

# MONROE #1 BOARD OF COOPERATIVE EDUCATIONAL SERVICES



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From: Larry Federman, Director of Finance  
Subject: BOCES ESY and School Year Related Service Billing Policy  
Update to May 2013 Policy  
Date: June 17, 2015

- 1) ESY
  - a. Final due date for ESY sign ups is the Friday of the second week in June.
    - i. Enrollment, by student name and program, is finalized for billing purposes.
    - ii. Adds are allowed after the final due date.
    - iii. Drops are only allowed for student family moves, residential placements or incarcerations.
  
- 2) School Year Itinerant Related Services
  - a. In June our Special Education and Related Services Department will send out an accounting of all current students receiving services to component and non-component districts.
  - b. Districts will edit and amend the list and submit back to BOCES by the end of June.
    - i. Only one form will be required per district (rather than one form per student).
    - ii. Adds are allowed after June 30<sup>th</sup>
    - iii. Drops are only allowed for student moves, or IEP changes