



OSSE Reminders to Nonpublic Schools and Programs

Dear Nonpublic Program Provider:

Fiscal Year End Invoice Submissions

The District of Columbia's fiscal year (FY) begins **Oct. 1** and ends **Sept. 30** of each year. The Office of the State Superintendent of Education (OSSE) prepares each year to close its fiscal year budget. As the FY comes to a close, we want to ensure that your school will be paid timely for all services delivered. As such, we request that invoices for educational services provided to DC attending students thru September of the applicable FY be submitted to the OSSE Nonpublic Payment Program by **Oct. 15**.

Annual Requirement to Prove DC Residency

Annually, **ALL** District students/parents must provide documentation to the local educational agency (LEA) to confirm they are a resident of the District of Columbia. Proof of residency is due by **Oct. 5** of each school year. This requirement is applicable to students attending nonpublic schools, with the exception of students who are wards of the District (CFSA/DYRS). Failure to prove DC residency will prompt a discontinuance in the students educational funding to the nonpublic school. Parents can provide proof of residency online through the residency validation system at ossedtax.com to complete and submit a residency form. If you have any questions, you can contact the DC LEA and/or the OSSE Residency team Resa Wynn at, Resa.Wynn@dc.gov.

Invoice Submission Address

All invoice submissions should be sent through US Mail or through a delivery/courier service to the address listed below. This is the only submission location. If invoices are sent to other locations we cannot guarantee that it will be sent to the proper team for timely processing. If you have any questions regarding invoice submission, please contact Yvonne Smith at (202) 741-5996 or via email at YvonneS.Smith@dc.gov.

**OSSE Nonpublic Payment Program
Office of the Chief Financial Officer
1200 First St. NE, 11th Floor
Attn: CFO Business Center
Washington, DC 20002**

School Closure Reminder

In accordance with policy, OSSE does not pay for days on which school is closed and services are not provided. OSSE will remit payment during the billing period in which the make-up day(s) takes place.

OSSE Special Education Database System (SEDS) Service Trackers

To date you have received several communications to make you aware of enhanced documentation requirements that are required for payment to nonpublic program providers that became effective **Jan. 1, 2018**. In those communications, it was noted that in order for nonpublic programs to receive payment for related services from OSSE, there must be evidence that services were delivered in the District's system of record, the Special Education Data System (SEDS).

Failure to document a session in SEDS, through the service tracker process, will result in OSSE's withholding or denial of payment for the corresponding session fees documented on your monthly invoice submissions.

To ensure that your program is prepared for this transition, OSSE hosted a series of training webinars to assist with your understanding of new and ongoing OSSE compliance requirements. The webinars were presented by the OSSE Nonpublic Payment Unit, the OSSE Nonpublic Monitoring Unit, and the OSSE SEDS team and took place in October and November 2017. Additional trainings can be provided upon request. Please contact Yvonne Smith to express interest at YvonneS.Smith@dc.gov.

Additionally, information and training regarding service documentation in SEDS can be found on the [SEDS website](#) or on the [OSSE website](#).

Staff Qualification Information Repository (SQUIRE)

All Nonpublic Schools that serve DC students are required to obtain access and maintain staff records in SQUIRE. Please also be sure to conduct a review of your school staff and related service provider information in the OSSE SQUIRE system, now, to ensure all info is up to date. Please remember to update all staff info, license, and credentials. If you have questions regarding the use of SQUIRE, please contact Jackie Corsey at Jacqueline.Corsey@dc.gov.

Special Education Attendance Tracking System (SEATS)

All Nonpublic Schools that serve DC students are required to obtain access and record student attendance in [SEATS](#). SEATS is a web-based attendance collection tool for Nonpublic Programs, LEAs, and State users. If you have questions or need to obtain access to SEATS, please send an email to OSSECallcenter@dc.gov.

If you have any questions, please contact Yvonne Smith at (202) 741-5996 or YvonneS.Smith@dc.gov.

Thank you,

Yvonne Smith

Yvonne Smith
Manager, Nonpublic Payment Unit