

## New Jersey State Funded Programs Nonpublic Affirmation of Consultation

### **Purpose**

The school district is required to engage in annual *timely and meaningful* consultation with each of its nonpublic schools that receives state-funded goods and or services. The primary purpose of consultation is to discuss the needs of the nonpublic schools and to ensure they are being met. Consultation also provides an opportunity to discuss what worked well and what didn't in the prior year. Consultations should be ongoing throughout the year as needed to maintain open lines of communication and share information.

*Meaningful consultation* provides ample time and an opportunity for all parties to express their views, to have their views seriously considered, and to discuss viable options. *Timely consultation* begins in the spring (March to May) and continues throughout the school year as needed. Refer to the [Timeline for the Timely Delivery of Nonpublic School Services and Products](#).

### **Instructions**

The school district should use this consultation form to document the *initial consultation* with each nonpublic school and the topics that were discussed. *Provide a copy of this form, with information prefilled by the district, if available, to the nonpublic schools before the consultation so that discussions will be meaningful. The nonpublic school representative should come to the consultation with all applicable topics filled out and ready to make decisions on how it would like funds to be spent.*

Districts that contract with a third-party provider may wish to invite the provider to the consultation meetings. Third-party providers may coordinate the scheduling of the meetings to enable their attendance, but the NJDOE strongly advises that the local school district representative also attend the meetings since the district is responsible for the delivery of services to the nonpublic schools. Both the district and nonpublic school representatives must sign the form and keep it on file.

Districts are required to contact their nonpublic schools under the following circumstances:

- Prior to any change in the service provider, consultation should occur.
- When nonpublic program fund notifications are posted (in July for nursing, security, technology and textbooks; in August for Chapters 192/193), districts should notify their nonpublic schools of their allocations within a week of notification of such by the Department.
- No later than February 28, notify the nonpublic school of the amount of funds remaining on January 31 to allow sufficient time to use the funds in an efficient and effective manner.

The district must provide to its nonpublic schools its purchasing policies and procedures as they relate to the nonpublic school programs, including the timeline and processes the nonpublic school must adhere to when requisitioning services and goods. Funds for all state-funded programs must be spent in the year in which they are allocated or they will be returned to the state.

### **In Case of Disagreement over Services**

If the chief school administrator or designee and the nonpublic school administrator cannot reach an agreement regarding the goods or services to be provided, the [county office of education](#) shall provide assistance.

### **Guidance Documents**

- [Nursing Program Guidelines](#)
- [Chapters 192 & 193 Guidelines](#)
- [Textbook Guidelines](#)
- [Technology Guidelines](#)
- [Security Program Guidance](#)

**District Information**

Name of district:

Name of district chief school administrator:

Name, e-mail address and phone number of district contact person for nonpublic programs:

Name:

Email:

Phone:

**Nonpublic School Information**

Name and address of nonpublic school:

Name, e-mail address and phone number of nonpublic school contact person for state programs:

Name:

Email:

Phone:

**Dates of Consultation**

Date of initial consultation:

If consultation did not occur, provide dates and methods of contact for consultation invitations sent to nonpublic school.

Dates of contact:

Method of contact:

## **Program Participation**

Select the state funded programs below that the nonpublic school participated in during the prior year.

- Auxiliary and Handicapped Services (Chapters 192 and 193)
- Nonpublic School Nursing Program
- Nonpublic School Security Program
- Nonpublic School Technology Initiative Program
- Nonpublic School Textbook Program

### **Auxiliary and Handicapped Services (Chapters 192 and 193):**

The following specific topics should be discussed during consultation for Chapters 192 and 193:

1. Who will provide the services (the district or a third-party provider):
  
2. How the service provider's position will be filled in the event of a long-term absence or leave:
  
3. Discuss/list any concerns the school has over services provided this year or requested changes for next year:
  
4. If a change in provider is being considered by the district, provide the following:
  - a. The reasons why a change is being sought by the district:
  
  - b. The providers being considered by the district:
  
  - c. Discuss/list the criteria to be used in the school district's selection of a service provider. (The school district should consider the needs and requests of the nonpublic school<sup>1</sup>.)

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<sup>1</sup> Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired. (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator.)

- d. The view of the nonpublic school administrators regarding their preferred third-party provider<sup>2</sup>:
  
- 5. The assessments and performance measures to be used to determine eligibility for compensatory education under Chapter 192 services:
  
- 6. The time, place and format of services. The nonpublic school administrator should be provided with the schedule of services delivered to students, once known.

