

# **Workshop for Potential Applicants for Supplemental Educational Services Providers 2008-2009**

Florida Department of Education  
Bureau of Public School Options

Orlando, Florida  
January 15, 2008

# AGENDA

- Welcome and Introductions
- Background Information Related to NCLB Public School Choice Options
- Specifications for SES
- Application Instructions and Requirements
- Application Proposal
- Application Narrative
- Wrap-Up
- Questions and Answers



**BACKGROUND INFORMATION  
RELATED TO NCLB  
PUBLIC SCHOOL CHOICE OPTIONS**

# No Child Left Behind Act in 2001

- Reauthorization of Elementary and Secondary Education Act of 1965
- Title I – largest federal education program

# Guiding Principles of NCLB

- Focus on research-based effective programs and strategies
- Increased flexibility
- Greater parental choice
- Accountability for student performance

# Accountability System

- Based on academic standards and assessments
- Includes achievement of all students
- Includes subgroup population
  - Race/Ethnicity
  - Students with Disabilities
  - Students with Limited English Proficiency
  - Economically Disadvantaged Students

# Adequate Yearly Progress (AYP)

- Defined by each state
- Refers to annual progress toward benchmarks used to measure how effective schools are in improving student achievement
- Provides goal that all states will have 100% of their students reach proficiency in reading and mathematics by 2014

# Consequences for Title I Schools Not Making AYP

YEAR	SINI Status	CONSEQUENCES
<p><b>Year 1</b> Not Making AYP</p>	<p>SINI 0</p>	<p>No Consequences for Year 2</p>
<p><b>Year 2</b> Not Making AYP</p>	<p>SINI 1</p>	<p>Must offer all students choice with transportation choice option in Year 3</p>
<p><b>Year 3</b> Not Making AYP</p>	<p>SINI 2</p>	<p>Must offer choice with transportation and state-approved supplemental educational services to eligible students in Year 4</p>
<p><b>Year 4</b> Not Making AYP</p>	<p>SINI 3</p>	<p>Must offer choice with transportation, state-approved supplemental educational services to eligible students, and implement corrective action in Year 5</p>
<p><b>Year 5</b> Not Making AYP</p>	<p>SINI 4</p>	<p>Must offer choice with transportation, state-approved supplemental educational services to eligible students, and plan for restructuring in Year 6</p>

# Overview of SES

- Tutoring or other supplemental academic enrichment services in reading/language arts and mathematics provided beyond the normal school day
- Activities that are high quality, research based, and specifically designed to increase academic achievement of students in Title I schools in need of improvement.

# Overview of SES (cont.)

- SES required for Title I schools that have failed to meet AYP for three or more consecutive years
- School in Need of Improvement or SINI  
2+ schools

# Eligible Students

- Low income students attending Title I schools identified in need of improvement, corrective action, or restructuring
- If demand exceeds available funds, school districts must prioritize services to those students with the greatest academic need.

# Responsibilities of FDOE

- Define AYP
- Notify potential applicants regarding RFA
- Develop and apply objective criteria
- Promote maximum participation by providers

# Responsibilities of FDOE (cont.)

- Identify providers that offer high-quality, research-based tutoring services
- Maintain updated list of state-approved providers
- Develop and implement standards for monitoring and evaluating SES providers
- Develop procedures for withdrawing approval from providers

# Responsibilities of School Districts

- Identify eligible students
- Notify parents annually
- Help parents choose provider, if asked
- Enter into contractual agreement
  - Contract
  - Student Learning Plan
- Prioritize SES for lowest achieving if requests exceed funds

# Responsibilities of Providers

- Enter into contractual agreement with district and parents
- Provide tutoring beyond normal school day
- Ensure instruction is aligned with Sunshine State Standards
- Notify parents and schools regarding students' progress
- Meet federal, state, and local laws

