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March 14, 2023

Policy Relative to Leap Year Billing

It is the Operational Services Division's position that approved private special education schools which are approved to operate 365 days per year and which provide services on February 29 of any leap year are entitled to be paid for the additional day of service.

Further, it is the Operational Services Division's position that unapproved private special education programs operating 365 days per year and providing service on February 29 of any leap year are also entitled to be paid for the additional day of service if their budgets are based on 365 days instead of 366.

However, *Individual Price Requests* for one to one aides must include all of the hours for the student for the entire year.