



Montgomery County  
Public Schools

March 4, 2024

RE: Invitation to Child Find Process and Annual Plan

The Montgomery County Public School system is now preparing its annual application for *Federal Part B Flow-Through Funds* for the 2024-25 school year. Federal regulations require that each school division spend a proportionate amount of its Flow-Through funds for special education students who are unilaterally enrolled by their parents in private schools or are home-schooled.

Representatives of private schools and parents of home-schooled children are invited to provide input into the development of these services. The Montgomery County Public School system is proposing that services be offered in the area of Speech and Language Therapy. Services are limited to the federal funding set-aside amount. Funding for the school year 2024-25 is not yet computed. The cost of these services, including transportation if desired, is deducted from this amount. Child Find activities such as screenings, evaluations and eligibility determination are not affected by this regulation and continue to be provided at no expense.

Representatives from private schools and parents of home-schooled children are invited to provide input into this proposal at a meeting on Monday, March 25, at 5:30 p.m. via Google Meet. To join the meeting, please use this [link](#). The Special Education Advisory Committee will accept public address comments virtually. Please contact SEAC Chair, Lisa Highfield, via email at [highfield.lisa@gmail.com](mailto:highfield.lisa@gmail.com) to sign up for public comment prior to the meeting. Comments will be limited to three minutes and one appearance. Should anyone require special accommodations to participate in this meeting, or have questions please contact Dr. Anthony Walker, Director of Special Education at (540) 382-5100.



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## **Child Find Process**

8VAC20-81-50

Montgomery County Public Schools (MCPS) makes available a free appropriate education for all children with disabilities from birth through 21, inclusive, who reside in the county. Students are found eligible for services in compliance with the Virginia Department of Education regulations. Services are provided for students who meet the criteria for the following disabilities: **Autism, Deafness, Deaf-Blindness, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disability, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment.**

Should you wish to refer a child for special education consideration, please contact the nearest public school that serves that age or the grade level of the child. The child's school team will hold a meeting that will be scheduled within ten working days. At this meeting, ample time will be given to discuss concerns related to the child. Recommendations may be provided to the parents and/or private school officials as an attempt to resolve the presenting issues. Should members of the referral team reach consensus that a disability is suspected, then a *Request for Formal Assessment* will be made and an evaluation of the suspected areas of disability will be initiated.

Written parental consent is required before any assessment or services can be initiated. Within 65 days of the receipt of parental permission for this assessment, an Eligibility meeting will be scheduled to determine whether or not a disability is present.

### **Resources**

**The Special Education Advisory Committee** functions to serve the community in all matters related to the education of students with disabilities. The committee welcomes communication from any community member who has concerns about Special Education in Montgomery County.

**The Parent Resource Center** promotes parent awareness of the services provided by MCPS for children with special needs. Our center encourages parent participation in the educational decision making process and provides support, mentoring and information to strengthen the parent/teacher partnership in all activities. Contact Jessica Cumbow at (540) 381-6100 or [JessicaCumbow@mcps.org](mailto:JessicaCumbow@mcps.org)

### **Contact Information**

Dr. Anthony Walker, Director of Special Education  
Dr. Julie Ligon, Supervisor of Elementary Special Education  
Jessica Muniz, Supervisor of Secondary Special Education

**Montgomery County Public Schools**  
**750 Imperial St. NW, Christiansburg, VA 24073**  
**(540) 382-5114**



## **El Proceso de “Child Find” Busca de Niños)**

Las escuelas públicas del condado de Montgomery (MCPS) ponen a disposición una educación gratuita y adecuada para todos los niños y jóvenes con discapacidades entre los dos y veintiún años inclusive. La consideración para educación especial y servicios afines conforme con los reglamentos del Ministerio de Educación del Estado de Virginia (*State Department of Education*). Se proporciona servicios a los alumnos que cumplen con las siguientes definiciones de los términos de discapacidad: **Autismo, Sordera, Sordera-Ceguera, Impedimento Auditivo, Discapacidad Intelectual, Discapacidades Múltiples, Impedimento Ortopédico, Otro Deficiencia de Salud, Trastorno Emocional, Discapacidad Especifica del Aprendizaje, Impedimento del Habla o Lenguaje, Lesión Cerebral Traumática, Impedimento Visual.**

Si usted desea solicitar una evaluación para su hijo/a, por favor póngase en contacto con la escuela mas cercana a usted que proporciona servicios que correspondan al edad de su hijo/a. El comité de la escuela “Child Study” (Estudio del Niño) debe reunirse dentro de diez días laborales. En ésta reunión habrá tiempo amplio para examinar preocupaciones que afectan a su hijo/a. El comité responderá a las preocupaciones que puedan tener los padres y/o los administradores de una escuela privada. Si el comité de “Child Study” llegase a un acuerdo en donde se sospeche una discapacidad, se iniciará una solicitud formal para la evaluación del alumno (*Request for Formal Assessment*) en las áreas especificadas.

