



OSSE Key Points of Contact for LEAs

The purpose of this document is to provide a directory for LEA leaders to find the right OSSE staff for support. It is organized by content area and offers examples of commonly asked questions under each area. OSSE will continue to update and expand this resource. If you have a question not addressed in this resource, please contact Jessie Harteis, Deputy Chief of Staff (Jessie.Harteis@dc.gov, (202) 344-9805 or Kortne Edogun, Interim Director of General Education Policy (Kortne.Edogun@dc.gov, (202) 741-0475).

CONTENT AREAS:

- Assessments
- Data and Reporting
- Early Learning
- Elementary and Secondary Education Act (ESEA) Flexibility Waiver
- Funding and Grants Management
- IT Help Desk (IT Application Service Desk)

- Office of Dispute Resolutions
- Postsecondary Education
- Special Populations Support
- Student Transportation
- Teaching and Learning
- Wellness and Nutrition

FOR EXAMPLE:

If you need information on.... →

Contact... →

For answers to questions such as... →

And to access online resources... →

TITLE I, PART A AND TITLE II, PART A

Devin Howard.....(202) 727-8447, devin.howard@dc.gov

- How does OSSE determine eligibility for Title I and Title II funding?
- When does OSSE release allocation amounts?
- How do I apply for funding?
- What is the monitoring cycle?
- What are permissible uses of Title I and Title II funds?
- What are the required set asides?
- What is the difference between a targeted assistance program and School Wide Program (SWP)?
- How do I notify OSSE that my program is new or significantly expanding?
- Who is the grants management specialist assigned to my LEA?

For online resources, please visit <http://osse.dc.gov/service/grants-management-and-compliance-technical-assistance>

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ASSESSMENTS

DC SCIENCE ALTERNATIVE ASSESSMENT TEST ADMINISTRATION AND POLICY

Nikki Stewart.....(202) 957-7748, nikki.stewart@dc.gov

- What is the DC Science Alt Assessment?
- Who must administer the DC Science Alt Assessment?
- Who must take the DC Science Alt Assessment?
- How do I determine if a student is eligible to take the DC Science Alt Assessment?
- When does my school administer the DC Science Alt Assessment?
- How do I register my students for the DC Science Alt Assessment?
- How do my staff and I get training to administer the DC Science Alt Assessment?
- What are the technology requirements for administering the DC Science Alt Assessment on computers?
- How are DC Science Alt Assessment results reported to students, parents and schools?
- Where can I find out more about the DC Science Alt Assessment?

For online resources, please visit <http://osse.dc.gov/service/national-center-state-collaborative-ncsc-and-dc-cas-alt-science>

DC SCIENCE ASSESSMENT TEST ADMINISTRATION AND POLICY

Swea Hart.....(202) 374-7148, swea.hart@dc.gov

- What is the DC Science Assessment?
- Who should administer/take the DC Science Assessment?
- When does my school administer the DC Science Assessment?
- How do I register my students for the DC Science Assessment?
- How do my staff and I get training to administer the DC Science Assessment?
- What are the technology requirements for administering the DC Science Assessment on computers?
- How are DC Science Assessment results reported to students, parents and schools?
- Where can I find more information on the DC Science Assessment?

For online resources, please visit <http://osse.dc.gov/page/dc-science-assessment-assessment-next-generation-science-standards-ngss>

DISTRICTWIDE/STATEWIDE ASSESSMENTS

Jessica Enos.....(202) 535-2651, jessica.enos@dc.gov

- What are the Districtwide assessments?
- What policies and guidance exist related to Districtwide assessments?
- Which Districtwide assessments are required for LEAs to administer? For students to take?
- When do the Districtwide assessments take place this year?
- Who should I contact about assessment-specific questions?
- Where can I get more information about each of the Districtwide assessments?
- What kind of Districtwide assessment data is available?
- How can I find out more about Districtwide assessments?
- Who are our vendors for the Districtwide assessments?

For online resources, please visit <http://osse.dc.gov/service/dc-state-assessments-new>

DISTRICTWIDE/STATEWIDE ASSESSMENT ACCOMMODATIONS FOR SPECIAL POPULATIONS

Jessica Enos.....(202) 535-2651, jessica.enos@dc.gov

- What accommodations are available to students with Individualized Education Plans, 504 Plans, and English Language Learners on Districtwide assessments?
- How do I determine which accommodations are appropriate for each student?
- Where can I find more information about how to implement accommodations on Districtwide assessments?
- What are the technology requirements for implementing accommodations on Districtwide assessments?
- What training is available on assignment and implementation of accommodations?
- How do I ensure that students receive the accommodations to which they are entitled on the Districtwide assessments?
- Where can I find more guidance on accommodations?
- Where do I find more information about ACCESS, the assessment for English Language Learners that determines English language proficiency?

For online resources, please visit <http://osse.dc.gov/service/testing-accommodations>

DISTRICTWIDE/STATEWIDE ASSESSMENT TEST INTEGRITY AND SECURITY

To report test integrity or security concerns, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Tonya Mead.....(202) 741-5991, tonya.mead@dc.gov

- What are the laws, regulations and rules around Districtwide assessment test security?
- How can I make sure my LEA and school are compliant with the Testing Integrity Act of 2013?
- What training and technical assistance is available to me around testing integrity and security?
- What happens if my LEA, school or student are involved in a test security incident?
- What, where and when do I need to report a potential test security incident?
- How do I report an alleged test security violation?
- What happens in the event of a test security incident or violation?
- Where can I find historical test security data and reports?
- What happens during a state test integrity investigation?

