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

This training module will provide information on the SNSP Notice of Intent to Participate for schools that are not currently participating in the SNSP. If your school is a current participant in the SNSP, please refer to the Continuing SNSP School Intent to Participate presentation.
Schools registering to participate in the SNSP must submit the Notice of Intent to Participate, or ITP, form annually by March 1. The ITP must be electronically signed and submitted by the head of the school’s governing board.

**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.
- Due annually by March 1.
Schools that are new to the SNSP will access the ITP on the SNSP School Registration webpage. A link to this webpage is available at the end of this presentation.

Schools that participated in the SNSP during the prior school year are considered to be continuing SNSP schools. The link for the ITP will be individually emailed to the head of each continuing school’s governing board. Continuing school ITPs will have prefilled information that the schools will need to review and modify as appropriate. Continuing schools must use their unique ITP link rather than the new school ITP link because the continuing SNSP school ITP requires additional information.
The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the “Next Page” option. The “Previous Page” button will show beginning with the second page. If the school tries to go to the next page without completing all of the required fields, it will receive an error message. The school will then be required to complete the missing information before proceeding to the next page.

The “Save & Return Later” button can be used if the school starts the ITP but is not able to finish it right away. If the school clicks this button, the ITP will direct the school to a new webpage with a unique link for their survey that can be used to return to their ITP. Schools should not bookmark the webpage with the link because the webpage will be password protected if the school tries to return to it. The school should save the link separately so it can later access and complete the ITP.

If the school determines it would like to make revisions to the ITP and it is before the due date of the ITP, it can use this link to make the changes. The school should then resubmit the ITP with the changes. If the school is not able to locate its link, it should contact the Department of Public Instruction, or DPI, using the contact information at the end of this presentation. The school should not start a new ITP unless instructed to do so by the DPI.
SNSP team.
The second page of the ITP includes general school information, SNSP Administrator information, head of the governing board information, the school mailing address, and the school locations. These different sections will be discussed in further detail in the following slides.
The school must identify the SNSP Administrator and their email address on the ITP. The SNSP Administrator must either be the owner of the school or an individual who is appointed by the school’s governing board to be the SNSP Administrator.
The SNSP Administrator will be responsible for completing the required SNSP school documentation, and accepting and verifying pupil applications and transfer requests. The SNSP administrator is also the school’s primary contact for SNSP issues and questions.

It is recommended that schools select an individual who will be accepting and processing applications and transfer requests as the SNSP Administrator.
The school must identify the head of the school’s governing board on the ITP. The school must enter in his or her name and information. As a reminder, the head of the governing board must complete the SNSP ITP.
The school must provide the school name, phone number, fax number, and federal identification number on the ITP. The federal identification number is the number issued by the IRS for tax purposes. If the school does not yet have a federal identification number, the school should insert TBD.
The next section is the school mailing address. The school must include the address where DPI should send general correspondence to the school.
Next, the school should enter the address, city, and zip code for any other locations of the school.

The school must meet the certificate of occupancy requirements for all locations of the school. These requirements are covered in detail in the Private School SNSP Registration Requirements training module. A link to the SNSP school training modules is available at the end of this presentation.
Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage. A link to this webpage is available at the end of this training. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least $50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. This 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 form. Does the school intend to offer a SNSP summer school program during the summer of 2023?

- Yes
- No

Both the summer school amount, which will be calculated on this page, and the regular school year amount will be included in the expected amount.
If the school indicates that it will have SNSP summer school, it must indicate the number of SNSP pupils that will be in summer school. Please be aware that the pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January in the school year immediately before summer school in order for the pupil to be eligible for summer school.

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

The next page of the ITP requires the school to select the grade levels that it will have SNSP scholarships available in. The grade levels that private schools can choose from include: 4-year-old kindergarten, 5-year-old kindergarten, and first through twelfth grade. Please note that SNSP schools do not have to offer SNSP scholarships for all grades the school has, but must be accredited for all of the grades that it selects. The school may choose to offer SNSP scholarships in only some of its grades.
If the school has indicated that it will have four (4)-year old kindergarten, or K4, available to SNSP pupils, the school must indicate the type of K4 program it will offer. Pupils in K4 are generally counted as 0.5 full-time equivalent, or FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides parental outreach for the parents of the K4 pupils.

