


Connecticut State Department of Education

MEMORANDUM

Division of Educational Programs and Services
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TO: Directors of Special Education and Pupil Services
Directors of Private Approved Special Education Facilities

FROM: Leslie M. Averna, Acting Associate Commissioner 

DATE: November 6, 1996

SUBJECT: Update #3

I'm hopeful that you are finding these UPDATES useful. The following is a list of items for your information:

CT Transition Grant - Employer Outreach Activities

The Connecticut Transition Task Force - Employer Awareness Subcommittee is conducting statewide employer outreach through local and regional Chambers of Commerce and through the Internet. The goal is to encourage employers, who are interested in providing career training opportunities for students with disabilities, to contact the special education departments in their local community. We would appreciate your support in directing any employer who may call your office to the transition contact person in your high school.

For further information or questions, do not hesitate to contact Karen Halliday at the Department of Education. She can be reached at (860) 638-4242.

District/Agency FY 1996-97 IDEA-Part B, Section 611 and 619 (pre-school) Grants

All superintendents (executive officers) received their districts'/agencies' FY 1996-97 IDEA-Part B, Section 611 and Section 619 (pre-school) grant award letters, including budgets which accompanied those letters.

In most cases, budgets which accompanied grant award letters reflected districts'/agencies' amended and final budgetary requests. In some few cases, however, final budgetary information from districts/agencies was not available or was not accurate. In such cases, and where program

descriptions were approved, the program manager prorated **original** budget figures to match **final** budgetary entitlements. **The purpose of that activity was to forward grant award letters to districts/agencies at the first possible opportunity - so that districts/agencies could immediately begin receiving grant funding.**

The few districts/agencies, whose original budgets were prorated, need to review budgets included with their FY 1996-97 IDEA-Part B, Section 611 and Section 619 grant award letters to determine whether (or not) approved line items need to be adjusted. Please review your district's/agency's IDEA-Part B, Section 611 and Section 619 budgets to see if adjustments are necessary.

If adjustments to the budgets you received are necessary, or you need to revise your FY 96-97 IDEA-B grants, please contact Patrick Shaughnessy (860) 638-4240 or Maria Synodi (860) 638-4211, IDEA-Part B, Section 611 and Section 619 program managers, respectively, for assistance.

In the meantime, your district/agency should continue to request transmittal of grant funding via the ED-1111 form.

OSEP Corrective Action Planning Training

Many of you participated in the bureau-sponsored training in the fall, that was required as part of the federal corrective action plan. At that meeting, a number of districts requested copies of "Program Review Policies and Procedures Manual Checklist" and "Draft Special Education Policy and Procedures Model Manual." Since that time we have decided to develop a revised procedures manual and standard forms for use by all districts, and to redesign our program review process. These documents, which will be disseminated in early spring, will supersede the draft documents that are enclosed.

FY97-98 IDEA Appropriation

Connecticut anticipates receiving an increased IDEA-Part B, Section 611 entitlement for FY1997-98. It appears the FY1997-98 IDEA-Part B, Section 619 entitlement (preschool) will remain at FY1996-97 levels. Individual district/agency entitlements for FY 1997-98 will be determined subsequent to receipt of Connecticut's IDEA-Part B grants, estimated to be on/about July 1, 1997. When the amount is determined, you will be so informed.

CONNCASE Meeting

I will be presenting our plans for reorganization and updating you on the self-analysis at the December 9th meeting.

Special Education Advisory Council Meeting

The Public Relations Sub-committee of the State Advisory Council has scheduled a Fall Regional Forum to be held on November 19, 1996, at 7:00pm. at the ACES/SDA Building on Skiff Street in Hamden. The purpose of the Regional Forum is to acquaint the general public with the State Advisory Council and to solicit input from interested citizens regarding issues related to special education in Connecticut. The topic to be discussed at this forum is "The Positive Results of Special Education" and the keynote speaker will be The Honorable Cameron C. Staples, State Representative District 96, and Co-chair of the Education Committee.

Reassignment of Surrogate Parents

As is our customary practice to keep you updated periodically on the surrogate parent assignments, I am sending you our most recent assignment lists.

Enclosed find the list of individuals serving as surrogate parents and the districts for which they have responsibility. In those districts where the number of students to be served is very high, there may be more than one individual assigned to the district. It is important that you note which individual has responsibility for each school within the district.

It is the responsibility of the school district to apply for a surrogate parent once you are aware that an eligible student within the care of DCF has moved into your district. It is also the receiving school districts's responsibility to ensure that a student continues to have surrogate parent representation upon a change in placement by DCF. If a student moves into your district and you have questions concerning the child's status relative to surrogate parent assignment, please call Maria Roman at 638-4270.

Please distribute this memo to appropriate staff members at the building level in your district so they may be informed of the changes in surrogate parent assignment.

cc: Bureau Staff
Marianne Kirner
Theodore S. Sergi
George Coleman
Bonnie Moran

Attachments: Compliance Checklist
Procedures Manual
Transition Newsletter
Surrogate Parent List