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**Signature of School District Designee** **Date**

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**Signature of Nonpublic School Designee** **Date**

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<sup>2</sup> If the district disagrees with the nonpublic school’s provider preference, the district should provide an explanation for its provider selection.

## Nonpublic Nursing Program

The following topics must be discussed during consultation, according to statute and code for the Nonpublic School Nursing Program.

1. The **amount of funds** allocated to the nonpublic school by the NJDOE for the provision of health services (use the prior year amount if the exact amount is not yet known by the district):
2. Who will provide the nursing services (the district or a third-party provider):
3. How the service provider's position will be filled in the event of a long-term absence or leave:
4. How the nonpublic school would like to use its nursing program funding:
  - The school wants *all* Nursing Program funding to go toward nursing services.
  - The school wants *all* Nursing Program funding to go toward additional medical services and or equipment/supplies as defined in statute.
  - The school wants some funds to go toward nursing services and some funds to go toward equipment/supplies.

The equipment/supplies the nonpublic school would like:

5. Discuss/list any concerns the school has over services provided this year or requested changes for next year:
6. The district must provide access to information on the [NJ FamilyCare program](#) for nonpublic school students who are without medical coverage, pursuant to N.J.S.A. 18A:40-34.
7. If a change in provider is being considered by the district, provide the following:
  - a. the reasons why a change is being sought by the district:

- b. The providers being considered by the district (consider their suitability for the students' situations):
  
- c. If applicable, discuss/list criteria to be used in the school district's selection of a nursing service provider. (The school district should consider the needs and requests of the nonpublic school, including requesting the nurse who will provide services<sup>3</sup>.)
  
- d. The view of the nonpublic school administrators regarding their preferred third-party provider<sup>4</sup>:

**Documentation**

The following nursing program documentation must be provided by October 1 to the Executive County Superintendent plus a copy to the administrator of the nonpublic school:

- 1. Verification of consultation (signed consultation form)
- 2. A copy of the contract with an independent contractor or agency to provide services, if applicable, and approved minutes of the district board of education meeting approving the contract that describes the methods by which the health services will be provided to nonpublic school students for the ensuing year, including a [rationale for the distribution of funds](#)
- 3. A description of the type and number of services that were provided during the previous school year on the [Annual Nonpublic School Nursing Report Form](#)

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**Signature of School District Designee** **Date**

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**Signature of Nonpublic School Designee** **Date**

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<sup>3</sup> Discuss/get input from the nonpublic school administrator and parents on their level of satisfaction with the current provider and any concerns about the delivery and quality of services and outcomes desired. (Input from parents may be gathered through a survey, a face-to-face meeting or through the nonpublic school administrator.)

<sup>4</sup> If the district disagrees with the nonpublic school's provider preference, the district should provide an explanation for its provider selection.



**Nonpublic School Security Aid:**

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available (use the prior year amount if the exact amount is not known):
  
2. The security services, equipment, or technology the nonpublic school desires, if known at this time:
  
  
  
  
  
  
  
  
  
  
3. School security funds for training shall be approved by the school district based on the nonpublic school’s submission of a Department-approved [nonpublic school security training request form](#) in which the nonpublic school certifies that the type of training desired is not available free of charge and that it is in compliance with State guidelines.

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**Signature of School District Designee** **Date**

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**Signature of Nonpublic School Designee** **Date**

**Technology Program:**

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available for technology (use the prior year amount if the exact amount is not yet known):
  
2. The technology desired by the nonpublic school, if known at this time:
  
3. Provide the date when the board of education will meet to approve the technology that will be provided to the nonpublic school, if known at this time. (The board meeting should occur and the technology approved before October 31.)
  - a. *Board meeting date for purchase approval (prior to October 1):*
  
  - b. *Date when district places purchase orders:*
  
  - c. *Date when services begin/technology arrives:*

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**Signature of School District Designee**

**Date**

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**Signature of Nonpublic School Designee**

**Date**

**Textbook Program:**

The following topics should be discussed during the initial consultation:

1. The estimated amount of funds available for textbooks (use the prior year amount if the exact amount is not yet known):
2. If known prior to consultation, the nonpublic school must provide the names of textbooks, authors, description of contents, and the name of the courses for which they will be used to ensure they are secular/nonsectarian and do not contain religious content:

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**Signature of School District Designee**

**Date**

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**Signature of Nonpublic School Designee**

**Date**