111

111

DWD Worker Classification Resource

- Part 1: Direction and Control - The worker must be free of the employer's direction and control to be considered an independent contractor.
  - If the worker is found to be under the direction and control of the employer, the worker is an employee.
  - If the worker is free from the direction and control of the employer, the second part of the test is applied to the worker.
- Part 2: Independent Business - Five Factors

Information from DWD worker classification resource

112

112

Who is directly or indirectly related to educational programming?

- Individuals are considered directly or indirectly related to educational programming if they met any one of the following:
  - The individual has any compensation included as an eligible education expense in the Choice or SNSP financial audit.
  - The individual interacts with students.
  - The individual's job relates to the financial, administrative, or academic sectors of the school.

113

113

Criminal Background Check Requirements

SNSP and Choice program schools cannot employ:

- Any individual who is not eligible for a teaching license as the result of an offense; and
- Any individual who might reasonably be believed to pose a threat to the safety of others, which includes individuals who have engaged in immoral conduct.

114

114

Teaching License Eligibility

An individual is ineligible for a teaching license if the individual has been convicted of any Class A, B, C, D, E, F, G, or H felony under Wis. Stat. chs. 940 or 948, except §§ 940.08 and 940.205, within six (6) years of the individual applying for a license to teach.

115

115

Immoral Conduct

- Wisconsin law defines immoral conduct as "conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any pupil."
- Immoral conduct includes, but is not limited to, the intentional use of an educational agency's equipment to download, view, solicit, seek, display or distribute pornographic material.
- Schools should have a policy or other written document indicating what they consider to be immoral conduct.

116

116

Background Check Options

- Schools have 2 options for completing the background check for employees who are directly or indirectly related to educational programming:
  - DPI Issued License Background Check Option
  - Non DPI Issued License Background Check Option

117

117

Current DPI Issued License Background Check Option

- The background check requirement can be met by determining that an individual has a current, DPI issued license.
- To complete the background check using this option the school must complete all of the following for the individual:
  - Obtain and retain a copy of the DPI issued license.
  - Annually determine that the individual has a current DPI issued license in advance of the employee working for the school term. If the individual no longer has a license, the school must use an alternative source to determine that the employee meets the requirements and maintain the documentation showing the background check completed.

118

118

Non DPI Issued License Background Check Option

- The background check must be completed prior to employing any individual who meets the specified criteria and every five (5) years thereafter.
- If the school is new to the Choice program/SNSP and has not previously completed background checks on existing employees, the school must complete a background check on each employee before he or she works at the school for the school year.

119

119

Record Retention

- The records and documents obtained from performing criminal background checks must be retained and accessible to the school and available to the school's independent auditor. The auditor will review them to determine if they meet the requirements as part of the Enrollment Audits.
- A summary document that only indicates whether the individual passed or failed the background check is not sufficient documentation of the background check.

120

120

Resources

- See the Criminal Background Checks Bulletin on the Bulletin webpage and the Criminal Background Check training on the Training webpage for additional information.

121

121

Knowledge Check

Which of the following individuals would the school need to complete a background check for (there may be more than one answer)?

a. Substitute teachers from a third party service agency.

b. The school contracts with a 3rd party lunch provider. The contract requires that the lunch provider provide nutritional meals on school days that meet the USDA food program requirements.

c. One of the parents comes in during the lunch hour and serves lunch. The parent is not paid as part of the school's payroll processing for employees, rather the parent receives a check directly from the school. The school issues a 1099 annually for the parent.

d. The school contracts with a guest speaker to give a presentation to the seniors on how to make career choices. The speaker provides the speeches across the country.

122

122

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

123

123

Financial Information & Surety Bond Requirement

WISCONSIN DEPARTMENT OF Public Instruction
Jill K. Underly, PhD, State Superintendent

124

School Financial Information and Surety Bond

- If a private school reports in its ITP that it expects to receive $50,000 or more in SNSP scholarships annually, then the private school must meet one of the following requirements:
  - Meet certain financial requirements or
  - Provide a surety bond.

125

125

Financial Requirements

- The school must not have any indicators that it will not be able to repay the full expected SNSP scholarship amount.
- The DPI will review the school's information to determine if the financial requirements are met. The requirements relate to:
  - A budget and cash flow report,
  - The school's financial audit, and
  - Timely paying of amounts owed.

126

126

SNSP School Budget & Cash Flow Report

- The budget and cash flow report is due annually by the first weekday in March (March 1, 2023).
- All activity and balances for the legal entity of the school MUST be included.
- Organizations are considered the same legal entity if:
  - The organizations have the same federal tax id number and use it for all activities including payroll.
  - The organizations are NOT separately set up with the Department of Financial Institutions.

