



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

March 10, 2014

TO: Directors, Private Schools for Students with Disabilities

FROM: David F. Corso, Assistant Commissioner
Division of Administration and Finance

SUBJECT: 2013-2014 - Annual Fiscal and Program Information Forms for Private Schools for Students with Disabilities

In accordance with N.J.A.C. 6A:23A-18.14, annually each private school for students with disabilities shall submit Fiscal and Program Information to the Division of Administration and Finance. The 2013-2014 Annual Fiscal and Program Information forms for Private Schools for Students with Disabilities are now available on the Department of Education's website at <http://www.state.nj.us/education/finance/fp/psd/1314/annual.shtml>.

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:23A-18.1 through 18.16, 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:23A-18.2(r) and 18.5(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 completed and 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:23A-18.5(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. The listings of recognized position titles and maximum salaries for private schools are not yet completed; the department expects to release the finalized listings in the near future. 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 13-14.xls) and emailed to the department at doepssd@doe.state.nj.us by June 10, 2014. Please do not email your file to Elise Sadler-Williams or send a hard copy of the file; the file along with a copy of the school's 2013-2014 calendar must be emailed to the department at 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 Elise Sadler-Williams by June 10, 2014. If you have any questions, please call Elise Sadler-Williams at (609) 777-4483.

Ms. Elise Sadler-Williams
New Jersey State Department of Education
Division of Administration and Finance
100 River View Plaza
P.O. Box 500
Trenton, NJ 08625-0500

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Attachments

c: William Haldeman
Yut'se Thomas
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Lisa McCormick
Peggy McDonald
Elaine Lerner
Pam Castellanos
Elise Sadler-Williams
Executive County Superintendents
Executive County School Business Administrators
County Supervisors of Child Study
Auditors, Private Schools for Students with Disabilities