

**Directions for Mailing/Hand Delivering the 2005-2006
Audited Financial Statements to the Department**

The private school for the disabled 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 2006, the private schools for the disabled 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.