



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Teaching and Learning

SY 2018 - 2019

Parent Guide to Independent Services

Version 02

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November 2018

Senior Deputy Chief's Signature

Date

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Independent Educational Evaluations

Introduction

Who is this guide designed to support?

- Parents, adult students and guardians of children who have been approved for a funded independent educational evaluation (IEE).
- Providers who conduct the evaluations.

What information is included in this guide?

- For the parent: Step-by-step guidelines for obtaining an IEE, which includes outlining your responsibilities, understanding the recommended evaluation(s) for your child, and selecting a provider.
- For the provider: Step-by-step guidelines for vendors, which includes requirements for all IEEs, submission procedures, and process to receive payment.

What are the steps to getting a funded independent educational evaluation?

- Receive DCPS approval for a funded IEE.
- Review the costs that are covered.
- Confirm the type of evaluation recommended for your child.
- Locate a provider convenient to you and your child; this provider does not have to be one from the list provided.
- Attend the evaluation. Give the provider the enclosed invoicing information (For the Provider and Billing Guidance for Vendors).
- Send completed IEE to appropriate DCPS point of contact. Note: a DCPS employee will periodically follow-up with parent regarding the status of the independent educational evaluation until DCPS is in receipt of the evaluation.

For the Parent

Step 1 – Receive approval for a funded independent educational evaluation

- If you are receiving this guide, you have also received an authorization letter from DCPS to obtain an independent educational evaluation (IEE) for your child at the expense of DCPS. Keep this authorization letter for your records and future reference.
- To obtain the evaluation specified in your authorization letter, complete the steps in this guide to ensure that all important evaluation submission and billing information for the provider is delivered to them and the invoice is processed by DCPS or the Office of the State Superintendent of Education (OSSE).
- If you have any questions during this process, please contact the DCPS LEA representative associated with your student (e.g. the Special Education Coordinator, Non-Public Monitoring Specialist, Compliance Case Manager, or School Support Liaison).

Step 2 – Review the costs that are covered

- A provider conducting a funded IEE will bill DCPS directly, not the parent. The provider should bill within the DCPS Maximum Evaluation Costs listed on page 22. If you choose a provider not on the IEE vendor list, please make sure the provider accepts these rates and agrees to bill DCPS directly for payment. If an extenuating circumstance prevents your chosen provider from billing DCPS directly, please contact your DCPS point of contact *before* beginning the evaluation.
- For low incidence evaluations such as Assistive Technology, Adaptive Physical Education, and Vocational assessments not addressed by the rate guidelines on page 22, payment will be made on a case-by-case basis in conjunction with DCPS, the OSSE, and the provider involved. DCPS or the OSSE will pay reasonable rates for these assessments.

Step 3 – Confirm the type of evaluation recommended for your child

Below is a table that outlines evaluations that your child may need. Please look at each evaluation recommended for your child and take note of what is involved and why it is done.

DISCIPLINE	EVALUATION	WHAT'S INVOLVED	WHY IT'S DONE
Audiology	Audiological	Interview and testing of student, including use of audiology booth and collecting information from teachers and parent or guardian.	To assess student's hearing abilities and likely impact of deficits on academic learning.
Audiology	Auditory Processing Disorder (APD)	Interview and testing of student, including use of audiology booth and collecting information from teachers and parent or guardian.	To assess the way in which the student cognitively processes the things he/she hears.
Psychology	Psychological: Adaptive Functioning Component	Interview and observations of student. Administering questionnaires from teachers and parent or guardian.	To evaluate daily living skills and level of independence in daily functioning.
Psychology	Psychological: Clinical Component	Interview and testing of student. Gathering of questionnaires from teachers and interview of parent or guardian.	To evaluate social, emotional, and behavior functioning including mood, coping skills, social interaction, and acting out behaviors, amongst other mental and behavioral health
Psychology	Psychological: Cognitive Component	Interview and testing of student. Gathering of questionnaires from teachers and interview with parent or guardian, review of work samples and education records. Tests can include visual-motor processing, cognitive processing, decision-making, planning & organization skills	To evaluate intellectual functioning and cognitive ability.
Psychology	Psychological: Educational	Interview, observation and testing of student. Gathering of questionnaires from teachers and parent or guardian, review of work samples, and education records.	To assess academic achievement, to include reading, math, and written expression abilities.

DISCIPLINE	EVALUATION	WHAT'S INVOLVED	WHY IT'S DONE
Psychology	Psychological: Comprehensive	Any combination of the following components: Clinical Cognitive Educational	To measure all areas of concern requires a comprehensive assessment of the student.
Psychology	Neurological	Medical exam	To measure neurological function, including muscle strength, autonomic nerve functioning, and primary neurological function.
Psychology	Neuropsychological	Testing of student and review of education and medical history. Gathering of feedback from teachers, parent or guardian, and medical caregivers.	To evaluate the processing of visual and auditory material. Includes evaluation of profound attention deficits, problem solving, organization, motor functioning and other areas of cognitive processing believed to result from physical deficits.
Psychology	Psychiatric	Testing of student and review of education and medical history. Gathering of feedback from teachers, parent or guardian, and medical caregivers.	To diagnose emotional, behavioral or development disorders and determine educational impact.
Social	Functional Behavioral Analysis (FBA)	In-classroom observation of student by provider and teachers. Gathering of feedback from teachers and parent or guardian.	To observe and modify the environment and structure to affect change in behavior.
Social	Social History	Interview with parent or guardian, and potentially the student, or other relevant persons in the student's life	To evaluate the current and past factors contributing to the student's ability to be successful at school
Speech & Language	Speech & Language	Testing of student, review of education and developmental history, observation and gathering feedback from teachers and parent or guardian.	To assess articulation, speech intelligibility, voice, fluency, pragmatics, vocabulary, and receptive and expressive language

DISCIPLINE	EVALUATION	WHAT'S INVOLVED	WHY IT'S DONE
Occupational Therapy	Occupational Therapy	Testing of the student, in-classroom observation, interview of teachers, caregivers, parent or guardian.	To determine skill level and what is needed to develop and sustain the independence of the student through skill acquisition as it relates to motor difficulties, and promote involvement in daily activities.
Physical Therapy	Physical Therapy	Testing of the student, in-classroom observation, gathering feedback from teachers, caregivers, parent or guardian.	To determine skill level and intervention needed to aid the student in rehabilitation for physical manifestations of child's needs.
Assistive Technology	Assistive Technology	Testing of the student, observations and gathering of student, teacher, and parent or guardian feedback.	To determine what types of technology the student may require for success at school.
APE	Adapted Physical Education	Testing of the student	To determine what type of support is required for students with special needs in physical activities.

Step 4 – Select and contact a provider

- After you review the type of evaluation recommended for your child (Step 3), you will need to select a provider and schedule an evaluation.

Key things to consider in selecting a provider:

- Capability: Is the provider able to deliver the recommended evaluation?
- Location: Is the provider located somewhere that you can easily get to?
- Availability: Is the provider able to schedule an evaluation session at a time that you can attend and will not delay the process for your child?
- Approval: Is the provider willing to accept DCPS rates for services? Please see the DCPS Maximum Evaluation Rates on page 22.

When you talk to the provider, make sure that you:

- Explain that you have an authorization from DCPS for an independent educational evaluation (IEE). Providers regularly conduct independent educational evaluations when provided with an authorization form and bill DCPS/OSSE directly.
- Confirm the specific evaluation the provider will conduct.
- Schedule a time and date for the evaluation.
- Verify where the evaluation will be conducted.