# Responsibilities of Providers (cont.)

- Be financially sound
- Comply with eligibility requirements and assurances in RFA
- Comply with all reporting requirements
- Deliver services consistent with approved application
- Provide a tutorial staff who meet the minimum standards for Title I paraprofessionals

# District Funding

School districts must spend an amount equal to 20% of their Title I allocation for school choice

- 5% of total allocation for choice with transportation (CWT)
- 5% of total allocation for SES
- 10% for CWT, SES, or both

# Rate for Services

- Reimbursement Program
- Allowable rate is \$5.00 to \$80.00
- Per Pupil Allocation (July/August)
  - <http://www.fldoe.org/flbпсо/xls/perpupil-allocation0708.xls>
- Considerations when calculating the rate of services
  - Variation of type of instruction method, facility rent, salary, pre-assessments, insurance, etc.

# Monitoring

- FDOE is required to monitor the quality and effectiveness of services by each approved provider
- All providers must comply with state monitoring procedures

# Removal from State-Approved List

## **Failure to:**

- deliver services as provided Section 1008.331(3)(b), Florida Statutes
- contribute to increasing the academic proficiency of students for two consecutive years
- comply with provider responsibilities and assurances
- meet and maintain the eligibility requirements found in the SES Providers Request for Applications

# SES Timelines

- **January**
  - Technical assistance workshop
- **February**
  - Release of RFA
  - Apply online to become state-approved provider
- **February/March**
  - Submit online portion, assurances, and financial documentation

# SES Timelines (cont.)

- **May**

- FDOE announces approved providers
- School districts initiate contractual process with providers

- **June**

- FDOE releases AYP results
- Attend NCLB School Choice Leadership Summit
- Finalize contracts

# SES Timelines (cont.)

- **July - September**
  - Coordinate background checks, parent outreach, and assignment of students
  - Hire and train staff
  - Develop infrastructure to serve students
  - Develop Student Learning Plans

# SES Timelines (cont.)

- **August - October**
  - Begin providing services to students
- **Ongoing**
  - Invoice for service
  - Report student progress
  - Participate in monthly FDOE conference calls
  - Participating in monitoring and evaluation reporting



# **APPLICATION INSTRUCTIONS AND REQUIREMENTS**

# Application Instructions and Requirements

- Submission Deadlines Requirements
  - On-line Application Requirements
  - Hard-Copy Documentation Requirements
- Technical Assistance
- Method of Review and Scoring Requirements
- Method of Announcement

# Submission Deadline Requirements

Submit on-line application and  
Mail or deliver hard-copy documentation

...by the deadline

**March 3, 2008**

**5:00 p.m. Eastern Standard Time**

# On-line Application Requirements

Bureau of Public School Options at  
<http://www.fldoe.org/flbpso>

...submit by the deadline

**March 3, 2008**

**5:00 p.m. Eastern Standard Time**

# Hard-Copy Documentation Requirements

Mail or hand-deliver the following:

- Cover Page
- Checklist of Hard-Copy Documentation Requirements
- Financial Soundness Documentation
- Assurances pages
  - Attachment A: General Assurances and
  - Attachment B: Internet Statement of Assurances

# Hard-Copy Documentation Requirements (cont.)

Mail or hand-deliver to:

Florida Department of Education  
Bureau of Public School Options  
325 West Gaines Street, Room 316  
Tallahassee, FL 32399-0400

**March 3, 2008**

5:00 p.m. Eastern Standard Time

# Technical Assistance

FDOE website for SES at  
<http://www.fldoe.org/flbpso>

For example:

- Additional Resources
- Review Rubric

# Method of Review and Scoring Requirements

- Five reviewers
- Highest and lowest scores dropped
- Average remaining three scores

# Method of Review and Scoring Requirements

Successful applications require the following:

- A score of at least 70 points out of 100 points
- A score of at least two points for each question
- Submission of sufficient documentation of financial soundness
- Submission of all properly executed assurance pages.