For online resources, please visit <http://osse.dc.gov/service/test-security-and-incident-forms>

DISTRICTWIDE/STATEWIDE ASSESSMENT TEST DEVELOPMENT

Nikki Stewart.....(202) 957-7748, nikki.stewart@dc.gov

- Which standards to the Districtwide assessments measure?
- Where can I find out more information about the standards?
- How do the Districtwide assessments measure DC's standards?
- How were the Districtwide assessments developed?
- Where can I find the test blueprints for the Districtwide assessments?
- Who writes the Districtwide assessment items?
- Who scores the Districtwide assessments?
- Where can I find more information about the construction and analysis of Districtwide assessments?

For online resources, please visit <http://osse.dc.gov/service/dc-state-assessments-new>, <http://osse.dc.gov/service/dc-educational-standards>

DISTRICTWIDE/STATEWIDE NON-SUMMATIVE ASSESSMENTS

Nikki Stewart.....(202) 957-7748, nikki.stewart@dc.gov

- What are Districtwide non-summative assessments?
- Which Districtwide non-summative assessments will be available when?
- How do I get access to non-summative assessments?
- How do I implement and administer non-summative assessments?
- How do I use data from the non-summative assessments?
- Where can I get more information about each of the Districtwide non-summative assessments?

For online resources, please visit <http://osse.dc.gov/service/formative-assessments-educators>

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

Swea Hart.....(202) 374-7148, swea.hart@dc.gov

- What is the NAEP?
- Who must administer the NAEP?
- Who must take the NAEP?
- When does my school administer the NAEP?
- How do I register my students for the NAEP?
- How do my staff and I get training to administer the NAEP?
- What are the technology requirements for administering the NAEP on computers?
- How are NAEP results reported to students, parents and schools?
- How can NAEP data be used?
- Are there NAEP resources can I use?
- Where can I find out more about the NAEP?

For online resources, please visit <http://osse.dc.gov/service/dc-state-assessments-new>

NATIONAL CENTER STATE COLLABORATIVE (NCSC) ELA AND MATH ALT ASSESSMENT TEST ADMINISTRATION AND POLICY

Nikki Stewart.....(202) 957-7748, nikki.stewart@dc.gov

- What is the NCSC assessment?
- What is the NCSC Consortium and how does DC participate?
- Who must administer the NCSC?
- Who must take the NCSC?
- How do I determine if a student is eligible to take the NCSC?
- When does my school administer the NCSC?
- How do I register my students for the NCSC?
- How do my staff and I get training to administer the NCSC?
- What are the technology requirements for administering the NCSC on computers?
- How are NCSC results reported to students, parents and schools?
- Where can I find out more about NCSC?

For online resources, please visit <http://osse.dc.gov/service/national-center-state-collaborative-ncsc-and-dc-cas-alt-science>

PARCC (ELA AND MATH) TEST ADMINISTRATION AND POLICY

For technology questions related to PARCC testing, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Bonnie O'Keefe.....(202) 724-7655, bonnie.okeefe@dc.gov

- What are the PARCC Assessments and how are results reported to students, parents and schools?
- What is the PARCC Consortium and how does DC participate?
- Who must take the PARCC Assessments?
- When does my school administer the PARCC?
- How do I register my students for PARCC?
- How do my staff and I get training to administer PARCC?
- What are the technology requirements for administering PARCC on computers?
- How do I add my staff to the contact list for LEA Assessment Coordinators?
- Where can I find additional information about PARCC?

For online resources, please visit <http://osse.dc.gov/service/partnership-assessment-readiness-college-and-careers>

Acronym Key	
NAEP	National Assessment of Educational Progress
NCSC	National Center State Collaborative
ELA	English Language Arts
PARCC	Partnership for Assessment of Readiness for College and Careers

DATA AND REPORTING

ADJUSTED COHORT GRADUATION RATE (ACGR)

For Non-Public "SEATS" application questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Laura Maurizi.....(202) 741-5941, laura.maurizi@dc.gov

What is the four-year adjusted cohort graduation rate (ACGR)?
How is the rate calculated?
What are the implications of the ACGR?
How are cohorts defined?
When a student transfers into our school, which cohort will OSSE assign the student?

Updated resources will be available at www.osse.dc.gov in fall 2015.

ATTENDANCE REPORTING

Laura Maurizi.....(202) 741-5941, laura.maurizi@dc.gov

What type of attendance information should each school maintain?
How do I report attendance?
Who is responsible for attendance reporting?
How long should a school record a student's attendance?

Online resources will be available at www.osse.dc.gov in August 2015.

ASSESSMENT AND ACCOUNTABILITY DATA

Katie Williams.....(202) 550-4952, katie.williams@dc.gov

How are performance levels calculated?
How is growth measured?
Where can I find assessment data by sector and year?
How do I access historical scores?

For online resources, please visit <http://www.learnDC.org/schoolprofiles/view?s=dc#reportcard>

AUTOMATED DATA TRANSFER (ADT)

For "ADT" application or feed related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Alexandra Williamson..... alexandra.williamson@dc.gov

What is ADT, and how does the process work?
What's the path of my data from my LEA's SIS to OSSE?
Do I need a SIF (School Interoperability Framework)?
Who should I contact for ADT technical assistance and support?

For online resources, please visit <http://osse.dc.gov/service/automated-data-transfer-adt>

CHILD OUTCOMES SUMMARY

Karmen Rouland.....(202) 724-7789, karmen.rouland@dc.gov

What is the Child Outcomes Summary?
Who completes the Child Outcomes Summary?
When should the Child Outcomes summary be completed?
Why is the Child Outcomes Summary Collected?
How should the child outcomes summary be completed?
Where do I go for more information?

