



PUBLIC SCHOOLS OF NORTH CAROLINA

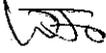
DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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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. 
Chief Academic and Digital Learning Officer
Academic and Digital Learning

William J. Hussey, Director 
Exceptional Children Division

RE: **Special State Reserve Application for Funds – FY 2016-17**
State Program Report Code (PRC) 063 Funds, Ages 3 through 21

The North Carolina Department of Public Instruction Exceptional Children Division will provide Special State Reserve (SSR) funds for **emergency situations** for children with disabilities. **Occasionally, a high cost child with disabilities will move into a Local Education Agency (LEA) after budgets are set and funds are committed.** The atypical needs of a high cost child with disabilities may place an extraordinary fiscal burden on the LEA to secure needed funds for special education and related services for the child.

Special State Reserve funds are intended to assist LEAs with these unforeseen situations that are accompanied by an unexpected fiscal burden. These **child specific funds** may be secured from the North Carolina Department of Public Instruction Exceptional Children Division **via an application process** to assist LEAs with providing necessary special education and related services for a high cost child.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab; the website address is located below. Do not use forms from previous years.

<http://ec.ncpublicschools.gov/finance-grants/applications/special-state-reserve-funds>

The application for 2016-2017 has changed; additional questions have been added to provide more guidance and a clearer definition of children with "high cost needs." The application lists various areas of need, each requiring a response, and includes examples of high cost needs children may have. There are additional narrative fields for describing the applicant child's needs. The application's format is now a fillable Microsoft Word document designed to expedite the application completion process.

EXCEPTIONAL CHILDREN DIVISION

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

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Procedures and Instructions Manual, application, and each SSRF form are listed as separate documents as a means to quickly locate the item needed. A Table of Contents with page numbers has been added to the Procedures and Instructions to reduce the amount of time spent finding answers to questions.

The *Special State Reserve Funds Application (SSRF-1)* must be mailed via postal mail and postmarked within 60 calendar days of the child's enrollment. Applications can be submitted throughout the school year until May 15, 2017.

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

MPM/WJH/SHT/TAR/ljp

cc: Philip Price
Alexis Schauss
Finance Officers