



THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

Request For Qualifications (RFQ):

SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER

1.0 GENERAL INFORMATION

1.1 PROGRAM SUMMARY

The State Education Department, as part of its requirement to implement the provisions of the federal No Child Left Behind Act (NCLB) (20 U.S.C. §6316(e)) regarding supplemental educational services, is soliciting qualification proposals from potential supplemental educational services providers. **THIS SOLICITATION WILL NOT RESULT IN A CONTRACT WITH THE STATE EDUCATION DEPARTMENT.** The State Education Department will use the objective criteria specified within to review such proposals and will prepare a catalog of Approved Supplemental Educational Services Providers.

This is not a competitive grant in that as many approved providers can be included in this catalog as meet the criteria specified in this RFQ. The catalog will be maintained by the State Education Department and will indicate which of the approved providers may be selected by parents to offer supplemental educational services in each school district. No funding is directly associated with this application for approval.

The approved catalog will be updated at least annually. Each year there will be an opportunity for new applicants to demonstrate that their organization meets the requirements. Providers of supplemental educational services will also be removed from the catalog subject to the conditions specified within.

An approved supplemental educational services provider must meet the specified criteria for providing services in English language arts (including reading), and/or mathematics in order to help students achieve New York's learning standards, as demonstrated by improved scores on required State assessments in those areas.

1.2 BACKGROUND

Under NCLB, a local educational agency (LEA), is responsible for notifying parents of students in any school receiving Title I funds that is in its second year of School Improvement (failed to make Adequate Yearly Progress (AYP) for three consecutive years) or is in Corrective Action or School Restructuring that the students are eligible for supplemental educational services from a provider selected by the parent from the Department's catalog of approved providers. The LEA will assist the parents, if requested, in selecting a provider from the catalog and will enter into an agreement with the selected provider for services within the terms and conditions cited in NCLB, state law and regulations, and this RFQ including the applicable funding parameters (see 2.5 – Per Pupil Spending Limit).

2.0 SPECIFICATIONS

2.1 ELIGIBLE APPLICANTS

An eligible applicant is defined as a non-profit entity, a for-profit entity, a local educational agency (LEA), or public school. Entities eligible to apply to provide supplemental educational services may include, but are not limited to:

- Community based organizations
- Charter schools
- Private schools
- Libraries
- Private companies
- Institutions of Higher Education
- Family literacy programs/Even Start programs
- Boards of Cooperative Educational Services (BOCES)
- Faith-based organizations

Each individual approved provider will be responsible for meeting the terms of its agreement with the LEA. Therefore, the entity that actually will be providing the supplemental educational services must apply and be approved as a provider.

An LEA that has been identified for improvement, corrective action or restructuring is not eligible to be a Supplemental Educational Services Provider.

2.2 APPROVAL CRITERIA

In order to be approved to provide supplemental educational services, an applicant must satisfy the following criteria:

- Demonstrated record of effectiveness in increasing student academic achievement in English language arts (including reading) and/or mathematics. (See Technical Proposal, Section II – Demonstrated Effectiveness, page 10)
- Supplemental educational services are aligned with State learning standards in the areas of English language arts (including reading) and mathematics.
- Supplemental educational services are of high quality, research-based, and specifically designed to increase academic achievement of eligible students on the required State assessments in the areas of English language arts (including reading,) and/or mathematics and to attain proficiency in meeting State learning standards in those areas.
- Instruction is provided under the general supervision of a **New York State** certified teacher.
- Applicant is fiscally sound.
- Supplemental educational services are provided outside the regular school day.
- Supplemental educational services instruction and content are secular, neutral and nonideological.
- Comply with all applicable Federal, State, and local health, safety, and civil rights laws.
- Provide supplemental educational services in accessible locations.