For online resources, please visit <http://osse.dc.gov/service/child-outcomes-summary-cos-data-collection>

LEA REPORTING CALENDAR, COLLECTION, AND VERIFICATION PROCESS

Tonia Lovelace....(202) 535-2918, tonia.lovelace@dc.gov

Where is the comprehensive LEA reporting calendar located?
How far in advance should I expect notice of data requests?
What is the timeline for collections?
What's the format for data submissions?
Who can I contact for system challenges?

For online resources, please visit <https://sled.osse.dc.gov>

ENROLLMENT AUDIT RESPONSIBILITIES

Rochelle Wilson.....(202) 297-8158, rochelle.wilson@dc.gov

What is the purpose of the student enrollment audit?
Who is counted in the audit?
How is the enrollment audit conducted?
When is the student enrollment audit conducted?
Where can I learn more information about the audit?

For online resources, please visit <http://osse.dc.gov/service/enrollment-and-residency-verification>

ENROLLMENT AUDIT DATA

Katie Williams.....(202) 550-4952, katie.williams@dc.gov

Where can I find past enrollment audit data reports?
How can I correct a data error?
How is the at-risk designation calculated?
Where can I find enrollment projections?

For online resources, please visit <http://osse.dc.gov/enrollment>

ENTRY AND EXIT CODES

Laura Maurizi.....(202) 741-5941, laura.maurizi@dc.gov

What are the stages of the entry process?
How do I code a withdrawal?
What are the expectations for coding special population students?
What should I do if I receive an error report?

For online resources, please visit <http://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment>

HEALTH EDUCATION ASSESSMENT AND DATA

Health Education Team..(202) 727-1839, osse.hydt@dc.gov

- What is the Healthy Schools Act Health Profile Form?
- Who is required to complete the Profile Form?
- When is the profile due?
- What are the publication requirements?
- What is the Youth Risk Behavior Survey (YRBS)?
- How often is the YRBS conducted?

For online resources, please visit <http://osse.dc.gov/service/health-education-assessment-and-data>

LEARNDC

Gwen Rubinstein.....(202) 374-3723, gwen.rubinstein@dc.gov

- What is the process to request corrections to LearnDC?
- What type of data is on LearnDC?
- How do I use LearnDC to extract/download data?
- What are the LearnDC data elements required by federal law?
- How can I use LearnDC to support the work of my LEA?

To view LearnDC, please visit www.learnDC.org.

SPECIAL EDUCATION DATA SYSTEM (SEDS)

Karmen Rouland.....(202) 724-7789, karmen.rouland@dc.gov

- How do I gain access to SEDS?
- What reports are available to LEAs to assist in the delivery of special education services?
- Where do I go for SEDS training and other special education resources?
- Will OSSE request special education records from another LEA on my behalf?
- Who should I contact if I am not able to access a student’s IEP in SEDS?

For online resources, please visit <https://sites.google.com/a/dc.gov/seds-help-resources/>.

STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM (SLED)

For “SLED” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

William Henderson.....(202) 741-6417
william.henderson@dc.gov

- What is SLED?
- How do I access SLED?
- What type of student information is available via SLED?
- Who should I contact for SLED technical assistance and support?
- How can SLED help our LEA?
- Where can I receive SLED training?

For online resources, please visit <https://sled.osse.dc.gov:4433/SitePages/Home.aspx>.

RESIDENCY VERIFICATION

Rochelle Wilson.....(202) 297-8158, rochelle.wilson@dc.gov

- What type of documents are schools required to maintain for each student to verify residency?
- When must residency be established?
- What can a primary caregiver show a school official to establish District of Columbia residency?
- What is the process for reporting potential non-residents?
- What are the residency responsibilities for an LEA that places a special education student into a non-public school?
- Where can I find more information?

For online resources, please visit <http://osse.dc.gov/service/enrollment-and-residency-verification>.

TRUANCY REPORTING

Kortne Edogun.....(202) 741-0475
osse.truancy@dc.gov

- Who do I notify if a student has accumulated 10 or more unexcused absences?
- What type of student information is required for reporting?
- What interventions occur on the school level before external reporting?
- Who is responsible for reporting educational neglect?
- What are the common causes of truancy and how can our school work to prevent them?
- What are DC’s laws and regulations that prescribe truancy reporting requirements?

For online resources, please visit <http://osse.dc.gov/publication/truancy-guide>.

Acronym Key	
ACGR	Adjusted Cohort Graduation Rate
ADT	Automated Data Transfer
SIF	School Interoperability Framework
YRBS	Youth Risk Behavior Survey
SEDS	Special Education Data System
SLED	Statewide Longitudinal Education Data System

EARLY LEARNING

EARLY INTERVENTION- PART C

Kerda DeHaan (State Activities).....(202)741-0791

kerda.dehaan@dc.gov

Where can I obtain Part C policies and regulations?
How do I obtain Part C reports?

Jerri Johnston- Stewart (Local Activities).....(202)727-5853

Jerri.johnston-stewart@dc.gov

How do I get early intervention support services?
Who do I contact if I have concerns about my child's development?
How do I find out more about screenings?

For online resources, please visit <http://osse.dc.gov/service/strong-start-dc-early-intervention-program-dc-eip>

LICENSING AND COMPLIANCE

Clement Idun.....(202) 442- 4733, clement.idun@dc.gov

How do I become a licensed early learning facility?
What are the licensing requirements and compliance standards?
What are the types of Child Care Providers?
How do I make a complaint about a child care provider?

For online resources, please visit <http://osse.dc.gov/service/early-learning>

OPERATIONS AND GRANTS MANAGEMENT

Rebecca Shaw.....(202) 727-5045, rebecca.shaw@dc.gov

Where can providers submit subsidy renewal applications?
How do I know if I am eligible to receive a child care subsidy?
How do I locate a child care provider that accepts subsidy?
How do I obtain a child care admission form?
Where can we find more resources and information regarding grants?

