



# Maryland

STATE DEPARTMENT OF EDUCATION

MARYLAND STATE DEPARTMENT OF EDUCATION  
NONPUBLIC SPECIAL EDUCATION SCHOOL  
COST APPROVAL PROCESS  
FISCAL YEAR 2026  
MANUAL

Approved  
January 31, 2025

**NONPUBLIC SPECIAL EDUCATION SCHOOL  
COST APPROVAL PROCESS MANUAL  
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<sup>1</sup> Practices related to specific terminology are embedded within the *Specific Instructions: Completing Forms* as well as the *Glossary of Terms*. The *Specific Instructions* are outlined in the order of appearance of the terms on the template forms. The *Glossary of Terms* is in alphabetical order.

# Overview and Process

## Overview and Process

### Nonpublic Special Education School Budget Scope and Purpose

Maryland Education Article §8-406 (d) states that: “(1) Payment or reimbursement for a nonpublic program may not be provided if the payment or reimbursement would require an additional contribution from the State under §8-415 (d) (2) of this subtitle unless the Department approves . . . (iii) The cost of the program. . .” The Nonpublic Special Education School Budget process is the established procedure utilized by the Maryland State Department of Education (MSDE) to approve the rates for the cost of the programs.

The Nonpublic Special Education School Budget is submitted annually by each Nonpublic School to the Maryland State Department of Education (MSDE), Division of Early Intervention and Special Education Services (DEI/SES). The purpose of the budget is to fund the reasonable expenses necessary to ensure a Free Appropriate Public Education (FAPE) for students placed by the Local School Systems (LSS) or public agencies. The manual outlines the allowable operating expenses and parameters for included costs. Each budget, once approved by the MSDE, is the documentation that supports the approved program per diem and related services rate(s). The nonpublic school’s budget must include adequate supports for the school to; 1) comply with COMAR 13A.09.10 and 2) provide adequate resources for the operation of the facility and administration necessary for the school/program which serves students placed at public expense.

The activities of the nonpublic school may exceed the mandate of the services necessary to comply with COMAR 13A.09.10 and the provision of a FAPE. However, these additional activity costs must be funded by resources and revenues obtained outside of this budget.

### Nonpublic Special Education School Budget Packet Contents

The MSDE Nonpublic Special Education School budget packet contains the following:

- Nonpublic Special Education School Budget Manual
  - Verification and Assurance Signatures, (Attachment A)
  - Budget Initial Review Form (Attachment B)
  - Cost Approval Memo (Attachment C)
  - FY 2025 - 2026 Per Diem Rate Calculation, (Attachment D)
  - Cost Approval Agreement/Disagreement Form (Attachment E)
  - Nonpublic Special Education School Budget for FY 2026 Template
  - Information Changes and Vacancy
  - School Demographics (Form 1A)
  - Revenues (Form 1B)
  - Direct Costs Summary (Form 2A)
  - Indirect Cost Summary (Form 2B)
  - Salary Schedules (Forms 3 through 3F)
  - Operating Costs (Forms 4A through 4N)
  - Nonpublic Special Education School Budget Adjustment FY 2025 (Form 5A)
  - Nonpublic Special Education School Supplemental Audit Schedule FY 2024 (Form 5B)
  - Program Calendar Data
  - Program Calendar – Education
  - Program Calendar – Residential
  - Program Calendar – Extended School Year (ESY)

## Timelines

### **FY 2025 Timeline Summary**

<b>Date</b>	<b>Timeline Event/ Submission Due Dates</b>
January 15, 2025	Annual Budget Meeting
January 31, 2025	Final Instructions Available
Feb. 3 to March 7, 2025	Technical Assistance Meetings Available by Appointment
February 17, 2025	Written Request for Submission Extension Due
February 21, 2025	Justifications for Consolidated School Budget Due
Feb. 22 to March 17, 2025	Budget, Secure Transport Submission Window
March 17, 2025	Budget Submission Due Date for All Schools
March 17, 2025	Teacher Pay Parity Worksheet Submission Due Date
April 25, 2025	Due Date for Budgets with MSDE Approved Extensions
July 1, 2025	MSDE issues templates for approved/completed budgets submitted by March 17, 2025
July 9, 2025	Due Date for any Necessary Calendar Revisions for FY 2025 (School Year 2024-2025)

### **Sequence of Submission Activities**

- Budget packets may be submitted on or before the due date. Approved program cost sheet templates are issued to the schools in order that complete and accurate budget packets are received.
- A written request to extend the submission deadline must be submitted by February 17, 2025. The Executive Director/President and a member of the Board of Trustees of the nonpublic school program must sign the request.
- Nonpublic Special Education School budget packets which require adjustments to be in compliance with the instructions and guidelines or require clarifying or supporting documentation will be returned to the sending organization/school. These budget submissions must be revised and returned to MSDE within 10 business days of notification of the required adjustments.
- After the complete and compliant budget packet with required supporting documentation is submitted, reviewed, and approved by the MSDE, the MSDE provides the nonpublic school with the calculation of the per diem rate in accordance with the rate increase methodology or prevailing legislative language. The school then makes budgetary adjustments and accepts the MSDE calculated per diem rate or requests an MSDE Nonpublic Cost Group Rate Reconsideration.
- The Annual Program Cost Sheet Template is issued after the MSDE, and schools agree with the per diem rate and all appeals have been resolved.

### **Late Budget Submissions**

- Budget submissions received after the MSDE approved due date will be reviewed in the order in which they are received and may result in a delay in the issuance of the MSDE cost sheet template.
- Should a delay impact the Local Education Agency's (LEA's) timeline for submission of Nonpublic Tuition Assistance Applications, the LEAs will be notified of the delay.
- A repetitive pattern of late submissions will jeopardize the school's opportunity to request exceptions.

## Submission Information

### School Budget Template/Packet Submission

*The Nonpublic Special Education School Budget for FY 2026 Template* must be submitted in an electronic format. School budget templates for each nonpublic special education school may be submitted by placing the file and supporting documents in the organization's Nonpublic Secure Transport System "To MSDE" Folder. During the submission timeframe, folders are checked daily, and documents are removed. Outside of the submission window, an email must be sent to Sheila Philip ([Sheila.Philip@maryland.gov](mailto:Sheila.Philip@maryland.gov)), notifying him that a file or document has been placed in the folder. After a file or document is placed in the folder, a screen shot indicating the submission date and time may be printed as a receipt.

OR

*The Nonpublic Special Education School Budget for FY 20265 Template* may be submitted by downloading the information to a labeled thumb drive and mailed by certified US mail to the same address as listed below for the Audit Financial Report Submission.

**Download the *Nonpublic Special Education School Budget for FY 2025 Template* at MSDE's Website**

<http://marylandpublicschools.org/programs/Pages/Special-Education/NonpublicSpEd/CostApproval.aspx>.

### School Audit Financial Report Submission

**Complete Audit Financial Reports must be submitted in hard copy format to:**

Sheila Philip, Section Chief  
Nonpublic Special Education Section  
Division of Early Intervention and Special Education Services (DEI/SES)  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

### Receipts for Submission of Documents

After a document is placed in the Nonpublic Secure Transport System folder ("To MSDE"), a screen shot indicating the submission date and time may be printed as a receipt.

Confirmation that the MSDE has received mailed documents requires that the documents be sent by certified mail or express courier service. The return receipt will serve as proof of delivery.

Hand-delivered documents **can only** be delivered to the MSDE mailroom. Please note that **the MSDE mailroom does not provide a receipt**.

### Packet Submission Checklist

- Complete Nonpublic Special Education School Budget Template -All Forms
- Comprehensive School Audit Financial Report (FY 2024)
- Signed Verifications and Assurances
- All supporting documentation, as appropriate (i.e., Interagency Rates Committee [IRC] or Maryland Department of Health [MDH] residential rate letters)
- Cover Letter (Optional)
- ❖ Please remember to proofread Form 1A for accuracy in all details.
- ❖ The MSDE budget review process begins after all required and complete information is received.

## Helpful Hints for a Successful Submission

- Each nonpublic special education school supported with State funds must submit budgetary information following the MSDE, Division of Early Intervention and Special Education Services (DEI/SES) *Nonpublic Special Education School Cost Approval Process FY 2026 Manual* and must obtain a daily rate specific to each school.
- It is the nonpublic school's responsibility to follow Federal and State laws and regulations related to the operation of a facility or program and to align the budget with the school/program.
- The MSDE only reviews **complete** budget packets submitted within the annual timeline.
- The MSDE will **not alter, or correct** documents submitted for review. The nonpublic school or submitting organization is responsible for making all required and necessary corrections to its budget packet(s). Budgets requiring corrections to basic demographic information may delay the timeline for the approved program cost sheet template to be issued.
- Budget packet templates are written in Excel 2007 format and are compatible with newer versions of Excel.
- The MSDE annually issues per diem rates and hourly related service rates for MSDE approved nonpublic special education facilities, Out-of-State day schools that serve Maryland placed students, Maryland agency contracted Out-of-State child service residential/school facilities and approved individual placements. The MSDE does not approve rates for public facilities, adult providers, or facilities that do not provide an approved special education school program. Maryland approved Type III Nonpublic Programs follow Interagency Rates Committee (IRC) guidelines to obtain their rate.
- The *Nonpublic Special Education School Budget Template* captures income from various sources. The number of days of service provided to students and number of Full Time Equivalent (FTE) seats projected are key variables used to calculate the per diem rate.
- The template includes features to ensure comparisons from year to year are equal in the variables listed.
- Nonpublic schools are only reimbursed for billable services provided to students during each individual student enrollment period.
- Expenses included in the budget submission must have sufficient support and documentation to substantiate each line-item cost.
- The nonpublic school or organization is responsible for verifying all program cost sheet template information prior to its use by the nonpublic school.
- Rates are valid from July 1 to June 30 for the State Fiscal Year (SFY).
- Revised program cost sheet templates are issued to update demographic information and add related service rates as necessary.