- Provide appropriate accommodations and supports to students with disabilities to ensure such students benefit from supplemental educational services to the extent required by the regulations of the Commissioner of Education.
- Provide letters of reference from parents, schools, and/or other appropriate parties who are current or former recipients of provider services.
- All individuals employed by or otherwise associated with the applicant, including support staff, etc. who will have direct contact with eligible students will be subject to all of the fingerprint and criminal history record check requirements contained in law, including, Education Law §§305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(ll), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), 3035 and Part 87 of the regulations of the Commissioner of Education.

2.3 RESPONSIBILITIES OF AN APPROVED PROVIDER

Approved supplemental educational services providers are required to do the following:

- Ensure that the instruction provided and the content used by the supplemental educational services provider are consistent with those of the LEA and State and are aligned with State learning standards in the areas of English language arts (including reading) and/or mathematics.
- Enter into an agreement with the LEA that includes:
 - A statement of specific achievement goals for each student based upon the student's specific educational needs.
 - A description of how the student's progress will be measured.
 - A timetable for improving achievement.
 - For eligible students with disabilities, the goals, method of measurement and timetable set forth in the agreement must be consistent with the student's individualized education program pursuant to the Individuals with Disabilities Education Act.
 - The initiation date, frequency, and duration of services to be provided.
 - The location where services will be provided.
 - A description of how each eligible student's parents, teacher(s) and LEA will be regularly informed (at least quarterly) of the student's progress.
 - A provision for termination of such agreement if the provider is unable to meet the academic achievement goals and timetables.
 - A provision that the term of the agreement shall not exceed the end of the academic year in which the student first received such services (for purposes of supplemental educational services, academic year is defined as September 1 – August 31).
 - A provision that the agreement shall terminate immediately upon the provider's removal from the Department's catalog of approved supplemental educational services providers.
 - Payment provisions based on student attendance and delivery of supplemental educational services.
 - An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed without the written permission of the parents of the student.
 - A description of the program to be used.

- The experience and qualifications of staff responsible for the delivery of the instructional program, including an assurance that instruction will be provided under the general supervision of a New York State certified teacher.
 - Provisions that subject all individuals employed by or otherwise associated with the approved provider, including support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check pursuant to Education Law §§305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(ll), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), 3035 and Part 87 of the regulations of the Commissioner of Education.
 - A provision that the provider submit to the LEA, a final written report in a format prescribed by the State, that summarizes the progress of eligible students provided with supplemental educational services.
- Provide parents of students receiving supplemental educational services, teachers and the appropriate LEA with information on the progress of the students in increasing achievement, in a format and, to the extent practicable, in a language or other mode of communication that parents can understand.
 - Supplemental educational services instruction and content are secular, neutral and nonideological.
 - Comply with all applicable Federal, State, and local health, safety, and civil rights laws.

2.4 APPLICABLE RESPONSIBILITIES OF THE LEA

LEAs are required to:

- Notify parents of eligible students annually (in an understandable and uniform format, and, to the extent practicable, in a language or other mode of communication the parents can understand) of:
 - The availability of supplemental educational services.
 - The identity of Department approved providers of those services that are within the LEA or whose services are reasonably available in neighboring LEAs and,
 - A brief description of the services, qualifications, and demonstrated effectiveness of each such provider.
- If requested, assist parents in choosing an approved provider.
- Contact providers selected by the parents and enter into a contractual agreement that includes the provisions set forth in 2.3 above.
- Monitor the “Responsibilities of the Approved Provider” listed in 2.3 above.
- Notify the State Education Department of any noncompliance with “Responsibilities of the Approved Provider” listed in 2.3 above.
- Ensure that eligible students with disabilities and limited English proficiency receive appropriate supplemental educational services, accommodations and language assistance in the provision of these services.

LEAs are not required to provide transportation to the location where supplemental educational services are provided.

LEAs must continue to offer supplemental educational services until the school(s) or LEA in question is no longer on school improvement according to requirements of NCLB.

