# **Chapter 192/193 Nonpublic Student Application for Services (407-1 Form) Documentation Requirements Checklist to Approve and Verify Services**

**Service Provider: 407-1 Form Complete:** [ ]

**Student Name:** **Grade:**

**School:**  **School Year:**

**Instructions: Mark the services applicable to the student and refer to the indicated pages for the required documentation for each service.**

## Required Documentation for Reimbursement Pursuant to Chapter 192 (NJ Residents Only)

### [ ]  Compensatory Education in Language Arts Literacy and Math for Grades 3 - 12 (See page 2)

[ ]  Eligible score and score sheet

[ ]  Additional documentation, if needed

[ ]  Exception, if applicable: Child study team (CST) recommendation

### [ ]  Compensatory Education in Language Arts Literacy and Math for Kindergarten - Grade 2 (See page 2)

[ ]  Teacher and parent survey, interviews, observational assessments

[ ]  Work samples collected over time, including performance based assessments

[ ]  Developmental screenings, checklists

[ ]  Report cards, tests, projects

### [ ]  English Language Services for Multilingual Learners (previously called ESL) (See page 3)

[ ]  Home Language Survey results

[ ]  Score from a [State-approved language proficiency test](https://www.nj.gov/education/nonpublic/state/auxillary/ellservices.shtml) and score sheet

[ ]  Multiple indicators (records review of academic achievement results)

[ ]  Copy of [Parent Multilingual (ML) Placement Letter](https://www.nj.gov/education/title3/notification.shtml)

### [ ]  Home Instruction (See page 3)

[ ]  Doctor’s letter

## Required Documentation for Reimbursement Pursuant to Chapter 193 (See page 4)

### [ ]  Initial Evaluation

[ ]  Referral packet and all back up

### [ ]  Annual Review

[ ]  Parent request letter if sooner than one year from prior annual review

### [ ]  Reevaluation

[ ]  Parent or teacher request letter if sooner than three years from prior reevaluation or sooner than one year from the prior evaluation

### [ ]  Supplemental Instruction Eligibility (NJ Residents only)

[ ]  Student Services Plan

### [ ]  Speech-Language Evaluation or Services Only (No Other 193 Evaluation/Services)

[ ]  Speech Evaluation: no documentation required

[ ]  Speech Services (NJ Residents only): Student Services Plan

Chapter 192/193 Nonpublic Student Application for Services (407-1 Form) Documentation Requirements Checklist to Approve and Verify Services

## Required Documentation for Reimbursement Pursuant to Chapter 192 (NJ Residents Only)

### Compensatory Education in Language Arts Literacy and Math for Grades 3-12

| **New Jersey State-administered standardized assessment** | **Other assessment**  |
| --- | --- |
| * The NJDOE establishes the performance level needed on the state assessments to meet the requirements. Refer to the [NJDOE Office of Assessments web page](https://www.nj.gov/education/assessment/) for the current assessments and performance levels.
 | **Eligible score and score sheet:** * In grades 3 through 11, to be eligible, student assessment score on a valid, reliable, and norm-referenced commercial instrument must be:
	+ *below the 35th* NP range
	+ *between the 35th and 39th NP* and must be supported by additional educationally related objective criteria agreed upon during the consultation
* In grade 12, student assessment score on a valid, reliable, and norm-referenced commercial instrument must be:
	+ *below the 35th NP range and must be supported by additional educationally related objective criteria agreed upon during the consultation*
* See [Guidelines for Auxiliary and Remedial Services (Chapter 192 and 193) for Nonpublic School Students](https://www.nj.gov/education/nonpublic/forms/192193man.pdf) for information on acceptable assessments.
 |

**Exception:** The child study team (CST) recommendation may take the place of test score requirements for up to one year of Chapter 192 services when a student is determined to no longer need Chapter 193 services, but may not be ready for regular instruction without additional support.

