

Guidelines for Claiming Additional Services (Rules of Thumb)

Type of program a student attends	Who are you paying for the additional services?	How to claim additional services
Out of District Approved Private Programs	The same approved program a student attended	<p>Out of District Placement:</p> <ul style="list-style-type: none"> Individual Price Authorization (IPA) over \$20/hour must be approved by OSD; under \$20/hour self-authorized IPA must be submitted. Enter the tuition placement on row 62 (summer) and row 63 (school year). Enter costs of additional services on row 61 and save as a new placement. Enter hourly rates and actual number of hours billed.
	Third Party / Collaborative / Your district staff	<p>In-District Supplemental Placement:</p> <p>Services based upon student's IEP.</p>
Out of District Unapproved Private Programs	The same unapproved program a student attended	<p>Out of District Placement:</p> <ul style="list-style-type: none"> Must have OSD Authorization. Add the costs of tuition and the additional services together and enter total costs on row 65.
	Third Party / Collaborative / Your district staff	<p>In-District Supplemental Placement:</p> <p>Services based upon student's IEP.</p>
Out of District Public Programs / Collaboratives	The SAME collaborative a student attended	<p>Out of District Placement:</p> <ul style="list-style-type: none"> Add the costs of tuition and the additional services together and enter total costs on row 64. Complete separate placements for the summer and the school year.
	Third Party / DIFFERENT Collaborative / Your district staff	<p>In-District Supplemental Placement:</p> <p>Services based upon student's IEP.</p>
In District Public Programs	Your district staff / Third Party / Collaborative / Another district	<p>In-District Placement:</p> <ul style="list-style-type: none"> Services based upon student's IEP. No special placement required. Complete separate placements for the summer and the school year.