The next page lists some local providers in the Washington, DC area as a place to start your search. You may select a provider not on this list, as long as they are qualified to conduct the assessment your child will receive and accept the prescribed DCPS rates on page 22. A DCPS employee may not conduct an independent evaluation.

Independent providers conducting evaluations through an authorization letter are not considered DCPS employees. DCPS makes no guarantees or representations regarding the quality of the evaluation and assumes no liability, whether by way of contribution or otherwise, for any damages incurred by the parent or student in connection with the independent provider.

Psychology

Provider Name	Type of Assessments Conducted
Acumen Behavioral Consulting, David Cranford 1800 Town Center Dr. Ste 420, Reston, VA 20190 P: 240.303.2141 E: david@davidcranford.net	Psychological
Alina Assessment Services, Joette James 412 First St. SE, Washington, DC 20003 P: 240.424.0073 E: joettedj@aol.com	Psychological
Behavioral and Educational Solutions 8609 2 nd Ave #506B, Silver Spring, MD 20910 P: 240.398.3514 E: info@besdc.com	Psychological
Blackstone, Yeannakis and Associates 6058 Old Telegraph Rd. Alexandria, VA 22310 P: 703.402.6780 E: nathanyea@aol.com	Psychological
Campbell Psychological Services 8607 2 nd Ave. Silver Spring, MD 20910 P: 301.589.5533 E: kcampbell@CamPsychServ.com	Psychological
COMPASS Mental Health Consultants, LLC 11140 Rockville Pike, Ste. 400, Rockville, MD 20852 P: 240.630.4048 E: pojevwe@gmail.com	Psychological
Education Due Process Solutions 711 Bain Dr, Hyattsville, MD 20785 P: 240.294.6047 E: jessica@educationdps.com	Psychological
George Washington Meltzer Center 2125 G St NW #101K, Washington, DC, 20052 P: 202.994.9072 E: meltzercenter@gwu.edu	Psychological
Golden Assessments 1487 Chain Bridge Rd. Ste 303, McLean, VA 22101 P: 571.316.1529 E: drgolden@goldenassessments.com	Psychological
Inner City Family Services 2307 Martin Luther King Jr. Ave SE, Washington DC 20020 P: 202.525.4855 E: karena.smith@innercityfamilyservices.com	Psychological
Joy Nagorniak 3 Washington Circle, NW #406, Washington, DC 20037 P: 202.309.5830 E: inquiry@nagorniak.com	Psychological
Lifelong Wellness 8403 Colesville Rd, Suite 1100, Silver Spring, MD 20910 P: 240.863.2282 E: drsanders@lifelongwellnessdc.com	Psychological
Ling Wu 15807 Crabbs Branch Way, Ste A, Rockville, MD 20855 P: 240.285.0047 E: LingLouiWu@gmail.com	Psychological

<p>Mid-Atlantic Children’s Services 9658 Baltimore Ave #240 College Park, MD 20740 P: 240.297.9857 E: admin@mid-atlanticservices.com</p>	Psychological
<p>Morgan Holdings Group, LLC 4309 Travancore Ct., Randallstown, MD 21133 P: 443.413.9484</p>	Psychological
<p>Newlen Education Group 9404 Shield Drive, Upper Marlboro, MD 20772 P: 202.248.1397 E: services@newleneducation.com</p>	Psychological
<p>Quince Orchard Psychotherapy 60 Market St. Ste. 207, Gaithersburg, MD 20878 P: 240.750.6467 E: schedule@gopsych.com</p>	Psychological
<p>Safe Harbor Psychological Services 3331 Duke St. Alexandria, VA 22314 P: 202.596.6640 E: safeharborpsych@gmail.com</p>	Psychological
<p>Solutions Educational Consultants 14760 Nain St, Suite 118, Upper Marlboro, MD 20772 P: 240.274.1497 E: c2bells@verizon.net</p>	Psychological
<p>The Child and Family Practice 4800 Hampden Ln. Ste. 200 Bethesda, MD 20814 P: 703.647.4197 E: info@childandfamilypractice.com</p>	Psychological
<p>Weinfeld Education Group 865 A Cordell Ave, Ste 240, Bethesda, MD 20814 P: 301.681.6233 E: admin@weinfeldeducationgroup.com</p>	Psychological

Speech and Language Pathology

Provider Name	Type of Assessments Conducted
Behavior and Education Solutions 8609 2 nd Ave., Suite 404B, Silver Spring, MD 20910 P: 240.398.3514 E: info@besdc.com	Speech and Language
Capitol Kids Speech Therapy 201 8 th St. NE, Washington, DC 20017 P: 202.544.5469	Speech and Language
Children’s Speech and Language Services 6231 Leesburg Pike, Falls Church, VA 22044 P: 703.685.1070 E: info@csls.us	Speech and Language
District Speech and Language Therapy 2604 Connecticut Ave. NW, Suite 202, Washington, DC 20017 P: 202.417.6676 E: info@districtspeech.com	Speech and Language
Gallaudet University Hearing and Speech Center Sorenson Language and Communication Center 2200 800 Florida Ave. NE, Washington, DC 20002 P: 202.250.2119 E: guhsc@gallaudet.edu	Speech and Language
HSC Pediatric Center 1731 Bunker Hill Rd. NE, Washington, DC 20017 P: 202.832.4400 E: sbowles@hschealth.org	Speech and Language
Solutions Educational Consultants 14760 Nain St, Suite 118, Upper Marlboro, MD 20772 P: 240.274.1497 E: c2bells@verizon.net	Speech and Language
Something 2 Talk About 9470 Annapolis Rd., Suite 409, Lanham, MD 20706 P: 301.661.4729 E: admin@s2talkabout.net	Speech and Language
The Connections Therapy Center 9470 Annapolis Rd., Suite 416, Lanham, MD 20706 P: 301.577.4333 E: info@thectcenter.com	Speech and Language
The Reading and Language Learning Center 8229 Boone Blvd., Suite 660, Vienna, VA 22182 P: 703.821.1363 E: info@readingllcenter.com	Speech and Language
Unlimited Expressions 3414 Summit Ct. NE, Washington, DC 20018 P: 202.744.8158	Speech and Language

Physical Therapy

Provider	Type of Assessment Conducted
HSC Pediatric Center 1731 Bunker Hill Road, NE Washington, DC 20017 P: 202.832.4400 E: sbowles@hschealth.org	Physical Therapy
Sensational Kids Therapy 4400 Jenifer St NW #280 Washington, DC 20015 P: 202.244.8089 E: office@sensationalkids-therapy.com	Physical Therapy
Solutions Educational Consultants 14760 Nain St, Suite 118, Upper Marlboro, MD 20772 P: 240.274.1497 E: c2bells@verizon.net	Physical Therapy
The Connections Therapy Center 9470 Annapolis Road, Suite 416 Lanham, MD 20706 P: 301.577.4333 E: info@thectcenter.com	Physical Therapy
Unlimited Expressions 3414 Summit Ct. NE Washington, DC 20018 P: 202.744.8158	Physical Therapy
Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com	Physical Therapy

Occupational Therapy

Provider	Type of Assessment Conducted
HSC Pediatric Center 1731 Bunker Hill Rd. NE Washington, DC 20017 P: 202.832.4400 E: sbowles@hschealth.org	Occupational Therapy
Jeter Rehab Therapy 1900 L St NW #607 Washington, DC 20036 P: 202.528.7223 E: JeterRehab@aol.com	Occupational Therapy
Sensational Kids Therapy Group 4400 Jenifer Street New Suite 280 Washington, DC 20015 P: 202.244.8089 E: office@sensationalkids-therapy.com	Occupational Therapy
Something 2 Talk About 9470 Annapolis Road Suite 409 Lanham, MD 20706 P: 301.661.4769 E: admin@s2talkabout.net	Occupational Therapy
The Connections Therapy Center 9470 Annapolis RD, Suite 416 Lanham, MD 20706 P: 301.577.4333 E: info@thectcenter.com	Occupational Therapy
Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com	Occupational Therapy