2.5 PER PUPIL SPENDING LIMIT

The LEA is limited in how much it can spend to provide supplemental educational services for each eligible student. Specifically, the per pupil spending limit that an LEA must provide for supplemental educational services is the lesser of the following:

- a) The amount of the LEA's allocation under Title I, Part A, Subpart 2 of the NCLB, divided by the number of children from families below the poverty level counted under Section 1124 (c) (1) (A) of the NCLB; or
- b) The actual cost of the supplemental education services provided to each eligible student.

Maximum Required Per-Child Expenditure For Supplemental Educational Services can be found at: <http://www.ed.gov/about/overview/budget/titlei/fy05/newyork.pdf>

The LEA is not required to provide funds for supplemental educational services beyond the minimum funding requirement set forth in Federal law.

2.6 MONITORING

In accordance with State policy and/or regulation, the LEA is required to monitor the quality and effectiveness of the services offered by the approved provider(s) and to notify the State Education Department of the results of such monitoring in a format provided by the Department. Monitoring will include, but not necessarily be limited to, a record of attendance, the academic achievement of students receiving services, adherence to the timeline in the agreement, adherence to the other terms and conditions of the agreement, and compliance with all assurances.

Approval for inclusion in the Department's catalog of approved supplemental educational services providers will be withdrawn from a provider for cause, including but not limited to a determination by the Commissioner that the provider has failed for two consecutive years to contribute to increasing the academic proficiency of students receiving supplemental education services pursuant to NCLB; and/or non-compliance with any of the provider eligibility requirements (see 2.1 and 2.2); assurances (see 3.2.7); or responsibilities of approved providers (see 2.3). The Commissioner may issue an emergency order immediately suspending the provision of supplemental educational services by a provider pending a final determination of approval status, upon a determination by the Commissioner that an immediate threat exists to the health or safety of students.

2.7 REPORTING

On May 31, and annually thereafter, the supplemental educational services provider must submit to each LEA with which it contracts a written report, in a format to be provided by the Department, that summarizes the progress of the LEA's students provided with supplemental educational services. The LEA will submit this report with its annual report to the New York State Education Department. This information will be reviewed and used to determine if the provider will remain in the catalog of approved supplemental educational services providers.

3.0 APPLICATION

3.1 APPLICATION PROCESS AND TIMELINE

An applicant shall submit **one original and five (5) copies** of their proposal. Proposals must be received by the New York State Education Department by the due date/time.

Due date/time: **December 20, 2005 at 5 P.M.**

Facsimiles are not acceptable. Proposals received after the due date/time shall be returned unopened to the sender. No supplemental submissions or amendments to the application will be accepted thereafter. Address or hand-deliver the application packet to:

**New York State Education Department
55 Hanson Place, Room 594
Brooklyn, NY 11217**

Any questions concerning this RFQ must be e-mailed by November 21, 2005 to: EMSCNYC@mail.nysed.gov. Questions and responses thereto will be posted on the following webpage: <http://www.emsc.nysed.gov/nyc/SES/SES.html>. No individual written responses will be provided. Applicants are responsible for checking the website periodically for updated questions and answers.

An optional orientation on the application process for interested applicants is scheduled for November 14, 2005 at the New York State Education Department, Albany, New York, from 10:30 – 12:30. Applicants may register to attend via the following webpage:
<http://www.emsc.nysed.gov/nyc/SESorientations.html>

In order to be accepted and placed in the State Education Department catalog of Approved Supplemental Educational Services Providers an applicant **must present all the information required in this RFQ**. Responses to Sections I-V of the Technical Proposal must be fully completed and deemed adequate and acceptable by the reviewers.

3.2 APPLICATION PACKAGE FORMAT

Please:

- Use the forms found in this RFQ.
- Provide information in the order indicated on all forms and in the instructions.
- Use no smaller than 12 pt. type.
- Use a document footer with entity name and page numbers.
- Limit the total number of pages in the Technical Proposal to 15 pages, single spaced.
- Limit appendices/attachments to resumes, letters of reference, printed brochures describing the services provided, certificates of incorporation or other legal documents authorizing the applicant to provide supplemental educational services in New York, and fiscal documents. Proposal reviewers will not consider any additional appendices/attachments. Appendices/attachments such as CDs, videotapes or other multimedia productions cannot be accommodated.