# Method of Announcement

- Notification will be via US mail
- List of state-approved SES providers will be posted at <http://www.fldoe.org/flbpso>

Information **WILL NOT** be provided  
via email or telephone.

# **SPECIFICATIONS**

# Eligible SES Providers

- Individuals
- For-profit and non-profit companies
- Community-based/faith-based organizations
- Institutions of higher education
- Local educational agency that is not identified as in need of improvement, corrective action, or restructuring
- Public schools (not in SINI status)
- Charter schools (not in SINI status)
- Private schools

# Eligible SES Providers

- 21st Century Community Learning Centers (affiliated with school districts not in SINI status)
- Public libraries
- Distance learning services including computer-based instruction
- In-home tutoring services
- Family literacy programs
- Child care centers serving school-age students
- Regional educational consortia
- School districts (in SINI status but obtained a USDE waiver)

# Eligibility Requirements

- Demonstrate:
  - record of effectiveness
  - high probability of increasing academic achievement
- Provide instruction in addition to the school day that is high quality, researched based, and aligned with state achievement standards
- Instruct with qualified staff (minimum standards for Title I paraprofessionals)

# Eligibility Requirements (cont.)

- Meet all federal, state, and local health, safety, and civil rights laws
- Provide services that are secular, neutral, and nonideological
- Demonstrate financial soundness and stability

# Duration

- Services must begin no later than October 15, 2008
- Services must continue until the end of the school year or until the per-student allocation is exhausted
- Several school districts continue SES during the summer term



# APPLICATION PROPOSAL

# On-line Application

Bureau of Public School Options at  
<http://www.fldoe.org/flbpso>

- [FLDOE Home](#)
- [DOE Site Index](#)
- [Contact DOE](#)
- [Contact BPSO](#)
- [District Choice Programs](#)
- [NCLB](#)
- [Other State DOEs](#)
- [BPSO Home](#)
- [SES Home](#)
- [CWT Home](#)
- [ABC Home](#)
- [Approved SES Provider Directory](#)
- [News Releases](#)
- [Technical Assistance Materials](#)
- [Materials](#)
- [Bureau of Instruction and Innovation](#)
- [Career Academies](#)

[Home](#) | [No Child Left Behind School Choice](#) | [Other Public School Choice Options](#) | [Contact Us](#)



## Bureau of Public School Options

325 West Gaines Street • Suite 316 • Tallahassee, FL 32399 • Phone: 850/245-0479 • Fax: 850/245-0705

The mission of this bureau is to lead statewide efforts to close the achievement gaps affecting students whose educational opportunities are limited by low-performing schools, to increase awareness among parents and other community members about public school options in Florida and to ensure all students are well-served and NO STUDENT IS LEFT BEHIND.

We want to improve Florida's K-12 education:

- by empowering parents, particularly in low-income families to choose the education they determine is best for their children;
- by providing information and resources for school choice issues; and
- by promoting excellence in education by encouraging competition of supplemental education service providers

### [No Child Left Behind School Choice](#)



**Supplemental Educational Services**

**Choice with Transportation**

**Scroll Down**





- Approved SES Provider Directory**
- News Releases
- Technical Assistance Materials
- Materials
- Bureau of Instruction and Innovation
- Career Academies
- K - 12 Bureaus
- Office of Articulation
- School Choice

We want to improve Florida's K-12 education:

- by empowering parents, particularly in low-income families to choose the education they determine is best for their children;
- by providing information and resources for school choice issues; and
- by promoting excellence in education by encouraging competition of supplemental education service providers

**Look Here**

**New and Hot Topics**

January 14-15, 2008 - A Framework for Understanding Poverty and Request for Applications Technical Assistance Meeting

