



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

December 22, 2015

TO: Directors, Private Schools for Students with Disabilities

FROM: Michael Mindlin, Director 
Office of Fiscal Policy and Planning

SUBJECT: Application for a Higher Tentative Per Diem Tuition Rate for 2016-2017

In accordance with N.J.A.C. 6A:23A-18.2(j), the application to apply for a higher tentative per diem tuition rate for the 2016-2017 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 December 22, 2015 memo in column (1) on pages 1 through 5 of Exhibit A posted on the department's website. A private school for students with disabilities may increase the number of enrolled days from 2015-2016 to 2016-2017 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 2016-2017 is a management decision.

The required forms, Exhibits A and B, as well as the directions for each form are available at the following link: <http://www.state.nj.us/education/finance/fp/psd/1617/annual.shtml>.

1. Exhibit A - Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2015-2016 Budget and Projected 2016-2017 Budget.

Please provide a detailed narrative explanation of the need for the increases in column C (B-A=C) which are the differences between the amounts contained in column B (2016-2017) and those contained in column A (2015-2016), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-000-100-101) and the reason(s) for an increase. You must be as informative as possible in your explanations and provide documentation for 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 2015-2016 to 2016-2017 you must provide a copy of the lease agreement to substantiate the increase.

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Line 207, columns A and B are your school's estimated ADEs for the 2015-2016 and 2016-2017 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 2015-2016 to 2016-2017, 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. Exhibit B - Request for a Higher Tentative Per Diem Tuition Rate – December 31, 2015 Financial Report Current School Year – This form is the department's prescribed financial report for the 2015-2016 school year. The directions to complete Exhibit B are contained on pages one through five of the form. This form must be prepared for the quarter ending December 31, 2015.

The applications, Exhibits A and B, along with documentation explaining the need for increases shall be completed and emailed to doe.pssd@doe.state.nj.us no later than February 5, 2016. Please retain a copy for your files of all the information filed with the department.

If you have any questions concerning the application process, please contact Elise Sadler-Williams at (609) 777-4483.

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c: Robert L. Bumpus
Kevin Dehmer
Yut'se O. Thomas
Robert J. Cicchino
Peggy McDonald
Lisa McCormick
Elaine Lerner
Elise Sadler-Williams