127

127

Budget & Cash Flow Report Indictors

- In order to meet the financial requirements, the budget and cash flow report may not have any of the following indicators when the SNSP expected payments are removed:
  - A negative cash balance in any month
  - Insufficient revenues to fund operations
  - Current assets compared to current liabilities are negative
  - Negative net asset balance
  - A net operating loss/negative change in net assets

128

128

Financial Audit Indicators

The school should review its last financial audit to determine if it had any of the following indicators. If so, the school will be required to use the surety bond option.

- Negative net asset balance.
- Current assets compared to current liabilities were negative.
- The Statement of Activities had a net loss/negative change in net assets.
- The financial audit opinion contained a qualification as to the school's ability to continue.

129

129

Other Indicators

- The school failed to make payments to vendors as required per written agreement or, if there is no agreement, within 90 days of invoice or payment request.
- The school has past due amounts with government agencies, including payment of employee withholdings, even if the school has entered into a payment plan with the government agency.
- The school failed to pay employees as required by the Department of Workforce Development or as per the written agreement with the employee.

130

130

Surety Bond

- Participating private schools can also opt to provide a surety bond rather than meet the financial requirements.
- May be required by the department if the department determines that the participating private school does not meet the program's financial requirements.
- The bond due annually by the first weekday in June must be equal to 25% of the total amount of SNSP scholarships expected to be received based on the available scholarships in the ITP.

131

131

Surety Bond (cont.)

- If the school's expected SNSP payments are $50,000 or more and the school did not submit a budget and cash flow report by the first weekday in March (March 1, 2023), the DPI will email a surety bond form to the school with certain information prefilled. DPI will email the form to the SNSP Administrator by mid-April.
- Any company that issues bonds may provide the bond. Schools can start by contacting their insurance agent to obtain the bond.
- **The school must use the 23-24 bond form emailed by the department. The insurance company cannot use their own form or update the 2022-23 bond form to the 23-24 school year themselves.**

132

132

Surety Bond (contd.)

STATE OF WISCONSIN
DEPARTMENT OF PUBLIC INSTRUCTION
SPECIAL NEEDS SCHOLARSHIP PROGRAM BOND

Whereas, _____ *(name of legal entity of school)*

- Legal Entity Name: This will be prefilled with the legal entity name on the school's federal tax id number letter from the IRS.

133

133

Surety Bond (contd.)

Signature Section of Surety Bond Form:

(Printed Name of Surety)	*(Signature of Authorized Individual for Principal)*
(Signature of Company Officer for Surety)	*(Printed Name of Authorized Individual for Principal)*
(Signature of Attorney-in-fact for Surety)	*(Printed Title of Authorized Individual for Principal)*

These must be the signatures of individuals from the company providing the bond. Both signatures are not required.

This must be completed by an authorized individual from the school, such as the SNSP administrator or the head of the governing board.

134

134

Surety Bond-Submission

- The completed bond form should be emailed to snsp@dpi.wi.gov. It does not also need to be mailed to the DPI. The school should retain the original in its files.
- The bond submission must include the Power of Attorney form indicating the individual from the Surety who signed the bond has the authority to sign the bond on behalf of the Surety.
- If DocuSign is used to sign the bond, the DocuSign Certificate of Completion must be provided with the bond.

135

135

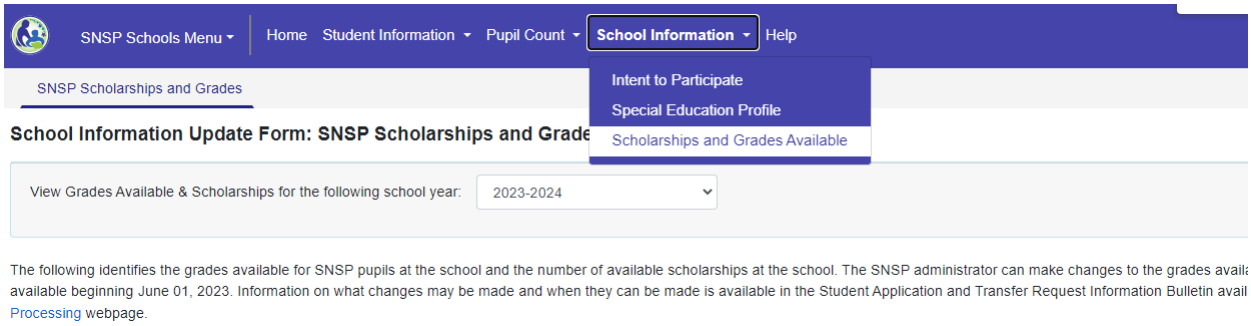
Surety Bond-When It May Be Called

- The department may call upon a bond for the following reasons:
  - The school failed to timely file the financial audit or the required enrollment reports;
  - The school failed to timely refund the department any certified amount due; or
  - The school failed to timely refund the department its reserve balance if it ceases to participate in the SNSP or is barred by the state superintendent from participation.