Social Work

Provider	Type of Assessment Conducted
The Mecca Group, LLC 1629 K Street NW, Suite 300 Washington, DC 20006 P: 202.529.3117 E: administrator@themeccagroupllc.com	Social History Functional Behavioral Assessment (FBA)
Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com	Social History Functional Behavioral Assessment (FBA)

Assistive Technology

Provider	Type of Assessment Conducted
Columbia Lighthouse for the Blind 1825 K Street NW, Suite 1103, Washington, DC 20006 P: 202.454.6400 E: info@clb.org	Assistive Technology
HSC Pediatric Center 1731 Bunker Hill Road, NE, Washington DC 20017 P: 202.832.4400 E: sbowles@hschealth.org	Assistive Technology
Out of the Box Accessibility Solutions P: 571.439.5697	Assistive Technology
Weinfeld Education Group 104 Northwood Avenue, Silver Spring, MD 20901 P: 301.681.6233 E: admin@weinfeldeducationgroup.com	Assistive Technology

Audiology

Provider	Types of Assessment Conducted
Chattering Children 4880 MacArthur Blvd, NW Washington, DC 20007 P: 202.333.1403 E: info@chatteringchildren.org	Auditory Processing Disorder Audiology

Step 5 – Attend the evaluation

- Be sure to arrive on time for your scheduled evaluation. When you attend your scheduled evaluation, your provider will meet with you and your child, which may include testing and interviews. Many evaluations take a full day to complete and require your participation.
- At the start of your evaluation, give a copy of the “For the Provider” part of this guide to the provider. The provider **must** use this section of the guide along with the completed evaluation to ensure timely payment for services.

Step 6 – What follow-up to expect from DCPS

- The provider must send the completed evaluation report to the appropriate DCPS contact.
- Upon receipt, the DCPS local education agency (LEA) representative (e.g. the Special Education Coordinator, Non-Public Monitoring Specialist, Compliance Case Manager, or School Support Liaison) assigned to your child will contact you to schedule a review meeting.
- Please also follow up with your DCPS LEA representative to ensure that the evaluation has been completed and that a review meeting may be scheduled.
- At the review meeting, your child's DCPS LEA representative will discuss the evaluation findings with you and other DCPS and school personnel. If appropriate, an individualized education program (IEP) for your child may also be created or updated.

For the Provider

Step 1 – DCPS Requirements for Independent Educational Evaluations (IEEs)

If you are in receipt of this document, you have been asked to complete an independent educational evaluation (IEE) for a DCPS student. As you are conducting an “independent” evaluation, you are not considered an employee of DCPS. Nothing in this *Parent Guide* or in the parent’s accompanying *IEE Authorization Letter* shall be deemed to constitute a partnership or joint venture between you and DCPS, or constitute either you or DCPS to be the agent of one another for any purpose. Neither you nor DCPS shall have any authority to act for or bind the other in any way, or to represent that such authority is held.

The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400, et seq., mandates that all states and school districts must make available a free and appropriate education to all students with disabilities between the ages of three and twenty-one. States and school districts must ensure that each student receiving special education services must have an individualized education program (IEP) that identifies the special education and related services that must be provided to meet each child’s individual needs.

DCPS requires that all funded IEEs summarize in writing:

- The procedures used
- The assessment instruments used
- Results
- Diagnostic impressions
- Relevant recommendations for meeting identified needs of the student

All funded IEE reports must be completed by a professional who meets the licensure, certification, and credentialing criteria for his or her discipline in Washington, DC, or the locality of practice, or is appropriately supervised by a clinician who meets these criteria.

For providers working in Washington, DC, these criteria are listed below:

Discipline	Assessment Can Conduct	Credentials Required
Psychologist	Psychological Assessment, Functional Behavior Assessment	DC Department of Health Psychology License
Social Worker	Social History Assessment, Functional Behavior Assessment	DC Board of Social Work licensure as a social worker
Audiologist	Audiological Assessment, Auditory Processing Disorder Assessment	DC Department of Health Audiology License
Speech Language Pathologist	Speech Language Assessment, Assistive Technology Assessment (depending on referral questions)	DC Department of Health Speech Language Pathology License
Occupational Therapist	Assessment, Assistive Technology Assessment (depending on referral questions)	DC Department of Health Occupational Therapy License
Physical Therapy	Physical Therapy Assessment, Assistive Technology Assessment (depending on referral questions)	DC Department of Health Physical Therapy License
Board Certified Behavior Analyst	Functional Behavioral Assessment	Licensed by Behavior Analyst Certification Board (Master's degree + passing of BCBA exam)

All funded IEE reports must be provided on the vendor's or provider's letterhead to include the evaluation date, evaluator's signature, and credentials.

DCPS expects that all IEE reports will contain an educational component, including an observation of the student in his or her educational environment. All reports should be clearly written and include a robust examination of the student and review of all pertinent historical information relating to the student

Upon completion of your report, please follow the billing and payment directions provided herein in order to receive payment.

Step 2 – Billing Information and Invoicing Process

- Please work with the DCPS LEA representative of the DCPS student you have evaluated to determine whether the student attends a non-public, DCPS-LEA charter, or DCPS school.
- All invoices for DCPS students placed in non-public schools will be processed by the Office of the State Superintendent of Education (OSSE).
- All invoices for students in DCPS schools or a DCPS-LEA charter school will be processed by DCPS. Details about this distinction may be found at the OSSE website <http://osse.dc.gov> under the section “Special Education.”
- In addition to submitting your report to the appropriate address along with the invoice, you should also provide copies of the report to the parent and appropriate DCPS staff member as described in the authorizing document.
- By submitting your invoice, you represent and acknowledge that you meet the licensure, certification, and credentialing criteria for your evaluation discipline established in Section 2, Step 1 of this document.
- If an extenuating circumstance prevents you from billing DC Government directly, you must notify the parent *before* beginning the evaluation. The parent will need to discuss this with their DCPS point of contact before proceeding.

For students attending DCPS schools and DCPS-LEA charter schools

- Each invoice packet must include the following documentation:
 - An invoice submission cover sheet (template provided)
 - An invoice for services on company letterhead that includes:
 - Student’s name
 - Student’s date of birth
 - Student’s attending school
 - Student’s DCPS ID number
 - Invoice number
 - A copy of the entire IEE authorization letter/HOD/SA
 - A copy of the evaluation report on company letterhead that includes:
 - Evaluator’s signature
 - Evaluator’s credentials
 - Evaluator’s email address
 - Evaluation date
 - A copy of the evaluator’s current license/credentials
- If you have not done business with DCPS before, you will also need to submit a completed W-9 tax form. This form only needs to be submitted with your first invoice and when there is any change to the information contained therein (ex. address, telephone number).