### ****Compensatory Education in Language Arts Literacy and Math for Kindergarten****[[1]](#footnote-1)****through Grade 2****

**Must include three of the four items listed below:**

1. **Teacher and parent survey, interviews, observational assessments[[2]](#footnote-2)**
	1. Teacher observation form is to be a reflective, narrative piece of evidence that reflects individual student academic (not behavioral) need.
2. **Work samples collected over time, including performance based assessments**
	1. If the student was serviced the previous year, “application to continue service” should be noted, and a sampling of the previous year’s work must be submitted for the student to start services. If the 407-1 for a student serviced the prior year is submitted after Nov. 1, then the current school year work should be included.
	2. The school district may establish a minimum number of work samples that must be submitted.
	3. Work samples must be original, include student’s name and be graded appropriately.
	4. All work must be in the subject (math or reading/writing) that the student needs services in and must be in English.
3. **Developmental screenings, checklists**
4. **Report cards, tests, projects**
5. Test must have an accurate score.
6. Report cards must show academic level in subject for which services are being requested (i.e. math grades, writing grades, reading grades).

### English Language Services for Multilingual Learners

1. **Home Language Survey results**
2. **Score from a State-approved language proficiency test** **and score sheet**
* Score must fall below the cut-off level of English language proficiency on a [Department-approved language proficiency test](https://www.nj.gov/education/nonpublic/state/auxillary/ellservices.shtml)
1. **Multiple indicators, including:**
* Assessment of English reading level, assessment of academic performance in English, input of teaching staff members responsible for the educational program of the pupil, and **any other assessments agreed upon in the consultation**
1. **Copy of** [**Parent Multilingual (ML) Placement Letter**](https://www.nj.gov/education/title3/notification.shtml) **in their native language notifying them of the application requirements, process and their rights**

### Home Instruction

**Doctor’s letter documenting the illness or injury and need for home instruction** for more than 10 consecutive days or 20 cumulative days, including start and end date for home instruction

* Note timing requirement: The school district shall provide instructional services within five school days after receipt of the district physician’s verification of the written determination by the student’s physician [*N.J.A.C.* 6A:16-10.1(a)].

## Required Documentation for Reimbursement Pursuant to Chapter 193

### Initial Evaluation

**Referral packet and all back up** (interventions used, evaluations/assessments, nurse screening, etc.)

* Note timing requirement: The full Child Study Team, parent and regular education teacher who has knowledge of the student’s educational performance must meet within 20 calendar days of the receipt of the student application (407-1 form) to determine whether an evaluation is needed [*N.J.A.C.* 6A:14-3.3(e)].

### Annual Review

| **If the annual review is conducted one year from the previous annual review:**  | **If the annual review is conducted sooner than one year from the previous annual review:** |
| --- | --- |
| **No documentation required** | * **Parent request letter and**
* **School district determines** the conditions warranting an earlier annual review
 |

### Reevaluation

| **If the reevaluation is conducted three years from the previous reevaluation**  | **If the revaluation is conducted sooner than three years from the previous reevaluation, or sooner than one year from the previous evaluation:** |
| --- | --- |
| **No documentation required** | * **Parent or teacher request letter and**
* **School district determines** the conditions warranting an earlier reevaluation
 |

### Supplemental Instruction Eligibility (NJ Residents only)

**Student Services Plan:** Electronic access or hard copy of the program description and any related services page in the student services plan.

### Speech-Language Evaluation or Services Only (No Other 193 Evaluation/Services)

| **Speech Evaluation** | **Speech Services (NJ Residents only)** |
| --- | --- |
| **No documentation required*** Note timing requirement: The speech-language specialist, parent and regular education teacher who has knowledge of the student’s educational performance must meet within 20 calendar days of the receipt of the student application (407-1 form) to determine whether an evaluation is needed [*N.J.A.C.* 6A:14-3.3(e)].
 | **Student Services Plan:** Electronic access or hard copy of program description and any related services page in the student services plan |

1. Grade K: student must be in school 30 days before submitting initial application for services. [↑](#footnote-ref-1)
2. Acceptable performance-based assessments, screenings, and reading screening examples can be found in [Guidelines for Auxiliary and Remedial Services (Chapter 192 and 193) for Nonpublic School Students](https://www.nj.gov/education/nonpublic/forms/192193man.pdf) [↑](#footnote-ref-2)