



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

August 25, 2017

To: Nonpublic Schools and Programs

Sent Via Electronic Mail

Recipients: CEOs, Principals, Fiscal Managers

**Subject: OSSE Notification Enhanced Documentation Requirements for Nonpublic Payment Effective January, 2018**

Dear Nonpublic Program Provider:

Thank you for your service to District of Columbia students with disabilities. You are receiving this communication to ensure your awareness of enhanced documentation requirements for payment to nonpublic program providers.

Effective **January 1, 2018**, in order for nonpublic programs to receive payment for related services from OSSE, *there must be evidence that the service was delivered in the District's system of record, the Special Education Data System (SEDS) through the creation of related service session service trackers for every related service session provided to DC students that are invoiced to OSSE.*

Failure to document a session in SEDS will result in OSSE's withholding or denial of payment for the corresponding session. This documentation is a requirement pursuant to District of Columbia Municipal Regulations, regulations, Title 5, Chapter 28, Section 2808.2.

To ensure that your program is prepared for this transition, OSSE will be offering technical assistance on documentation expectations beginning in September 2017. A separate announcement will follow with scheduled dates and times for these opportunities. Additionally, information and training regarding service documentation in SEDS can be found on the SEDS website at, <https://sites.google.com/a/dc.gov/seds-help-resources/home>.

If you have any questions, please do not hesitate to contact Ms. Yvonne Smith, Chief Utilization Manager, at (202) 741-5996 or via email at [yvonneS.smith@dc.gov](mailto:yvonneS.smith@dc.gov).

Thank you,

*Amy Maisterra*

Amy Maisterra, Ed.D., MSW

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