3.2.1 - TRANSMITTAL LETTER

The applicant must submit a letter transmitting the application package to the State Education Department. The transmittal letter shall be signed and dated by an authorized individual.

3.2.2 - COVER PAGE

The applicant must complete a cover page. (USE FORM *A*.) Providers that are already approved and are submitting either *Technical Modifications* or *Substantial Changes*, may need to submit additional pages. (USE FORMS *A-1* OR *A-2*, AS APPLICABLE.)

3.2.3 - APPLICATION FORM

The applicant must complete a NYSED Application. (USE FORM *B*.)

3.2.4 - TECHNICAL PROPOSAL

The applicant must submit a Technical Proposal. (SEE 4.0, BELOW.)

3.2.5 - LEAs TO BE SERVED

As part of the applicant's Technical Proposal (*i.e.*, Section IV), the applicant must identify LEAs to be served. (USE FORM *C*.)

3.2.6 - SERVICE SUMMARY

As part of the applicant's Technical Proposal (*i.e.*, Section V), the applicant must summarize the services outlined in the Application and Technical Proposal. (USE FORM *D*.)

3.2.7 - ASSURANCES AND SIGNATURE

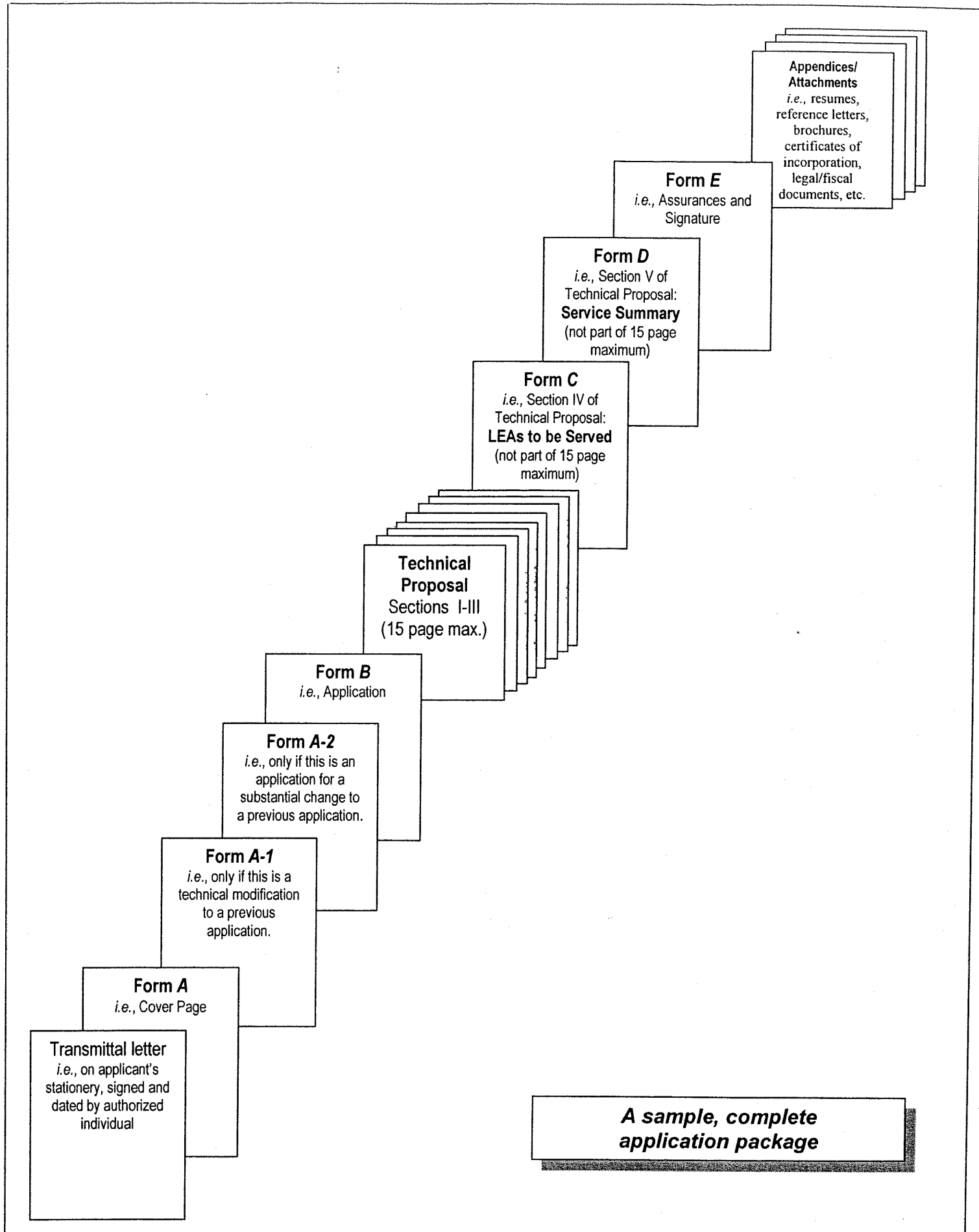
The applicant must complete an Assurances and Signature page which shall be signed and dated by an authorized individual. (USE FORM *E*.)