Antes de iniciar una evaluación o recibir servicios afines, se requiere un consentimiento por escrito de los padres. Dentro de los 65 días laborales, después de que el comité reciba el consentimiento para evaluar de los padres, se organizará una reunión de elegibilidad (*Eligibility Meeting*) para determinar si el alumno es o no es un niño con una discapacidad.

### **Recursos**

**El Comité Asesor De Educación Especial (*The Special Education Advisory Committee*)** se dispone a servir la comunidad con asuntos relacionados con la educación de niños y jóvenes con discapacidades. El comité acoge favorablemente la comunicación de cualquier miembro de la comunidad del condado de Montgomery que tenga cuestiones sobre el programa de educación especial.

**Centro de Recursos Familiares (*The Parent Resource Center*)** promueve el conocimiento de los servicios afines ofrecidos por MCPS para los niños y jóvenes con discapacidades. Nuestro centro alienta la participación de los padres en decisiones educativos y presta apoyo, tutoría, e información con el fin de fortalecer la colaboración entre padres y maestros/as. Contactar a Jessica Cumbow al (540) 381-6100 o [JessicaCumbow@mcps.org](mailto:JessicaCumbow@mcps.org)

### **Información de Contactos**

Dr. Anthony Walker, Director de Educación Especial (*Director of Special Education*)

Dr. Julie Ligon, Supervisor de Educación Primaria (*Supervisor of Elementary Special Education*)

Jessica Muniz, Supervisor de Educación Secundaria (*Supervisor of Secondary Special Education*)

**Montgomery County Public Schools**  
**750 Imperial St. NW, Christiansburg, VA 24073**  
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**8 VAC 20-80-66 Private School Placements**  
[See IDEA '04 § 1412(a)(10).]

To the extent consistent with the number and location of the students with disabilities who are who are enrolled by their parents in private elementary and secondary schools, which are located within the LEA, the LEA must provide for the student's participation in special education and related services in accordance with the requirements outlined below:

- The LEA must conduct a “thorough and complete child find process” to determine the exact number of parentally placed private school children, who are attending private schools located within the LEA. This process must ensure “equitable participation” by each of these students, provide an accurate count of such students, and include activities, which are completed in a comparable time period as, and which are similar to, those undertaken on behalf of public school students. However, the money spent on the child find process, including individual evaluations may not be considered when determining whether or not the LEA has expended the proportionate amount, as required by IDEA '04.
- Prior to the child find process, and during the design and development of special education and related services for parentally placed private school students, the LEA must complete “timely and meaningful consultation” with representatives of both the private schools, and of the parents of parentally-placed private school students regarding the following:
  - The child find process, including how these students can participate equitably in the process, and how parents, teachers, and private school officials will be informed of the process;
  - The determination of the proportionate amount of federal funds available to serve these students, including the determination of how the amount was calculated;
  - The consultation process, including how the process will operate throughout the school year to ensure that parentally placed private school children with disabilities, who are identified through the child find process, can “meaningfully participate” in special education and related services;
  - How, where, and by whom special education and related services will be provided to these students, including the types of services (ie. direct or alternative service delivery mechanisms), and how such services will be apportioned if funds are insufficient to serve all children, including how and when these decisions will be made; and
  - If a disagreement arises between the LEA and the private school representatives regarding the provision of services, or the types of services provided, the LEA will provide the private school representatives with a

written explanation of the reasons the LEA opted not to provide services either directly or through a contract.

- Once “timely and meaningful consultation” has occurred, the LEA must obtain a written affirmation of the process, which has been signed by the participating private school representatives. If the representatives do not provide the affirmation within a reasonable period of time, the LEA must forward documentation of the consultation to VDOE.
- If the LEA does not engage in timely and meaningful consultation, or if the LEA fails to give “due consideration” to the views of the private school representatives, a private school representative may file a State complaint with VDOE. If the private school representative is dissatisfied with the outcome of the state complaint process, the complaint may be submitted to the Secretary of Education at USDOE for review.
- The services provided by a LEA to parentally-placed private school students may be provided by either the LEA’s employees or through contracted provider, and such service, including materials and equipment must be secular, neutral, and nonideological. These services may be provided to the children on the premises of private, including religious, schools to the extent consistent with law.
- Montgomery County Public Schools must maintain for its records, and submit to VDOE the following: the number of parentally placed private school students evaluated, the number of students determined eligible for special education and related services, and the number of students actually served.