136

136

Changes to Available SNSP Scholarships



- Schools will be able to make changes to their scholarships and grades available beginning in June in the SNSP Portal by going to School Information and selecting "Scholarships and Grades Available".

137

137

SNSP Portal Provides the Grades Available

SNSP Grades Available

Grade	Grade Available for SNSP Pupils
4-year-old kindergarten (0.5 FTE)	No
4-year-old kindergarten (0.6 FTE)	No
5-year-old kindergarten (0.5 FTE)	No
5-year-old kindergarten (0.6 FTE)	No
5-year-old kindergarten (0.8 FTE)	No
5-year-old kindergarten (1.0 FTE)	No
Grade 1	No
Grade 2	No
Grade 3	No
Grade 4	No
Grade 5	No
Grade 6	Yes
Grade 7	Yes
Grade 8	Yes
Grade 9	No
Grade 10	No
Grade 11	No
Grade 12	No

138

138

SNSP Portal Provides the Scholarships Available

SNSP Scholarships Available

The number of available scholarships identified below indicates the number of scholarships the school has available based on the Intent to Participate or a subsequent School Information Update form. To determine the remaining scholarships available, the school must reduce the number of scholarships below by:

1. The number of continuing SNSP pupils at the school unless a Student Withdrawal or Transfer Notification Form has been submitted for the pupil,
2. SNSP applications to the school that haven't been determined ineligible, and
3. SNSP transfer requests to the school that haven't been determined ineligible.

Grade Category	Number of Full Scholarships Available	Number of Partial Scholarships Available	Total Available Scholarships
4-year-old kindergarten (0.5 FTE)	0	0	0
4-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.5 FTE)	0	0	0
5-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.8 FTE)	0	0	0
5-year-old kindergarten (1.0 FTE)	0	0	0
Grades 1-8	5	0	5
Grades 9-12	0	0	0
Totals:	**5**	**0**	**5**

139

139

Changes to Available SNSP Scholarships

Schools may move scholarships between grade categories. This may be done at any point during the year as long as there are enough scholarships available in the grade(s) being changed to account for applications and transfer requests that the school has received that are pending the eligibility determination or have been determined eligible.

140

140

Changes to Available SNSP Scholarships (cont.)

Description	Required items prior to giving out additional scholarships	When is bond/revised bond required	Last day to make changes if bond/revised bond required	Bond/ Revised Bond Due Date
School had an expected SNSP scholarship amount, based on the ITP, of $50,000 or more and submitted a surety bond by the 1st weekday in June	School Information Update Form via the SNSP Portal	The difference between the expected payment on the ITP and revised expected payment is $50,000 or more	3rd Friday in September	1st weekday in November
School had an expected SNSP scholarship amount, based on the ITP, of $50,000 or more and submitted financial information that met SNSP requirements	School Information Update Form via the SNSP Portal, and, if required, Bond	The difference between the expected payment on the ITP and revised expected payment is $50,000 or more	Last weekday in August	Last weekday in August
School had an expected SNSP scholarship amount, based on the ITP, of less than $50,000	School Information Update Form via the SNSP Portal, and, if required, Bond	The revised expected SNSP scholarship amount is $50,000 or more	Last weekday in August	Last weekday in August

141

141

True or False

A school that expects to receive more than $50,000 in SNSP payments based on the ITP that selects the surety bond option can provide a bond that is lower than the amount required in the ITP if it submits a School Information Update form via the SNSP Portal lowering the number of scholarships that are available prior to the first weekday in June (the due date of the initial bond).

142

142

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

143

143

Payment Process

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

144

Overview of SNSP Program Funding

- The schools receive a payment for eligible SNSP pupils. During the school year the DPI pays the voucher amount per FTE. The school will receive an ACH for each payment.
- At the end of the year, the total payments received for eligible SNSP pupils are compared to the school's actual net eligible education expenses for the SNSP.
- The difference between the SNSP payments received and the school's actual net eligible education expenses is the SNSP Reserve balance.
- The school must maintain a cash and investment balance that is at least as much as this amount for future SNSP eligible education expenses.

