



DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS
NON-DOD SCHOOLS PROGRAM FOR THE AMERICAS
700 Westpark Drive, Peachtree City GA 30269
(678) 364-8000 / (678) 364-8078 (fax)

July 28, 2008

MEMORANDUM FOR NON-DOD SCHOOL PROGRAM (NDSP) LIAISONS

SUBJECT: NDSP-Americas Administrative Guidance for School Year (SY) 2008-2009

To assist with the NDSP enrollment process for SY 2008-2009, the following guidance is being provided in regards to:

- Significant NDSP Policy and Procedural Changes for SY 2008-2009
- Re-Enrollment for Returning Students
- NEW Student Enrollment
- Home-Based Educational Program Enrollment
- Special Needs Students
- One-Time Fees
- Funds Request Sheets
- Supplemental Instruction
- DSSR Education Allowance Adjustment Requests
- NDSP Liaison Information Updates

SIGNIFICANT POLICY AND PROCEDURAL CHANGES FOR SY 2007-2008

- Effective **immediately** all NDSP-Americas questions, inquiries, funding requests, enrollment packages, etc. should be sent to the following e-mail address:

NDSP.Americas@am.dodea.edu

- Effective **August 25, 2008** Mr. Sammie Byrd will take over as the new NDSP-Americas Program Manager. Mr. Byrd currently works for DoDDS-Europe and will bring to the program a wealth of knowledge and a strong background in the areas of eligibility, NDSP and accounting. Additional contact information (phone number, e-mail, etc.) for Mr. Byrd will be sent along as soon as they are active.
- Documentation for enrollment and funding requests may be scanned and sent via e-mail to the **NDSP.Americas@am.dodea.edu** address, or you may continue to submit via fax to 678-364-8078. This fax number will not be changing.

- Vigilant budgetary accountability measures will continue to be in place this year that will prohibit me from providing any funding authorizations without invoices, receipts or proof of payment. ALL requests for funding MUST include (at a minimum) the NDSP Funds Request Sheet and invoice. If the claim is for tuition and other annual school fees, the School Fee Schedule must also accompany the request to validate the expenses being charged. **NOTE:** The invoice and fee schedule are not the same thing. The fee schedule is the publicly advertised rates the school charges, and the invoice is the actual bill of itemized expenses for which the school is requiring payment for a specific student. **Please be aware, if a funding request is submitted without proper documentation, the request will remain in pending status until all required documentation is received.**
- London Central High School has ceased operation of their dormitory facilities as of June 2007. The LCHS Dormitory is no longer an option for DoD students abroad. If an "Away from Post" education allowance has been granted by the Office of Allowances for grades 9-12 in your location, and a sponsor wishes to exercise the option of CONUS or OCONUS dormitory schools abroad for their dependent, please have them contact the NDSP-Americas Program Manager directly and they will work personally with each on a case-by-case basis.
- The cut off date for minimum age requirements for kindergarten entry will be changing for SY 2009-2010. The policy change will be reflected as such:
 - Northern Hemisphere School Year (Aug-Jun) requires that a dependent be five years of age on or before September 1st of the enrolling school year.
 - Southern Hemisphere School Year (Jan-Dec) requires that a dependent be five years of age on or before February 1st of the enrolling school year.
- There has been a rise in questions regarding the year of schooling in which funding through the NDSP begins. The DoDEA 1035.1 and the DoS DSSR 270 both state that funding begins with kindergarten. However, new language is in draft to further clarify this for those schools which do not adhere to the US-definitions of grade. Additional language in the guidance will be added to further clarify that funding begins "one year prior to the US equivalent of first grade". Which would be the US equivalent of kindergarten, but in some local school systems this goes by various other names. When in doubt about the equivalency of local school system's years of schooling compared to the US system, please contact the NDSP-Education Specialist or Program Manager for assistance.
- Home Schooling DSSR Education Allowance caps are as follows:
 - Kindergarten through 8th grade will be reimbursed up to \$5,700 usd per child per school year; and
 - Grades 9-12 will be reimbursed up to \$7,700 usd per child per school year.

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 documents are **required** for re-enrolling students:

- NDSP Funds Request Sheet for EACH dependent.
- **Invoices** for each dependent for SY 2008-2009 (*expenses must be itemized*)
- School's published fee schedule for SY 2008-2009
- School's published calendar for SY 2008-2009

In addition to the above documents, if the sponsor's date of rotation has been extended beyond the initial orders, please also include a copy of the sponsor's extension orders with the re-enrollment package.

NEW STUDENT ENROLLMENT

For dependents NEW to the NDSP for SY 2008-2009, the following must be submitted for EACH dependent:

- NDSP Application Package
 - o DoDEA Form 610
 - o Verification of Eligibility
 - o Request for Reimbursement of Transportation Expenses
- Sponsor's Assignment Orders
- Funds Request Sheet
- Invoice(s)
- School Fee Schedule
- School Calendar
- IEP/Evaluation Summaries (if applicable)

Incomplete application packages will not be processed. Please ensure all required information fields, signatures and supporting documentation are included when submitting for approval and funding.

HOME-BASED EDUCATIONAL PROGRAM ENROLLMENTS

Sponsors wishing to home school their children during the SY 2008-2009 must submit their intended curriculum materials list along with a completed NDSP application package for approval. Where the form requires for the name of the non-DoD school,

please have the sponsor enter the predominant home study source from which materials will be purchased. Please ensure that the sponsor is aware of allowable and non-allowable home schooling expenses – and, when in doubt, please have them inquire before incurring any costs for which they are uncertain.

Additionally, the DSSR Education Allowance rates for home schooling have increased. Funding cap for grades K-8 is up to \$5,700 per child per school year; and grades 9-12 is up to \$7,700 per child per school year.

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 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 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 2008-2009.

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-Americas Education Specialist, Ms. Felicia Van Heertum, felicia.vanheertum@am.dodea.edu.

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

A Funds Request Sheet for each student should be submitted **each time** funds are requested (tuition, transportation, books, supplemental instruction, etc.). Multiple expenses for the same student may be listed on a single Funds Request Sheet. **However, multiple students – regardless of whether they are siblings – may NOT be listed on the same sheet.** 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.

Department of State guidance and form DS-63 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. Her e-mail address is ThurmanAE@state.gov and phone number is 202-261-8717. Please note that the requests for modifications to the DSSR education allowance rates are processed directly through the Office of Allowances, not through the NDSP-Americas office.

LIAISON INFORMATION UPDATES

Please submit any changes to the NDSP liaison contact information for your country/location by sending the NDSP Liaison Information Sheet to the NDSP.Americas@am.dodea.edu e-mail address. If the liaison has changed since the beginning of last school year, or if the liaison will be changing in the near future, please submit the new liaison's information on the Liaison Information Sheet. This will ensure that the online contact list and internal e-mail address books are current so that NDSP-Americas information and materials can be disseminated in a timely matter to the correct point of contact.

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 NDSP.Americas@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. NDSP Funds Request Sheet
3. DSSR Adjustment Guidance
4. Form DS-63
5. NDSP Liaison Information Sheet