



DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS
NON-DOD SCHOOLS PROGRAM FOR THE AMERICAS
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August 1, 2007

MEMORANDUM FOR NON-DOD SCHOOL PROGRAM (NDSP) LIAISONS

SUBJECT: NDSP-Americas Administrative Guidance for School Year (SY) 2007-2008

To assist with the NDSP enrollment process for SY 2007-2008, the following guidance is being provided in regards to:

- Significant NDSP Policy and Procedural Changes for SY 2007-2008
- 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
- NDSP Liaison Information Updates
- NDSP Conference

SIGNIFICANT POLICY AND PROCEDURAL CHANGES FOR SY 2007-2008

- London Central High School has ceased operation of their dormitory facilities as of June 2007. The LCHS Dormitory option is no longer available to DoD students abroad. As there are no known English-speaking dormitories in South or Central Americas that meets the DoD criteria of acceptable for our DoD dependents at this time, I will continue to work with DoDEA-HQ to pursue adequate and acceptable alternatives. If the schools for grades 9-12 in your location have been deemed "inadequate" by the Office of Overseas Schools, and a parent wishes to exercise the option of dormitory schools abroad for their dependent, please have them contact me directly. I will work personally with each on a case by case basis.
- 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. 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.

- The NDSP Application Package is now available in a writable Adobe Acrobat format. While it can now be filled out electronically (in Adobe Acrobat), it still requires that the sponsor/liason print a hard copy so that appropriate signatures can be procured. It is still acceptable to fax or e-mail application packages for processing. For your convenience, I've created a separate Funds Request Sheet which can also be filled out electronically, and saved for future use for those students requiring multiple requests for funds throughout the school year.
- Home Schooling DSSR Education Allowance caps have increased for the SY2007-2008. 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.
- Home Schooling definition for allowable expenses has been modified in the Supplemental Guidance which accompanies the DoDEA regulation 1035.1 to clarify the use of home schooling funds for a child's physical education expenses when a child is home schooled. The guidance now states that the NDSP will be authorized to fund a physical education program as offered by a local private or public school when the local school charges a fee for participating in their program.

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:

- NDSP Funds Request Sheet for EACH dependent.
- **Invoices** for each dependent for SY 2007-2008 (*expenses must be itemized*)
- School's published fee schedule for SY 2007-2008
- School's published calendar for SY 2007-2008

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 2007-2008, 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
- Invoices
- 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 SCHOOL ENROLLMENTS

Sponsors wishing to home school their children during the SY 2007-2008 must submit their intended curriculum materials list along with a completed NDSP 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, 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 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 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 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 2007-2008.

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

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. 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 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. 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. 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.

NDSP CONFERENCE

The **2007 NDSP-Americas CONFERENCE** for liaisons will be held **November 6-9, 2007** at the DDESS Area Service Center in Peachtree City, Georgia. The meeting will commence on Tuesday, November 6th at 9:00am. Additional conference information regarding registration, lodging arrangements and conference itinerary will be sent in a separate message to all invited participants and guest speakers. Please use this message as a "HOLD THE DATE" invitation so that your schedules and budgets can accommodate your attendance to the conference.

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.

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