145

145

Payment Process

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

146

146

Preliminary Enrollment Report

- Due by the last weekday in August.
- Provide a list of the SNSP pupils enrolled at the school as of the last weekday in August.
- If the school has pupils that 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.

147

147

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 that meet the attendance requirements .
- The 3rd Friday in September Pupil Count Report is due the last weekday in September and the 2nd Friday in January Pupil Count Report is due the last weekday in January.
- 3rd Friday in September Pupil Count Report Only-Report current addresses for continuing SNSP pupils.

148

148

Actual Costs Incurred Pupil Payment Option

- A school has the **option** to receive a SNSP payment based on the previous school year's actual cost to provide special education for the pupil in the statement.
- If the school would like to use this option for a student, the school will be required to provide a financial statement of actual costs that indicates the actual costs to provide special education for the pupil incurred for the previous school year and provide supporting documentation for the costs. The statement is due by the 3rd Friday in July.

149

149

Actual Costs Incurred Pupil Payment Option (cont)

- A school that provides a Statement of Actual Cost for a pupil will have a scholarship amount for that pupil in the following school equal to 150% of the regular student payment amount plus 90% of the amount on the statement of actual costs over 150% of the regular student payment.
- The student must meet all SNSP requirements to receive the scholarship payment in the following school year.

150

150

Knowledge Check

If a SNSP school that is continuing to participate in the SNSP does not spend all of the SNSP payments it receives for SNSP pupils, what must it do with the remaining amount?

a. The amount can be spent on whatever the school would like.
b. The school must retain the amount for future eligible education expenses for SNSP pupils.
c. The school must pay the amount back to the department.

151

151

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

152

152

Audit Process

153

Audit Process Overview

- School retains and pays independent audit firm. All new SNSP schools, including schools that currently participate in the Choice program, must provide an Auditor Authorization form identifying the school's SNSP auditor. This form is due by August 15, 2023.
- DPI provides agreed upon procedure reports to the auditing firms.
- DPI generally relies on auditor work but has oversight authority.

154

154

SNSP Audit & Agreed Upon Procedures Reports

- September Enrollment Audit due December 15th
- January Enrollment Audit due the first weekday in May
- Financial Audit due October 15th
  - Includes the determination of the school's eligible education expenses.

155

155

Enrollment Audits

- An auditor must complete an audit of the 3rd Friday in September count and the 2nd Friday in January count. The auditor will:
  - Determine if the applications and transfer requests are eligible.
  - Determine if the pupils meet the attendance requirements.
  - Ensure the pupil data provided to DPI is correct.
  - Complete a review of each background check and determine that the background check was completed as required.

156

156

Enrollment Audits (cont)

As part of the September Enrollment Audit, the auditor will also complete the following for continuing SNSP pupils:

- Verify the residency documentation was obtained and the documentation matches DPI's records.
- Ensure that the IEP reevaluation data was properly reported to the DPI.

157

157

Certification Letters

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

158

158

Financial Audit Overview

159

PSCP & SNSP Combined Financial Audit

- A school that participates in both the Private School Choice Programs ("PSCP" or "Choice") and SNSP submits one financial audit that covers both programs.
- The fiscal year for the financial audit and budget must be the school year from July 1 to June 30.
- The financial statements are the same.
- A reserve balance schedule needs to be included for PSCP and SNSP if the school is participating in both programs.

160

160

Eligible Education Expenses

Choice	SNSP
Eligible education expenses are all direct and indirect costs associated with a school's educational programming for pupils enrolled in grades kindergarten to 12 that are reasonable for the private school to achieve its educational purposes as determined by the school's written policy and tested by an independent auditor.	Eligible education expenses are all direct and indirect costs associated with a private school's educational programming for pupils enrolled in grades kindergarten to 12.

161

161

SNSP Eligible Education Expenses

- General Eligible Education Expenses: These are the school's educational programming expenses for *all pupils* enrolled in grades K4 to 12.
- Primarily SNSP Expenses: These are the school's educational programming expenses that are *primarily related to SNSP students.*
- Expenses for Pupils in a Statement of Actual Cost : These are expenses that are identified as eligible, with supporting documentation, in the Statement of Actual Cost submitted by the school. These expenses are included as eligible in the reserve balance schedule.
- See the SNSP Eligible Education Expense Bulletin for further information.

