

Ministry of Education
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Ministère de l'Éducation
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2019: SB04

MEMORANDUM TO: Senior Business Officials
Secretary Treasurers of School Authorities
(Isolate Boards)

FROM: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Claudine Munroe
Director
Special Education / Success for All Branch

DATE: **April 5, 2019**

SUBJECT: Supporting Students with Autism Spectrum Disorder –
Eligibility, Funding and Financial Reporting Requirements

Pursuant to 2019:B07 titled “Supporting Students with Autism Spectrum Disorder (ASD)”, this memorandum provides you additional funding and reporting information to support school board implementation for the remainder of the 2018-19 school year.

GSN Funding for 2018-19

Additional GSN funding will be provided in the following three components:

1. Funding for Continuous Enrolment after March 31, 2019 (extended count date)

The ministry is implementing a one-time process to fund eligible students who have been receiving OAP services and are entering the publicly funded education system for the first time after March 31, 2019. This new process, specific only to these students, will allow school boards to receive funding equivalent to the school board’s 2018-19 average per pupil funding amount for all eligible students enrolling from April 1, 2019 to the end of the 2018-19 school year.

The funding to support these students will be the lesser of:

1. The reported enrolment of these eligible students multiplied by the school board's average per pupil funding amount (as reported in the 2018-19 Revised Estimates) and
2. The actual incremental costs to school boards to support these students for the remainder of the 2018-19 school year.

2. Extended Deadline for Special Incidence Portion (SIP) Claims

School boards will be allowed to submit SIP claims for eligible students with ASD as per the criteria set out in this memorandum. The SIP claims must meet the criteria as outlined in the 2018-19 SIP Guidelines. The SIP claims submission deadline for these students will be extended to September 30, 2019, while the approval process remains unchanged. The SIP Staff Support Level Timetable will be required to demonstrate that staff support was in place for the 2018-19 school year.

3. Extended Deadline for Special Equipment Amount (SEA) Claims

School boards will be allowed to submit SEA claims for eligible students with ASD as per the criteria set out in this memorandum. The SEA claims must also meet the criteria as outlined in the 2018-19 SEA Guidelines. The SEA claims submission deadline for these students will be extended to September 30, 2019, while the approval process remains unchanged. These SEA claims will need to demonstrate that SEA claims purchases were made in the 2018-19 school year.

Eligibility Criteria

In order to be eligible for the additional GSN funding, the student must be receiving OAP services as of March 31, 2019 and be newly enrolled at a school board between the period of April 1, 2019 to June 30, 2019.

School boards are required to collect the name of the OAP service provider and retain the information for audit purposes.

Reporting Requirements and Accountability

To assist school boards in calculating the additional funding, an Excel reporting template has been developed. The template can be downloaded through the "Facilitating Documents" folder in EFIS under "All Boards". School boards are required to submit the template both in Excel and a signed copy by the Senior Business Official to the ministry by September 30, 2019. Please send the documents to reporting.entity@ontario.ca, using the following naming convention for both the email subject and file name: "Supporting Students with ASD - <2-digit board number> <board name>", for example, "Supporting Students with ASD - 12 Toronto DSB".

The template is subject to audit and the ministry may choose to follow up on the reported number of students and incremental expenses. To support the eligibility

criteria, school boards are required to collect and retain the name of the OAP service provider. School boards should also be able to support the reported incremental expenses.

The transfer payments of the GSN funding will be flowed to school boards in November 2019. School boards are asked to report an accounts receivable from the ministry and the actual expense in the 2018-19 financial statements.

If you require additional information, please contact:

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NOTICE:

Some of the elements and proposals set out in this memo can only take effect if certain regulations are made by the Minister of Education or Lieutenant Governor in Council under the *Education Act*. Such regulations have not yet been made. Therefore, the content of this memo should be considered to be subject to such regulations, if and when made.

Original signed by

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c. Directors of Education