To: Supervisors of Special Education

From: Margaret Ellmer, Ph.D., Bureau Director

Office of District Fiscal Services

Subject: 2019-2020 Extended School Year Program Application

Date:

The application package for the 2019-2020 Extended School Year (ESY) Program can be found on the MDE website at **http://www.mdek12.org/OSE/funding/special-education-extended-school-year**. Please refer to the

To fund ESY services for students with disabilities in your district, the Cover Page application package must be uploaded to **Sharepoint** **under FY 20 Fiscal Documents 2019-2020 ESY Cover Page folder**.  **A required email must be sent notifying Roscoe Jones that your information has been uploaded in Sharepoint.**

 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. Otherwise, an ESY Program Application must be submitted for approval.

**Guidance regarding the Request for Reimbursement Form (R-6), Private Placement Reimbursement Form (R-6A), and the items on the Information Needed to Process Reimbursement Form will be forthcoming.**

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

c: Robin Lemonis, M.Ed., CALT, LDT