### Helpful Hints for a Successful Submission, Continued

- All rate formulas, rates, and data entered into the *Nonpublic Special Education School Budget Template* are limited to two decimal points.
- Tuition rates and residential rates are issued as per diem rates. Related services and supplemental service rates are issued as hourly rates. A one-time or annualized fixed rate can be issued for a specific student need by request only.
- Instructions on how to use the Annual Cost Sheet Template to produce individual student cost sheets are provided annually.
- All rates must be supported by budgetary information or other documentation as outlined in detail within this manual.
- Nonpublic schools that provide services to privately placed students or students placed by another State must use the MSDE issued rate for these students. For a school to use a different rate, it must provide to the MSDE justification supporting the differences in services that impact costs.
- The MSDE may request supporting documentation or supplemental information for any expenditure included in the budget.
- When not specifically expressed in this manual, the most current *Financial Reporting Manual for Maryland Public Schools*, the *Code of Federal Regulations (CFR), Title 2 Grants Agreements*, and/or *Generally Accepted Accounting Principles (GAAP)* are followed.
- Rates for noncompliant budgets will not be issued. MSDE may require funds to be returned for any unallowable expenses inadvertently incorporated in the rate.
- The *Glossary of Terms* provides additional information about standard practices and terms used on the forms.

**Nonpublic schools or organizations may request an exception for any budget guideline or limitation. Approved requests are for the specific budget year only and must be renewed on an annual basis.**



## FY 2024-2025 Per Diem Rate Calculations

After the review of a complete budget packet, the MSDE imports data from the budget template to the *FY 2025-2026 Per Diem Rate Calculation* spreadsheet (Attachment D). The spreadsheet provides a comparison and analysis of the budget submission details to the approved annual rate increases. After this process is complete, the MSDE provides the nonpublic special education school with a *Cost Approval Memo* (Attachment C) and a copy of the per diem rate analysis for review. The nonpublic school reviews the analysis, makes necessary budget adjustments and resubmits the adjusted budget template as needed. Once the nonpublic school determines the final adjustments for the budget, the school's Executive Director submits the *Cost Approval Agreement/Disagreement Form* (Attachment E) indicating; a) agreement with the MSDE approved rate and then the MSDE will issue the *Annual Program Cost Sheet Template* or b) disagreement with the MSDE approved rate and then follow the program rate reconsideration requests appeal procedures (page 10).

### Annual Program Cost Sheet Template

When the Nonpublic School and the MSDE reach consensus on the program and related service rate(s) the *Annual Program Cost Sheet Template* is issued. The *Annual Program Cost Sheet Template* is the final product of the Nonpublic Special Education Budget Submission process. The *School Information, Services Information, and Rates* populate directly from Forms 1A and 1B into the appropriate locked fields on the cost sheet template.

- Carefully proofread Forms 1A and 1B at the conclusion of all data entries. Make corrections as necessary in open cells. For a shaded and/or locked cell, make the correction on the appropriate budget form where the data was originally entered. Should assistance with locating this specific budget form be needed, contact:  
Sheila Philip at [Sheila.Philip@maryland.gov](mailto:Sheila.Philip@maryland.gov)
- The nonpublic school is responsible for final review and verification of all entered data on the *Annual Program Cost Sheet Template* prior to using the template and issuing individual cost sheets to Local Education Authority (LEAs). Original information errors will require individual cost sheets to be reissued to all LEAs.

## Limitations to the Nonpublic Special Education School Budget

Expenses not required for the provision of public education may be deemed as not allowable. When an expense is questioned, additional supporting documentation and justification will be requested and is required. The MSDE, DEI/SES, Nonpublic Special Education Section uses the standard practices and regulations for allowable expenses for a public school system as a guideline. The requested expense must be necessary to ensure the provision of a Free Appropriate Public Education for the total or majority of the student body placed by the local education authority or public agencies. Expenses deemed appropriate for an individual student and approved to be included for a MSDE tuition assistance contribution are managed as a single line-item cost.

Below is a sample list of expenses that are covered by other resources and are outside of the scope of this budget. This is not an exhaustive list.

Some student specific costs identified by the Individualized Education Program (IEP) team are funded by the local education authority and are not allowed within the parameters of this budget. These include, but are not limited to:

- Assessment costs requested by the IEP team
- Assistive technology requested by the IEP team
- Medical equipment requested by the IEP team
- Daily transportation as a related service to and from school

### **Fees/Expenses that are unallowable: (this is not an exhaustive list)**

- Amortization / Debt
- Bank/Loan Interests or Bank Penalty
- Capital Development (Fundraising / Marketing)
- Capital Improvement (Depreciation is allowable)
- Contributions /Donations to Public or Private Organizations
- Corporate / Excise / Income Taxes
- Franchise
- Gifts or Incentives for Staff/Adults
- Goodwill
- Intellectual Property
- Loans
- Proprietary
- School Building or Construction

All budgets and expenses are reviewed on an individual basis. Any denied requests for expenses to be included in the budget may be appealed to the Nonpublic Cost Group.

**PROGRAM RATE RECONSIDERATION REQUESTS**  
**APPEAL PROCEDURES**

- A nonpublic school has 30 calendar days from the date it receives its MSDE FY 2025–FY 2026 Per Diem Calculation Spreadsheet to file a rate reconsideration request.
- The rate reconsideration request must either: 1) be placed on the Nonpublic Secure Transport System with a notification e-mail sent to Sheila Philip, Education Program Specialist; or 2) be sent via certified mail to Sheila Philip.
- The rate reconsideration request must include sufficient and appropriate information to analyze the request, including a statement of the relief requested and the basis for the relief.
- The Nonpublic Cost Group will review the rate reconsideration request within 30 calendar days of receipt and notify the nonpublic school if it requires either: 1) the submission of additional written documentation; or 2) the scheduling of a meeting for the nonpublic school to present directly to the MSDE Nonpublic Cost Group.
- The Nonpublic Cost Group will issue a written decision within 30 calendar days of receipt of the request for rate reconsideration, unless it requires additional information as stated above. If additional information was required to reach its decision, the Nonpublic Cost Group will issue a written decision within 30 calendar days of receipt of the additional information.
- A request for rate reconsideration will be voided if a nonpublic school fails to meet established timelines.
- A nonpublic school has 30 calendar days from the date it receives the MSDE Nonpublic Cost Group’s decision to file a written appeal to the State Superintendent of Schools.

**Limitations to the Rate Reconsideration Appeal Process**

- The appeal process is limited to the education program per diem rate. Residential rates established by the Interagency Rates Committee (IRC), or Maryland Department of Health (MDH) may not be appealed to the MSDE Nonpublic Cost Group. In addition, per diem line-item rates may not be appealed for reconsideration.
- In order to be eligible for review by the MSDE Nonpublic Cost Group, a request for reconsideration must be related to; 1) the ability of the nonpublic schools to meet the Individualized Education Program (IEP) requirements of students placed by a local school system (LSS); and 2) the aggregate cost for all students placed by a LSS, not the cost for an individual student(s).
- Legislative language may not be reconsidered or appealed to the MSDE Nonpublic Cost Group.
- The failure of a program to maintain the targeted census is not a cause for rate reconsideration or appeal.
- Annual Program Cost Sheet Templates with final rates are only issued after all appeals are concluded.

## **Technical Assistance**

For technical assistance, contact:

- ❖ Sheila Philip, Section Chief, Nonpublic Special Education Section at [Sheila.Philip@Maryland.gov](mailto:Sheila.Philip@Maryland.gov).
- ❖ Glenn Grayman, Education Program Specialist, Nonpublic Special Education Section, at (410) 767-0243 or email [Glenn.Grayman@maryland.gov](mailto:Glenn.Grayman@maryland.gov)

To schedule an individual school appointment, contact:

- ❖ Monique Wiggins, Administrative Aide, Nonpublic Special Education Section, at (410) 767-0264, or email [Crystal.Gatlin@Maryland.gov](mailto:Crystal.Gatlin@Maryland.gov).

The MSDE, DEI/SES, Nonpublic Special Education Section staff is available to provide direct technical assistance to the school; however, the staff may not render any accounting or legal advice.

## **U.S. Mailing Address**

The mailing address below may be used for all paper documents related to the submission of the Nonpublic Special Education School Budget.

Sheila Philip, Section Chief  
Nonpublic Special Education Section  
Division of Early Intervention and Special Education Services (DEI/SES)  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

## **GENERAL PROGRAM INFORMATION**

## GENERAL PROGRAM INFORMATION

### Verification and Assurances and Cover Letter

The Nonpublic Special Education School budget packet must include the signed verification and assurances form (Attachment A). Rates for noncompliant budgets will not be issued. MSDE may require funds to be returned for any unallowable expenses inadvertently incorporated in the rate. The school may submit a cover letter outlining any special circumstances to be considered by the MSDE, DEI/SES. Requests for exceptions to budget and instruction guidelines are to be included in the cover letter with ample explanation and support. The MSDE, DEI/SES will notify the school of the response to the request or a need to refer to the Nonpublic Cost Group within the Budget Submission Feedback form for the school.

### School Audited Financial Statement

The purpose of the audited financial statement of the school is to provide supporting documentation that the costs incurred by the school are consistent with the cost reported in the approved budget package. The budget submission packet must include the school's audited financial statement, completed by an independent auditor. The report must cover the most recent closed State Fiscal Year (SFY), July 1 to June 30, and must be school specific. If the school is a subsidiary and its financial activity is included in the parent company's audit report, a review of the approved budget package must be performed to determine if the school's actual expenditures agree with the approved budget. **The FY 2023 audited financial report is required to be submitted with the FY 2025 budget packet.**

### Consolidated Budgets

A consolidated budget may provide an appropriate rate setting method for multiple schools within the same organization. A consolidated budget reduces redundancy in the rate setting process for organizations with multiple but similar programs/schools (factors which influence the budget are the same or nearly the same). Permission to submit a consolidated budget for a group of schools will be given when the following cost factors are alike or nearly alike:

- Student population
- Wealth of the jurisdictions where the schools are located
- Staffing patterns
- Occupancy costs
- Program factors

Submit requests to utilize a consolidated budget process in writing with justification and support. The consolidated budget justification must include a description detailing the methodology for allocation of costs and positions for the multiple schools. Once the process is approved, this justification requires renewal every 5 years or at the time in which a factor significantly changes for any one of the schools included in the consolidated budget.

