

Service Plan for Special Education Costs Title 16, Section 2964

Effective Date: July 1, 2005

Annually we are required by law to complete a Service Plan for each budget entity in Lamoille North Supervisory Union (LNSU). The Service Plan is due at the Vermont Department of Education (VDOE) on October 15th of each year. The submission of the plan must be on time, there are no extensions given. LNSU completes this process by working with a point person from each budget entity to complete the process. Each budget entity will receive the official Service Plan memo and tools from the Director of Student Support Services annually when they are received from the VDOE. Each budget entity is required to complete all parts of the Service Plan and submit them to the LNSU Director of Student Support Services by the due date established annually. This is usually 10-15 days prior to October 15th. This work process will be used to build the budget for special education expenses that will be presented to the town for approval with your school's complete budget. The following procedures are to be followed:

1. Keep in mind the Service Plan should capture the number of students and related budget costs for these students for the next fiscal year in Sections B and C. In September of FY05, which is Fiscal Year 2006, you are completing the budget costs for Fiscal Year 2007, the following school year.
2. Complete Section A, all parts. You do not need to enter any salaries. Central Office will take care of this. Count your employed and vacant position for the current school year.
3. Complete the LNSU Excel worksheet for Sections B and C for the Fiscal Year specified on the documents.
4. Attach all back up documentation, notes, school based worksheets, etc. to the LNSU worksheet for Section B and C.
5. Complete the VDOE Section B, Part 1 and Part 2, excluding the 1200 staff salary and benefit costs in Part 2. LNSU will complete this section. Just make sure you send us the LNSU worksheet that list all staff employed by your school you expect to pay with special education funds. Include the FTE of their employment.
6. Complete Section B, Part 3 and additional Parts as needed for your particular school.
7. Submit all documents, worksheets, staff lists, etc. to the Director of Student Support Services by the LNSU required due date.
8. Work with the Director of Student Support Services to resolve any questions prior to submission to the VDOE.
9. Work with the Director of Student Support Services to resolve any questions that are raised by the VDOE.



[Back to Procedure Menu](#)