3.3 APPLICATION SAMPLE

A complete application package includes:

- One Transmittal Letter
- One Cover Page
- Either Form *A-1* or *A-2*, if applicable
- One completed Application
- One Technical Proposal
- One Assurances and Signature page
- Appendices/attachments (as required)
- One copy of the **Technical Proposal, Sections I-V**, in "electronic form" on IBM or Macintosh compatible 3.5" diskette in Microsoft Word (**.doc**) format, Rich Text (**.rtf**) format, or Standard Text (**.txt**) format. You may also email this copy to: EMSCSES@MAIL.NYSED.GOV. (Note that emailing a copy of your Technical Proposal to this address does **not** constitute submission of your application. Your application must be submitted, on paper, as described above in 3.1 Application Process and Timeline.)

A sample complete application package might look like the following:



4.0 TECHNICAL PROPOSAL

In the Technical Proposal, applicants must describe in detail the supplemental educational services they are qualified to deliver and submit empirical data and other evidence that their services have been effective in improving the academic achievement of students. The Technical Proposal which is reviewed by the New York State Education Department is described fully below. **The New York State Education Department does not approve the monetary aspect and cost structure of the provision of services. Monetary aspects and cost structure of the provision of services are determined between the LEA and the Provider.**

The Technical Proposal is divided into five sections:

- Section I - Supplemental Educational Services Plan/Narrative
- Section II- Demonstrated Effectiveness
- Section III- Organizational Capacity
- Section IV- LEAs to be Served (Form C)
- Section V- Service Summary (Form D)

NOTE: Sections I-III of the Technical Proposal cannot exceed a total of 15 single spaced pages (excluding appendices/attachments/forms).

Section I - Supplemental Educational Services Plan/Narrative:

In this section, the applicant must describe in detail the nature of the supplemental educational services they will provide including, at a minimum:

1. when the services will be delivered;
2. the organizational structure for service delivery (location, supervision, staff);
3. the academic content areas (English language arts (including reading) and/or mathematics) that will be addressed and the grade levels the provider is prepared to serve;
4. the frequency and length of sessions with the student(s);
5. the instructional content, methodology, and format;
6. how the applicant will ensure that the instruction and content is consistent with that used by the LEA and state and is aligned with State Learning Standards;
7. how student academic progress in increasing achievement will be measured and reported;
8. how student attendance and deliverance of services will be recorded and reported to the LEA;
9. the research that demonstrates that the content and instruction being delivered is an effective method to increase student achievement on required State assessments in the areas of English language arts (including reading) and/or mathematics and to attain proficiency in meeting State learning standards in those areas;
10. how the LEA, teachers, and parents will be notified of the students' progress, to the extent practicable, in their native language or other mode of communication;
11. the methods and strategies for serving eligible students with disabilities;
12. the methods and strategies for serving eligible students with limited English proficiency.