- Corporations must also complete a Master Supplier form along with a W-9 form and send it to kim.bryant3@dc.gov in order to receive payment.
 - Note: The Master Supplier form must be requested via email (comped.dcps@dc.gov).
 - Please allow up to 30 days for the Office of the Chief Financial Officer to input and confirm the accuracy of newly submitted W-9 and Master Supplier forms.
- If you have any questions prior to submitting your completed invoice packet, please contact the individual who authorized the evaluation (found on the authorization letter).
- Please submit your completed invoice packet via email (dcps.invoices@dc.gov).
 - Note: [Dcps.invoices@dc.gov](mailto:dcps.invoices@dc.gov) should only be used to submit a new invoice. If you would like to submit additional information after submitting an invoice or inquire about payment status, please email comped.dcps@dc.gov.

For students attending non-public schools

- Please send a complete invoice, a copy of the authorization letter/HOD/SA and a copy of the evaluation report to the OSSE for processing. The invoice must include the student's name, date of birth, attending school, and DCPS student ID number. If you have any questions prior to submitting your completed invoice packet, please contact Yvonne Smith (yvones.smith@dc.gov) or at 202.741.5996.
 - Billing address for the OSSE (Postmarked invoices via U.S. Mail):
Office of State Superintendent of Education
Non Public Payment Program
P.O. Box 77167
Washington, DC 20013-8167
 - Billing address for the OSSE (Hand Deliveries/Express Mail):
Office of State Superintendent of Education
Non-Public Payment Program
441 4th Street NW, Ste. 350 North
Washington, DC 20001

DCPS Maximum Evaluation Rates

- Please see below the approved maximum hourly rates and maximum total rates DCPS will pay for any assessment. The specific rate cap for an assessment may also be stipulated on the IEE authorization letter for an assessment type not included on the below list. For assessments not on this list, DCPS or the OSSE will pay reasonable costs.
 - **Comprehensive Psychological** (cognitive, achievement, social-emotional, possible depression/anxiety, educational component): maximum total amount: \$2,500.00
 - **Neuropsychological** (cognitive, achievement and comprehensive neuropsychological battery): maximum hourly rate: \$124.47, maximum total amount: \$2,862.81
 - **Educational**: maximum total amount: \$1,000.00
 - **Occupational Therapy**: maximum hourly rate: \$130.38, maximum total amount: \$782.28
 - **Physical Therapy**: maximum hourly rate: \$111.70, maximum total amount: \$446.80
 - **Speech and Language**: maximum hourly rate: \$108.33, maximum total amount: \$866.64
 - **Audiological**: maximum hourly rate: \$120.28, maximum total amount: \$481.12
 - **Social History**: maximum hourly rate: \$80.00, maximum total amount: \$160.00
 - **Functional Behavioral Assessment**: maximum total amount: \$1,200.00
- DCPS utilizes rates that are applicable to personnel utilized by public agencies pursuant to the District of Columbia Municipal Regulations. Reasonable and documented fees that exceed these rates may be allowed on a case by case basis at the discretion of the District of Columbia, when the evaluator you select can justify that the excess costs were essential for educational and/or diagnostic purposes. Should an evaluator believe a higher rate is required to complete the evaluation, he or she should immediately reach out to the DCPS point of contact listed on the authorization letter to provide justification.

Compensatory Education Services

Overview

Dear Parent,

Your child has been found eligible to receive independent compensatory education services. These services were awarded as a result of a compensatory education plan authorized by a DCPS official (a Compliance Case Manager, School Support Liaison or Non-Public Monitoring Specialist) or ordered by an independent hearing officer. The duration, intensity, and maximum cost of these services are detailed in the attached authorization letter. These services must be rendered outside of normal school hours (8:30am-3:30pm Monday-Friday) and provided at no cost to you.

Below, you will find a list of some local independent service providers that may be able to provide services to your child. This is not a complete list of providers in the area. You should feel free to choose any provider that you believe will best serve your child, as long as he or she is not employed by the Government of the District of Columbia, meets the licensure requirements for the awarded service, and works within the cost and other guidelines contained in the authorization letter. DCPS does not endorse any independent service provider or tutor and this guide is merely to assist you in selecting a provider. You are also able to change providers if you are not satisfied with the vendor's services. If you change providers, please update the individual who authorized the independent services (found on the authorization letter).

All independent services are to be provided outside of normal school hours of operation, and under no circumstances are any of these services permitted to be provided on school property. Independent services are not intended to replace school-based services and your student must not receive compensatory service sessions during normal school hours if absent from school.

In addition to the list of service providers, you will find the billing guidelines that must be forwarded to the selected provider before services begin. The selected provider must follow these billing guidelines and invoice DCPS directly.

If an unusual circumstance prevents your chosen provider from billing DCPS directly, please contact your DCPS point of contact *before* beginning services.

Our team is happy to assist in any way that we can and answer any questions that you may have. If you have any concerns or need any help in this process, you may contact the Resolution Team at 202.442.9252.

Regards,

DCPS Office of Teaching and Learning, Resolution Team

Compensatory Education Quick Tips for Parents

Please keep the following in mind as you arrange and receive compensatory education services for your student.

1. Maintain a copy of your authorizing document (Hearing Officer Determination, settlement agreement, or authorization letter).
2. Select a service provider. You can choose from the list in this guide or choose another provider who will best serve your student. Please keep in mind that the provider must meet the licensure or certification requirements contained in this guide.
3. Once you have selected a provider, provide your DCPS point of contact (compliance case manager, school support liaison, non-public monitoring specialist) with the name and current contact information, including email address, of the vendor you have selected.
4. Provide a copy of your authorizing document to your selected service provider.
5. Schedule and participate in service sessions.
 - Again, compensatory education services cannot be provided on school property or during school hours (8:30am-3:30pm Monday-Friday). Your student must not receive compensatory service sessions during normal school hours if absent from school.
6. Independently track how many hours your child uses. Although the service provider will bill DCPS for the hours serviced, it is strongly recommended that parents track the date and time of each hour used. To ensure your child receives all hours authorized, you may be asked to verify the dates and times submitted by the service provider.
7. At the end of each service session, you will be asked to sign a service log verifying the date and time in which services occurred. If your student is at least 16 years old at the time of service, they may sign the log .
8. You may change providers at any point. You should alert the new provider of the number of authorized hours that have already been completed and give them a copy of the authorization letter. Also let your DCPS point of contact know you have switched providers.

Provider Directory

Tutoring

Maximum Hourly Rate: \$65.00

Providers

1. Advent Educational Specialists, Inc.: Ron Mills 202.787.0036
 - Hours of Operation: Sunday-Friday 8:30am-6:30pm
 - Language(s): English
 - Services can be provided at the student's home
2. Club Z Tutoring: Ron Joiner, 202.269.2718 www.clubztutoring.com
 - Hours of Operation: Monday-Friday 9:00am-5:00pm
 - Language(s): English, Spanish, French, German
 - Services can be provided at the student's home
3. C-3 Solutions: Elizabeth Smith, 443.404.5101
 - Hours of Operation: Monday-Friday 8:00am-6:00pm
 - Language(s): English
 - Services can be provided at the student's home or closest library
4. Future Leaders of America: 240.770.7153 www.leadersfirst.us
 - Hours of Operation: Based on student's availability
 - Language(s): English
5. H.E.L.P/Educational Support Services: Shawn Strader, 202.232.1137
 - Hours of Operation: Monday-Friday; after school, last client seen at 7pm
 - Language(s): Spanish, Amharic, and French
6. Pathway to Success: Terrance Jackson, 202.469.0944
 - Hours of Operation: Monday-Saturday; Flexible Hours
 - Language(s): English and Spanish
 - Services can be provided at the student's home
7. Prodigy Student Support Services, 202.510.5192
 - Hours of Operation: Monday-Saturday
 - Language(s): English
8. Project MBrace: Ms. Simpson, 202.621.3447
 - Hours of Operation: Monday-Saturday; Flexible Hours
 - Language(s): English
 - Services can be provided at the student's home

