



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

June 24, 2008

TO: Directors, Private Schools for Students with Disabilities

FROM: Katherine P. Attwood, Assistant Commissioner
Division of Finance *Katherine P. Attwood*

SUBJECT: Department of Treasury Affirmative Action Regulations - Private Schools for Students with Disabilities Mandated Tuition Contract for the 2008-2009 School Year

The Department of Treasury's Affirmative Action regulations require specific language in contracts with public agencies. The private schools for students with disabilities mandated tuition contract for 2008-2009 contains this language in section 16 of the contract. The 2008-2009 mandated tuition contract is now available on the department's website for private schools for students with disabilities at <http://www.nj.gov/education/finance/fp/psd.shtml>.

In accordance with N.J.A.C. 17:27-4.3 promulgated by the Department of Treasury pursuant to P.L. 1975, c. 127, all contractors (i.e., private schools for students with disabilities) entering into a valid service contract with a public agency (i.e., board of education) are required to submit to the public agency one of the following forms of evidence:

- i. Appropriate evidence, i.e., Letter of Federal Affirmative Action Plan Approval, that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An Affirmative Action Employee Information Report (AA302) provided by the public agency (i.e., board of education) and completed by the contractor in accordance with N.J.A.C. 17:27-4. (If evidence of either i. or ii. cannot be provided, Form AA302 must be completed.)

Please be advised, the appropriate evidence must be submitted to the public agency (i.e., board of education) after notification to award the contract but prior to signing a goods and services contract, whichever is earlier. To obtain a copy of the Affirmative Action Employee Information Report (Form AA302), please request a copy from one of the boards of education which send pupils to your school. Prior to completing the report, please read and follow the instructions for completing the form. This is a Department of Treasury form and may not be obtained from the Department of Education. Please be advised, this form must not be filed with the Department of Education.

If you have any questions concerning this contract, please contact Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

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c: Willa Spicer
Barbara Gantwerk
William King
Donna Arons
Beth Brooks
Robert J. Cicchino
Roberta Wohle
Lisa McCormick
Elaine Lerner
Judy Vazquez
Jim Verner
Elise Sadler-Williams
County Superintendents
County Supervisors of Child Study