Section II - Demonstrated Effectiveness:

In this section, the applicant must present evidence that they have a demonstrated record of effectiveness in raising student achievement in English language arts (including reading) and/or mathematics. This section should include:

1. empirical or statistical evidence of significant improvement in student academic achievement in English language arts (including reading) and/or mathematics over time as a result of provider services;
2. a description of the methodology used to collect this evidence (measures and analysis used, comparison groups, etc.);
3. clearly labeled tables or graphs that depict the academic improvement of students receiving services in English language arts (including reading) and/or mathematics;
4. other documented evidence related to increased academic achievement in English language arts (including reading) and/or mathematics such as:
 - a. successful use of instructional practices based on sound research or of documented success by other providers,
 - b. successful and sustained remediation in English language arts (including reading) and/or mathematics, or
 - c. use of a program that others have successfully used to improve student academic achievement in English language arts (including reading) and/or mathematics.

Section III - Organizational Capacity:

In this section, the applicant must demonstrate that it has adequate human, organizational, and technical resources to provide the proposed supplemental educational services and that it has satisfactorily delivered similar services in the past. This section must include:

1. a description of the organization, including information such as length of time in operation, number of existing locations, number of staff, an organization chart, etc.
2. a description of the organization's history of providing similar supplemental educational services, including the number of previous contracts, the diversity of clients, the number of students served, etc;
3. a description of the experience and qualifications and evidence of New York State teacher certification of the staff who will supervise service delivery, as well as the qualifications of those who will provide direct service and the type of ongoing support and professional development they will receive. Attach short resumes or brief biographies of key personnel (supervisors, lead teachers, etc.) as an Appendix.
4. the names, titles, addresses, phone numbers, and e-mail addresses (if available) of at least three references who contracted for similar services within the past two years;
5. a copy of the organization's tax return for the past two years or other evidence of fiscal soundness e.g. annual financial statements, fiscal audits, Dunn & Bradstreet reports, etc. (This financial information is not included in the 5 page limit).
6. information as to whether lawsuits have been filed against the organization for educational and/or fiscal mismanagement, civil rights violations, criminal act(s), or other reason(s). Indicate the outcome of each instance.
7. information as to whether the organization has been denied the ability to conduct business in any state and indicate the reason(s) for such denial.

8. information as to whether the organization has been debarred or suspended from doing business with any local government, state, or the federal government.
9. information as to whether the organization has been approved as a supplemental educational services provider in another state and specify such state(s).
10. information as to whether the organization has been denied approval as a supplemental educational services provider in another state and specify such state(s) and the reason(s) for such denial.

Section IV – LEAs to be Served:

In this section, the applicant must identify which LEAs the entity is prepared to serve.

(USE FORM *C*.)

Section V – Service Summary:

In this section, the applicant must prepare a brief summary of the services to be provided.

(USE FORM *D*.)

5.0 FORMS



SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER
COVER PAGE

FORM A

Name of Applying Entity: _____
 Address: _____

Please check ONE of the following:

Check	Description	Required Submission
<input type="checkbox"/>	This is a new application.	A full application with all required materials must be submitted.
<input type="checkbox"/>	<p>The entity above is currently an approved SES provider and is submitting a <u>Technical Modification</u> to the currently approved application, e.g., change of address, phone number, fax number, etc.</p> <p>The New York State Education Department does not approve the monetary aspect and cost structure of the provision of services. Monetary aspects and cost structure of the provision of services are determined between the LEA and the Provider.</p>	Submit only those portions of the application to be modified. Use Form A-1 , and Form E with the appropriate original signature.
<input type="checkbox"/>	<p>The entity above is currently an approved SES provider and is seeking approval for a <u>Substantial Change</u>, e.g., student grade level to be served, curriculum to be used, etc.</p> <p>The New York State Education Department does not approve the monetary aspect and cost structure of the provision of services. Monetary aspects and cost structure of the provision of services are determined between the LEA and the Provider.</p>	Submit only those portions of the application for which a change is being requested. Use Form A-2 and Form E with the appropriate original signature.



**SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER
TECHNICAL MODIFICATION**

FORM A-1

Name of Applying Entity: _____
Address: _____

Instructions: Use this form only if you are already an Approved Provider and are submitting a Technical Modification to your application, e.g., change of address, phone number, fax number, etc.

Note that the New York State Education Department does not approve the monetary aspect and cost structure of the provision of services. Monetary aspects and cost structure of the provision of services are determined between the LEA and the Provider.

Original Information	Modified Information

Duplicate additional forms as necessary



**SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER
SUBSTANTIAL CHANGE**

FORM A-2

Name of Applying Entity: _____
Address: _____

Instructions: Use this form only if you are already an Approved Provider and are seeking approval for a Substantial Change to your application, e.g., student grade level to be served, curriculum to be used, etc.

Note that the New York State Education Department does not approve the monetary aspect and cost structure of the provision of services. Monetary aspects and cost structure of the provision of services are determined between the LEA and the Provider.

Original Information	Substantially Changed Information

Duplicate additional forms as necessary



SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER APPLICATION

FORM B

Name of Entity		
Address		
City, State Zip		
Phone		
Fax		
E-mail		
Name and Title of Authorized Contact		
Address (if different from above)		
City, State Zip		
Phone		
Fax		
E-mail		
The organization is: (Please check all boxes (☐) as appropriate)		
	<input checked="" type="checkbox"/>	
Local Educational Agency (LEA)	<input type="checkbox"/>	
Public School	<input type="checkbox"/>	
For-profit corporation.	<input type="checkbox"/>	Check either: <input type="checkbox"/> NY corp. or <input type="checkbox"/> Foreign corp.
Non-profit corporation	<input type="checkbox"/>	Check either: <input type="checkbox"/> NY corp. or <input type="checkbox"/> Foreign corp.
Limited Liability Company (LLC)	<input type="checkbox"/>	Check either: <input type="checkbox"/> NY LLC or <input type="checkbox"/> Foreign LLC
Other (please specify: _____)	<input type="checkbox"/>	

IMPORTANT: For-profit corporations, non-profit corporations, and LLCs, are required to attach the following document(s), as applicable:

- **If a New York State corporation:** the Certificate of Incorporation, together with any Certificates of Amendments to such document filed to date.* (See important footnote below.)
- **If a foreign corporation:** (1) the Application for Authority to do business in New York State filed with the NYS Dept of State, **and** (2) the Certificate of Incorporation filed in the State of incorporation, (3) together with any amendments to such documents filed to date.* (See important footnote below.)
- **If a New York State LLC:** the Articles of Organization, together with any amendments to such document filed to date. * (See important footnote below.)
- **If a foreign LLC:** (1) the Application for Authority to do business in New York State filed with the NYS Dept of State, **and** (2) the articles of organization filed in the State of formation, (3) together with any amendments to such documents filed to date. * (See important footnote below.)
- **If the corporation or LLC will use an assumed name in New York State:** the certificate of Assumed Name

* **Ensure that these documents include appropriate language authorizing the provision of these services. You may contact Anne Marie Koschnick at NYSED (518-473-8296 or AKoschni@mail.nysed.gov) if you have any questions regarding this requirement.**



SUPPLEMENTAL EDUCATIONAL SERVICE (SES) PROVIDER
LEAS TO BE SERVED

FORM C

If approved as a provider of supplemental educational services, we are prepared to provide services to:

✓	Check ONE:
<input type="checkbox"/>	<u>All</u> Districts/LEAs in the State of New York, or
<input type="checkbox"/>	Only to those eligible Districts/LEAs indicated below:

Please note: **Not all schools** and **not all districts** are required to offer Supplemental Educational Services. **Only** Title I schools that are in **School Improvement-Year 2**, or **Corrective Action**, are required to offer students Supplemental Educational Services (SES).