Further information about the K4 Parental Outreach Program option is available in the K4 Parental Outreach Activities Bulletin and in the K4 Parental Outreach Activities training module. Links to the SNSP Bulletins webpage and the SNSP school trainings modules are available at the end of this presentation.
If the school has indicated that it will have five (5)-year old kindergarten, or K5, available to SNSP pupils, the school must indicate the type of K5 program it will offer. The FTE for pupils in K5 is dependent on how many full days a week a pupil is attending.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.
All new SNSP schools will need to identify how many SNSP scholarships are available at the school. The total number of available SNSP scholarships at the bottom will be calculated as the number of scholarships for each category are entered. All grade categories on the screen must have at least one available SNSP scholarship.

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

If the school previously included a number for a grade category it later decides to remove, the school must first remove the number in the bond or financial information calculation page by inserting 0. If this is not done, the number will still be included in the calculation of the school’s expected SNSP payments.
The bottom of the bond or financial information calculation page will calculate the expected SNSP payments. This section will include the summer school expected payments from the previous page and calculate the regular school year payments based on the available SNSP scholarships entered for each grade category.

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

For more information about SNSP payments, please see the Payment Process, Pupil Count Report & Audit Overview training module. A link to the SNSP school training modules can be found at the end of this presentation.
If a school is expected to receive $50,000 or more of SNSP scholarships, based on the total number of pupils entered into the ITP, then the school will be required to indicate on the ITP that it understands that it must either provide the required financial information by March 1 prior to the school year or provide a surety bond to the DPI by the first weekday in June prior to the school year.

For more information about the financial information or surety bond, please see the Private School SNSP Registration Requirements training module. A link to the webpage with the SNSP training modules can be found at the end of this presentation.
The final page of the ITP requires the head of the school’s governing board to check the box on the agreement page indicating that the school will comply with the SNSP requirements. If the school fails to comply with the SNSP requirements, the school may not be eligible to receive SNSP payments or may be terminated from the SNSP.

By checking the box, the head of the school’s governing board is also indicating that he or she has read the statutes and administrative rules governing the SNSP. The SNSP is governed by Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49. Links to Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49 are available at the end of this presentation.
Once the ITP is complete, the head of the school’s governing board must click the submit button to submit the school’s ITP to the department.
Email and Print a Copy for Your Records

An “Email the Report” link will show on the confirmation screen. The head of the school’s governing board should send an email with the ITP to him/herself and print a copy of the confirmation page for his/her records.
Quiz #1

Which schools must complete the Intent to Participate?

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

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

Options a and c are not correct. The SNSP allows a pupil with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. Therefore it is private schools, not public schools, who can participate in the SNSP.
Quiz #2

Who must electronically sign and submit the Intent to Participate?

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.

The correct answer is a. Wisconsin law requires that the ITP be signed and submitted to the DPI by the head of the school’s governing board.
Available Resources

- School Registration Page: https://dpi.wi.gov/sms/special-needs-scholarship/school-registration
- SNSP Bulletins: https://dpi.wi.gov/sms/special-needs-scholarship/bulletins
- School Submitted Reports Webpage: https://dpi.wi.gov/sms/special-needs-scholarship/school-reports
- SNSP Training: https://dpi.wi.gov/sms/special-needs-scholarship/school-training
- SNSP Statutes & Rules: https://dpi.wi.gov/sms/special-needs-scholarship/statutes

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

School Registration Page: https://dpi.wi.gov/sms/special-needs-scholarship/school-registration
SNSP Bulletins: https://dpi.wi.gov/sms/special-needs-scholarship/bulletins
School Submitted Reports Webpage: https://dpi.wi.gov/sms/special-needs-scholarship/school-reports
SNSP Training: https://dpi.wi.gov/sms/special-needs-scholarship/school-training
SNSP Statutes & Rules: https://dpi.wi.gov/sms/special-needs-scholarship/statutes
If you have any questions about the information discussed in this module please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 3, then extension 6.