For online resources, please visit <http://osse.dc.gov/service/early-learning>

PROFESSIONAL DEVELOPMENT

Julie Wennkes.....(202)741-6498, Julie.wennkes@dc.gov

As an early learning professional, how do I obtain professional development training?
How do I register for the Professional Development Registry?

For online resources, please visit <http://osse.dc.gov/service/early-learning-services-providers-professional-development>

PROGRAM QUALITY

Carolyn Terry- Taylor....(202)727-8140, Carolyn.taylor@dc.gov

How do I receive training and technical assistance for my early learning facility?
What is Going for the Gold?
What resources are available to enhance the quality of my early learning program?

Mahlet Getachew.(202)727-0545, mahlet.getachew@dc.gov

How do I learn more about the Pre- K Enhancement Program?

Renata Claros..... (202)727-8153, Renata.claros@dc.gov

What is the Quality Improvement Network?
How do I enroll my child into the Quality Improvement Network?
How do I learn more about the Quality Improvement Network?

For online resources, please visit <http://osse.dc.gov/service/early-learning>

STATE EARLY CHILDHOOD DEVELOPMENT COORDINATING COUNCIL (SECDCC)

Brandee Reed..... (202)741-5937, brandee.reed@dc.gov

What is the role of the SECDCC?
When does the SECDCC hold meetings open to the public?
Who is on the SECDCC?

For online resources, please visit <http://osse.dc.gov/service/state-early-childhood-development-coordinating-council-secdcc>

ESEA FLEXIBILITY WAIVER

GENERAL INFORMATION

Etai Mizrav.....(202) 727-3666, osse.esewaiver@dc.gov

What is the purpose of the ESEA Flexibility Waiver?
What is the duration of the current waiver?
Do LEAs have to comply with accountability provisions that are not specifically waived in the waiver?
What are the four waiver principles?
Where can I find waiver updates or announcements regarding stakeholder engagement opportunities?

To view OSSE's ESEA Flexibility Waiver, please visit

<http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Final%20Approved%20ESEA%20Waiver.pdf>.

ACCOUNTABILITY CLASSIFICATION SYSTEM

Etai Mizrav.....(202) 727-3666, etai.mizrav@dc.gov

What are annual measurable objectives (AMOs)? How are AMOs set?
How are school classifications determined and publicly reported?
What are the five classification categories and what supports are in place for each designation?
What does the pause on school classification determination mean for a school currently designated as a priority or focus school?
Which assessments determine school classification in SY 2016-2017?
What supports are in place for attracting and retaining excellent teachers at high need schools?

INTERVENTIONS FOR PRIORITY AND FOCUS SCHOOLS

Sharon Gaskins.....(202) 654-6112, sharon.gaskins@dc.gov

What are an LEA's responsibilities with regard to Priority and Focus schools?
What technical and financial assistance does OSSE offer regarding Priority and Focus schools?
What is the LEA Learning Support Network and how does it provide intensive support to Priority and Focus Schools?
How does OSSE monitor the implementation of interventions within Priority and Focus schools?

FUNDING AND GRANTS MANAGEMENT

CARL D. PERKINS GRANT

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Tony Johnson.....(202) 727-8576, tony.johnson@dc.gov

- What is the purpose of the Carl D. Perkins grant and how does it support Career and Technical Education (CTE)?
- Who is eligible for Perkins funds?
- What are the permissible uses of Perkins funds?
- What are the reporting requirements?

For online resources, please visit <http://osse.dc.gov/service/career-and-technical-education-cte>.

CAREER EDUCATION DEVELOPMENT—CAREER ACADEMIES/CERTIFICATION FUND

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Simone Garcia.....(202) 727-4312, simone.garcia@dc.gov

- What are Career Academies?
- Which schools are eligible?
- How can schools apply?
- What are the reporting requirements?
- What certifications will OSSE support?
- How can schools apply?
- How are funds dispersed?

For FY 2016 information, please visit <http://osse.dc.gov/CareerEducationDevelopment>.

DC SCHOOL TECHNOLOGY FUND (TECH FUND)

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

OSSE Technology Service Desk.....(202) 719-6500

- What is the School Technology Fund?
- Who is eligible to receive the Tech Fund?
- How do I apply for the Tech Fund?
- When is the application deadline?
- What is the disbursement process?

DC TUITION ASSISTANCE GRANT (DC TAG)

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Higher Education Financial Services.....(202) 727-2824

- What is DC TAG?
- Who is eligible for DC TAG?
- How do students apply for DC TAG?
- When is the application deadline?
- What is the disbursement process for DC TAG?
- How can my school support students in the DC TAG process?

For online resources, please visit <http://osse.dc.gov/service/dc-tuition-assistance-grant-dc-tag>.

ENTERPRISE GRANT MANAGEMENT SYSTEM (EGMS)

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Nancy Mahon.....(202) 741-1886, nancy.mahon@dc.gov

- What is the Enterprise Grant Management System?
- How do I apply for a grant using EGMS?
- How do I submit reimbursement requests?
- Who can I contact for system challenges or technical assistance?
- How do I find out about available grants?

For online resources, please visit <http://osse.dc.gov/service/enterprise-grants-management-system-egms>.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) GRANTS

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Kieran Bowen.....(202) 481-3938, kieran.bowen@dc.gov

- What is the purpose of IDEA funding?
- When should my school receive its IDEA determination and allocation?
- What is the difference between IDEA Part B and IDEA Part C?
- Who is eligible to receive IDEA grant funds?
- What are the required set-asides?
- When are LEAs required to allocate Part B funds to Coordinated Early Intervening Services (CEIS)?
- What are allowable costs for IDEA, Part B funds?

For online resources, please visit <http://osse.dc.gov/service/specialized-education-fiscal-policy-and-grants-management>.

