



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

To: Charter LEA leaders, Special Education Coordinators, and Finance Staff

From: Hanseul Kang, State Superintendent of Education

Date: July 1, 2017

Re: Extended School Year (ESY) Funding for Charter LEAs for School Year 2016-17 (Summer 2017)

Overview:

The purpose of this Memorandum is to provide information related to funding for public charter local education agencies (LEAs) for extended school year (ESY) services for the 2016-17 school year (Summer 2017). As part of the Universal Per Student Funding Formula (UPSFF), public charter schools are entitled to receive funding for ESY services (§38–2905(a)(4)).

ESY services are defined as IDEA Part B special education and related services that are provided to a student with a disability beyond an LEA's regularly scheduled school year. Generally, ESY services are provided to students with an individualized education program (IEP) whose benefits gained during the regular school year would be significantly jeopardized if the student does not receive ESY services. ESY services are typically provided during the summer break, but may be provided during other times, such as outside of regular school hours, during the weekend, or during winter or spring break. More information about ESY services can be found on the OSSE website:

- [Extended School Year Services Policy](#)
- [Extended School Year Frequently Asked Questions](#)

Funding Criteria:

ESY funding is paid to LEAs on a per-pupil basis, for students who meet **all** of the following criteria:

- The student has a finalized, current IEP.
- The LEA's IEP team determines that the student is eligible for ESY services and the student's ESY data is certified in SEDS. (Note: this determination must be made annually.)
- The student is assigned to a school that is providing ESY services (the ESY School Assignment) in the SLED ESY module. (Note: the school providing ESY services can be different from the student's enrolled school, but the payment will go to the student's enrolled LEA.)

- The student attended the ESY program, as demonstrated by the ESY school recording daily attendance in the SLED ESY module. The student must have an ESY Attendance Status of “Partially Attended” or “Attended” in SLED. The ESY Attendance Status must be completed within five business days after the ESY program ends.

Funding and payments:

ESY funding is calculated by applying a weight to the UPSFF Foundation level; the weight depends on the student’s IEP level. For the school year 2016-17, the per-pupil funding amounts are:

Special Education ESY	Weighting	Allocation
Level 1	0.063	\$ 610
Level 2	0.227	\$ 2,198
Level 3	0.491	\$ 4,754
Level 4	0.491	\$ 4,754

The total ESY payment is based on the ESY student attendance count as determined by the eligibility criteria listed above. However, in order to provide LEAs with upfront funding to cover the costs associated with running the ESY program, LEAs will receive a payment equal to 50 percent of the LEA’s projected ESY funding. After the ESY period for schools has concluded, LEAs will receive a reconciliation payment that is based on the actual ESY attendance.

The first installment is paid by July 1, 2017 (or the next business day) prior to the start of ESY summer programming. OSSE will use the ESY data as of May 31, 2017 to calculate the number of students that have an ESY designation in their IEP and that have an ESY school assignment. Using the student’s IEP level and the funding table above, OSSE will provide data to the Office of the Chief Financial Officer to submit payment to each LEA the amount of 50 percent of the calculated ESY payment.

The second installment is paid in September, after the end of ESY summer programming. This reconciliation payment will be made based on the attendance of students in the LEA’s ESY program. OSSE will calculate the total payment due to the LEA, and subtract out the amount that was already paid in the first payment, to arrive at the amount of the second payment. If the first ESY installment represents an overpayment to an LEA, an adjustment will be made to the LEA’s October UPSFF quarterly payment.

Timeline:

<i>Date</i>	<i>Action</i>
April 10, 2017	Deadline to provide ESY site locations
April 21, 2017	Deadline to add ESY program schedule in eSchoolPLUS
May 1, 2017	Complete and finalize amended IEPs for ESY and ESY transportation in SEDS
May 1, 2017	Complete TOTE for ESY transportation
July 1, 2017*	First ESY payment to LEAs
One week before start of ESY	Access SLED ESY module to verify roster(s)
By start of ESY	Complete School Assignment in SLED ESY Module
End of ESY	Review Qlik for Unified Data Errors
Up to five days after ESY ends	Deadline to submit ESY Attendance Status in SLED
Up to five days after ESY ends	Deadline to complete ESY Service documentation (ESY Progress Report and ESY Service Log in SEDS)
September 30, 2017*	Second ESY payment to LEAs

**or next business day*

Questions:

If you have any questions regarding ESY funding and payments, please contact Ryan Aurori, Special Assistant for Budget and Finance, at Ryan.Aurori@dc.gov.