



State of New Jersey
DEPARTMENT OF EDUCATION
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

KIMBERLEY HARRINGTON
Acting Commissioner

December 22, 2016

TO: Directors, Private Schools for Students with Disabilities

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

SUBJECT: Application for a Higher Tentative Per Diem Tuition Rate for 2017-2018

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 2017-2018 school year is available. This application is a request for a tentative per diem tuition rate higher than the tentative per diem tuition rate displayed in column (1) on pages 1 through 5 of Exhibit A which will be posted to the Department's website prior to December 31, 2016. Please note that a private school for students with disabilities may increase the number of enrolled days from 2016-2017 to 2017-2018 which will increase the total amount of the school year tuition, but not the tentative per diem tuition rate, 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 2017-2018 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/1718/annual.shtml>.

1. Exhibit A - Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2016-2017 Budget and Projected 2017-2018 Budget.

Please provide a detailed narrative explanation of the need for any increase displayed in column C (B-A=C) of the Request for a Higher Tentative Tuition Rate form. Column C represents differences between the amounts contained in column B (2017-2018) and those contained in column A (2016-2017) arranged by account name and account number. The detailed narrative explanation for any given line item account must clearly identify the line item account name and account number (e.g. salaries of Teachers #11-000-100-101) and the reason(s) for an increase. Please be as detailed as possible in your narrative explanation and include any supporting documentation that you determine to be pertinent to your explanation. For example, if the Rental of Land and Buildings account #11-000-262-441 is increasing by \$20,000 from 2016-2017 to 2017-2018 your narrative explanation should be supported by documentation in the form of a copy of the executed lease agreement to substantiate the increase.

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Line 207, columns A and B are your school's estimated Average Daily Enrollment (ADE) for the 2016-2017 and 2017-2018 school years. The estimated ADE for each year is based on the July through June school year. The ADE calculation represents 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 2016-2017 to 2017-2018, 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, 2016 Financial Report Current School Year – This form is the department's prescribed financial report format for the 2016-2017 school year. The directions to complete Exhibit B are contained on pages one through five of the form. This form must be prepared and submitted for the quarter ending December 31, 2016.

For any APSSD requesting a higher tentative per diem tuition rate for 2017-18, the application(s), Exhibits A and B, along with narratives and supporting documentation explaining the need for such increase shall be completed and emailed to doe.pssd@doe.state.nj.us no later than February 10, 2017. 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.

Attachments

KD/MMESW:

c: Kimberley Harrington, Acting Commissioner
Kevin Dehmer
Yut'se O. Thomas
Robert J. Cicchino
John Worthington
Lisa McCormick
Elaine Lerner
Elise Sadler-Williams