MEDICAID CLAIMING FOR SCHOOL BASED HEALTH SERVICES

Yvonne S. Smith.....(202) 741-5996, yvonne.smith@dc.gov

How do LEAs apply for Medicaid reimbursement?
 What services qualify for reimbursement?
 What constitutes an allowable claim?
 What is the Random Moment Time Study required for claiming?

For online resources, please visit <http://osse.dc.gov/service/medicaid-recovery-unit>

NONPUBLIC SPECIAL EDUCATION SCHOOL PAYMENTS

Yvonne S. Smith.....(202) 741-5996, yvonne.smith@dc.gov

How are rates established for nonpublic schools?
 How do schools set up the payment process?
 What regulations govern nonpublic schools and payments?
 What are the requirements for billing?
 What are the LEA obligations related to documentation authorizing payments?

For online resources, please visit <http://osse.dc.gov/service/nonpublic-invoice-verification>

PUBLIC CHARTER SCHOOL FINANCING

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Debra Roane.....(202) 478-5940, debra.roane@dc.gov

What financing is available to construct, acquire or renovate my school?
 Can OSSE guarantee lease payments for public charter schools?
 My bank wants a credit enhancement before they will give me financing for my school. Where can I get a credit enhancement?

For online resources, please visit <http://osse.dc.gov/service/facilities-financing-dc-public-charter-schools>.

SCHOLARSHIPS FOR OPPORTUNITY AND RESULTS (SOAR) ACT

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Katherine Cox.....(202) 442-3265, katherine.cox@dc.gov

Who is eligible to apply for SOAR Act funds?
 What are allowable costs for SOAR funds?
 What are the fiscal responsibilities of an entity that receives SOAR Act funds?
 How will entities that receive SOAR Act funds be monitored?

For online resources, please visit <http://osse.dc.gov/service/scholarships-opportunity-and-results-soar-act-grant-ffy-2014>

SCHOOL NUTRITION GRANTS

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Lindsey Palmer.....(202) 724-7861, lindsey.palmer@dc.gov

What nutritional grants are offered through OSSE’s Division of Wellness and Nutrition Services?
 Who is eligible to participate in the National School Breakfast and Lunch Program?
 What are the nutritional requirements for school meals supported by federal grants?

For online resources, please visit <http://osse.dc.gov/service/wellness-and-nutrition-services>.

TITLE I, PART A AND TITLE II, PART A

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Devin Howard.....(202) 727-8447, devin.howard@dc.gov

How does OSSE determine eligibility for Title I and Title II funding?
 When does OSSE release allocation amounts?
 How do I apply for funding?
 What is the monitoring cycle?
 What are permissible uses of Title I and Title II funds?
 What are the required set-asides?
 What is the difference between a targeted assistance program and School Wide Program (SWP)?
 How do I notify OSSE that my program is new or significantly expanding?
 Who is the grants management specialist assigned to my LEA?

For online resources, please visit <http://osse.dc.gov/service/grants-management-and-compliance-technical-assistance>.

TITLE 1003(G)-SCHOOL IMPROVEMENT

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

LeeTosha Henry.....(202) 481-3797, leetosha.henry@dc.gov

How does OSSE determine eligibility for School Improvement Grants (SIG)?
 What are the seven turnaround principles?
 Where can I find the school improvement grant models?
 When is the SIG application due?
 What are permissible uses of SIG funding?

For online resources, please visit <http://osse.dc.gov/service/title-i-part-1003g-school-improvement-grants>.

TITLE I, PART D

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Yuliana Del Arroyo.....(202) 741-0478
yuliana.delarroyo@dc.gov

- How does OSSE determine eligibility for Title I-D funding?
- What are the goals of Title I, Part D?
- How do I apply for funding?
- What is the monitoring cycle?
- What are permissible uses of Title I-D funds?

For online resources, please visit <http://osse.dc.gov/service/neglected-and-delinquent-youth-title-i-part-d>.

TITLE II-A SAHE (FEDERAL AWARDS TO THE STATE AGENCY FOR HIGHER EDUCATION)

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Orman Feres.....(202) 741-5218, orman.feres@dc.gov

- How does OSSE determine eligibility for SAHE funding?
- How do I apply for funding?
- What is a high needs LEA as defined by the SAHE grant?
- How are eligible partnerships defined?

For online resources, please visit <http://osse.dc.gov/service/fy-2015-teacher-quality-grant>.

TITLE II, PART B MATH AND SCIENCE PARTNERSHIP (MSP)

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Valida Walker.....(202) 741-6420, valida.walker@dc.gov

- What is the purpose of the Math and Science Partnership (MSP) program?
- What are the current MSP projects?
- When is MSP funding available?
- What are the required reporting elements?
- Are paraprofessionals eligible to be served by the MSP grant?
- Can grant funds be used to purchase equipment?

For online resources, please visit <http://osse.dc.gov/service/mathematics-and-science-partnerships-title-ii-part-b>.

TITLE III, PART A

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Gimari Jones.....(202) 478-5987, gimari.jones@dc.gov

- What is the definition of “immigrant children and youth” in ESEA Title III?
- How does OSSE determine eligibility for Title III funding?
- How does OSSE allocate funds to LEAs with substantial increases in the percentage or number of immigrant children and youth?
- What are the required activities for LEAs that receive Title III grants?
- What are permissible uses of Title III funds?

For online resources, please visit <http://osse.dc.gov/service/title-iii-part-english-language-acquisition-program>.

TITLE IV, 21ST CENTURY PROGRAMS

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Myles Cliff.....(202) 442-3255, 21stcclc.info@dc.gov

- What is 21st Century?
- Who can apply for 21st Century Community Learning Center (CCLC) funds?
- Can an outside agency work with an individual school within a 21st CCLC awarded LEA?
- Can 21st CCLC activities take place during the regular school day?
- What are the permissible uses of 21st CCLC program funds?
- Can I use grant funds to purchase food for the program?