9. Ravizee Education Consulting: Charmaine Ravizee, 202.497.5003
 - Hours of Operation: Flexible Hours
 - Language(s): English
10. Educational Resources: Derek Marryshow, 301.661.2348
 - Hours of Operation: Flexible Hours
 - Language(s): English
11. Education Due Process Solutions: Jessica Williams, 240.294.6047, jessica@educationdps.com
 - Hours of Operation: Monday-Friday 8:00am-8:00pm
 - Language(s): English
12. Newlen Education: Dr. Lennon, 301.452.8760 or 202.248.1397 services@newleneducation.com
 - Hours of Operation: Monday-Friday Flexible Hours
 - Language(s): English
13. Education Solutions: Jay Michney, 703.312.5300, jmichney@verizon.net
 - Hours of Operation: Monday-Saturday Flexible Hours
 - Language(s): English
14. R&J Consulting, 202.269.2718
 - Hours of Operation: Monday-Friday
 - Language(s): English
15. Martha's Table, 202.328.6608
 - Hours of Operation: Monday-Friday
 - Language(s): English
16. Georgetown Tutoring, Lisa Kolovich, 301.919.4469, support@georgetowntutoring.com
 - Hours of Operation: Monday-Saturday
 - Language(s): English
17. Latin American Youth Center Programs (LAYC), 202.319.2225, www.layc-dc.org
 - Hours of Operation: Monday/Wednesday/Friday 8am-7pm, Tuesday/Thursday 8am-8pm
 - Language(s): English, Spanish
18. Lynn Kaplan (SPED Math Tutor, 301.300.6425, mathkaplan@gmail.com)
 - Hours of Operation: Monday-Friday Flexible Hours
 - Language(s): English

Counseling Services

Hourly Rate: Dependent on Qualifications

Providers

1. Pathways to Success: Terrance Jackson, 202.469.0944
 - Hours of Operation: Monday-Saturday Flexible Hours
 - Language(s): English, Spanish
2. Latin American Youth Center Program (LAYC), 202.319.2225, www.layc-dc.org
 - Hours of Operation: Monday/Wednesday/Friday 8am-7pm Tuesday/Thursday 8am-8pm
 - Language(s): English, Spanish
3. Affordable Behavioral Consultants, 301.386.7722, abcmaryland.com
 - Hours of Operation: Monday-Friday
 - Language(s): English
4. Inner City Family Services, 202.525.4855, www.innercityfamilieservices.com
 - Hours of Operation: Monday-Friday
 - Language(s): English
5. Life Enhancement Services, 202.269.2401, www.lifeenhancementservices.org/dc
 - Hours of Operation: Monday-Friday
 - Language(s): English
6. George Washington University Meltzer Center, 202.944.5395
 - Hours of Operation: Monday-Friday, Flexible Hours
 - Language(s): English
7. AAC Counselling Associates, Patricia Webbink, 301.229.0044
 - Hours of Operation: Monday-Friday Flexible Hours
 - Language(s): English

Mentoring Services

Maximum Hourly Rate: \$65.00

Providers

1. MEL Mentoring Program (for youth girls 8-15): Melissa Patterson-Latson, 240.504.2791
 - Hours of Operation: Flexible
 - Language(s): English
2. Life Enhancement Services, 202.269.2401, www.lifeenhancementservices.org/dc
 - Hours of Operation: Monday-Friday
 - Language(s): English
3. Affordable Behavioral Consultants, 301.386.7722
 - Hours of Operation: Monday-Friday
 - Language(s): English
4. Latin American Youth Center Program (LAYC), 202.319.2225, www.layc-dc.org
 - Hours of Operation: Monday/Wednesday/Friday 8am-7pm Tuesday/Thursday 8am-8pm
 - Language(s): English
5. Pathways to Success: Terrance Jackson, 202.469.0944
 - Hours of Operation: Monday-Saturday, Flexible Hours
 - Language(s): English and Spanish

Occupational Therapy

Occupational Therapy (OT) services may address the functional needs of a child related to the performance of self-help skills, adaptive behavior and play, and sensory, motor and postural development.

These services are designed to improve the child's functional ability to perform tasks at home, school, and community settings and may include:

- Identification, assessment and intervention;
- Adaptation of the environment;
- Selection, design and fabrication of assistive and orthotic devices to facilitate development and promote acquisition of functional skills;
- Prevention or minimization of the impact of initial or future impairment, delay in development or loss of functional ability.

To perform Occupational Therapy services, a provider must be licensed by the DC Occupational Therapy Board of Licensure.

Maximum Hourly Rate: \$130.38

Providers

1. Advent Educational Specialists, Inc: Ron Mills, 202.787.0036
 - Hours of Operation: Sunday-Friday 8:30am-6:30pm
 - Language(s): English
 - Services can be provided at the student's home
2. C-3 Solutions: Charles Thomas, 443.404.5101
 - Hours of Operation: 8:00am-6:00pm
 - Language(s): English
 - Services provided at the student's home or closest library
3. Skills on the Hill: Kristen Masci, 202.544.5439
 - Hours of Operation: based on student's availability
 - Language(s): English
4. Something 2 Talk About, 301-661-4729, s2talkabout.net
 - Hours of Operation: Monday-Friday
 - Language(s): English, Spanish
5. HSC Pediatric Center, 202-832-4400, hscpediatriccenter.org
 - Hours of Operation: Monday-Friday
 - Language(s): English, Spanish

6. Jeter Rehab Therapy, 202.528.7223
 - Hours of Operation: Monday-Friday
 - Language(s): English

7. Sensational Kids Group Therapy, 202-244-8089
 - Hours of Operation: Monday-Friday
 - Language(s): English

Physical Therapy

Physical Therapy services may address the promotion of sensory-motor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status and effective environmental adaptation.

To perform Physical Therapy services, the clinician must be licensed by the DC Physical Therapy Board of Licensure.

Maximum Hourly Rate: \$111.70

Providers

1. Advent Educational Specialists, Inc: Ron Mills, 202.787.0036
 - Hours of Operation: Sunday-Friday 8:30am-6:30pm
 - Language(s): English
 - Services can be provided at the student's home
2. C-3 Solutions: Charles Thomas, 443.404.5101
 - Hours of Operation: 8:00am-6:00pm
 - Language(s): English
 - Services provided at the student's home or closest library
3. Jewel Therapy: Winfield White and Diana Davenport, 301.520.9376
 - Hours of Operation: 3:30pm-5:30pm; Saturdays on request
 - Language(s): English
 - Services provided at the student's home
4. Multicultural Rehab, Inc: 301.754.2003 www.mrehab.com
 - Hours of Operation: Monday-Friday 9:00am-5:00pm
 - Language(s): English and Spanish
 - Services can be provided at the student's home
5. HSC Pediatric Center, 202.832.4400, hscpediatriccenter.org
 - Hours of Operation: Monday-Friday 9:00am-5:00pm
 - Language(s): English

Behavioral Support Services

Behavioral support service providers work with children in need of additional support in their social-emotional development. Therapists provide individual and group counseling to students and apply appropriate social skill building activities where necessary. Clinicians may also assist in identifying, mobilizing, and coordinating community resources and services to enable the child and family to receive maximum benefit from services.

A psychologist, social worker, or licensed counselor can provide behavioral support services. The clinician must hold a valid license from the state within which they are practicing.

