



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Chapter 192 (Auxiliary Services) and Chapter 193 (Remedial Services) Recommended Timeline

TASK/ACTIVITY	TIME FRAME
1. The school district determines how services will be provided for the upcoming school year -- either directly with their own personnel, or through a contract with an educational services commission or other public or private agency approved by the commissioner	No later than early March
2. If a new provider is considered, the school district initiates a consultation with the nonpublic schools, in accordance with N.J.S.A. 18A:46-19.7 and 18A:46A-7 : "Prior to any change in the provision of these services the board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents." The nonpublic school will gather the parent input and provide it to the school district.	By the end of March if there will be a change in the service provider
3. The school district or service provider consults with the nonpublic schools located within its boundaries to determine the Chapter 192/193 services to be provided to eligible students for the upcoming school year.	By the end of May if there will be no change in the service provider
4. If a new provider is sought, the school district initiates the RFP or competitive contracting process in order to identify a third-party service provider for the provision of Chapter 192/193 services. <ul style="list-style-type: none"> • See sample vendor evaluation rubric for Nonpublic 192/193 Services (click on the 192/193 tab) 	Early April
5. The nonpublic schools provide 407-1 forms to all parents/guardians returning the following year and any new families.	May-June 1
6. The parents/guardians send the signed 407-1 forms to the nonpublic school for determination of eligibility. The nonpublic school collects the forms and provides them to the school district or service provider, as instructed by the school district. The school district should establish instructions for where forms will be collected and communicate this to all nonpublic schools in the school district. Note: Collection of 407-1 forms will be continuous throughout the school year as student test scores are received and as new students are referred for services.	Initial batch of 407-1 forms should be received by the district by the end of the nonpublic school year
7. If a <i>new contract</i> is required, the school district's BOE approves the contract with a third-party service provider for the provision of Chapter 192/193 services.	June Board Meeting

<p>8. School district Chapter 192/193 funding statements for the month of September are posted on the NJDOE Homeroom located under <i>SCHOOL AID</i>.</p> <ul style="list-style-type: none"> • School districts will receive ten Chapter 192/193 funding statements throughout the course of the school year (September through June). • The funding statements are based on the number of services provided or students served as of the end of the prior fiscal year (This is collected via the Chapters report.) 	Mid-August
<p>9. Additional funding for Chapter 192/193 opens on the NJDOE Homeroom located under <i>ADDL</i>.</p> <ul style="list-style-type: none"> • School districts can request additional funding for Chapter 192/193 services as new or existing students in the nonpublic schools are identified to receive these services. 	Mid-August through the end of May
<p>10. The service provider or school district gathers nonpublic school schedules and class lists in order to determine the schedule for services.</p>	First two weeks of the school year
<p>11. The school district or service provider begins Chapter 192/193 services for eligible students attending nonpublic schools. Note: It may take up to three weeks from the start of the school year for speech services to begin as speech therapists are not only creating their schedules, but evaluating new students as well.</p>	No later than two weeks following the start of the school year
<p>12. The Chapters report opens in NJDOE Homeroom located under CH192-193.</p> <ul style="list-style-type: none"> • The nonpublic school submits the number of services provided or students served as of the end of the prior fiscal year. Note: any students determined eligible but who did not receive services cannot be included in the count. 	September/October
<p>13. The school district submits the following documentation to the Executive County Superintendent with a copy to the nonpublic school administrator:</p> <ul style="list-style-type: none"> • Written statement (signed consultation form) verifying that the required conference was held with the nonpublic school; • Copy of the contract with another agency to provide Chapter 192/193 services (if a new contract is required) pursuant to N.J.A.C. 6A:14-6.2(b) • BOE minutes documenting approval of the contract with another agency to provide Chapter 192/193 services (if a new contract is required). 	By October 1
<p>14. The school district should account for expenditures to date, forecast funds to be expended through the end of the fiscal year, and notify each nonpublic school of the amount of anticipated <i>unexpended funds</i>, so that decisions can be made about how best to use the remaining funds before the end of the fiscal year.</p>	March 1

Notes:

1. For school districts with more than 10,000 nonpublic students receiving services, timeline dates may be extended.
2. The school year is based on a September 1st to June 30th calendar.