



To: Supervisors of Special Education

From: Yvonne Ellis, Office Director  
Office of District Fiscal Services

Subject: 2018-2019 Extended School Year Program Application

Date: April 1, 2019

The application package for the 2018-2019 Extended School Year (ESY) Program can be found on the MDE website at <http://www.mdek12.org/OSE/funding/special-education-extended-school-year>. To fund ESY services for students with disabilities in your district, the application must be completed and returned to our office no later than **April 30, 2019**.

There are fifteen (15) required forms (indicated by "O" - "R") to be submitted with your application to MDE. Supplemental forms (indicated by "S") are worksheets to be kept on file in the district for documentation.

If **no** students with disabilities require services in accordance with the Individualized Education Program (IEP) for the ESY Program, the assurance form (**Q-1**) in the application package must be signed by your superintendent and returned to our office no later than **April 30, 2019**. Otherwise, an ESY Program Application must be submitted for approval.

The Request for Reimbursement Form (R-6) and the Private Placement Reimbursement Form (R-6A) must be submitted to the Office of Special Education no later than **September 30, 2019**. Requests for Reimbursement received by September 30, 2019 will immediately be processed for 50% disbursement. The remaining 50% and those Requests for Reimbursement received after September 30, 2019, will be processed for payment no later than May 2020. **All Requests for Reimbursement** must be received by **December 6, 2019**. Districts must contact MDE if they have not received an emailed copy of the approved Request for Reimbursement by **January 9, 2020**. No extensions or exceptions will be granted. Failure to notify MDE of any discrepancies by **January 9, 2020** may affect your Request for Reimbursement.

If you have any questions, please contact Yvonne Ellis with the Office of District Fiscal Services at (601) 359-3498.

c: Margaret Ellmer, Ph.D.