

Refreshed: 2/26/2021

This policy for notification requirements is intended to give purchasers the requested tuition price and proposed effective date for upcoming price adjustments to enable them to adequately predict and plan for their special education students who are attending private special education programs. Notice of pending price adjustments well in advance of the increase is needed for purchasers to incorporate additional special education costs into their budgets and to explain the increases to their finance committees and departments. This policy ensures adequate notice and a degree of predictability for tuition increase requests for purchasers.

Policy: Private special education programs must provide all purchasers, the Massachusetts Department of Elementary and Secondary Education and the Operational Services Division with a notice of intent to apply for a tuition price increase through an application for:

- Program Reconstruction
- Special Circumstances/Salary Upgrades
- New Program Applications submitted by corporations closing existing approved private special education school programs, except for New Program Applications filed at the request of a Massachusetts LEA or state purchasing agency
- Applications for program consolidations

The notice must occur before October 1st of each year for tuition price increases to go into effect the following fiscal year.

Additionally, private special education programs must provide the Massachusetts Department of Elementary and Secondary Education a list of the public school districts in which the program's students currently reside, the number of students from each school district and the annual tuition increase impact on each school district.

Purchasers include:

- Superintendents
- Special Education Administrators
- Executive Branch purchasing departments (a contact list is attached to this document)

This notice must include the type of request, the reasons for the request (special circumstances/salary upgrades, reconstruction, new program or program consolidation), the requested tuition price and the proposed effective date of the increase. The notice must state that the proposed effective date for the increase is the earliest date that the increase will take effect. As indicated above, the earliest that increases will occur for notices issued by October 1st of each year will be July 1 of the following fiscal year.

Department Contact Information	
Massachusetts Department of Elementary and Secondary Education	Nina Marchese, Director Nina.M.Marchese@mass.gov ;> Jannelle Roberts, Assistant Director Jannelle.K.Roberts@mass.gov Approved Special Education Schools Massachusetts Department of Elementary and Secondary Education 75 Pleasant St. Malden, MA 02148-4906
Operational Services Division	Jacquiline Brown Jacquiline.brown@mass.gov Director of Financial Compliance Operational Services Division One Ashburton Place, Room 1017 Boston MA 02108-1552
Department of Children and Families	Andrea Cosgrove andrea.cosgrove@mass.gov Director of Program Relations Department of Children and Family 24 Farnsworth St. Boston, MA 02210
Department of Mental Health	Resa Brandfonbrener Resa.brandfonbrener@mass.gov Research Analyst Department of Mental Health 25 Stanford Street Boston, MA 02114
Department of Youth Services	Sandra Stearns sandra.r.stearns@mass.gov Director of Purchase of Services Department of Youth Services 600 Washington St. 4th floor Boston, MA 02111
Department of Developmental Services	Toni Gustus toni.gustus@mass.gov Director of Procurement and Contracts Department of Developmental Services



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Massachusetts Rehabilitation Commission	Jane Buckley Jane.buckley@mass.gov Massachusetts Rehabilitation Commission Brain Injury & Statewide Specialized Community Services 600 Washington St Boston, MA 02211
Massachusetts Commission for the Blind	Mitch Sanborn Mitch.sanborn@mass.gov Director of the Deaf/Blind/Multi-Handicapped Unit Massachusetts Commission for the Blind 48 Boylston St. Boston, MA 02116-4718