162

162

SNSP Eligible Education Expenses-General Eligible Education Expenses

- The general eligible education expenses are multiplied by the percent of the students participating in the SNSP to determine what is a SNSP eligible education expense.
- The percent of students participating in the SNSP is based on the average of the 3rd Friday in September and 2nd Friday in January FTE for SNSP pupils and all pupils. The SNSP pupil FTE does not include pupils for which the school received an actual cost payment in that year.

163

163

Primarily SNSP Eligible Education Expenses

- If the school is participating in the SNSP, it may designate eligible education expenses that are primarily for the SNSP.
- Expenses that are primarily, but not only, related to SNSP students are expenses that were incurred primarily for SNSP students where other pupils at the school are also getting a benefit.
- Since they need to be "primarily" related to the SNSP, the expenses must be used for the SNSP at least 50% of the time.

164

164

Primarily SNSP Eligible Education Expenses (cont)

- The allocation for these expenses must be specific to the particular expense rather than a general allocation.
- Generally, the cost of teachers and other general costs of the school should be included as a general eligible education expense rather than as a primarily SNSP eligible education expense.
- Examples of primarily SNSP expenses include a teacher aide that only works with a SNSP pupil, the cost of the SNSP Enrollment Audits, and the cost of the SNSP surety bond.

165

165

Primarily SNSP Eligible Education Expenses (cont)

- These costs are excluded from the general eligible education expense calculation for the SNSP and Choice Program.
  - The SNSP excluded amount must be the amount before the allocation percentage is applied.
  - The Choice program excluded amount is the amount included as a primarily SNSP expense.
- Any government assistance, insurance proceeds, or fundraising revenue that are related to these costs must decrease the primarily SNSP eligible education expenses.

166

166

Primarily SNSP Eligible Education Expenses (cont)

- Example: Teacher Aid Is Included in Primarily
  - Salary: $30,000
  - The teacher aid tracks her time and determines she spends 80% of her time with SNSP pupils.

Description	Amount
Amount included as a Primarily SNSP Eligible Education Expenses	$24,000 (calculated as $30,000 x .8)
Amount Excluded from SNSP General Eligible Education Expenses (since the SNSP amount is already specifically identified)	$30,000
Amount Excluded from General Choice Expenses for schools participating in the Choice program (since the remaining $6,000 is being used for non-SNSP educational programming)	$24,000

167

Expenses for Pupils in a Statement of Actual Cost

- If a school submits a Statement of Actual Cost for a pupil, the school will include the actual special education expenses for the pupil rather than the general eligible education expenses for the pupil in the Reserve Balance Schedule.
- These costs are excluded from the general eligible education expense calculation for the SNSP and Choice Program.
- Since the school has elected to receive the special education expenses for these pupils, the FTE for these pupils are excluded from the SNSP FTE when calculating the general eligible education expenses for SNSP pupils in the reserve balance schedule.

168

168

Knowledge Check

True or False:

- The SNSP directly reimburses schools for eligible expenses for SNSP pupils.

169

169

Knowledge Check

Which of the following expenses could be included as an eligible education expense in the financial audit?

a. Teacher aide for a student

b. Speech-language pathology and audiology services

c. Learning software

d. All of the above

e. None of the above

170

170

Knowledge Check

- The school has net eligible education expenses of $1,003,000. The school's SNSP surety bond costs $3,000, which the school decides to include as a primarily SNSP expense.
- 10% of the school participates in the SNSP.
- The school received $108,000 of SNSP revenue.
- What is the school's reserve balance?

Description	SNSP
Net Eligible Education Expenses	1,003,000
Less: Primarily SNSP Amount	3,000
General Net Eligible Education Expenses	**1,000,000**
Times: Percent of School in Program	
General Net Eligible Education Expenses for Program Pupils	
Primarily SNSP Amount	
Total Net Eligible Education Expenses for Program Pupils	
SNSP Revenue	
SNSP Reserve Balance	

171

171

Question?

If you have a question, please use the chat function to enter it.

Questions after the training may be emailed to snsp@dpi.wi.gov

172

172

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

173

173

Available Resources (cont.)

- Financial Requirements bulletins available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins
  - Financial Audit and PSCP/SNSP Reserve Balance
  - SNSP Eligible Education Expenses
- List of current Choice/SNSP auditors and Auditor Authorization form available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/auditor.

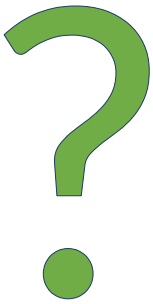
174

174

Questions

Email: snsp@dpi.wi.gov

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



175

175