



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Commissioner

January 20, 2018

To: Directors, Approved Private Schools for Students with Disabilities (APSSD)

From: Michael Mindlin, Director  
Fiscal Policy & Planning  
Office of School Finance

Subject: Application for a Higher Tentative Per Diem Tuition Rate for 2018-2019

In accordance with *N.J.A.C. 6A:23A-18.3(j)*<sup>1</sup>, the application to apply for a higher tentative per diem tuition rate for the 2018-2019 school year is available. This application is a request for a *tentative per diem tuition rate higher than the tentative per diem tuition rate* reflected on the [January 9, 2018 Broadcast memo](#) in column (1) of [Exhibit A](#) posted on the New Jersey Department of Education's (NJDOE) website. A private school for students with disabilities may increase the number of enrolled days from 2017-2018 to 2018-2019 which will increase the total school year tuition without completing this application. As long as the private school has a school calendar with a minimum of 180 days in the ten month school year, the total number of enrolled days in the school calendar for 2018-2019 is a management decision.

The required forms, Forms A and B, as well as the directions for each form, are available on the website for [2018-2019 Annual Information](#).

**1. [Form A](#) – Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2017-2018 Budget and Projected 2018-2019 Budget**

Please provide a detailed narrative prepared by the APSSD's administration and/or management demonstrating the need for the increases in column C (B-A=C) which are the differences between the amounts contained in column B (2018-2019) and those contained in column A (2017-2018), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-201-100-101) and the reason(s) for an increase. You must be as informative as possible in your explanations and provide documentation for

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<sup>1</sup> Previously *N.J.A.C. 6A:23A-18.2(j)*. The regulations governing Tuition for Private Schools for Students with Disabilities were readopted with amendments in July 2017. This memorandum reflects the current code as readopted and amended.

all increases by account name and account number. For example, if the Rental of Land and Buildings account #11-000-262-441 is increasing by \$20,000 from 2017-2018 to 2018-2019, you must provide a copy of the lease agreement to substantiate the increase.

Line 4, columns A and B are your school's estimated ADEs for the 2017-2018 and 2018-2019 school years. The estimated ADEs are based on the July through June school year. This calculation is the total number of enrolled days for all pupils (ten month and extended) divided by the number of enrolled days for one pupil in the July through June school year. *If you anticipate a decrease in the ADE from 2017-2018 to 2018-2019, please provide a detailed explanation for the anticipated decrease and how the change will impact on all major categories within your budget.* An explanation is not needed if you anticipate an increase in the ADE.

**2. Form B – Request for a Higher Tentative Per Diem Tuition Rate – December 31, 2017 Interim Financial Report Current School Year**

This form is the NJDOE's prescribed financial report for the 2017-2018 school year. The [directions to complete Form B](#) are posted online. This form must be prepared for the quarter ending December 31, 2017.

The applications, Forms A and B, along with documentation explaining the need for increases shall be completed and emailed to [doe.pssd@doe.state.nj.us](mailto:doe.pssd@doe.state.nj.us) no later than January 31, 2018. Please retain a copy for your files of all the information filed with the NJDOE.

If you have any questions concerning the application process, please contact Elise Sadler-Williams at (609) 376-3703.

c: Kevin Dehmer  
Robert J. Cicchino  
John Worthington  
Lisa McCormick  
Kathleen Ehling  
Elise Sadler-Williams