## **Maryland Facilities with an Education Program and a Residential Program**

### **Group Homes / Residential School**

When the residential portion of a residential school is a group home, the residential rate for the group home is set by the Interagency Rates Committee (IRC) (Education Article § 8-417) in compliance with the IRC rate setting structure. The provider submits the issued IRC base residential rate letter to the Nonpublic Special Education Section along with the school budget submission. This IRC set per diem rate is recognized as the approved MSDE residential school rate. When rates are revised during a fiscal year, the revised rate letter must be submitted upon receipt and a revised cost sheet reflecting the change will be issued.

The MSDE Annual Program Cost Sheet Template only reports residential rates for group homes when the school is approved to operate as a residential school.

### **Residential Treatment Center (RTC) / Residential School**

The residential rates for Maryland Residential Treatment Centers are established by the Maryland Department of Health (MDH), Division of Long-Term Care Services. The provider submits the most current MDH Maryland Medicaid Interim Rate memo to the Nonpublic Special Education Section along with the school budget submission. This per diem rate is recognized as the approved MSDE residential rate and is reported on the annual program cost sheet. When rates are revised during a fiscal year, the updated memo must be submitted upon receipt and a revised cost sheet template reflecting the change will be issued.

### **Autism Waiver (AW) Provider / Residential School**

The Maryland Department of Health (MDH), Office of Health Services issues a Residential Habilitation - Regular Rate and a Residential Habilitation - Intensive Rate. These rates will be recorded for students placed under the Maryland Waiver of Children with Autism Spectrum Disorder for residential habilitation services.

The formula for the MSDE accepted residential school rate is:

The established AW room and board monthly rate times 12 divided by 365 = per diem room and board.

Residential Habilitation – Regular rate plus per diem room and board = MSDE approved Residential School Rate.

Three cost sheets with the following program titles will be issued:

- Residential Habilitation – Regular.
- Residential Habilitation – Intensive; and
- Residential School.

## Maryland Medical Assistance Participation

All nonpublic special education schools that provide programming funded with State dollars are strongly encouraged to participate in the Maryland Medical Assistance (MA) program. When a nonpublic school participates in the Maryland MA program to seek MA reimbursement for health-related services, Form 1B must be used to record the projected MA revenue. Changes to the Maryland MA Program that result in changes to funding will be reviewed annually by MSDE. MA funds received in excess of the projected revenue must be returned to the nonpublic school to support direct activities and services provided to the students in the school program. These may be services and activities that exceed the scope of this budget. The nonpublic school must maintain documentation of these expenditures and provide this information to the MSDE upon request.

Data entered on Form 1B will generate a “yes” or “no” response in the provided field which also appears on the final template and individual cost sheets. The LEAs are provided with the information regarding the nonpublic school’s participation in the Maryland Medical Assistance program.

## Out-of-State Day School Providers

The MSDE works collaboratively with Washington D.C. Public Schools to set rates for schools that serve Maryland youth and are located within the district. Maryland standards are used. Schools submit the complete budget packet following this manual.

Out-of-State day school providers that have a **home state or local government assigned rate** are required to file a copy of the official letter from the State or local agency that has approved the per diem and related service rate(s). In addition, these providers must complete and submit the following portions of the Maryland Nonpublic Special Education School Budget Template:

- Form 1A: Demographic Information
- Form 1B: Revenues
- Program Calendar (Education, Residence)

For Out-of-State providers that have a home state or local government rate, the MSDE does not require the Supplemental Audit Schedule comparing the budget to actual expenditures.

Prior to approval, the MSDE will review the home state or local government rate. The MSDE does not guarantee that negotiated rates approved by other states will automatically be accepted for Maryland students/youth. Assurances are required. Additional documentation may be required.

Out-of-State day school providers that serve Maryland students and do not have a home state or local government assigned rate may be required to complete the Nonpublic Special Education School Budget Template following this manual.



## Individual Placements and Out-of-State Residential Providers

In addition to the Maryland approved nonpublic schools, the MSDE provides *Annual Program Cost Sheet Templates* to Maryland providers and Out-of-State providers when a Maryland local education agency (LEA) has obtained a MSDE approval for an individual placement OR a Maryland placing agency holds a contract with the Out-of-State provider AND the agency has identified a placement need for a specific Maryland youth at the facility.

The local education agency or the placing agency must request a rate for a facility from the MSDE when placement for a Maryland youth is pending. The written request must include current contact information for the facility executive, education, and financial directors. The written request for the packet may be sent directly to Sheila Philip at [Sheila.Philip@maryland.gov](mailto:Sheila.Philip@maryland.gov)

Upon receipt of the written request for a rate, the MSDE will send to the facility information regarding rate settings standards and procedures, which are outlined in a separate instructional document.

## **SPECIFIC INSTRUCTIONS: COMPLETING FORMS**

## SPECIFIC INSTRUCTIONS: COMPLETING FORMS

### Data Entry

- White cells are open and require data entry. Place the cursor at the first open cell, enter the data, and then press the *Tab* key. The cursor navigates to the next cell, enter the data, etc.
- A shaded area is locked and indicates that the data will populate from another entry cell.
- Use all provided drop down lists.
- Enter additional or clarification information in the provided *Explanation* column.
- “Other” to be accepted as a cost category, requires a complete descriptive explanation.
- Budgets submitted with altered template formulas or altered cell formats are returned to the nonpublic school.

### Sequence and Instructions for Form Completion

It is recommended that the forms be completed in the following order. Specific instructions and explanatory information for each form is provided.

1. Complete Form 1A
  2. Complete Program Calendar - Education
  3. Complete Program Calendar - Residential
  4. Complete Program Calendar - Extended School Year (ESY)
  5. Complete Form 5A
  6. Complete Form 5B
  7. Review populated data on Forms 2A and 2B
  8. Complete Forms 3/3A through 3E
  9. Complete Forms 4A through 4N
  10. Complete Form 1B, review populated data on Form 1B
- ❖ **Review populated information on Form 1A**

### Form 1A: Demographic Information

Provide the following required nonpublic school/program demographic information:

- Legal Authority Name (*As it appears on the Certificate of Approval issued by the MSDE or State Department of Education for the state where the school is located*).
  - MSDE issued School Number - please reference the previous year’s cost sheet or call the MSDE, Nonpublic Special Education Section to obtain the School Number.
  - School Name (*As it appears on the Certification of Approval issued by MSDE or the state where the school is located. For schools that begin with “The,” list as “Name, The”*).
  - School Address, School Phone/Fax, Email and School Web Address.
  - Executive Director - include phone number and email address. \*
  - Administrative Head- include phone number and email address (\* maybe the same person)
  - Director of Education - include phone number and email address.
  - Director of Finance - include phone number and email address.
  - Each program must have its own *Unique name describing the specific educational program offered within the school, i.e., preschool, high school, standard diploma, etc.*
  - Full day/Partial day – select from the drop down.
  - Type of School - select Type I or Type II from the drop down.
  - Federal Tax ID Number.
- ❖ **Program numbers are issued and completed by the MSDE.**

### **Information Changes (Demographics) and Vacancy Notification**

Changes or corrections to all demographic information during the current fiscal year must be reported in writing to the MSDE, DEI/SES Nonpublic Special Education Section. Use form “Info Changes & Vacancy” to report changes. The completed form is submitted with the budget packet within ten business days of the change by placing it on the nonpublic secure transport. A posting notification email is sent to Sheila Philip at [Sheila.Philip@Maryland.gov](mailto:Sheila.Philip@Maryland.gov). A revised Annual Program Cost Sheet Template may be issued for a demographic change.

### **Vacancy Notification**

Within 30 calendar days of a vacancy for any position listed below, complete the “Info Changes & Vacancy” form and submit by placing the budget packet on the nonpublic secure transport. A posting notification email is sent to Sheila Philip at [Sheila.Philip@Maryland.gov](mailto:Sheila.Philip@Maryland.gov).

- Executive Director/President
- Administrative Head
- Director of Education
- Director of Finance

When a vacancy extends beyond the 30 calendar days, the school submits the “Info Changes & Vacancy” for a second time within 10 days of the position being filled. This second submission provides the remaining necessary information.

The nonpublic special education school may be required to provide reimbursement for any unused salary.

**\*Change in Education Director: Submission of this form does not satisfy the school’s obligation to notify the MSDE School Approval Branch in accordance with COMAR 13A.09.10.18B (2).**

### **Student Count – FTE**

The **Student Count** reflects the projected Full Time Equivalent (FTE) for student billable days. The MSDE utilizes the following formula to calculate the Student Count FTE.

Total Number of Billable Days / Number of Days in the School Year = Number of FTEs

For Student Count, record the projected FTE for the Education Program, Residential Program, and Extended School Year (ESY) services.

### **School Calendar: Billable Days**

The Program Calendar refers to the beginning date and ending date for the Education, Residential, and ESY programs (when applicable). The budget calendar and the published school calendar, provided to parents and LSSs as required under COMAR 13A.09.10, must align. The *Nonpublic Special Education School Budget Template* will populate the days for each respective fiscal quarter from the information provided on the Program Calendar Data form (Education, Residential, and ESY). The Total Days calculate and populate to appropriate sections within the budget template. This is the number of total billable days the school offers services to the students.

Hours in Day will be populated using information provided on the Program Calendar Data form.

### **Necessary Calendar Adjustments**

Within 5 days of the last day of school and no later than July 5, each nonpublic school must submit a final calendar reflecting the actual days provided for the closing school year.

### **Billable Days /Billable Related Services**

A billable day is a day that the school is open and able to offer its full continuum of standard instructional and related services to the students enrolled in the school.

### **Billable days for ESY**

Billable days for ESY are calculated separately from the regular school year program. Schools that offer ESY programs which overlap two fiscal years (ESY program begins in June), must provide additional written justification for this scheduling decision. Rates for ESY days offered in June are the established rate set for the closing fiscal year. ESY rates that exceed the rate for the standard school year require supportive documentation.

### **Billable Related Services Practices**

Related services that are billed as individual line-item costs must be billed after they are provided. A related service is “billable” if it meets the requirements of the IEP and is a direct service to the student. Services missed that are not required to be made up are considered billable services. Consultation services are considered “bundled” and are not billable as line-item costs.

The Related Service and Snow Days Waiver policy statement managed by the MSDE Nonpublic School Approval Branch may be located at the following link.

