



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

July 26, 2016

TO: Chief School Administrators
Charter School Lead Persons
Renaissance School Project Lead Persons
Directors of Special Education
Administrators of a State Facility
Administrators of Approved Private Schools for Students with Disabilities
Administrators of College-Operated Programs
Statewide Special Education Advisory Council
Agencies or Organizations Concerned with Special Education

FROM: John Worthington, Acting Director
Office of Special Education Programs

SUBJECT: Application to Establish a Community Transition Program

The Office of Special Education Programs (OSEP) has developed the attached *Application to Establish a Community Transition Program*. This application was developed in response to requests from various entities to allow them the opportunity to provide more focused transition services for students with disabilities. The application is only for those programs that are already New Jersey-approved through other processes. These include the following: private schools for students with disabilities, clinics and agencies, or colleges or universities or entities with a district contract to provide such services. Applicants that have successfully completed an approval process will be listed in a Department of Education online directory of Community Transition Programs that will assist local education agencies in identifying transition services that can be provided to students in the community setting and/or with their non-disabled peers.

While this application will be relevant for programs that provide transition services to all eligible students, this will be particularly beneficial to those students who have met their academic graduation requirements but would benefit from additional transition services to ensure successful postschool outcomes.

Entities that are interested in completing the application should be aware of the following information:

- The transition services must be provided in accordance with the students' individualized education programs.
- Applicants will be required to provide a narrative of their program's focus which would assist school districts in identifying appropriate services for their students (e.g., services that are provided in a county college, a work setting or other area where independent living supports could be provided).
- The entity would be required to conduct a criminal history verification for those staff who are employees of the community transition program and submit such verification with the completed application to the OSEP.
- All costs associated with these programs will be through a contract with the local school district and apart from any existing tuition costs.
- Applications may be submitted anytime throughout the year.

If you have any questions regarding this process, contact Elaine Lerner at (609) 984-7902.

JW/KE/EL

Attachment

- c: Members, State Board of Education
 - David C. Hespe, Commissioner
 - Senior Staff
 - Diane Shoener
 - Kathleen Ehling
 - Executive County Superintendents
 - Executive Directors for Regional Achievement Centers
 - Executive County Business Officials
 - County Supervisors of Child Study
 - Garden State Coalition of Schools
 - NJ LEE Group

**NJ Department of Education (NJDOE)
Office of Special Education Programs
Application to Establish a Community Transition Program**

Instructions

This application is for those entities, other than local education agencies, that will provide transition services to students with disabilities and do not govern provision of academic services. To be approved as an NJDOE-approved community transition program for the provision of transition services only, the applicant must meet the following criteria:

1. NJDOE approval as a Private School for Students with Disabilities*; or
* Note that the community transition programs must operate as an entity separate from the state approval of an approved private school for students with disabilities. The rates charged for these programs are separate and apart from the tuition rates of these schools and are not regulated as part of such tuition rates.
2. NJDOE approval as a clinic or agency; or
3. NJDOE approval as a college or university; **and**
4. Documentation of a contract with LEA(s) to provide transition services. This contract must be consistent with the needs of the student(s) who attend this program. Please refer to *N.J.A.C 6A:23A-5.2* and *N.J.S.A 18A:18A-5* for information on contracting for professional services.

In order for districts to identify the appropriate transition services to meet the needs of the students, the applicant must provide:

- a narrative of the program contracted with the LEA(s);
- a description of transition services to be provided as part of the community transition program;
- the ages of students served, disability categories, counties served; and
- a list of those staff members who are employed by the community transition program and include documentation of the criminal history review clearance for its employees.

Completed applications must be submitted electronically to the following email address receivingschools@doe.state.nj.us or may be mailed to the address below:

Manager, Bureau of Policy and Planning
Office of Special Education Programs
NJ Department of Education
100 Riverview Plaza
P.O. Box 500
Trenton, NJ 08625-0500

Office of Special Education Programs
Application to Establish a Community Transition Program

Please complete the information below:

Program Name: _____

Program Address: _____

Website: _____

Phone: _____

Fax: _____

Email: _____

Contact Name: _____

Phone: _____

Verify the following information:

- The applicant has provided a list of those staff members who are employed by the community transition program and include documentation of their criminal history review clearance for their employees. Attach a list of staff with the approval date and documentation of criminal history review clearance.
- Is currently operating as an NJDOE approved Private School for Students with Disabilities; or
- Is currently operating as an NJDOE-approved clinic/agency; or
- Is currently operating as an NJDOE-approved college or university; **and**
- Has provided documentation of a contract with LEA(s) to provide transition services. This contract must be consistent with the needs of the student(s) who attend this program. Please refer to *N.J.A.C. 6A:23A-5.2* for information on contracting for professional services.

Provide a narrative of the program contracted with the LEA(s). (Please note that this description will be used as part of a directory of approved community transition programs on the NJDOE website)

Description of transition services to be provided as part of the community transition program. To help districts to identify appropriate community transition programs to meet the needs of individual students, the following information should be included:

Ages of students served, disability categories, counties served, specific transition services provided.

Applications can be emailed to receivingschools@doe.state.nj.us or mailed to the following address:

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