Maximum Hourly Rate: \$99.50

Providers

1. Advent Educational Specialists, Inc.: Ron Mills, 202.787.0036
 - Hours of Operation: Sunday-Friday 8:30am-6:30pm
 - Language(s): English
 - Services can be provided at the student's home

2. Crawford Consulting and Mental Health Services: Patrick A. Crawford, 301.341.5111, www.crawfordconsulting.org
 - Hours of Operation: Monday-Friday 9:00am-8:30pm; Saturday 9:00am-3:00pm
 - Language(s): English
 - Services provided in office (DC: Anacostia Metro; MD: Cheverly metro)

Speech Pathology Services

Speech-Language Pathologists provide therapy in the areas of articulation, fluency, receptive language, expressive language, pragmatics, and voice to assist students with accessing the general education curriculum.

Speech-Language Pathologists must hold a DC Department of Health Speech-Language Pathology license.

Maximum Hourly Rate: \$108.33

Providers

1. Advent Educational Specialists, Inc.: Ron Mills, 202.787.0036
 - Hours of Operation: Sunday-Friday 8:30am-6:30pm
 - Language(s): English
 - Services can be provided at the student's home

2. C-3 Solutions: Elizabeth Smith, 443.404.5101
 - Hours of Operation: Monday-Friday 8:00am-5:30pm
 - Language(s): English
 - Services can be provided at the student's home

3. On Target Speech and Language Consulting, Bradley M. Zambanini. 888291.7840 or 202.421.6604, www.ontargetspeech.com
 - Hours of Operation: Monday-Friday 8:00am-8:00pm, by appointment
 - Language(s): English
 - Services can be provided at the student's home

4. Outreach Solutions Inc., Mr. Bell, 301.574.8027
 - Hours of Operation: Monday-Friday 8:00am-6:00pm
 - Language(s): English
 - Services can be provided at the student's home or closest library

5. Unlimited Expressions, Jennifer Brooks, 202.744.8158
 - Hours of Operation: Monday-Friday 8:00am-6:00pm
 - Language(s): English
 - Services can be provided at the student's home or closest library

6. Behavior and Education Solutions, 240.398.3514
 - Hours of Operation: Flexible
 - Language(s): English

7. Something 2 Talk About, 301.661.4729, www.s2talkabout.net
 - Hours of Operation: Monday-Friday
 - Language(s): English, Spanish

8. Pathways to Success: Terrance Jackson, 202.469.0944
 - Hours of Operation: Monday-Saturday, Flexible Hours
 - Language(s): English and Spanish

9. HSC Pediatric Center, 202.832.4400, hscpediatriccenter.org
 - Hours of Operation: Monday-Friday
 - Language(s): English

Applied Behavioral Analysis (ABA)

ABA is a research-based methodology that has proven to be effective for children with autism. It is behavioral-based and teaches children basic skills using discrete trial methods. It can be effective in decreasing behaviors for children with autism and can also be used to help children learn language. ABA is typically used for younger children with autism or for older children who are more impacted by autism. The services are usually provided in the home and there is a parent-training component that can empower parents. ABA services are typically provided by a consultant, who is usually certified in Behavior Analysis, and therapists, either college students or graduate students, who work individually with the students.

Maximum Hourly Rate: Dependent on Qualifications

Providers

1. Autism Outreach Inc.: Leslie Smith and Kelli O'Donnell, 703.789.0019
 - Hours of Operation: Monday - Friday 8:00am-7:00pm, Saturday by appointment
 - Language(s): English
 - Services can be provided at the student's home
2. The Connections Therapy Center, 301.577.4333
 - Hours of Operation: Monday-Friday 9:00am-5:00pm
 - Language(s): English
3. Early Autism Solutions, 202-321-6305.
 - Hours of Operation: Monday-Friday 9:00-5:00pm
 - Language(s): English
4. Jacob's Promise, 301-576-5487, <http://jacobspromise.com/about/>
 - Hours of Operation: Monday-Friday 9:00-5:00pm
 - Language(s): English

Billing Guidance for Vendors

Invoice Submission

Please send an email to comped.dcps@dc.gov before you begin working with a student and include a copy of the DCPS authorizing document that you received from the parent.

Vendors will bill DCPS directly and must submit the following information when requesting payments from the District of Columbia Public School (DCPS), Office of Teaching and Learning. Please submit one complete invoice packet per student, on single-sided, standard sized (8.5x11") paper. If an extenuating circumstance prevents you from billing DCPS directly, you must notify the parent *before* beginning services. The parent will need to discuss this with their DCPS point of contact before proceeding.

W-9 tax form

- Corporations or individuals conducting business with the Government of the District of Columbia must submit their fiscal identity with the first invoice.
 - The W-9 form must be submitted with the first invoice and when there is any change to the information contained therein (ex. address, telephone number).
 - The W-9 must contain a valid, current telephone number. If the business uses a PO Box, the vendor still needs to list a physical address on W-9 form.
 - Corporations must also complete a Master Supplier form along with a W-9 tax form and send to kim.bryant3@dc.gov in order to receive payment.
 - Note: The Master Supplier form must be requested via email (comped.dcps@dc.gov).
 - Please allow up to 30 days for the Office of the Chief Financial Officer to input and confirm the accuracy of newly submitted W-9 and Master Supplier forms.

Authorization for completion of service.

- Copy of the authorization for services.
 - This could be a settlement agreement (SA), compensatory education authorization letter, Hearing Officer Determination (HOD) or other document extended by an authorized employee of the District of Columbia Public Schools Division of Specialized Instruction.
- The authorization document must be submitted with each invoice.
 - Note: Independent services are not intended to replace school-based services. Students must not receive compensatory service sessions during normal school hours, even if absent from school.

An invoice submission cover sheet (template provided).

A detailed invoice that includes:

- Student's full name, date of birth (DOB), and DCPS ID number
 - You must not bill for more than one student on an invoice
- Invoice number and date
- The total cost and time period covered
 - Note: You must not bill for more than one month on an invoice
- The date(s) and time(s) when the service was provided
- Vendor email address

A signed service log verifying the completion of services (template provided).

- The service log must include:
 - Student's full name, date of birth (DOB), and DCPS ID number
 - Date(s), day(s), and time(s) when the service was provided
 - Signature of the parent/guardian or student, if at least 16 years old at the time of service, for each occurrence of the service.
 - First and last name of the provider(s) who provided services
 - Parent's printed name and email address
 - Vendor's printed name and email address

IMPORTANT: If services are provided during normal school hours (8:30am – 3:30pm), the following documentation is required:

- A copy of the school's calendar from the school website if services were provided on a weekday that is not a federal holiday.
- An email from the school regarding school hours if services were provided prior to 3:30pm due to the school's early dismissal schedule.

NOTE: Services provided on school property or during normal school hours on days in which a student is absent will not be approved for payment.

Credentials of the provider(s) who provided services to the student.

- Copy of the current license/certification of all providers who provided services to the student during the period covered by the invoice. See below for the licensure required for each service type.
- Credentials must be provided with each invoice.

Please submit your completed invoice packet via email (dcps.invoices@dc.gov).

Note: [Dcps.invoices@dc.gov](mailto:dcps.invoices@dc.gov) should only be used to submit a new invoice. If you would like to submit additional information after submitting an invoice or inquire about payment status, please email comped.dcps@dc.gov.

IMPORTANT: Invoices submitted more than six (6) months after the date the services were provided shall not be accepted unless specifically approved by, and at the discretion of, DCPS Cf. (5A DCMR 2901.9).

