

DISTRICT RESPONSIBILITIES
SELPA NPS/A MASTER CONTRACT – Revision 9/3/08

The following provides information for districts to follow in overseeing Non Public School and Agency (NPS/A) services for students as indicated in the SELPA master contract. While SELPA/SCOE maintain and oversee that each NPS/A abides by the master contract, the districts must manage district placed student IEPs through the Individual Service Agreements (ISA).

Complete ISA before July 1 each year and thereafter student IEP changes. A new ISA is required annually based on the new SELPA approved rates. The NPS/A is not responsible for completing the ISA and can withhold services until the district submits the ISA. Individual NPS/A ISA forms can be found at sonomaselpa.org website, click on “Forms” in the blue sidebar, then click on “• NPS/NPA Information and Forms” bullet at the top of the page. Each NPS/A ISA is a template that includes the current contracted rates. The form will automatically calculate annual costs upon entering the number of days or hours per year in the grey fields. Directions for completing the ISAs can also be found at website and can be provided by Ruth Petroff, SCOE Special Ed Tech/NPS 524-2708.

2. The approved NPS calendar and daily minutes schedules are posted at the website. Minimum days are declared by the NPS on their approved calendar and should be planned for accordingly to avoid extra transportation costs. There should be no additional costs. Each NPS is required to provide equivalent minutes that are provided to pupils attending the local LEA schools. Only IEPs can change this requirement but no pro-ration of NPS costs should be anticipated. *See NPS Summary of Calendars and Daily Schedules at Website.*

3. Review invoices for absences. Each NPS must notice the LEA no later than the 5th consecutive day of a pupil’s absence. Effective July 1, 2008, NPS should not bill for absence days, payment for absences are not provided in the SELPA Master Contract.

4. Evaluation of Student Progress Form is a new state requirement from 05/06, which requires each district to monitor student performance, including all state assessment results. If changes including placement are required the district must act accordingly. **Exhibit B** of master contract found at website must be completed annually and retained with the district IEP copy.

5. Foster Student Placements SELPA policy has been changed to reflect SCOE as the responsible LEA for LCI and foster family students requiring an NPS placement. Districts assume responsibility for RSP and SDC referrals. SCOE will forward referrals to the appropriate district when a NPS placement is not recommended. A procedural process for these referrals is forthcoming from SCOE.

6. Out Of County NPS Placements or Out of County NPA Services: The SELPA master contract does not cover out-of-county NPS placements or out-of-county NPA service providers; therefore, the district must complete a master contract. A LEA Master Contract with completion instructions for out-of-county NPS/A is also available at sonomaselpa.org. Districts contracting for non-certified or non-approved related services must bear sole responsibility for contracting and total costs without SELPA reimbursement. The Marin County SELPA oversees approved NPS/As from out of county through the Bay Area. For more information, please contact Ruth Petroff, SCOE Special Ed Tech/NPS 524-2708 or rpetroff@scoe.org.