<http://marylandpublicschools.org/about/Pages/DEE/NPSA/13A-09-10-Memos.aspx>.

### **Billable hours for 1-to-1 Assistants**

The daily billing of a one-to-one assistant is capped at the number of “Hours in Day” recorded on Form 1A, unless otherwise specified in the IEP.

### **Inclement Weather Policy and Procedure**

Enter a summary of the school’s inclement weather policy, any identified pre-determined make-up days, OR provide a complete copy of the school’s Inclement Weather Policy and Procedure as an attachment. The MSDE does not “approve” an individual school’s inclement weather policy.

Each nonpublic school program must develop and implement a policy and procedure regarding the early dismissal or closing of school due to inclement weather conditions or a State of Emergency. This policy and procedure shall be written and distributed to all parents/guardians and appropriate local education authority (LEAs) before the first day of the school year.

The MSDE identifies June 30th of each fiscal year as the last calendar day for nonpublic standard year education programs. This provides flexibility for the nonpublic school to make calendar adjustments as necessary without the need to revise the cost sheet template. The nonpublic school must notify the MSDE Nonpublic Special Education Section of all calendar adjustments at the close of each school year (June).

## **Billing for Emergency School Closings**

Budgeted days = Billable days = Actual service days

Adjustment for inclement weather to school calendars must ensure all total budgeted days are offered for instruction.

## **Waiver of the Length of the School Year**

COMAR 13A.09.10.14 defines *The Calendar of the School Year* and hours in the school year. Schools unable to meet the length of year requirement because of natural disasters, civil disasters or severe weather, may request a “waiver of the length of the school year” from the Department (MSDE). To request a calendar waiver, the nonpublic school contacts the MSDE Nonpublic School Approval Branch at (410) 767-0407 for specific instructions.

A Department waiver of the length of school year is **not** approval for payment for the Department waived calendar days. A Department waiver **only** waives the COMAR regulation for the school to operate for 180 days.

## **Billing Exceptions**

The MSDE Nonpublic Cost Group has the authority to grant an exception to the standard billing practices for unique circumstances on a case-by-case basis. The standard practice is, “For the day to be billable, the nonpublic school must be open and prepared to provide the standard instructional and related services program.” A nonpublic school in a unique situation may contact the Nonpublic Special Education Section for specific guidelines to submit a Billing Exception request to the MSDE Nonpublic Cost Group.

## **Related Services**

Related services provided to an individual student must be consistent with the Individualized Education Program (IEP) and approved by the LEA prior to implementation and billing.

## **Standard Related Service(s) Included in the Education Program Per-Diem Rate**

- Form 1A: Use the provided drop-down lists to identify all related services included in the standard per diem rate.
- Use the provided drop-down lists to identify the percentage of students who receive the related service.
- If **90% or more** of the students receive the related service, directly or indirectly, no further explanation is required.
- If **80% to 90%** of the students receive the related service and the related service provider **is part of the instructional team**, respond to the following three questions in the designated box on Form 1A (**Related Services – 80% Explanation**).
  - 1) How frequently does the provider assist the teacher?
  - 2) How frequently does the provider visit the classroom?
  - 3) Summarize the instructional/non-instructional benefits to students.

## Standard Related Services as Line-Item Rates (recorded on Form 1B-Revenues)

- When the related service is included in the standard rate, a line-item cost will only be granted with an annual written request for an exception. Justification and supporting documentation is required.
- When the provider is **not part** of the instructional team (contractual) and/or **less than 80%** of the students receive the related service, the related service **must be** billed separately.
- To calculate the rate for a line-item related service, include all direct and indirect costs in the calculation. Direct service costs and indirect costs must be captured in the hourly rate. Related service rates are issued as hourly rates.
- The MSDE may request additional supporting documentation including copies of contracts for individual providers and the school's methodology for calculating the hourly rate.

## MSDE Calculation Guidelines for Line-Item Hourly Rates

### Salaried Positions

Salary + % Taxes + % Benefits = Total cost

Total Cost / Total Billable Hours (direct service hours only) = Hourly Rate

### Contractual Rates

Total Cost (Direct and Indirect costs (10% cap)) / Total Billable Hours = Hourly Rate

### One-to-One Rate

Annual Salary + % Taxes + % Benefits = Total Annual Cost

Total Annual Cost / (Total Days X Hours in Day) = Hourly Rate reported on the Cost Sheet template.

One-To-One Costs are line-item rates only and services must be supported by IEP team decisions.

*The MSDE uses the following formula when reviewing the average annual salary:*

(Hours in Day (Form 1A)) X (Total Days (Form 1A)) + 180 = Total Annual Hours for Payment

(Total Annual Hours for Payment) X (Hourly Rate) = Annual Salary

The additional 180 hours provide for essential activities that exceed the scope of the student instructional day and for direct training of the 1-to-1 assistant. The role of the 1-1 is not to replace or supplement the role of the classroom assistant; it is aligned with the support data/justification and IEP documentation.

## Billing For Line-Item Related Service Rates

Billing for related services is limited to direct student services as specifically outlined, defined and recorded in the IEP sections; (III) Special Consideration and Accommodations, or (V) Services. Services must be clearly defined in terms of provider, frequency and hours. Billing occurs for the service **after** the service is delivered. Consultation services are considered "bundled" costs.

## Billing For One-to-One Assistants

The daily billing of a one-to-one assistant is capped at the number of “Hours in Day” recorded on Form 1A, unless otherwise specified in the IEP.

## Unique One-Time Cost

For unique one-time fixed cost for a specific student, contact Sheila Philip, Education Program Specialist, Nonpublic Special Education Section, to obtain a one-time line-item rate and a revised cost sheet template.

Budget Process Verification This area is used by the MSDE.

## Revenues

### Form 1B: Complete this form last

Form 1B is formula bound. Submitted budgets with altered formulas or altered format are returned to the nonpublic school.

#### *Tuition:*

- **Residential Program:** Enter the approved base residential per diem rate; provide supporting documentation, IRC rate letter or MA Memo.
- **Extended School Year:** Enter requested Per Diem Rate for ESY. Documentation of supporting rate methodology may be requested by MSDE and is required when the ESY rate exceeds the standard day rate.
- **Billable Days:** Education, Residential, and ESY are populated into Form 1A using the following formula:  
Total # of Billable Days = Total Students FTEs X Total Days.

#### *Related Services, Supplementary Aides, Services, Program Modification, and Supports:*

- Column C line item: E=Education, R=Residential (identifies program for service delivery)
- Requests for rates without projected hours of service may be denied.
- **Total Hours:** Project the total number of student service hours to be provided for each listed related service/supplementary service as needed by the school. These are the services that are billed by line item and are not included in the Standard Per Diem rate.
- **Rate/Hour:** Enter the requested rate/hour for each related service, supplementary service and/or other IEP service. (Reference guidelines under Related Services, page 21-22)
- **Related Services:** Providers A-N provide services as outlined in the student IEPs. These providers must appear on Form 3C or 4C.
- **Supplementary Aids, Services Program Modifications and Supports:** must also be identified IEP services.
- **Lines 30-36 (E-K)** are open lines to enter other IEP services not captured (A-N, A-D). Enter a clear descriptor in Column B. Enter Total Hours and requested rate/hour.
- **Medical Assistance:** Record 80% of the projected total Medical Assistance revenue and enter under *Income*. “Yes” populates to Form 1A indicating MA participation.
- **Other Revenue:** *FY 2024 Revenues in Excess of 10%* must be entered. Describe other revenue sources (Federal/State entitlements, Title I, Lunch Program, etc.). Enter the projected revenue amount under *Income*. Revenue generated from sources other than public tax dollars (gifts, endowments, and fund raising) are not required to be reported.
- **Total Income:** Calculates and includes all generated revenue.



## Expenditures: Direct Costs and Indirect Costs

### Forms 2A & 2B: Review

Review Forms 2A and 2B after Forms 5A and 5B are completed. Forms 2A and 2B are not data entry forms.

These locked calculation forms (2A - Direct and 2B - Indirect) automatically populate after data has been entered into the Nonpublic Special Education School Adjustment and Supplemental Audit Forms (5A & 5B).

The MSDE Nonpublic Special Education Section uses these four forms as tools for review of the application of the approved methodology. These calculations also assist with monitoring variances of costs, expenditures, and projected costs.

For each expenditure category, the difference in terms of \$ *Variance* and % *Variance* will be calculated and recorded, reflecting an increase (+) or decrease (-) between the Budget FY 2025 and Proposed Budget FY 2026.

The *Subtotal Direct Costs* automatically calculates.

*Indirect Costs* populate from Form 2B. Indirect cost rates are based on the ratio of indirect costs to the direct cost base. The indirect cost must be the lesser of the nonpublic school methodology calculation or 10% of the direct costs. Requests for approval of indirect costs above the 10% cap should be addressed in writing to Sheila Philip, Section Chief, Nonpublic Special Education School and submitted by the budget due date. These requests are reviewed by the MSDE Nonpublic Cost Group for final approval. Approved exceptions to the indirect costs % may not exceed the % established between the MSDE and the US Department of Education under the *Indirect Cost Rate Agreement, State Education Agency*.

*Total Costs* equal the sum of *Subtotal Direct Costs* and *Indirect costs*.

*The percentage of Indirect Costs to Direct Costs* is calculated by the embedded formula.

Proposed Budget FY 2026 *Total Costs* from Form 2A populates to *Total Income* in the last row on Form 1B. The information provided generates the **proposed** Education Daily Cost. **This calculation does not indicate MSDE approval of the Education Daily Cost.** The Daily Cost is dependent on the data entered by the nonpublic school and subject to review by the MSDE.

Final FY 2024 Expenditure Column appears on Form 2A and 2B. This data populates directly from the Supplemental Audit Form (5B)

## Salary Schedules

### Forms 3/3A through 3F

COMAR 13A.09.10 outlines Personnel Requirements for the Nonpublic Type I School and should be used as a reference. Staff positions should be reported as close to actual plans as possible. The nonpublic school is expected to fill vacancies as efficiently as possible.

Approved position categories are outlined and charted within this section of the guide (page 28). Inclusion of positions outside of the specific listings requires additional support, justification and annual MSDE approval.

