



DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS  
NON-DOD SCHOOLS PROGRAM FOR THE AMERICAS  
700 Westpark Drive, Peachtree City GA 30269  
(678) 364-8004/(678) 364-8078 (fax)

June 24, 2005

MEMORANDUM FOR NON-DOD SCHOOL PROGRAM (NDSP) LIAISONS

SUBJECT: NDSP-Americas Administrative Guidance for School Year (SY) 2005-2006

To assist with the NDSP enrollment process for SY 2005-2006, the following guidance is being provided in regards to:

- Significant NDSP Procedural Changes for SY 05-06
- Re-enrollment for Returning Students
- New student enrollment
- Home Schooling Enrollment
- Special Needs Students
- One-Time Fees
- Funds Request Sheets
- Supplemental Instruction
- DSSR Education Allowance Adjustment Requests

**SIGNIFICANT PROCEDURAL CHANGES FOR SY 2005-06**

- DoDEA form 610 (Included in **attachment 1**) MUST be used for all NEW student enrollments. Previous versions (DS-2037) will **NOT** be accepted. If a package is submitted with the old form, you will be notified to submit the new form and approval/funding will not be processed until the correct form is received.
- Due to the increased need for budgetary accountability, additional measures will be in place this year that will allow me to provide funding **only** when an actual invoice has been issued. This may mean that instead of one funding request in the beginning of the school year for each student, you will now need to submit multiple by Term, by Quarter, or by Semester.
- Since funds will be sent based on an invoice that is waiting to be paid, immediately upon payment of the invoice using the DoD fund cite, the Payment Voucher and Purchase Order (or equivalent) must be faxed or e-mailed to me for reconciliation.

- Submission of NDSP Application Packages and Funding Requests can now be sent to me via electronic mail if your location has the ability to scan documents to .PDF or .TIF formats. (I do ask that you be sure to check the resolution on your scanners and be sure that it is at 72 dpi or lower. High resolution documents mean larger sized attachments.) However, **FAX copies are still acceptable.**

## RE-ENROLLMENT FOR RETURNING STUDENTS

It is not necessary to send a completely new application package for students who received tuition assistance during the previous school year. The following **IS** required for re-enrolling students:

- School's published fee schedule for SY 2005-06
- School's published calendar for SY 2005-06
- Invoices for each dependent for SY 2005-06 (Expenses must be itemized)
- NDSP Funds Request Sheet for EACH dependent. (Amounts must be listed in U.S. dollars and the current rate of exchange provided in the "NOTES" section.)

## NEW STUDENT ENROLLMENT

For dependents new to the NDSP for SY 2005-06 the following must be submitted for EACH dependent:

- NDSP Application Package (**attachment 1**)
  - o DoDEA Form 610 (*Note - DS-2037 will no longer be accepted.*)
  - o Verification of Eligibility
  - o Request for Reimbursement of Transportation Expenses
- Sponsor's Assignment Orders
- Funds Request Sheet
- Invoices
- School Fee Schedule
- School Calendar
- IEP/Evaluation Summaries (if applicable)

Incomplete applications/application packages will be returned. Please ensure all required information fields, signatures and supporting documentation are included when submitting for approval and funding.

## HOME SCHOOL ENROLLMENTS

Sponsors wishing to home school their children during the SY 2005-2006 must submit their intended curriculum along with a completed application package for

approval. When the form requires for the name of the non-DoD school, please have the sponsor enter the predominant home schooling source from which materials will be purchased. Please ensure that the sponsor is aware of allowable and non-allowable home schooling expenses and the current DSSR rates for home schooling.

Additional information can be found in the NDSP brochure, *Enrolling Your Child In A Home Schooling Program*, provided at the last conference or on the NDSP-Americas website (<http://www.am.dodea.edu/NDSP/pages/HomeStudy.htm>).

## **SPECIAL NEEDS STUDENTS**

Per DoD Education Activity (DoDEA) Headquarters regulation, the NDSP is required to have all students requiring special needs services assessed – a coordinated effort between the school, parents and the NDSP Special Education Coordinator -- and to be placed on a standardized DoDEA IEP for the school year in which services are to be received and NDSP funding provided. Funding for special needs services may be provided to an eligible dependent from the ages of birth to 21. Some such services may include - but are not limited to – Speech Therapy, Language Therapy, In-class aides/tutors or supplemental instruction. Please note that Occupational and Physical therapies are not funded through the NDSP as they are medical services and funded through TriCare (or equivalent).

Immediately upon becoming aware that a child in your area of responsibility may require special needs services, please have the parent/sponsor contact my office immediately for assistance. If a child has previously received special education services but was not on a DoDEA IEP, please have the parents contact our office if the child will need to continue these services during SY 2005-06.

Please note that services will not be funded unless a child meets the criteria established in DoDEA Instruction 1342.12 and DSM 2500.13-M-Revised, and is placed on a DoDEA IEP developed by the NDSP Special Education Coordinator.

