



**Harwood
Unified
Union
School
District**

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Brigid Nease, Superintendent

Donarae Dawson, Director of Student Support Services

Michelle Baker, Business Manager

Sheila Soule, Director of Curriculum & Assessment

To: Building Administrators
From: Director of Student Support Services
Re: Contract/Invoice Approval Checklist for Administrators
Date: 08/01/17

Please review the WWSU Account for Special Education in FY2017 Memo from Michelle Baker.

Prior to signing **Behavior Interventionist and/or Out of District Contracts**, verify the following:

- Service on contract matches service on IEP service page
 - initiation/duration dates, services, provider type, duration, sessions, frequency, grouping

Services	Personnel or Provider	Location	Duration (min)	Sess.	Freq.	Group Size	Mode
From 12/11/15 to 06/10/16		2640 min. (44.0 hrs.)					
Special Education Services							
Personal Care - behavioral supports, basic reading, basic math	Behavior Intervention Spec.	Bellcate & community	375	5	Weekly	1:1	D
Case Management	Case Manager	Office	60	1	Weekly	1:1	M
Related Services							
Transportation	Approved Driver	to and from Bellcate	60	2	Daily	1:1	I
Physical Therapy	Physical Therapist	Out of Class	45	1	Weekly	1:1	D
Mental Health Counseling	Counselor (MSW)	Out of Class	60	1	Weekly	1:1	D
From 07/01/16 to 07/29/16		2565 min. (42.75 hrs.)					
Extended School Year Services							
Personal Care - behavioral supports, basic reading, basic math	Behavior Intervention Spec.	Bellcate & community	375	5	Weekly	1:1	D
Case Management	Case Manager	Office	30	1	Weekly	1:1	M
Transportation	Approved Driver	to and from Bellcate	60	2	Daily	1:1	I
Mental Health Counseling	Counselor (MSW)	Out of Class	60	1	Weekly	1:1	D

- If contract does not match IEP, **do not sign**. Work out differences with case manager and/or providers. Do not allow services to start until the contract is correct and approved.
- Once the contract is correct, sign and return to Donarae Dawson for final approval.

Prior to signing **Invoices**, verify the following:

- Service on invoice matches service on IEP service page as well as approved contract.
 - initiation/duration dates, services, provider type, duration, sessions, frequency, grouping
- If invoice does not match IEP **and** approved contract, **do not sign**. Work out differences with case manager and/or providers.
- Stamp and sign invoice, indicating your approval.
- Code invoice according to business office codes.
- Return approved and coded invoices to Heidi Clark or Susan Neill (HUHS only).

***NOTE – Invoices must be dated and submitted prior to June 30 of the school year.**