



## State of New Jersey

DEPARTMENT OF EDUCATION  
PO BOX 500  
TRENTON, NJ 08625-0500

JON S. CORZINE  
Governor

LUCILLE E. DAVY  
Commissioner

January 28, 2009

TO: Directors, Private Schools for Students with Disabilities

FROM: Katherine P. Attwood, Assistant Commissioner  
Division of Finance *Katherine P Attwood*

SUBJECT: 2008-2009 - Annual Fiscal and Program Information Forms for Private Schools for Students with Disabilities

In accordance with N.J.A.C 6A:23-4.14, annually each private school for students with disabilities shall submit Fiscal and Program Information to the Division of Finance. The 2008-2009 Annual Fiscal and Program Information forms for Private Schools for Students with Disabilities are now available on the Department of Education's web site at [www.state.nj.us/education](http://www.state.nj.us/education). Under the pull down "Overview of DOE Sites," click on "Finance." Under the "Division of Finance" homepage, click on "Private Schools for Students with Disabilities" under the heading "Most Requested Items" which is on the right side of the page. This item is listed under >2008-2009 School Year – Annual Information as ■ Annual Fiscal and Program Information Forms. The directions are in the Word format and the forms are in the Excel format which can be downloaded.

The Annual Fiscal and Program Information forms are an essential source of information during the desk review of a school's audited financial statements, as well as for other divisions in the department. Therefore, it is immensely important that the designee responsible for completing this document is familiar with N.J.A.C. 6A:9-5.5, N.J.A.C. 6A:23-4.1 through 4.16, understands the possible financial impact of submitting erroneous / incomplete data and has access to employees' personnel files to ensure that the information submitted is accurate. In accordance with N.J.A.C 6A:23-4.2(r) and 4.5(a)57, a private school using an unrecognized job title (except administrative job titles) must obtain county office approval prior to the use of the unrecognized job title to avoid non-allowable costs.

The request for information on pages four, five and six is only for the positions that are reported in General Administration, School Administration, Business and Other Support (page 4), Classroom Instruction (page 5) and Support Services (page 6). The corresponding account numbers are reflected on the top of the page. A position title listed as "Teacher" on this form is unacceptable. Any position title listed must indicate the specific type of teacher such as "Teacher of the Handicapped" or "Social Studies." It is imperative that each column on pages four, five and six is not left blank. If the request does not apply to the employee, please insert N/A or "none." Please do not report positions held in Food Service, Operation of Plant & Maintenance and Extraordinary Services (one to one aides) on these pages.

The position titles reported on pages four, five and six must agree with the position titles reflected on the staff members' employment contracts (if applicable), be recognized position titles or approved unrecognized position titles (except for administrative job titles) and the position titles reflected on the audited financial statements must agree with the staff members' employment contracts. In accordance with N.J.A.C. 6A:9-5.5 and N.J.A.C. 6A:23-4.5(a)57, private schools using unrecognized position titles must obtain county office approval prior to the use of unrecognized position titles to avoid non-allowable costs. On September 19, 2008, a listing of recognized position titles for private schools was posted on the department's web site. The position titles recorded on pages four, five and six (column 1) of this form that require school certification (column 8) must be contained on the listing of recognized position titles or approved by the executive county superintendent in the county the private school is located. For those positions that require an employment contract, the position title reflected on an employee's contract must be a recognized position title or approved by the county office, agree with the position title reflected in column 1 on pages four, five and six and must agree with the position titles reflected on the audited financial statements.

The completed Excel file must be saved as the name of school (i.e. ABC School 08-09.xls) and emailed to the department at [doepssd@doe.state.nj.us](mailto:doepssd@doe.state.nj.us) by February 27, 2009. **Please do not email your file to Jim Verner, Elise Sadler-Williams or Toula Aris or send a hard copy of the file;** the file must be emailed to the department at [doepssd@doe.state.nj.us](mailto:doepssd@doe.state.nj.us). In addition, the Affidavit (page 3 of the forms) must be a hard copy and include the official seal and signature of a Notary Public, the signatures of the various private school representatives and mailed to Toula Aris by February 27, 2009.

Ms. Toula Aris  
New Jersey State Department of Education  
Division of Finance  
100 River View Plaza  
P.O. Box 500  
Trenton, NJ 08625-0500

If you have any questions, please call Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

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**Attachments**

c: Willa Spicer  
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Executive County Superintendents  
Executive County School Business Administrators  
County Supervisors of Child Study  
Auditors, Private Schools for Students with Disabilities