## **ONE-TIME FEES**

If a sponsor elects to send their dependent(s) to a different school than the previous school year, please remind the sponsor that the NDSP will pay “one-time” fees only once during an assignment, except in certain cases when:

- (1) A school attended does not offer the next grade (e.g. middle to high school) or the appropriate program;
- (2) The school attended is not the base school and charges less than the base school. Should the sponsor wish to transfer the child to another non-base school, the program can pay only the difference between what the base

school charges and what has already been paid. The sponsor will be responsible for any difference between that amount and the full cost of the new school.

## FUNDING REQUESTS

One Funds Request Sheet per student should be submitted **every time** funds are being requested (tuition, transportation, books, supplemental instruction, etc.). Multiple expenses for the same student may be listed on a single Funds Request Sheet, but multiple students may not. In addition to the Funds Request Sheet, please submit invoices/bills for the expenses being claimed. All expenses must be listed in U.S. dollars (USD) on the Funds Request Sheet and rate of exchange (ROE) must be indicated in the notes section.

## SUPPLEMENTAL INSTRUCTION

Requests for dependents requiring supplemental instruction must be submitted in writing prior to any expenses being incurred or services being received. Supplemental instruction may be approved for funding through the NDSP if one or more of the following apply:

- (1). The student is on an Individual Education Plan (IEP) which requires tutoring;
- (2). The child is in jeopardy of failing a remedial course (Math, English, Science, etc.), and failure of this course will preclude the child from proceeding to the next grade level;
- (3). The course for which funding is requested is usually offered in a U.S. public school, but is not offered at the foreign non-DoD school (i.e. United States history, civics, computers, American literature, English grammar, Advanced Placement or International Baccalaureate Courses); or
- (4). The student requires English/Spanish as a Second Language (E/S SL) courses in order to assist with the understanding of the course instruction.

If situation (1) applies, the recommendation for supplemental instruction must be directly addressed in the child's IEP.

If situation (2) applies, a letter from the school administrator stating the danger of the student's failure and the recommended frequency of tutoring and estimated cost per session must be submitted. The student's progress report/grades for the course requiring supplemental instruction must also be submitted.

If situation (3) applies, a letter from the school administrator must be submitted concurring that they do not offer this course at their school.

If situation (4) applies, a letter from the school administrator must be submitted stating the student's lack of ability in the language requires tutoring and the impact of this on the student's learning ability. The frequency and estimated cost for tutoring should be included in the letter from the school administrator.

Additionally, in all four situations, progress reports to determine the effectiveness of the supplemental instruction can - and in most cases will - be requested either periodically throughout the course of instruction, or at a minimum, at the completion of the recommended instruction.

In each of these circumstances, requests for approval and funding of supplemental instruction must be submitted in writing and **PRIOR** to any costs being incurred or services being rendered. If the sponsor fails to obtain prior approval, the sponsor will be held responsible for paying all costs incurred prior to the date of approval.

Payment of expenses incurred for supplemental instruction can be handled in one of two ways:

1. The service provider (tutor, therapist, etc.) can bill the sponsor for services rendered, the sponsor can submit billing to the NDSP liaison and the NDSP liaison will then request funding from the NDSP Program Manager; or
2. The service provider (tutor, therapist, etc.) can bill the Embassy directly, and the NDSP liaison can then submit a request for funds to the NDSP Program Manager

Please remind the sponsor that upon selecting a service provider, if they are required to sign a contract for services, they – the sponsor – are bound by the contract, not the U.S. Government. Therefore, any penalties incurred for breach of contract are the responsibility of the sponsor, not the NDSP.

## **DSSR RATE ADJUSTMENT REQUESTS**

The Department of State (DoS) Office of Allowances establishes DSSR Education Allowance rates which are used as the NDSP funding caps. Due to annual tuition increases for the base schools, a request for an adjustment to the established DSSR Education Allowance may be required. The DoS Office of Allowances has published guidance regarding the proper procedures for requesting adjustments to your local DSSR Education Allowance rates.

Department of State guidance (**attachment 2**) and form DS-63 (**attachment 3**) is attached. Ms. Audrey Thurman is a wonderful resource at the Office of Allowances, and

can assist you and/or your budget officers with the educational questionnaires. Please note that a questionnaire must be completed on every school where DoD dependents are attending and the NDSP is providing funding. This allows the DSSR rates to reflect all educational expenses in that location.

## LIAISON INFORMATION UPDATES

Please submit any changes to the NDSP liaison contact information for your country/location. If the liaison has changed since the beginning of last school year, or if the liaison will be changing in the very near future, please submit the new liaison's information on the Liaison Information Sheet (**attachment 4**). I will update all liaison information rosters and e-mail address books so that all information and materials relating to the program can be disseminated in a timely matter.

I hope you find the information above helpful as you venture into another school year with the Non-DoD Schools Program. Should you have any questions regarding program policies, regulations or procedures, please contact me at (678) 364-8004 or e-mail at [melissa.clark@am.dodea.edu](mailto:melissa.clark@am.dodea.edu).

Thank you for your continued support and I wish you all a wonderful new school year.



MELISSA CLARK  
Program Manager  
Non-DoD Schools Program - Americas

### Attachments:

1. NDSP Application Package
2. DSSR Adjustment Guidance
3. Form DS-63
4. NDSP Liaison Information Sheet