Form 3 is available to list any job title prompting questions about where or how to report the position. Form 3 may also be used to list any new positions which require approval. Listing job titles on this form will require supporting position descriptions and will initiate technical assistance with the DEI/SES Nonpublic Special Education Section. Discussion will follow to determine the appropriate location and drop-down category within the updated salary schedules (Forms 3A-3F).

Forms 3/3A through 3F are detailed salary schedules for employees of the school. These salary schedules do not include contractual costs. Summary Data from these schedules populate into the appropriate related fields on Forms 2A and 2B.

Provide the required and appropriate information on each schedule. Pay specific attention to the Salary Schedule Title for each position on Forms 3A through 3E. List the job title on Form 3 when unsure or assistance is needed.

### **Full Time Equivalent (FTEs)**

Record staff positions in terms of FTEs. A staff Full Time Equivalent (FTE) is based on a full-time position as defined by the nonpublic school: hours in the work week and number of workdays in the year.

Enter the position staffing FTE in the second column on Forms 3/3A through 3F. For example, if the position is "Teacher" and there are 7 full time teachers, record "7" in the FTE column and record the aggregate salary for the 7 teacher positions. The totals for FTE and Salary Costs will be calculated in the bottom row of Forms 3/3A through 3F.

### **Direct Cost Positions**

Direct Cost Positions are positions that have direct responsibilities to the students in the school and the implementation of the daily program.

Use the drop-down lists provided to select and identify the approved position description/title within the following categories:

- Form 3 - Available to use for new positions or titles requiring additional support
- Form 3A - School Administrative Positions
- Form 3B - Direct Classroom Positions
- Form 3C - Related Services Positions
- Form 3D - General Support Positions

### **Salary Costs**

Enter the total salary costs for each listed position in the third column on Forms 3/3A through 3F.

**Average Salary:** This data is for information purposes only.

The average salary is calculated automatically by the following formula:

$$\text{Salary costs} / \text{FTE.}$$

### **Provide Explanation**

Explanations are required to clarify any requests for any unusual calculations, unique entries or new position requests. Use the provided field to enter the explanations.

### **Totals are Calculated**

If there is more than one position in a category, record the aggregate figures for the title of the position in the FTE and Salary Cost columns. The total cost will be calculated automatically.

### **Form 3D - General Support Positions**

General support positions are positions that provide necessary direct services to the student body and the school. They are not administration or classroom positions. The most common categories are listed and approved. Positions outside of these categories must be explained. Clerical support is in this section and covers all school-based clerical/administrative assistant support positions.

List the school's position title when different from the drop-down title in the *Position Description* column; use the *Explanation* column if needed and to clarify unique factors. "Other" to be accepted as cost category, requires a complete descriptive explanation.

The MSDE may request and require additional information, organizational charts, or job descriptions for any positions that appear to be duplicative or programmatically disproportionate to the student count.

### **Form 3E - Salary Schedule for All Positions**

#### **No data entry required on this form**

Form 3E is a salary schedule summary for all positions entered on Forms 3/3A through 3D.

*Total - Direct Positions* calculate and populates into Form 2A.

### **Indirect Cost Positions**

#### **Form 3F - Management Oversight Positions/Indirect Cost Positions**

- Form 3F outlines the budget request for indirect positions/costs.
- Use the provided drop-down list to identify the title of each position.
- Enter additional *Position Description* information in the provided column.
- Provide the FTE and salary budget for that position.

*(Total - Indirect Salary Costs* calculate and populates into Form 2B.)

*Management Oversight Positions* are considered Indirect Cost Positions and are recorded on Form 3F. These are positions that have responsibilities to the management of the school at the central office level and are positions in place to provide administrative support to the staff and school-based personnel. When most of the duties of the position are indirect duties, the total position is considered as an indirect position. The MSDE may require documentation of the allocation process used by the organization for these positions. These positions have little or no direct responsibility to the students.

## **Administrative Salaries**

No individual administrative salary may be increased in excess of the rate increase cap. Salaries which exceed the comparable salary for the position in the public school system where the school is located may not be increased. To assist with identifying the comparable public position, contact the MSDE, DEI/SES, Nonpublic Special Education Section for discussion.

## **Annual Non-Salary Operating Costs**

### **Forms 4A - 4N - Operating Costs**

Approved expenditure categories are outlined and charted within this section of this Manual (page 29). Inclusion of expenses outside of the specific listings requires additional support, justification, and annual MSDE approval.

The *Glossary of Terms* provides additional information and informative descriptors of categories found on Forms 4A through 4N.

Forms 4A through 4N are detailed schedules for expenses that are not salaries. Summary Data from these supporting schedules populates into the appropriate fields on Forms 2A and 2B.

- Use the provided drop-down lists to select appropriate items within the category and enter the direct and/or indirect costs for each item. In the column labeled *Explanation*, provide an explanation for expenses that exceed the Consumer Price Index (CPI) or are new costs for the school. Attach additional documentation as necessary.
- Use of categories not identified on the category chart or not on the drop-down list, must be explained in detail. The MSDE may require additional supporting documentation to justify the expenses.
- “Other” to be accepted as cost category, requires a complete descriptive explanation.

**Approved Salaried Positions by Category  
Supporting Schedule Drop-Down Lists Provided**

<b>Technical Assistance Form 3</b>																			
<b>School Administrative Positions Form 3A</b>	Administrative Head	Education Director	Assistant Education Director	IEP Coordinator	Supervisor of Related Services	Reading Specialist	Specialty Area Teacher	Psychiatrist/ Psychologist	Social Worker/ LCPC	Speech/ Language Pathologist	Transition Facilitator								
<b>Direct Classroom Positions Form 3B</b>	Classroom Aides	Classroom Teacher	Lead Teacher	Physical Education Teacher															
<b>Related Services Positions Form 3C</b>	Art/Music Therapist	Audiologist/ ASL Interpreter	Counselor	Nurse	Occupational Therapist	Physical Therapist	Physical Therapist	Media Specialist	Substitute Teacher										
<b>General Support Positions Form 3D</b>	Behavior Specialist	Clerical Support	Food Service	IEP One to One Aide	Job Coach	Custodial/ Grounds													
<b>General Management Support Positions Indirect Form 3F</b>	Administration	Finance	Human Resources	Information Systems															

**Approved Expenditures by Category  
Supporting Schedule Drop-Down Lists Provided**

<b>Fringe Benefits/ Insurance Form 4A</b>		Dental	Disability (STD, LTD)	Health	Liability	Life	Retirement	Tuition Assistance	Vision									
<b>Payroll Taxes Form 4B</b>	FICA		Workers Compensat	Unemploye nt Insurance														
<b>Contractual Professional Fees Form 4C</b>	Accounting (Indirect)		Consultant (Indirect)	Legal (Indirect)	Occupational Therapy	Physical Therapy	Psychiatric / Psychological Services	School Health / IEP One-to-one Aide	Counseling / Social Work Services	Speech/ Language Pathology								
<b>Supplies and Non- Capital Equipment Form 4D</b>	Instructional Materials		Instruction al Equipment	Maintenance Supplies	Office Supplies Equipment	School Health Supplies	Student Breakfast/ Lunch	Student Library Supplies										
<b>Phone/Fax/ Internet Form 4E</b>	Internet Service		Phone/Fax Service															
<b>Postage Form 4F</b>	Postage		Postage															
<b>Occupancy Form 4G</b>	Custodial/ Grounds		Facility Rental	Facility Repair	Liability Insurance	Mortgage Principal*	Permits	Property Taxes	Security Systems	Utilities								
<b>Rental/ Equipment Maintenance Form 4H</b>	Classroom Equipment		Computer Equipment	Equipment Maintenance														
<b>Public Relations Form 4I</b>	Advertising for Employment		Informatio n Systems	Photography/ Artwork														
<b>Publications Form 4J</b>	Archiving		Printing/ Production	Professional Materials														
<b>Transportation Form 4K</b>	Staff Mileage		Student/IE P Related	Vehicle Maintenance/ Gas, Oil	Vehicle Insurance	Vehicle Lease												
<b>Educational Experiences</b>	Conferences		Profession al Learning	Student Related														
<b>Dues/ Licenses Form 4M</b>	Background Checks		Dues	Licenses														
<b>Depreciation Form 4N</b>	Major Equipment		Building*	Vehicle	Leasehold													

## Program Calendar Data

**The Nonpublic Special Education School Budget Calendar must match the published calendar that is provided to parents, Local School Systems, and the MSDE School Monitoring Branch.**

Dates for the school calendar are to be entered on the *Program Calendar Data* form. This data populates into Form 1A and appears as *Beginning Dates, Quarter Days* and *Total Days*.

The Program Calendar Data also populates to the appropriate forms listed below.

- FY 2025-2026 Program Calendar - Education
  - FY 2025-2026 Program Calendar - Residential
  - FY 2025-2026 Program Calendar - Extended School Year
- 
- To enter a date, click on the first box and then use the drop-down arrow and select a month from the list. Click on the second box to select the day in the same manner. The year automatically fills in.
  - **First Day, Last Day** - Enter the first and last days of the program (month/date).
  - **Off weekends?** - Set to “Yes” in the Education and ESY columns; set to “No” in the Residential column if the program runs every day.
  - **Hours in School Day** - Enter the number of hours that the students receive special education and related services during a school day; include lunch time.
  - **No School (#1-#18)** - Use when school is not in session for students for a single day.
  - **No School From/To Days** - Use when school is not in session for students for a period of two or more consecutive days.

## Revisions to the School Calendar

The nonpublic school may find it necessary during the school year to alter the school calendar for a variety of unforeseen circumstances and may do so at the discretion of the nonpublic school administration. All necessary calendar revisions that occur over the course of the year must be documented in writing and submitted to the Nonpublic Special Education Section Chief within five (5) days of the last day of the school year and no later than July 5.

The MSDE will post a calendar template annually on the website by June 1 of each year to be used for this documentation.

When a school begins the ESY program in June, these dates must be identified as part of the original calendar submission and must be submitted by the budget packet due date. The school may adjust the calendar to remove these days or shift them to the next fiscal year. However, the school may not revise the submitted calendar to add ESY days to June after the budget packet due date. **Beginning the ESY program in June requires annual approval from the MSDE.**

## Nonpublic Special Education School Budget Adjustment

**Form 5A Recommendation:** Complete Form 5A first; before completing all other forms.

The *Approved Budget* column on Form 5A must be completed for the budget submission to be accepted.