For online resources, please visit <http://osse.dc.gov/service/title-iv-part-b-21st-century-community-learning-centers-cclc>.

TITLE X, PART C: MCKINNEY VENTO

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Nicole Lee-Mwandha.....(202) 654-6123

nicole.lee-mwandha@dc.gov

- Who is considered homeless under the McKinney-Vento Act?
- Are LEAs required to have a homeless liaison?
- What are permissible uses of McKinney Vento funds? Can funds be used to pay for things such as transportation and school uniforms?

For online resources, please visit <http://osse.dc.gov/publication/mckinney-vento-homeless-assistance-act>

TITLE V, PART B

For “EGMS” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Katherine Cox.....(202) 442-3265, katherine.cox@dc.gov

- What is Title V, Part B?
- Who is eligible to apply for Title V, Part B funds?
- What are allowable costs for Title V, Part B funds?
- What are the fiscal responsibilities of a charter school granter under Title V, Part B?
- What are the dissemination grants and who is eligible to apply?

For online resources, please visit <http://osse.dc.gov/service/charter-school-programs-grant-title-v-part-b>.

Acronym Key	
EGMS	Enterprise Grant Management System
Title I, Part A	Improving Basic Programs
Title II, Part A	Teacher and Principal Training and Recruiting
Title 1003 (G) - SIG	School Improvement Grant
Title I, Part D	Neglected and Delinquent
Title II, Part B (MSP)	Math and Science Partnership
Title III, Part A	English Language Acquisition
Title IV, Part B	21 st Century Community Learning Center
Title X, Part C: McKinney Vento	Education of Homeless Children and Youth
Title V, Part B	Charter School Planning
IDEA Part C	Early Intervention Program
DC TAG	DC Tuition Assistance Grant

IT HELP DESK

OSSE APPLICATION SERVICE DESK

OSSE Technology Service Desk.....(202) 719-6500, osse.callcenter@dc.gov

The OSSE Application Service Desk provides technical support for the following applications: SLED, EGMS Supports: SLED, EGMS, SEATS, OATS, BITSEE, ATS, Data Privacy, Test Integrity, HomeSchool, ORCHARD, DEL Licensing, and SARA.

For answers to program specific questions, please view the relevant section.

OFFICE OF DISPUTE RESOLUTION

Tracey Langley..... (202) 481-3436, tracey.langley@dc.gov

- How can I file a due process complaint?
- What is a due process hearing?
- How can I request a due process hearing?
- What’s the difference between Mediation and a Due Process Hearing?
- How can I request mediation?
- Will I need an attorney?
- Do you provide attorneys or can you assist me in finding one?
- Who will preside over the hearing?
- How are the cases assigned?
- What is an HOD?
- Will I receive a copy of the HOD?

For online resources, please visit <http://osse.dc.gov/service/office-dispute-resolution-odr>

POSTSECONDARY EDUCATION

For “My College Fact Finder” and “FAFSA” application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

COLLEGE AND CAREER READINESS

Melissa McKnight....(202) 741-6413, melissa.mcknight@dc.gov

- What are the responsibilities of the Office of College and Career Readiness in the Division of Postsecondary and Career Education?
- Who can I contact about Dual Enrollment, Advanced Placement Testing and the OSSE Scholars Program?
- Are my students eligible for SAT and ACT funding through the Office of College and Career Readiness?
- What is the College and Credential Completion Network (C3N)?

For online resources, please visit <http://osse.dc.gov/service/postsecondary-and-career-education>.

DC REENGAGEMENT CENTER

Ja’Sent Brown.....(202) 671-2539, jasent.brown@dc.gov

- What is the ReEngagement Center?
- How old are eligible students?
- What type of support does the ReEngagement Center provide?
- Where is the ReEngagement Center located?

For online resources, please visit <http://osse.dc.gov/service/dc-reengagement-center>.

GED PROGRAM OFFICE

Philip PremDas.....(202) 274-7173, philip.premdas@dc.gov

- What is the General Education Development Test (GED)?
- How is the GED administered?
- Where can I go to take the GED in DC?
- Is the GED offered in non-English languages?
- Who is eligible for the GED?
- Are there prep materials available?

For online resources, please visit <http://osse.dc.gov/service/general-education-development-tests-ged>

SPECIAL POPULATIONS AND COMMUNITY SUPPORT

CHANGE IN PLACEMENT

Yuliana Del Arroyo....(202) 741-0478, yuliana.delarroyo@dc.gov

- What is the OSSE Policies and Procedures for Placement Review, Revised (PPPR)?
- What is a change in placement (CIP)?
- How do LEAs initiate a CIP request?
- How is OSSE's role during the CIP process articulated?
- What happens if the IEP team moves forward with placement to a more restrictive environment (a nonpublic school placement)?

For online resources, please visit <http://osse.dc.gov/service/placement-oversight-unit>.

ENGLISH LANGUAGE LEARNERS SUPPORT

Gimari Jones.....(202) 478-5987, gimari.jones@dc.gov

- Do all LEAs have to comply with the use of a Home Language Survey (HLS)?
- Who are students with limited English proficiency (LEPs)?
- Do all LEAs have to develop and implement an English Language Program Plan (also known as ELL plan)?
- Do all students with limited English Proficiency (LEPs) have to participate in the state assessment test?
- Are all LEAs required to administer annual assessments to measure LEPs language proficiency and progress?

For online resources, please visit <http://osse.dc.gov/service/english-language-learner-ell-support>.

