



State of New Jersey
DEPARTMENT OF EDUCATION
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January 11, 2019

To: Directors, Approved Private Schools for Students with Disabilities (APSSD)

From: Michael Mindlin, Director *Michael Mindlin*
Fiscal Policy & Planning
Office of School Finance

Subject: Application for a Higher Tentative Per Diem Tuition Rate for 2019-2020

In accordance with *N.J.A.C. 6A:23A-18.3(j)*, the application to apply for a higher tentative per diem tuition rate for the 2019-2020 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 [January 2, 2019 Broadcast memo](#) in column (1) of [Exhibit A](#) posted on the New Jersey Department of Education's (NJDOE) website. *Please note that the 2019-2020 tentative per diem tuition rates were revised and posted to the website on January 9, 2019.* A private school for students with disabilities may increase the number of enrolled days from 2018-2019 to 2019-2020 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 2019-2020 is a management decision.

The required forms, Forms A and B, as well as the directions for each form, are available on the website for [2019-2020 Annual Information](#).

1. [Form A](#) – Request for a Higher Tentative Per Diem Tuition Rate – 12 Month Budget Comparison - Current 2018-2019 Budget and Projected 2019-2020 Budget

Please provide a detailed narrative prepared by the APSSD's administration and/or management demonstrating the need for the increases in column C ($B-A=C$) which are the differences between the amounts contained in column B (2019-2020) and those contained in column A (2018-2019), by account name and account number. The detailed explanation must include the account name and account number (Salaries of Teachers #11-201-100-101) and the reason(s) for an increase. Please note that explanations must be as informative as possible, and that documentation must be provided 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 2018-2019 to 2019-2020, a copy of the lease agreement must be provided to substantiate the increase.

Line 4, columns A and B are your school's estimated ADEs for the 2018-2019 and 2019-2020 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 a decrease in the ADE from 2018-2019 to 2019-2020 is anticipated, please provide a detailed explanation for the anticipated decrease and how the change will impact on all major categories within the school's budget.* An explanation is not needed if you anticipate an increase in the ADE.

2. Form B – Request for a Higher Tentative Per Diem Tuition Rate – December 31, 2018 Interim Financial Report Current School Year

This form is the NJDOE's prescribed financial report for the 2018-2019 school year. The [directions to complete Form B](#) are posted online. This form must be prepared for the quarter ending December 31, 2018.

The applications, Forms A and B, along with documentation explaining the need for increases shall be completed and emailed to doe.pssd@doe.nj.gov no later than January 31, 2019. Please retain a copy for your files of all the information filed with the NJDOE.

If you have any questions concerning the application process, please contact Elise Sadler-Williams at (609) 376-3703.

c: Kevin Dehmer
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