

## **Directions for Mailing/Hand Delivering the 2006-2007 Audited Financial Statements to the Department**

The private school for students with disabilities must file three certified signed duplicate copies of the reports and recommendations for each private school location. One with the Division of Finance, one with the Office of Compliance Investigation in the Trenton offices and one with the County Superintendent of Schools in the county in which the school is located. To avoid a great many calls to the department in October and November 2007, the private school for students with disabilities should provide the below list to their internal staff so they are aware of the correct address to mail the audit and the correct address for hand delivery. Listed below are the addresses.

### **Division of Finance Mailing Address:**

James Verner, Section Supervisor  
New Jersey State Department of Education  
Division of Finance  
Office of Fiscal Policy and Planning  
P.O. Box 500  
Trenton, New Jersey 08625-0500

### **Business Address: (For hand delivery only, that includes Fed X, Next Day Mail etc.)**

James Verner, Section Supervisor  
New Jersey State Department of Education  
Division of Finance  
Office of Fiscal Policy and Planning  
100 River View Executive Plaza  
Route 29  
Trenton, New Jersey 08625-0500

### **Office of Compliance Mailing Address:**

Lisa McCormick, Manager  
New Jersey State Department of Education  
Office of Compliance Investigation  
Single/Grants Audit Unit  
P.O. Box 500  
Trenton, New Jersey 08625-0500

### **Business Address: (For hand delivery only, that includes Fed X, Next Day Mail etc.)**

Lisa McCormick, Manager  
New Jersey State Department of Education  
Office of Compliance Investigation  
100 River View Executive Plaza  
Route 29  
Trenton, New Jersey 08625-0500

### **County Superintendent of Schools**

Please refer to **APPENDIX G** for the names and addresses of the County Superintendents of Schools.