HOMELESS CHILDREN AND YOUTH SUPPORT

Nicole Lee-Mwandha.....(202) 654-6123 nicole.lee-mwandha@dc.gov

- What is the function of the Education of Homeless Children and Youth Program?
- Who must designate a homeless liaison?
- Is there a time limit on how long a child or youth can be considered homeless?
- Who is defined as a homeless child or youth under McKinney-Vento?
- What ages does the McKinney-Vento Act cover?
- Are immigrant students covered by the McKinney-Vento Act?
- What are the responsibilities of the homeless liaison?

For online resources, please visit <http://osse.dc.gov/service/education-homeless-children-and-youth-program>.

NONPUBLIC PLACEMENT

Yuliana Del Arroyo...(202) 741-0478, yuliana.delarroyo@dc.gov

- What is the difference between a private school and a nonpublic school?
- What if a parent requests for their child to attend a nonpublic school or program?
- Who makes the final decision about nonpublic placement for a student?
- What are my LEA's roles and responsibilities for students placed in nonpublic schools or programs?
- Can students receive transportation services to nonpublic schools?

For an online resource, please visit <http://osse.dc.gov/publication/nonpublic-toolkit>.

SPECIAL EDUCATION MONITORING AND COMPLIANCE

Cheryll James.....(202) 724-7803, cheryll.james@dc.gov

- Who monitors compliance for special education in the District of Columbia?
- How is compliance tracked in the District of Columbia?
- What are annual LEA determinations?
- What is OSSE looking for when they monitor my LEA?
- How do I find out more about the monitoring process for my LEA?

For online resources, please visit <http://osse.dc.gov/service/specialized-education-monitoring-and-compliance>.

SPECIAL EDUCATION PROCEDURAL SAFEGUARDS AND RESOURCES UNDER IDEA

Adrienne Rodriguez.....(202) 478-5947 adrienne.rodriguez@dc.gov

- What information are LEAs required to provide to parents of students with disabilities?
- How often must LEAs provide the Notice of Procedural Safeguards to parents?
- How can an LEA prove that it has provided this document to parents?

For online resources, please visit <http://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-procedural-safeguards>

Acronym Key	
CIP	Change In Placement
IEP	Individualized Education Program
ELL	English Language Learner
LEP	Limited English Proficiency
ELL Plan	English Language Program Plan
LRE	Least Restrictive Environment

STUDENT TRANSPORTATION

GENERAL INFORMATION

Division of Student Transportation.....(202) 724-8600
osse.dot@dc.gov

- Where can I access the policy regarding student transportation?
- When do I submit transportation requests for eligible students with disabilities enrolled in my school?
- What is the Transportation Online Tool for Education (TOTE)?
- How do I access TOTE?
- How do I submit a transportation request?
- What information is required to submit a transportation request?
- How do I submit school calendar and bell time information?
- How do we request an address change for a student or any other type of route change?

PARENT RESOURCE CENTER

Parent Resource Center.....(202) 576-5000

- What is the Parent Resource Center and how can I contact them?
- As an LEA representative, who specifically can I contact for questions or concerns about transportation?
- What if a parent has a concern/complaint regarding transportation services?
- When do Customer Service Representatives inform parents/guardians of bus delays?
- Where can parents and stakeholders sign up to receive notifications and updates?
- When are representatives available to take calls?
- What is the inclement weather policy for student transportation?

For online resources, please visit <http://osse.dc.gov/service/student-transportation>

TEACHING AND LEARNING

CO-TEACHING

Brandon Wallace...(202) 741-5944, brandon.wallace@dc.gov

- What is co-teaching?
- What are the models of co-teaching?
- What are some challenges to co-teaching?
- What are some benefits to co-teaching?
- What makes co-teaching experiences successful?
- Where can I find more information?

For an online resource, please visit

http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Flakes_Handout%203_Weekly%20Co-teaching%20Lesson%20Plan%20Template.pdf

HIGHLY QUALIFIED TEACHER REQUIREMENTS

Anthony Graham...(202) 741-5881, anthonys.graham@dc.gov

- What are the criteria for being designated as a highly qualified teacher in the District?
- Who must be deemed highly qualified?
- What content areas must be taught by highly qualified teachers?
- Are LEAs required to notify parents regarding teacher and paraprofessional quality?

For online resources, please visit <http://osse.dc.gov/service/highly-qualified-teacher-resources-and-guidance>.

INSTRUCTIONAL SUPPORTS (GENERAL EDUCATION AND SPECIAL EDUCATION)

Brandon Wallace...(202) 741-5944, brandon.wallace@dc.gov

- What are best practices in teaching and learning?
- How can I plan standards-based lessons that engage all learners?
- What resources support quality instructional planning?
- Why connect to content, and ensure instructional best practices?

For online resources, please visit <http://osse.dc.gov/service/specialized-education-training-and-technical-assistance>.

LEAST RESTRICTIVE ENVIRONMENT

Yuliana Del Arroyo.....(202) 741-0478
yuliana.delarroyo@dc.gov

- What is the difference between least restrictive environment (LRE) and inclusion?
- Is placement the same thing as location of services?
- How do I know if a student is in his or her least restrictive environment?
- What does it mean for my school to provide a full continuum of educational services?
- How can I make my school a more inclusion focused school?

For an online resource, please visit <http://osse.dc.gov/publication/least-restrictive-environment-toolkit>.

POSITIVE BEHAVIOR SUPPORT

Jessica Dulay.....(202) 741-7669, jessica.dulay@dc.gov

- What is Positive Behavior Support?
- What does PBS have to do with the Law?
- What are some examples of positive behavior supports?
- What is a manifestation determination review and when is it needed?
- Where can I find more information?

For an online resource, please visit <http://osse.dc.gov/publication/positive-behavior-support-pbs-toolkit>.

