



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Commissioner

January 15, 2013

TO: Directors, Private Schools for Students with Disabilities

FROM: Patricia C. Scott, Director/Fiscal Policy & Planning
Office of School Finance

SUBJECT: Application for a Higher Tentative Per Diem Tuition Rate for 2013-2014

I have attached a copy of the application to apply for a higher tentative per diem tuition rate for the 2013-2014 school year in accordance with N.J.A.C. 6A:23A-18.2(j). This application is a request for a tentative per diem tuition rate higher than the tentative per diem tuition rate reflected on the January 15, 2013 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 2012-2013 to 2013-2014 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 2013-2014 is a management decision.

Attached you will find copies of the required forms to be completed and the directions for each form:

1. Exhibit A - Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2012-2013 Budget and Projected 2013-2014 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 (2013-2014) and those contained in column A (2012-2013), 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 2012-2013 to 2013-2014 you must provide a copy of the lease agreement to substantiate the increase.

Line 207, columns A and B are your school's estimated ADEs for the 2012-2013 and 2013-2014 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 2012-2013 to 2013-2014, 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, 2012 Financial Report Current School Year – This form is the department's prescribed financial report for the 2012-2013 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, 2012.

The attached applications (Exhibits A and B) along with documentation explaining the need for increases shall be completed and forwarded to the address below to be received by the department no later than January 31, 2013. Please retain a copy for your files of all the information filed with the department.

Elise Sadler-Williams, Planning Associate
New Jersey State Department of Education
Division of Administration & Finance
100 Riverview Plaza (use for deliveries only)
P.O. Box 500
Trenton, New Jersey 08625-0500

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

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Attachments

c: Susana Guerrero
David F. Corso
Barbara Gantwerk
Yut'se O. Thomas
Robert J. Cicchino
Peggy McDonald
Lisa McCormick
Elaine Lerner
Elise Sadler-Williams