The final, MSDE approved FY 2025 budget for the costs for each expenditure category must be entered by the nonpublic school/corporation.

Nonpublic special education programs shall inform the MSDE of any budget adjustment of \$1,000 (or more) or 15% of the total category of any expenditure, whichever is greater. Budget amendments are **not required** if expenditures are not expected to exceed the approved budget level for that category. The reported budget adjustments are used as the “Actual” expenditures and are populated into Form 2A.

In addition to completing the *Nonpublic Special Education School Budget Adjustment-Form 5A*, the nonpublic special education program shall provide a clear explanation for the adjustment of funds between each category of expenditure. This explanation can be provided in the cover letter or as a separate statement. When a budget adjustment form is submitted, ensure that the information provided in the *Approved Budget* column reflects the school’s latest approved budget adjustment by the MSDE. A figure must be entered for each category in the *Approved Budget* column.

When the enrollment in a school is greater than the projection, schools will not need to report increases in budget categories associated with the increased enrollment on the budget adjustment form (5A).

Budget adjustments cannot increase the total program budget. Instead, it shows an adjustment between categories. All changes must balance with the previously approved budget total.

## School Supplemental Audit Schedule

### Form 5B

The Nonpublic Special Education School Supplemental Audit Schedule must be included as part of the complete Nonpublic Budget FY 2026 submission.

- Using the final MSDE approved FY 2023 budget, enter the Direct and Indirect Costs associated with each category.
- Enter the actual FY 2024 costs in the *Final Expenditures* for the same categories.
- The worksheet will calculate the *Difference* and *Percentage Variance* as well as the *Total Final Expenditures, Revenue Amount, and Difference*.

Form 5B is a summary of the complete audit financial report and a comparison to the specific budget categories. Completion of Form 5B is required. Submission of the supporting comprehensive detailed annual *School Audited Financial Statement* is mandatory (page 13).

When the annual school’s audited financial statement documents revenues in excess of 10% of the total revenues for the school consult the *Revenues in Excess of Expenditures Policy* to determine the appropriate action. The nonpublic school or organization must report these excess revenues on Form 1B. This serves as the required notification to the MSDE when the school’s revenues exceed the 10% cap.



## Revenues in Excess of Expenditures Policy

### Procedure:

- Revenues received by the Nonpublic Special Education School in excess of allowable expenditures, which are less than or equal to 10% of the total revenues for the school as documented by the facility's annual audited financial statement/Supplemental Audit Schedule will be deemed as available to:
  - Defray allowable operating losses within the program that were generated during the prior 3 years.
- Amounts greater than 10% can be applied to programmatic development and Individualized Education Program implementation for the current year in two ways:
  - Inclusion as revenue on page 1B (Revenues Form) of the current year's budget, thus reducing the requested per diem. In the year subsequent to the reduction, the school's per diem will revert to the level prior to reduction for excess revenues.
  - Submission of documentation of money allocation (procurements/ expenditures) for items not generally included within the budget structure but available to enhance the fidelity of school-based operations, quality of programming, implementation of the IEPs, or to expand services in response to population needs. MSDE approval is required.

### General:

- The Nonpublic School is required to notify the MSDE when revenues exceed expenditures for any fiscal year. This is accomplished by entering the excess revenue on Form 1B.
- Revenues over 10% not used in the two options offered above will be refunded to the Maryland State Department of Education (MSDE).
- MSDE reserves the right to request a formal Nonpublic Cost Group meeting with any Nonpublic Special Education School to discuss their identified excess revenues from the previous year.
- Nonpublic Special Education Schools may request a formal appeal with the MSDE Nonpublic Cost Group through the budget process. If a disagreement arises, MSDE maintains the right to investigate revenues in excess of expenses directly relating to Nonpublic Special Education School operations, including staffing shortages and/or service provision issues.

The *Revenues in Excess of Expenses Policy* went into effect with the FY 2008 Budget Cycle Policy reviewed December 2015

## **GLOSSARY OF TERMS**

## GLOSSARY OF TERMS

**Accounting:** Includes audit fees necessary to complete the supplemental School Audited Financial Statement. This is an indirect cost.

**Administrative Head:** The administrative head has responsibility for the day-to-day administration of the school, COMAR 13A.09.10.18. This person may also serve as the Executive Director as described on page 34.

**Advertising for Employment:** Cost, limited to advertising vacancies for open school positions; recruitment of employees. This does not include public advertising or marketing for the school.

**Amortization:** The paying off debt with a fixed repayment schedule in regular installments over a period of time.

**Archiving:** Costs necessary to archive school records for students who have exited the school in accordance with COMAR 13A.09.10.

**Assessment Costs:** Assessments requested by the IEP team are the responsibility of the service school system. The school system may complete the assessments utilizing the LEA resources or may request support from the nonpublic special education school. Any costs for assessments completed by the nonpublic special education school at the request of the LEA are the responsibility of the LEA. They are not included in the *Nonpublic Special Education School Budget* or reflected with the per diem rate or line-item cost.

**Assistive Technology:** Cost of unique and student specific assistive technology, devices or applications identified through the IEP process, is the responsibility of the local education authority. The technology, devices or applications assigned to the student is returned to the education authority when the student is discharged.

**Audit Expenses:** Audit expenses are limited to the cost necessary to meet the requirements of the School Audited Financial Statement. These costs may only be included when the expense is in addition to the standard expense necessary for the parent corporation to meet its necessary audit requirements.

**Billable Day:** A billable day is a day that the school is open and able to offer its full continuum of standard instructional and related services to the students enrolled in the school.

**Budget Template:** The tool used to report allowable budget expenses and sources of revenue. The template tool calculates the per diem rate for each submitted budget.

**Capital Improvement:** Improvements to the facility or property are unallowable but may be depreciated. Capital improvements and the depreciation method/schedule must be identified within the School Audited Financial Statement.

**Conferences:** Conference cost includes registration for professional conferences attended by school staff. Travel costs are included under transportation. Schools may be required to provide documentation of attendance at the conferences, the benefit of the conference to the instructional program and the related costs.

**Contractual Professional Fees:** Costs associated with related services and professional contractual staff. These are not direct salaried employees of the school and are not included in the FTE positions.

**Consultant:** Is a contractual resource with a specific identified deliverable service for the instructional program. This is an indirect expense.

**Cost Sheet:** The document completed for each individual student outlining total program expenses and projected annualized costs for the student for the projected period of enrollment at the school.

**Cost Sheet Template:** The tool used to create the individual student cost sheets.

**Daily Cost:** The per diem rate used to bill for standard education, residential and ESY services. The *Nonpublic Special Education School Budget Template* will generate the Education rate. The residential, and ESY per diem rates are calculated by dividing the billable days into the respective approved annual costs.

**Depreciation:** Capital assets (major equipment, building, vehicle, etc.) acquired for use in business that have a useful life of more than one year. Recovery of these costs should be based on the useful life of the asset in accordance with Generally Accepted Accounting Principles (GAAP). The method used should have a relationship to the decrease in the economic value of the asset. Type of equipment and depreciation method must be provided. When depreciating the school building, the principal for the mortgage may not be claimed. Depreciation schedules, if not available in the financial statement, may be required.

**Direct Costs:** Are costs necessary to ensure direct services to the students. Direct Positions have a primary role and responsibility that is direct service to the individual student or student body. For example, the person has direct purposeful contact with students on a daily basis as the primary function of the position.

**Dues/Licenses:** Costs associated with dues include: 1) School membership (limit of 2) in professional associations that have a direct relationship with the program's mission of the program and an individual's job responsibilities in the provision of special education and related services. Individual membership in an organization is unallowable. 2) The renewal of required staff professional licenses necessary for the assigned school position.

**Educational Experiences:** This includes costs associated with meetings to conduct school business, staff development, and training. Student related education experiences may include costs for community based instructional activities that are an essential part of the planned program and are defined in the IEPs of students enrolled in the program. This does not include costs for supplemental, experiential or enrichment curriculum field trips, intramural sports, or after school activities.

**Education Director:** The person responsible for the education program for the school and as defined by COMAR 13A.09.10.18 (B). Each Type I school must have a full-time education director. This person's name appears on the cost sheet and is the primary contact for the DEISES Nonpublic Special Education Section for all matters related to the implementation of the education program(s). The DEISES must be notified of any changes related to this position and a revised cost sheet will be issued. Submit changes using Form "Info Changes and Vacancy."

**Executive Director:** The executive director is the primary contact person for all business-related communications for the school/organization. Each organization/legal authority must identify one executive director to fulfill this responsibility. This person may also be the administrative head for a school(s) in compliance with COMAR 13A.09.10.18.

**Free Appropriate Public Education (FAPE):** The IDEA requires that a Free Appropriate Public Education (FAPE) be provided to students with disabilities. This is achieved through the development and implementation of an IEP that requires the provision of special education and related services that are designed to meet the needs that result from each student's disability.

**Finance Director:** This is the person responsible for the budgets and may have oversight or direct responsibility for the completion of the cost sheets/billing and fiscal management.

**Fringe Benefits:** Includes staff health insurance, life insurance, retirement, tuition assistance, etc.

**Full Time Equivalent (FTE):** 1) Full time equivalent for a student count = Total number of billable days / Total days in the standard school year. 2) The equivalent of the full-time staffing position as defined by the nonpublic school within the school’s policies and procedures.

FTE	Days	Approx. Hours
0.2	1	7-8
0.4	2	14-16
0.6	3	22-24
0.8	4	30-32
1.0	5	38-40

**Generally Accepted Accounting Principles (GAAP):** A combination of authoritative standards and the commonly accepted way of recording and reporting accounting information.

**Hours in School Day:** The number of hours that the students receive special education and related services during a school day including lunch time. This information is entered on the Program Calendar and is automatically populated into Form 1A. These hours must be consistent with the reporting of hours to the MSDE Monitoring and School Approval Branch.

**IEP Coordinator:** The primary responsibilities under this position title are related to the oversight and management of the implementation of the IEPs. This includes responsibilities such as admissions, representative for the school at MD On-Line IEP trainings, IEP team coordinator, and primary administrator of the oversight of the IEP development, monitoring, etc., for the school. The school is not required to dedicate a position under this category and may assign these duties to staff as deemed appropriate by the school administration.

