



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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July 18, 2016

TO: Superintendents, Local Education Agencies
Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Maria Pitre-Martin, Ph.D. *MPM*
Chief Academic and Digital Learning Officer
Academic and Digital Learning

William J. Hussey, Director *WJH*
Exceptional Children Division

RE: **Community Residential Center Application for Funds – FY 2016-2017**
State Program Report Code (PRC) 063 Funds, Ages 3 through 21

Community Residential Center (CRC) funds are made available through the State Board of Education to assist Local Education Agencies (LEAs) in providing special education and related services to **eligible children with disabilities who are placed in a CRC through the Local Management Entity (LME)/ Managed Care Organization (MCO)**. The allotment of CRC grant funds is **contingent upon the availability of state funds** for this program. When funds are not available, LEAs are to use other state and federal funds for children placed in the community residential center setting.

Application forms and reference materials are located on the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/community-residential-center-program>

The application and forms, listed individually, are fillable Microsoft Word documents to expedite the completion process. The *Procedures and Instructions Manual* includes details for guidance with completing a CRC funding application and when submitting updates throughout the year. A Table of Contents with page numbers allows for quick access to pertinent information. An *Important Dates at a Glance* has been included to assist with noting specific due dates. Do **not** use example forms or past school year application forms when applying for funds or submitting changes. **Applications must be postmarked on or before September 15, 2016.**

All services should be negotiated locally and included in the contract between the LEA and CRC. A Sample Contract is provided with the CRC forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted CRC. The effective dates of the contract must be July 1, 2016, through June 30, 2017. This period allows for a ten-month school year and a two-month extended school year (ESY) based on the LEA calendar. ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the **combined contracts** must reflect the twelve-month period from July 1, 2016 to June 30, 2017.

For further information, contact Lori Peterson at (919) 807-3932 or lori.peterson@dpi.nc.gov.

MPM/WJH/SHT/TAR/LJP/wgs

cc: Alexis Schauss
Philip Price
Finance Officers

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

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