By submitting your payment invoice, you represent and acknowledge that you meet the above established qualifications to provide independent services in your related discipline. Moreover, you acknowledge that nothing in this Parent Guide or in the parent's accompanying Independent Services Authorization Letter shall be deemed to constitute a partnership or joint venture between you and DCPS, or constitute either you or DCPS to be agent of one another for any purpose. Neither you nor DCPS shall have any authority to act for or bind the other in any way, or to represent that such authority is held.

Provider Credential Requirements

Providers working in Washington, DC must meet the following requirements. Providers working in other jurisdictions must meet the equivalent license requirements for the area in which they practice.

Service	Credential Requirement
Tutoring	Provider resume
Counseling	DC Department of Health Professional Counseling License, or DC Department of Health Social Work License, or DC Department of Health Psychology License
Mentoring	Provider resume
Occupational Therapy	DC Department of Health Occupational Therapy License
Physical Therapy	DC Department of Health Physical Therapy License
Behavior Support Services	DC Department of Health Psychology License, or DC Department of Health Social Work License, or DC Department of Health Professional Counseling License
Speech-Language Pathology	DC Department of Health Speech-Language Pathology License
Applied Behavioral Analysis	Provider resume

Invoice Submission Cover Sheet

Division of Specialized Instruction – Special Education

Vendor Name (as shown on your income tax return):		Invoice Number:
Invoice Date:	Invoice Amount:	Period of Service:
Vendor Email Address:		Vendor Phone Number:

Check the box below to indicate the type of service covered by your invoice and ensure all required supporting documentation listed is present before submitting your invoice.

Independent Educational Evaluation

If the following information is not included, your invoice submission is incomplete and cannot be processed:

- A copy of the evaluation report on company letterhead that includes the evaluator’s signature, evaluator’s credentials, evaluation date, and evaluator’s email address
- A copy of the evaluator’s current license/credentials
- A detailed invoice
- Authorization for completion of evaluation
- W-9 tax form (for the first invoice and when there is any change to the information contained therein (ex. address, telephone number))

Independent Services

If the following information is not included, your invoice submission is incomplete and cannot be processed:

- A detailed invoice
- A signed service log verifying the completion of services
- Authorization for completion of service
- Credentials of the provider(s) who provided services to the student
- W-9 tax form (for the first invoice and when there is any change to the information contained therein (ex. address, telephone number))

Please reference the “Billing Guidance for Vendors” section of the Parent Guide for a detailed explanation of these invoice requirements before submitting an invoice to DCPS.INVOICES@DC.GOV.

Reimbursement Guidance for Parents

Reimbursement Types and Checklists

If you were issued a settlement agreement or hearing officer determination (HOD) ordering DCPS to provide reimbursement upon receipt of satisfactory proof of payment, please reference the reimbursement types below. Each reimbursement type has a corresponding checklist (see Appendix I) that must be completed and submitted with the required documentation to your DCPS point of contact (compliance case manager, school support liaison, or non-public monitoring specialist).

Reimbursement Type	Required Reimbursement Checklist
Compensatory Education Services	Reimbursement Checklist – Compensatory Education Services
Independent Educational Evaluation (IEE)	Reimbursement Checklist - Evaluation
Other Compensatory Education Services (Outside of School Day)	Reimbursement Checklist – Other Compensatory Education Services (Outside of School Day)
Transportation (Privately Owned Vehicle)	Reimbursement Checklist – Transportation (Privately Owned Vehicle)
Transportation	Reimbursement Checklist - Transportation
Tuition	Reimbursement Checklist - Tuition

Frequently Asked Questions

1. Why do I need to submit a W-9 form?

A W-9 form is required to ensure that payment is issued and tracked properly. Without a W-9 on file, payment cannot be issued.

Please allow up to 30 days for the Office of the Chief Financial Officer to input and confirm the accuracy of newly submitted W-9 forms.

Helpful Tip: You may submit your completed, signed W-9 form to your DCPS point of contact prior to submitting your reimbursement request to ensure that your payment is not delayed.

2. Will my reimbursement be reported as income and/or taxed?

No. As a parent receiving reimbursement for services that were provided to your child, you will not receive a 1099 form. This means that your reimbursement payment will not be reported as income nor will taxes be applied.

3. Why do I need to complete a Certification Form for Compensatory Education Services/Other Compensatory Education Services?

When vendors submit invoices for compensatory education services, they submit an invoice service log that demonstrates date, start time & end time, and parent signature verifying services. Since the compensatory education services hours authorized by the HOD or SA could span over a long period of time or occur during normal school hours, parents can complete the certification form for compensatory education services/other compensatory education services upon requesting reimbursement.

- **How do I complete the “Service period” field?**

Specify the dates in which services were provided as ordered by the HOD or SA (i.e. March 2017 – June 2017).

4. Why do I need to submit an itemized account statement AND proof of payment (canceled check, credit card statement, or bank statement)?

The itemized account statement provides a detailed description regarding payments that have been made. Proof of payment demonstrates the method in which payments were made. It is imperative that sufficient proof of payment is provided so that DCPS can verify that the payments were applied to the time period that is mentioned in the HOD or SA.

- **What is a canceled check?**

A canceled check is a check that has been paid by the bank they are drawn on. After the money is deducted from your checking account, the bank will cancel the check so it can no longer be used.

5. How should I list and number my supporting documentation?

Number your supporting documentation in the order in which it is listed on the checklist (excluding your W-9 form). There is a space at the bottom of each checklist for you to number and list your supporting documentation.

Example: ① HOD
 ② Evaluation Report
 ③ Itemized Account Statement/Invoice
 ④ Proof of Payment

Then, you will need to write the corresponding numbers on the actual documents.

If you have any additional questions, please contact your DCPS point of contact.

Appendix I



Reimbursement Checklist – Compensatory Education Services

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

PAYEE INFORMATION

- Submit a completed W-9 Request for Taxpayer Identification Number and Certification for payee
(Go to www.irs.gov/FormW9 for instructions and the latest information).

AUTHORIZING DOCUMENT

- Submit at least one of the following:
- Hearing Officer Determination (HOD)
 - Settlement Agreement (SA)
 - District Court Order
 - Reimbursement Authorization Letter
- List and number the type of document (number must be written on the document as well)

CERTIFICATION FORM

- Submit a signed “Comp Ed Services Certification Form” (must be signed by service provider and parent)

PAYMENT CONFIRMATION

- Submit payment confirmation from the provider (on company letterhead) to include the following:
- Student name
 - Service type
 - Service date(s)
 - Start & end time(s)
 - Hours completed
 - Amount paid

PROOF OF PAYMENT

- Submit one of the following types of proof of payment:
- Canceled check(s) – Details: Check number and amount(s) must match the provider’s payment confirmation
 - Credit card statement (filtered) – Details: Payment must be issued to the provider and amount(s) must match the provider’s payment confirmation
 - Bank statement (filtered) – Details: Payment must be issued to the provider and amount(s) must match the provider’s payment confirmation
- List and number each type of proof of payment below and include the details mentioned above (number must be written on the document as well). If any proof of payment amount does not match the individual charges on the itemized account statement, there must be a breakdown of the payment amount (attach additional pages as needed).
- _____
- _____



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Teaching and Learning

Certification Form for Compensatory Education Services

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

SERVICE INFORMATION

Type of service: _____
Service period: _____
Hours completed: _____
Authorized Rate: \$ _____

Service Provider Signature

Date

CERTIFICATION

I, _____, certify that the above information is true to the best of my knowledge and belief and I understand that my reimbursement request is subject to verification by DCPS upon receipt of additional documentation as required.

