**DISTRICT RESPONSIBILITIES  
SELPA NPS/A MASTER CONTRACT – Revision 8/17**

**Ed Code 56366.1 (2)**

**A nonpublic school/agency must be certified by the state of California to use special education funds.**

**A Master Contract shall be developed for each non-public agency/school by the SELPA.**

The following provides information for districts to follow in overseeing Non Public School and Agency (NPS/A) services for students as indicated in the SELPA master contract. While SELPA/SCOE maintain and oversee that each NPS/A abides by the master contract, the districts must manage district placed student IEPs through the Individual Service Agreements (ISA).

1. Complete ISA before July 1 each year and thereafter student IEP changes. **A new ISA is required annually based on the new SELPA approved rates.** The NPS/A is not responsible for completing the ISA and can withhold services until the district submits the ISA. NPA/A ISA forms can be found on the SELPA website. Go to [www.shastacoe.org](http://www.shastacoe.org); click on Programs & Services; SELPA; Non Public School/Agency
2. The approved school calendars are posted on the Shasta County Office of Education website at [www.shastacoe.org](http://www.shastacoe.org); Shasta County Schools; Contacts & Calendars. Minimum days are declared by the NPA on their approved calendar and should be planned for accordingly to avoid extra transportation costs. There should be no additional costs. Each NPS is required to provide equivalent minutes that are provided to pupils attending the local LEA schools. Only IEPs can change this requirement but no pro-ration of NPS costs should be anticipated.
3. Review invoices for absences. Each NPS must notice the LEA no later than the 5th consecutive day of a pupil’s absence. NPS should not bill for absence days, payment for absences are not provided in the SELPA Master Contract.
4. Minimum of quarterly evaluation of student progress related to student goals and objectives via SEIS, which requires each district to monitor student performance, including all state assessment results. If changes including placement are required the district must act accordingly.
5. Foster Student Placements: Districts assume responsibility for RSP and SDC referrals. NPA placement requires RPRC approval.
6. RRC: The district will contact the SELPA and present student(s) at RRC PRIOR to placement to be eligible for SELPA subsidies. Districts contracting for non-certified or non-approved related services must bear sole responsibility for contracting and total costs without SELPA reimbursement.