**Indirect Costs:** Indirect costs are the necessary costs to operate and manage the school. Total Indirect Costs (salary and non-salary) may not exceed 10% of the Direct Costs. Indirect costs must be the lesser of the school’s methodology or the 10% cap. Indirect Positions are positions that have primary responsibilities to the oversight management of the school. These positions have little or no direct responsibility to the students. Estimated time and effort for allowable indirect positions must be reported in terms of FTE. Indirect positions are reported on Form 3F.

**Information Systems:** Includes costs for the development/maintenance/use of the school’s website and electronic communication system with parents and / or education authority. This does not include equipment or hardware, or costs associated with staff or personnel.

**Instructional Materials:** Includes costs necessary for the implementation of the curriculum such as textbooks, lab materials, physical education materials, software and applications, standard classroom supplies, and behavior management supplies. This does not include software applications for an individual student as determined necessary by the IEP team to meet a student’s unique needs.

**Instructional Equipment:** Includes costs necessary for student computers, technology tools (i.e., smart boards, smart tables) and equipment used as part of the students’ standard instructional program. This does not include individual assistive technology devices as determined necessary by the IEP team to meet a student’s unique needs. This does not include equipment that is depreciated. A school may be required to provide its purchase plan for large equipment expenditures.

**Leasehold Improvements:** Leasehold improvements made to a rental property that increase the value of the property are deemed as capital improvements and are unallowable, but they may be depreciated. The

improvement may not be covered in the cost of the rent. The depreciation schedule may be included in the school's financial audited report or provided within supporting documentation. Any interest costs on loans for these improvements are unallowable.

**Legal Authority:** The company or corporation that has authority over the operating business of the school.

**Legal:** Allowable attorney fees are limited to legal advice related to the daily operation of the school as a business. Attorney fees to guide parents related to the provision of special education services is not allowable. Legal fees are indirect costs. Schools with specific questions related to special education law and a specific student should contact the placing school system for guidance.

**Library and Media Supplies:** Costs of materials used to support the instructional program and inventoried as a part of the Library Media Collection as outlined in COMAR 13A.09.10.13(B).

**Local School System (LSS):** This includes the 24 Maryland school systems responsible for the provision of a FAPE for public students.

**Maintenance Related:** Includes costs of supplies necessary for daily maintenance of the school building and grounds. It does not include capital improvement costs which add to the permanent value of the property.

**Major Equipment Depreciation:** Capital equipment that has been purchased may be depreciated (i.e., copies, maintenance equipment, laminating machines). Equipment must be listed, and the depreciation schedule may be requested. Rented equipment may not be depreciated.

**Medical Equipment:** Cost of unique medical equipment specific to an individual student and identified in the student's IEP is the responsibility of the Local education authority. The medical equipment is returned to the school system when the child is discharged. The cost of non-capital medical equipment/supplies for the school nurse necessary for the total school population may be included in the budget. This equipment is listed under School Health Supplies.

**Mortgage Principal:** The principal annual payment for a mortgage is allowable, but mortgage interest is not allowable. The school may not document expenses for both mortgage principal and building depreciation.

**Number of Weeks:** This is the number of weeks (total and partial) that the school year, residential program, or ESY program is in session. This number may be entered on Form 1A and will appear on the cost sheet template. The number of weeks is **ONLY** used to assist school systems and MSDE in the understanding of calculations by the nonpublic school when projecting individual cost sheets. The number of weeks is not a calculation included or generated within any budget formula.

**Occupancy:** Includes utilities (gas, electric, steam, oil, water and sewage), rental of facility, janitorial/housekeeping/landscaping and maintenance contracts, facility/property insurance and taxes, grounds and building maintenance, waste management, repairs, security systems, mortgage principal costs, and permits associated with the physical structure in which the school operates. Occupancy costs for Type II programs require additional information and explanation. Occupancy costs do not include costs to improve or restructure a facility to meet the needs of the school. These are considered capital costs and are not allowable. However, essential improvement costs may be depreciated.

**Office Supplies and Equipment:** Includes supplies and non-capital equipment necessary to operate the school administrative office and supports the teachers' production of classroom instructional materials (i.e., paper, laminating materials, printers, equipment primarily for staff use). Office supplies and equipment necessary to support the central office are considered indirect costs. This does not include the cost of equipment that is depreciated or rented.

**Payroll Taxes:** Costs associated with payroll taxes are allowable.

**Phone/Fax/Internet:** Service costs associated with phones (including cell phones), fax machines, and Internet for school business. If applicable, includes other modes of transmitting information.

**Photography/Artwork:** Covers costs necessary for the school website and school communications with the parents and school systems.

**Postage:** Costs associated with mailing materials to parents and school employees. The need to utilize an express courier service should be an exception. Postage machines may be included.

**Printing:** Includes costs necessary for producing and printing school forms and school publications required by COMAR 13A.09.10. Includes the cost of printing student handbooks.

**Program:** A uniquely designed planned program within a school to address the needs of a specific group of enrolled students.

**Professional Learning:** Covers the costs of the professional development activities or training directly provided by the school to the school staff.

**Professional Materials:** Covers the costs of subscriptions to professional periodicals and professional materials necessary to support the classroom teachers, related service providers and school administrators.

**Psychiatric and School Health:** Includes costs necessary for contractual psychiatrists and contractual school health providers and/or supervisors.

**Public Agency:** The Maryland public agencies that place youth in facilities include: the Maryland Department of Health (MDH), the Department of Human Services (DHS), and the Department of Juvenile Services (DJS). The local Departments of Social Services (DSS) are sub-divisions under the State DHS.

**Public Relations:** Costs associated with providing the Local Education Authority and families with program information and updates regarding the school activities and school news. This does not include costs for showcasing the school to the public.

**Publications:** Cost for production of required school documents, subscriptions to professional publications/materials, and required storage and management/archiving of historic student records.

**Reasonable Cost:** A cost that, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

**Rental and Maintenance of Equipment:** Costs associated with the rental of equipment and maintenance/repair contracts for equipment rented or owned by the school. Photocopiers, office computers, and printers should be included in this category. These costs related to equipment for the corporate offices are considered indirect costs. This does not include purchase costs for capital or non-capital equipment.

**Salaries:** Wages to be paid to all program staff.

**School:** The individual facility that is approved to operate as a nonpublic school under COMAR 13A.09.10 and provides special education and related services to some or all its students.

**School Health:** Includes supplies and non-capital equipment typically found in a school health room. This does not include costs of daily or ongoing medical supplies, prescriptions or medications necessary for an individual student.

**Specialty Area Teacher:** This includes areas such as Art, Music, Foreign Language, etc.

**Staff Mileage:** This covers the costs of mileage reimbursement to staff in accordance with school policy. Mileage reimbursement may not exceed Maryland state reimbursement rates.

**Standard Per Diem Rate:** This is the base rate that is applied to all students in the school/program. It is appropriate for a school to request separate standard per diem rates for programs that substantially differ, and these differences impact the cost of the programs. Differences because of the need for related services are captured for individual students under the line item costs billing procedures and do not qualify for a separate program rate.

**Student Breakfast and Lunch Program:** Covers costs are limited to the student breakfast and/or lunch program.

**Student Related Educational Experiences:** Includes non-transportation costs for activities that are part of a standard community-based IEP instructional program. Includes costs associated with the graduation ceremony and one awards ceremony. It does not include costs for school rings, school field trips, student amusement, after school programs, clubs, intramurals, etc. The school may be required to provide documentation of the community-based IEP instructional program.

**Student Related IEP Transportation Costs:** Student related transportation costs may include costs for community based instructional activities that are an essential part of the planned program and are defined in the IEPs of students enrolled in the program. Schools reporting these transportation costs may be required to provide additional supporting documentation. This does not include transportation costs for supplemental, experiential, enrichment curriculum field trips, intramural sports, or after school activities. This does not include daily costs for students to and from home.

**Student Count:** The Student Count reflects the projected Full Time Equivalent (FTE) for student billable days.  $\text{Total Number of Billable Days} / \text{Number of Days in the School Year} = \text{Number of FTEs}$ .

**Supplies and Non-capital Equipment:** Includes supplies necessary for the daily operation of the school; office use and instructional use. Supplies for instructional activities, library/media materials, and/or physical education equipment fall in this category. Instructional technology equipment may be included; however large annual expenditures require additional support which explains the rationale and purchase replacement schedule. School policy defines equipment of a non-capital nature.

**Tuition Assistance:** The nonpublic school may, but is not required to, provide tuition assistance to the nonpublic school staff as a benefit. The reimbursement practice may not exceed the practices of the local school system where the school is located. For organizations that operate schools in multiple jurisdictions, a proposal for a blended policy may be submitted to the MSDE for consideration.

**Transportation:** Includes travel costs for school staff to attend required professional meetings, conferences, IEP meetings, and for student IEP approved services, and the operation and maintenance of motor vehicles owned by the school for the purpose of meeting IEP requirements.

- All expenses in this category must be aligned with federal and State guidelines.

#### **Transportation as a Related Service**

- The LSS is fully responsible for transportation to and from school, and any additional costs related to daily transportation.
- Costs associated with the transportation of students during an emergency are billable to the local school system in accordance with LSS approved school policies and procedures.
- Costs associated with the daily IEP related service transportation are not allowed in this budget.
- Costs associated with one-to-one assistants, supplemental aides, and support equipment for transportation services are unallowable in this budget.



- If unallowable transportation costs which are the responsibility of the LSS are included in the approved rate, the school will be required to return the associated revenues to the MSDE and will be required to submit a plan which eliminates this practice.

#### **Transportation to Support Specific IEP Goals**

- Student related transportation costs may include costs for community based instructional activities that are an essential part of the planned program and are defined in the IEPs of students enrolled in the program. Schools reporting these transportation costs are required to provide additional supporting documentation. This does not include transportation costs for supplemental, experiential, enrichment curriculum field trips, intramural sports, or after school activities.

#### **Training for LSS Drivers and Attendants**

- Up to \$350.00 is available as an expense in the budget to support driver and attendant training for specific needs of the students enrolled in the school. Programs requesting this funding must attach a copy of the training agenda with the budget packet submission.