CERTIFICATION SIGNATURE

Print Name

Date

Signature

Date

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the District of Columbia government, under circumstance which the statement could reasonably be expected to be relied upon as true (DC Code 22-2405).



Reimbursement Checklist – Independent Educational Evaluation (IEE)

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

PAYEE INFORMATION

Submit a completed W-9 Request for Taxpayer Identification Number and Certification for payee
(Go to www.irs.gov/FormW9 for instructions and the latest information).

AUTHORIZING DOCUMENT

Submit at least one of the following:

- Hearing Officer Determination (HOD)
- Settlement Agreement (SA)
- District Court Order
- Reimbursement Authorization Letter

List and number the type of document (number must be written on the document as well) _____

EVALUATION REPORT

Submit a copy of the completed, signed evaluation report on company letterhead, with the evaluator's credentials (license/certification number).

ITEMIZED ACCOUNT STATEMENT/INVOICE

Submit an itemized account statement/invoice from the evaluator (on company letterhead) to include the following:

- Student name
- Evaluation type
- Evaluation date
- Amount paid
- Method of payment

PROOF OF PAYMENT

Submit one of the following types of proof of payment:

- Canceled check(s) – Details: Check number and amount to match the account statement
- Credit card statement (filtered) – Details: Payment must be issued to the school/provider and amount(s) must match the account statement
- Bank statement (filtered) – Details: Payment must be issued to the school/provider and amount(s) must match the account statement

List and number each type of proof of payment below and include the details mentioned above (number must be written on the document as well). If any proof of payment amount does not match the individual charges on the itemized account statement, there must be a breakdown of the payment amount (attach additional pages as needed).



Reimbursement Checklist – Other Compensatory Education Services (Outside of School Day)

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

PAYEE INFORMATION

Submit a completed W-9 Request for Taxpayer Identification Number and Certification for payee
(Go to www.irs.gov/FormW9 for instructions and the latest information).

AUTHORIZING DOCUMENT

Submit at least one of the following:

- Hearing Officer Determination (HOD)
- Settlement Agreement (SA)
- District Court Order
- Reimbursement Authorization Letter

List and number the type of document (number must be written on the document as well) _____

CERTIFICATION FORM

Submit a signed “Certification Form for Other Comp Ed Services” (must be signed by service provider and parent)

PAYMENT CONFIRMATION

Submit payment confirmation from the provider (on company letterhead) to include the following:

- Student name
- Service type
- Service date(s)
- Start & end time(s)
- Hours completed
- Amount paid

PROOF OF PAYMENT

Submit one of the following types of proof of payment:

- Canceled check(s) – Details: Check number and amount must match the account statement
- Credit card statement (filtered) – Details: Payment must be issued to the school/provider and amount(s) must match the account statement
- Bank statement (filtered) – Details: Payment must be issued to the school/provider and amount(s) must match the account statement

List and number each type of proof of payment below and include the details mentioned above (number must be written on the document as well). If any proof of payment amount does not match the individual charges on the itemized account statement, there must be a breakdown of the payment amount (attach additional pages as needed).



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Teaching and Learning

Certification Form for Other Compensatory Education Services (Outside of School Day)

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

SERVICE INFORMATION

Type of service: _____
Service period: _____
Hours completed: _____
Authorized Rate: \$ _____

Service Provider Signature

Date

CERTIFICATION

I, _____, certify that the above information is true to the best of my knowledge and belief and I understand that my reimbursement request is subject to verification by DCPS upon receipt of additional documentation as required.

CERTIFICATION SIGNATURE

Print Name

Date

Signature

Date

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly to any instrumentality of the District of Columbia government, under circumstance which the statement could reasonably be expected to be relied upon as true (DC Code 22-2405).



Reimbursement Checklist - Transportation (Privately Owned Vehicle)

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

PAYEE INFORMATION

Submit a completed W-9 Request for Taxpayer Identification Number and Certification for payee
(Go to www.irs.gov/FormW9 for instructions and the latest information).

AUTHORIZING DOCUMENT

Submit at least one of the following:

- Hearing Officer Determination (HOD)
- Settlement Agreement (SA)
- District Court Order
- Reimbursement Authorization Letter

List and number the type of document (number must be written on the document as well)

VERIFICATION FORM

Submit a signed "Parental Transportation Verification Form" for the current year, unless a previous year's IRS rate is specified on the authorizing document.

MILEAGE PRINTOUT

Submit a mileage printout that shows the distance from home to school (ex. Google Maps or Map Quest).

ATTENDANCE RECORDS

Submit attendance records from the school (on company letterhead).

SUPPORTING DOCUMENTATION

List and number each type of supporting documentation below. The corresponding number must be written on the document as well. Attach additional pages as needed.



Reimbursement Checklist – Transportation

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

PAYEE INFORMATION

- Submit a completed W-9 Request for Taxpayer Identification Number and Certification for payee
(Go to www.irs.gov/FormW9 for instructions and the latest information).

AUTHORIZING DOCUMENT

- Submit at least one of the following:
- Hearing Officer Determination (HOD)
 - Settlement Agreement (SA)
 - District Court Order
 - Reimbursement Authorization Letter
- List and number the type of document (number must be written on the document as well)

VERIFICATION FORM

- Submit a signed “Parental Transportation Verification Form” for the current year, unless a previous year’s IRS rate is specified on the authorizing document.

PAYMENT CONFIRMATION

- Submit payment confirmation from the provider (on company letterhead) to include the following:
- Student name
 - Transportation date(s)
 - Pick-up & drop-off location(s)
 - Pick-up & drop-off time(s)
 - Amount paid

PROOF OF PAYMENT

- Submit one of the following types of proof of payment:
- Canceled check(s) – Details: Check number and amount(s) must match the provider’s payment confirmation
 - Credit card statement (filtered) – Details: Payment must be issued to the provider and amount(s) must match the provider’s payment confirmation
 - Bank statement (filtered) – Details: Payment must be issued to the provider and amount(s) must match the provider’s payment confirmation
- List and number each type of proof of payment below and include the details mentioned above (number must be written on the document as well). If any proof of payment amount does not match the individual charges on the itemized account statement, there must be a breakdown of the payment amount (attach additional pages as needed).



Reimbursement Checklist – Tuition

STUDENT INFORMATION

Name: _____ DOB: _____
State ID: _____ School: _____

PAYEE INFORMATION

Submit a completed W-9 Request for Taxpayer Identification Number and Certification for payee
(Go to www.irs.gov/FormW9 for instructions and the latest information).

AUTHORIZING DOCUMENT

Submit at least one of the following:

- Hearing Officer Determination (HOD)
- Settlement Agreement (SA)
- District Court Order

List and number the type of document (number must be written on the document as well) _____

ITEMIZED ACCOUNT STATEMENT

Submit an itemized account statement from the school (on school letterhead) to include the following:

- Student name
- Parent name
- The type of individual charge and the applicable time period (ex. Tuition – January 2017)
- Confirmation of payment
- Method of payment

PROOF OF PAYMENT

Submit one of the following types of proof of payment:

- Canceled check(s) – Details: Check number and amount to match the account statement
- Credit card statement (filtered) – Details: Payment must be issued to the school/provider and amount(s) must match the account statement
- Bank statement (filtered) – Details: Payment must be issued to the school/provider and amount(s) must match the account statement

List and number each type of proof of payment below and include the details mentioned above (number must be written on the document as well). If any proof of payment amount does not match the individual charges on the itemized account statement, there must be a breakdown of the payment amount (attach additional pages as needed).