See the following website (<http://www.emsc.nysed.gov/deputy/nclb/sini/home.shtml>) for a list of eligible schools/districts/LEAs, and enter **ONLY** appropriate District(s)/LEA(s) in the chart above.



**SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PROVIDER
SERVICE SUMMARY**

FORM D

1.	Name of organization:	
	Primary location:	
	Contact information: (phone / email / website):	
	LEAs where service will be provided:	
2.	Years provider has delivered service:	
3.	Evidence that services have been effective:	
4.	Title of the instructional program, curriculum series to be used (if appropriate):	
5.	Grade level(s) the provider will serve:	
6.	Content area(s) provider will serve:	
7.	Number of sessions provided per week, if applicable:	
8.	Average length of each service session (minutes/hours):	
9.	Duration of the available service period (e.g. September 1 – June 30; September 1 – August 31; weekends only; summer school only; specific number of weeks or hours, other, etc.):	
10.	Type of instruction:	
10a	Description of methods and strategies for serving eligible students with disabilities:	
10b	Description of methods and strategies for serving eligible students with limited English proficiency:	
11.	Qualifications of the service provider(s)/instructor(s):	
12.	Reports to parents, teachers, and LEA (Content, frequency, method of delivery):	
13.	Will transportation to the service location be provided at no charge if requested? (Note: LEAs are not required to provide or pay for transportation)	
14.	Additional relevant information:	



Supplemental Educational Services (SES) Provider Assurances and Signature

FORM E

In submitting this application to be included in the State Education Department's Approved Supplemental Educational Services Provider catalog, I certify that:

1. The organization will comply with all applicable Federal, State and local health, safety, and civil rights laws.
2. All individuals employed by or otherwise associated with the organization, who will have direct contact with eligible students, will be subject to all of the fingerprint and criminal history record check requirements contained in law, including, Education Law §§305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(ll), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), 3035 and Part 87 of the regulations of the Commissioner of Education.
3. Instruction will be provided under the general supervision of a New York State certified teacher.
4. All instruction and content will be secular, neutral, and non-ideological.
5. Eligible students with disabilities and eligible students with limited English proficiency will have equal access to services offered by the organization.
6. The organization will not disclose to the public the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.
7. The organization is fiscally sound and will be able to complete services to the eligible student and the local educational agency.
8. The organization will not impose additional admission criteria on eligible students.
9. The organization will ensure that the instruction and content used are consistent with the instruction provided and content used by the local educational agency and State and are aligned with State learning standards in English language arts (including reading) and/or mathematics.
10. The organization will provide parents and teachers of students receiving supplemental educational services under the No Child Left Behind Act (20 U.S.C. §6316(e)) and the appropriate local educational agency with information on the progress of students in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that parents can understand.
11. The organization has adequate insurance for liability, property loss, and personal injury of students receiving services from the organization.
12. The organization will assure that supplemental educational services are available in locations accessible to individuals with disabilities, to the extent required by section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and the Americans with Disabilities Act (42 U.S.C. §§12101 et seq.).

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that, if any of the information contained herein is found to have been deliberately misrepresented, that may constitute grounds for denying the applicant's request for approval to be placed in the catalog of Approved Supplemental Educational Services Providers or for removal from that same catalog. I further certify that the organization will comply with all of the assurances set forth herein.

Name of Organization (PLEASE PRINT/TYPE)	Signature of Authorized Representative
Name of Authorized Representative (PLEASE PRINT/TYPE)	Date Signed
Title of Authorized Representative (PLEASE PRINT/TYPE)	