SECONDARY TRANSITION PROCESS

Naté Dearden.....(202) 741-0267, nate.dearden@dc.gov

- What is a secondary transition plan?
- When does planning for secondary transition start?
- Do I have to use assessments when writing a secondary transition plan in the IEP?
- Who should I invite to a secondary transition planning meeting for a student?
- How is a transition plan written?
- How can I ensure that secondary transition planning is focused on what's best for the student?
- I'm new to this process. What resources are available to help me get up to speed?

For an online resource, please visit <http://osse.dc.gov/publication/secondary-transition-process-toolkit>.

STANDARDS-BASED IEP GUIDANCE

Brandon Wallace.....(202) 741-5944, brandon.wallace@dc.gov

- What is the difference between a traditional IEP and a standards-based IEP?
- Are the Common Core State Standards the same thing as DC's learning standards?
- What does it mean to differentiate instruction?
- Can I write a standards-based IEP for a student who is not on grade-level?
- How can I ensure that I always write standards-based IEPs for students?
- Are all LEAs required to administer annual assessments to measure LEPs language proficiency and progress?

For an online resource, please visit <http://osse.dc.gov/publication/standards-based-individualized-education-program-iep-resource-guide>.

STUDENT LEARNING OBJECTIVES

Orman Feres.....(202) 741-5218, orman.feres@dc.gov

- What are SLOs?
- Why are SLOs used?
- Who develops SLOs?
- When should they be developed?
- How do SLOs benefit learning and lead to student success?
- Where can I find more information?

For online resources, please visit <http://osse.dc.gov/service/student-learning-objectives-slos>.

TEACHER AND LEADER EVALUATION REQUIREMENTS

David Hendrie.....(202) 741-1888, david.hendrie@dc.gov

- Who must meet the evaluation requirements?
- What are the required elements of the Teacher and Leader Evaluation?
- How should LEAs form evaluations?
- What type of support does OSSE provide?

For online resources, please visit <http://osse.dc.gov/service/teacher-and-leader-evaluation>.

TEACHER LICENSURE AND RENEWAL

Anthony Graham.....(202) 741-5881, anthonys.graham@dc.gov

- Who's required to apply for teacher licensure?
- What are the license types and required qualifications?
- What is the application procedure?

For online resources, please visit <http://osse.dc.gov/service/educator-licensure-services>.

UNIVERSAL DESIGN FOR LEARNING

Brandon Wallace.....(202) 741-5944, brandon.wallace@dc.gov

- What is UDL?
- What are the UDL Principles?
- What are appropriate network teaching methods?
- Is UDL a curriculum?
- What are the UDL Guidelines?

For an online resource, please visit <http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Universal%20Design%20for%20Learning.pdf>

Acronym Key	
ELL	English Language Learner
HQT	Highly Qualified Teacher
LRE	Least Restrictive Environment
PBS	Positive Behavior Support
IEP	Individualized Education Program
SLO	Student Learning Objective
UDL	Universal Design for Learning

WELLNESS AND NUTRITION SERVICES

CHILD AND ADULT CARE FOOD PROGRAM

Norma Birckhead.....(202) 442-4010 norma.birckhead@dc.gov

- What is the Child and Adult Care Food Program (CACFP)?
- What are the benefits of participating in the CACFP?
- What type of organizations and businesses can participate in the CACFP?
- Who is eligible to receive meals through the CACFP?
- What the rules and regulations do I have to follow?
- What does it mean to be viable, capable and accountable (VCA)?
- What is involved in operating the CACFP?
- What are the nutritional and meal pattern requirements for the CACFP?
- Why is it important to serve healthy meals?
- How much money will I get?
- How will I be paid?
- How can I get assistance?
- Whom do I contact for more information?

For online resources, please visit <http://osse.dc.gov/service/wellness-and-nutrition-services>

DC STATE ATHLETIC ASSOCIATION

Ray Clark.....(202) 654-6115, clark.ray@dc.gov

- Who can participate in the DC Athletic Association?
- How can I gain membership to the DC Athletic Association?
- What are the standards and rules of the association?
- How many schools participate in the association?
- What is the schedule for athletic events?
- Where can I find best practices to enhance student-athlete achievement?
- What sports are regulated through the athletic association?

For online resources, please visit <https://www.dcsaasports.org/>.

HEALTHY SCHOOLS ACT

Nancy Katz.....nancy.katz@dc.gov, 202-724-7893

- What types of grants are available to help LEAs accomplish goals and programs laid out in the Healthy Schools Act?
- How often does my LEA need to update their Local Wellness Policy and who should be involved in this process?
- How does my school apply to be a FoodCorps service site?
- I am confused about a question on the School Healthy Profile (SHP).
- How can I receive technical assistance?
- I would like my teachers to be more informed about the Healthy Schools Act. Is there a training they can participate in?
- How do I get more involved in the Healthy Youth & Schools Commission meetings?
- Where can I find resources for incorporating Nutrition Education into the classroom?
- Where do I go for resources on starting/maintaining a school garden?
- How do I get more information on recycling, composting and other areas related to environmental literacy in schools?
- Where do I go for data requests?

For online resources, please visit <http://osse.dc.gov/service/healthy-schools-act-0>.

SCHOOL FOOD PROGRAM REQUIREMENTS

Lindsey Palmer..... (202) 724-7861, lindsey.palmer@dc.gov

- What are the responsibilities of the School Food Authority (SFA)?
- How should schools determine student eligibility for free and reduced meals?
- What type of training should a School Food Authority provide?
- What type of notification is required for food services?
- What are the requirements of a Food Safety Plan?
- What are the requirements for food sanitation inspections?
- How long should nutrition related records be maintained?

For online resources, please visit <http://osse.dc.gov/service/wellness-and-nutrition-school-programs>.