



## INDIVIDUAL STUDENT PROGRAM PLACEMENT PRICE AUTHORIZATION - 808 CMR 1.06(7)(b)

### ***Price Authorization Requirements***

Operational Services Division (OSD) regulation 808 CMR 1.06(7)(b) (Compliance, Reporting and Auditing For Human And Social Services) authorizes OSD to set tuition prices for Individual Student Program (formerly unapproved, specialized or sole source) placements. These prices are authorized only after approval of the placement has been granted by the Department of Elementary and Secondary Education (DESE) under its regulation. The minimum requirement for the pricing of these placements is the approval of the Individual Student Program placement by the Department of Elementary and Secondary Education (DESE) with a program budget and price calculation on the budget form or facsimile. This budget must be tailored to the cost of only those services to be provided to the student. Note: OSD will accept the authorized program price as established by the host state for out of state schools.

OSD will return any incomplete request to DESE without price authorization.

### ***Budget Review by the Operational Services Division***

OSD reviews current and prior year budgets for your organization when authorizing the tuition price. Since you may not charge different prices for the same program, your budget should basically be the same for all Individual Student Program placements, with the exception of certain lines reflecting the customized nature of services designed for the individual student.

If the budget is for an initial placement, OSD will either set the tuition price at the requested level or at the same level as your other Individual Student Program placements (unless the budget clearly reflects differences in staffing levels and/or consultants).

In cases where the dates of service overlap fiscal years, OSD will authorize the price for the most logical IEP period.

### ***One to One Aides***

Please enter the requested amount for a one to one aid, if appropriate, in the price development section.

### ***Limitation on Annual Price Increases***

Requests for the renewal of a price that has been previously authorized by OSD (with the exception of out of state price authorizations) shall not exceed the current price plus an adjustment factor (as determined by OSD) applicable to the fiscal year in which the re-authorized price takes effect. All requests for price renewal must be accompanied by materials which satisfy the minimum requirements for an Individual Student Program placement price authorization as described above.

### ***Filing Requirements***

Because the Commonwealth (cities, towns, regional school districts and purchasing departments) pays for Individual Student Program placements, the requirement for filing a Uniform Financial Report (UFR) with OSD apply (with certain exceptions determined by OSD on a case by case basis). Contractors may apply for an exemption based on the conditions described in the *UFR Audit & Preparation Manual*. Further information regarding the UFR or its filing requirements is available at [www.mass.gov/ufr](http://www.mass.gov/ufr).

### ***Administrative Review***

Pursuant to 808 CMR 1.06(5), the Operational Services Division reserves the right to conduct an administrative review of the authorized prices for Individual Student Programs.

### ***Information for For-Profit Organizations Only***

Regulation 808 CMR 1.03(6) Commercial Fee, within *808 CMR 1.00*, directly affects your organization. This regulatory provision requires the Operational Services Division to prospectively determine the amount of profit that may be earned by your program.

Depending on your organization's year end date, the first review and collection or price adjustment for amounts in excess of the commercial fee for your program will occur during the first pricing activity after your most recently filed Uniform Financial Report reflecting the period of this price authorization. Your Commercial Fee is 20% of Commonwealth revenues for your Individual Student Program M.G.L. c.71B special education placement (s).

***Should you require further information regarding Individual Student Program placement tuition pricing, please call (617) 720-3371.***