**Vehicle Costs:** When the school owns and operates its own vehicle(s), all vehicle costs included in the budget are strictly limited to the costs associated with the allowable transportation expenses. The school may be required to submit its allocation procedure for these costs.

## **APPENDICES**





**Carey M. Wright, Ed.D.**  
Interim State Superintendent of Schools

To: Executive Director,  
 From: Sheila Philip, Section Chief, Nonpublic Special Education Section  
 RE: Budget Submission for School’s Official Name, Required Adjustments  
 Date: Complete

The first level of standard review of all *Nonpublic Special Education School (NSES) Budget for FY 2026 Templates* submitted within the established timeline for rates required to provide services for students placed in the Nonpublic School under Education Articles §§ 8-406 and 8-415 is in process.

In order to ensure the proposed budget for School’s Official Name is aligned with the *Nonpublic Special Education School Cost Approval Process, Fiscal Year 2026 Manual*, please make the following adjustments to the school’s budget template and resubmit the revised document by placing it on the Nonpublic Secure Transport. Please return the corrected budget to the MSDE within 10 business days from the date of this memo. Email Sheila Philip, Education Program Specialist, directly when the document is available to be retrieved from the Nonpublic Secure Transport. The email address is [Sheila.Philip@maryland.gov](mailto:Sheila.Philip@maryland.gov).

Form	Entered Expense	Issue and Required Resolution	NSES Cost Approval FY 2026 Manual Page Reference
			Page
			Page
			Page
			Page
			Page
			Page

For technical assistance contact: Phone (410) 767- 0243 or email: [Sheila.Philip@maryland.gov](mailto:Sheila.Philip@maryland.gov). We also extend the opportunity to meet directly with us. Please contact Crystal Gatlin at [Crystal.Gatlin@maryland.gov](mailto:Crystal.Gatlin@maryland.gov) or (410) 767-0265 to schedule an appointment.

We look forward to receipt of your revised budget template and our continued work with school or company name to establish rates for the 2025-2026 school year.



Carey M. Wright, Ed.D.  
Interim State Superintendent of Schools

**Memorandum**

**To:** Nonpublic School Executive Director

**From:** Sheila Philip, Section Chief  
Nonpublic Special Education School  
Division of Early Intervention /  
Special Education Services

**Date:**

**Subject:** Cost Approval Memo – School Name

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Enclosed is the *FY 2025-2026 Per Diem and Related Services Rate Calculations* spreadsheet for each of the requested *MSDE Annual Program Cost Sheet Templates*. The spreadsheet summarizes the approved rate increases (highlighted in yellow) in accordance with the Maryland State Department of Education (MSDE) budget methodology for Fiscal Year (FY) 2026. It reports the MSDE approved per diem rate and related services rate(s). Rate adjustments in excess of the approved rate increase are shown in red and require adjustments to budget expenditure. The “Required Adjustment to FY 2026 Budget” may be shown in red. This overall figure indicates if a reduction (shown in parentheses) is necessary to the budget expenditures. This amount is the result of the difference between the requested rates and the approved rates, times the number of units associated with each rate.

For an *MSDE Annual Program Cost Sheet Template* to be issued, the enclosed *FY 2026 Cost Approval* form indicating agreement with the per diem rate and the related service rates(s) must be completed and returned. Each program cost sheet must be supported by its own *FY 2025 Cost Approval Agreement or Disagreement* response.

If there is **agreement** with the MSDE approved per diem rate and related services rate(s) as reported on the *FY 2025-2026 Per Diem and Related Service Calculations* spreadsheet, follow these steps:

- Place a check next to the “Agree” statement on the *FY 2026 Cost Approval* form, sign and date the form.
- Within two weeks of the date of this memo, place the completed *FY 2026 Cost Approval* form in the legal authority’s “To MSDE” folder on the Nonpublic Secure Server Transport System provided by the MSDE, Division of Early Intervention and Special Education Services (DEI/SES).

- Print a screen shot indicating the submission date and time of the rate agreement form as a receipt for your records.
- If required, make necessary adjustments to the budget expenditure.
- Resubmit the revised budget packet using secure transport system, MOVEit.
- Print a screenshot indicating the submission date and time of the revised budget as a receipt for your records.

If there is **disagreement** with the MSDE approved per diem rate or related services rate(s) as reported on the *FY 2024-2025 Per Diem Rate Calculations* spreadsheet, follow these steps:

- Place a check next to the “Disagree” statement on the *FY 2026 Cost Approval* form, sign and date the form.
- Within two weeks of the date of this memo, place the completed *FY 2026 Cost Approval* form in the legal authority’s “To MSDE” folder on the Nonpublic Secure Server Transport System provided by the MSDE, Division of Early Intervention and Special Education Services (DEI/SES).
- Print a screen shot indicating the submission date and time of the form as a receipt for your records.
- Follow the instructions regarding the Program Rate Reconsideration Requests/Appeal Procedures, provided on page 10 of the *Nonpublic Special Education School Cost Approval Process, Fiscal Year 2025, Manual*.
- Provide sufficient and appropriate information to allow a complete analysis of the request for reconsideration, include the relief requested and the basis for the relief.
- File the request within **30 calendar days** of the date of this memorandum by placing the necessary documents on the Nonpublic Secure Server Transport System. Notify Sheila Philip, Education Program Specialist by email at [Sheila.Philip@Maryland.gov](mailto:Sheila.Philip@Maryland.gov) regarding the placement of the documents on the secure transport.
- Print a screenshot indicating the submission date and time as a receipt for your records.
- Annual Program Cost Sheet Templates reporting approved per diem rates are only issued after all appeals are resolved.

The MSDE Nonpublic Cost Group will review and respond to all requests for program rate reconsideration.

Thank you for your timely attention to this step in the Nonpublic Special Education School Budget and rate setting process. Questions regarding this matter should be referred to me, Sheila Philip, Education Program Specialist, at 410-767-0241 or by email at [Sheila.Philip@maryland.gov](mailto:Sheila.Philip@maryland.gov).

Enclosures

c: Assistant State Superintendent (DEI/SES)  
MSDE Nonpublic Cost Group



Carey M. Wright, Ed.D.  
Interim State Superintendent of Schools

2025-2026 PER DIEM and RELATED SERVICE RATE CALCULATIONS

School Name:						
Program Name:						
		FY 2025		FY 2026	Percentage Change Requested	
Per Diem Rate					#DIV/0!	
Total Budget						
Other Revenues						
Teachers /Related Service						
Other Expenditures		-		-	#DIV/0!	
Teachers/Related Service		-		-		
Number of Average		#DIV/0!		#DIV/0!	#DIV/0!	
School Location						
Allowable						
Maximum Increase for						
Calculation of New Per					Percentage Change	
Allowable Other					From FY 2026	
FY 2025 Other					-	
Allowable						
FY 2025 Average						
Salaries + Allowable			#DIV/0!			
Y Number of					#DIV/0!	
Adjusted FY 2025 Budget					#DIV/0!	
Number of Student Days						
Recalibrated FY 2025 Per					#DIV/0!	#DIV/0!
Allowable Per Diem For					#DIV/0!	
Number of Student Days						
Revenue From Tuition					#DIV/0!	
Plus - FY 2026 Revenue						
MA and Other						
Total Allowable Budget					#DIV/0!	
Requested FY						
Required Adjustment to					#DIV/0!	
FY 2025 Revenue from	FY 2025	FY 2026	Max FY	Approved FY 2026 Rate	FY 2026 Units	FY
MA and Other Revenues:						
MA Revenue						
Other Revenue						
ESV Revenue: Subject to			0.00	0.00		-
*Related Services:						
Audiology			0	0		
Counseling services			0	0		
Interpreting services			0	0		
Medical services			0	0		
Occupational therapy			0	0		
Orientation and			0	0		
Parent counseling and			0	0		
Physical therapy			0	0		
Psychological services			0	0		
Recreation			0	0		
Rehabilitation			0	0		
School health services			0	0		
Social work services			0	0		
Speech language			0	0		
*Other IEP Services:						
One to one /Classroom			0	0		
One to one /Non			0	0		
Intensive behavior			0	0		
Extended day			0	0		
Total						-

\* For any new related service/other IEP service in FY 2025 base rate that will be used for FY 2025 will be the average

Color key: **Yellow** - MSDE calculated rate in accordance with methodology/legislative language

**RED** - MSDE required expense adjustment

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

MarylandPublicSchools.org



Carey M. Wright, Ed.D.  
Interim State Superintendent of Schools

**NONPUBLIC SPECIAL EDUCATION SCHOOL  
FY 2026 COST APPROVAL  
AGREEMENT OR DISAGREEMENT**

This is to verify the Maryland State Department of Education (MSDE), Division of Early Intervention and Special Education Services (DEI/SES), spreadsheet containing the *FY 2026 Per Diem and Related Service Rate Calculations* in accordance with the with the 2026 budget and rate methodology has been received. The school has reviewed the spreadsheet and is indicating its agreement or disagreement with the MSDE, DEI/SES rate as reflected below.

\_\_\_\_\_ **Agree** with the MSDE FY 2026 tuition per diem rate and related service rate(s) on the spreadsheet and request that a MSDE Annual Program Cost Sheet Template be issued to the school.

\_\_\_\_\_ **Disagree** with the MSDE FY 2026 tuition per diem rate on the spreadsheet and will request reconsideration of the rate within 30 calendar days of the date on the memorandum. Page 10 of the *Nonpublic Special Education School Cost Approval Process -Fiscal Year 2026, Manual* provides guidance for this process. The MSDE Nonpublic Cost Group will review and respond to all requests for per diem rate reconsideration.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Executive Director (Print)

\_\_\_\_\_  
Executive Director (Signature)

\_\_\_\_\_  
Date

A separate FY 2026 Cost Approval, Agreement or Disagreement response must be returned for each request for a *MSDE Annual Program Cost Sheet Template*. Return the document within two weeks of the date of the *Per Diem and Related Services Rate Calculations* by placing it in the legal authority's "To MSDE" folder on the Nonpublic Secure Server Transport System provided by the MSDE, DEI/SES. After the document is placed in the folder, a screenshot indicating the submission date and time may be printed as a receipt for your records.