



**Harwood
Unified
Union
School
District**

340 Mad River Park
Suite 7
Waitsfield, VT 05673

Phone: (802) 496-2272
Fax: (802) 496-6515

Brigid Scheffert Nease, Superintendent

Donarae Dawson, Director of Student Support Services

Michelle Baker, Business Manager

Sheila Soule, Director of Curriculum & Assessment

MEMORANDUM

TO: Related Services Providers
CC: Building Administrators
FROM: Donarae Dawson
DATE: 08/15/17
SUBJECT: Letters of Agreement and Procedures for Invoicing for Service

Welcome to HUUSD and thank you for providing a valuable service to students in Harwood Unified Union School District. Attached please find your FY 2018 Letter of Agreement along with a W-9 form that you will need to sign and return to the HUUSD business office prior to beginning your work with students.

Special Education and related services, such as evaluations and services that you provide, are paid for with federal special education funds in the form of grants which require adherence to strict accounting processes and procurement guidelines. I am hoping that this memo will help us closely adhere to the requirements and also make coding invoices much easier for the school principals as well as the accountants at Central Office. To this end, separate invoices are required for special education evaluations/services. Therefore, if there are services for students that are on Section 504 or any other Regular Education Plan, these would need to be invoiced separately and then given to the Building Administrator to approve. The building administrator will verify that the service is on the student plan and will sign and send to the Central Office for payment.

When providing an invoice to a school, please make sure your invoice includes the following information:

1. Your name or your company name, address, and contact information
2. Date of the invoice
3. Date of each service provided
4. Length of session/unit cost and total cost for the service
5. Name of school (need a separate invoice per school)
6. Name of the Student (these names get erased when presented to Boards for approval)
7. Grade of the Student (PK, K, etc)
8. Student classification (e.g., IFSP, IEP, EEE, or Regular Education (e.g., 117 or 504)) and a total for special education bill
9. Type of service you are providing (consult, direct service, evaluation)



Evaluations

- When conducting a child find evaluation for a student, your evaluation must be indicated on an evaluation planning document written by the EPT team or needs to be requested by the EST team through formal documentation (e.g. meeting minutes/EPT / IEP).
- Do not conduct any evaluations unless you have seen this documentation.
- When billing for evaluations, please indicate the type of evaluation you are conducting.

For Example:

John Doe – Special Education Child Find or re-evaluation as per EPT

Janis Doe – EEE (117 or 504) evaluation as per EST or 504 plan

This will indicate to the Director of Student Support Services that your evaluation has been requested by a formal process, and we can charge it to the appropriate funding source.

Direct and Consultative Services

- Require separate invoices for special education (IEP, IFSP, EEE) and for regular education students (504, 117, other)

Bills that are over 30 days between date of service and receipt of the bills cause accounting issues. We must receive bills within 30 days of the service provided. Furthermore, any service provided during the school year must be received and be dated prior to June 30 in order for the accountants to close their books. No invoices will be paid after June 30 except for services beginning July 1.

Reminder: It is incumbent upon you, as a contracted service provider, to review the student plans (e.g. IEP, IFSP, 504, or EST) to make sure that the service you are providing is listed on the service page and matches your understanding of the dates of service, duration, frequency and grouping. As per your letter of agreement, you must document progress on goals each grading period. Goal progress is reported, at minimum, on the goal pages of the IEP. You can attach narratives as an additional way of communicating to parents. However, the legal requirement is that the goals on the IEP be marked at regular intervals (each grading period as per regular education students).

Thank you for your cooperation and valuable services that you provided to our students.