**Self-Assessment Checklist for Supplemental Educational Services**

**Tool Kit of NCLB School Choice Leadership Summit 2007-2008**

Searchable Program Directory

**Information Regarding SES Rule Development**

2007-2008 NCLB Monitoring

**No Child Left Behind School Choice**



**Supplemental Educational Services**  
**Choice with Transportation**

**Other Public School Choice Options**



**A Business Community (ABC) School Program**  
**Controlled Open Enrollment**  
**Innovation Fair Matchmaker Grants 2006-07**  
**Magnet Schools**



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## Information for Providers

**2008-2009 Request for Applications (RFA) – must be submitted by March 3, 2008, at 5:00 p.m. EST [\(doc\)](#) [\(PDF\)](#)**

CLICK

### **Log-in to 2008-2009 RFA**

- [RFA Frequently Asked Questions](#) (PDF)
- [Ask a New Question](#)
- [Timeline for SES](#) (PDF)
- [Navigation Instructions](#) (PDF)
- [Memorandum](#) (PDF)



**NO CHILD LEFT BEHIND  
SUPPLEMENTAL EDUCATIONAL SERVICES  
Public Law 107-110, Title I, Part A Section 1116(e)**

**Request for Application  
2007-2008 School Year**

**Not registered?**

**New Users:**

register

**Registered Users Log In Here**

**This feature is only available to providers which have already registered.**

Email:

Password:

log in

[Forgot password?](#)

**Main Menu: Takes you back to the “Table of Contents”**

◀◀ Main Menu

\* Indicates a required field.

### New Register

Email \* (primary email address only)

Confirm Email \*

Password \* (must be at least 5 characters)

Confirm Password \*

Applicants will receive a confirmation email which includes the password. This email address will also become the primary method of communicating with applicants and approved providers.

# Contact Information

**(ALL FIELDS REQUIRED)**

- o Name of Company or Agency:
- o Federal Employer Identification Number (FEIN) or Federal Tax Identification Number:
- o Name of Contact Person:
- o Title:
- o Mailing Address:
- o City/State/Zip Code:
- o Telephone Number:
- o Fax Number:
- o E-mail Address:
- o Organization Website:

## Applicant Contact Information

Name of Company of Agency \*

Federal Employer Identification Number (FEIN) or Federal Tax Identification Number, if applicable  
xx-xxxxxxx

Name of Contact Person (Director who oversees curriculum and instruction)

First \*

Last \*

Title

Address \*

City \*

State \*

Zip Code \*

Telephone Number \*

xxx-xxx-xxxx

Ext.

Fax Number

xxx-xxx-xxxx

Organization Website

submit

**Data Saved successfully**

Return to the Main Menu

You must receive this confirmation after each section. Then click “Return to the Main Menu”

Request for Application 2008-2009 School Year  
Due March 3, 2008

R- Reading Material      ✓ - Complete

**R** Navigation Instructions

**R** Instructions sections 1.0 thru 3.0

4.0 Application Proposal

✓ 4.1 Contact Information

✓ 4.2 Applicant Status

✓ 4.3 School District(s) to be served

✓ 4.4 Applicant Classification

# Applicant Status

- Applying as a NEW provider
- Applying as a RENEWING provider

Skip this section if you are a new applicant.

## Renewing Providers:

- List year(s) applicant approved for SES in Florida
- Business name(s)
- School district(s) served
- Identify Florida SES Provider ID

# Applicant Status

Is the applicant an approved provider for SES in any other state?

Yes      Identify the state(s):

No

# Applicant Status

Has the applicant been removed as an approved provider in any state or district within a state, including Florida?

- Yes      Identify the state(s), school year(s), dates, district (s), and the reason(s) for removal
- No

# Applicant Status

Has the applicant ever served as a provider in Florida and had a contract with a district terminated?

Yes      Identify the district(s), school year(s) and the reason(s) for termination

No

# School District(s) to be Served

Select all school districts in which the applicant requests approval and agrees to provide SES

# Applicant Classification of Eligible SES Providers

- Individual
- For-profit company
- Non-profit organization
- Community based/faith-based organization
- Institution of higher education
- Local educational agency such as a Florida public school district, a university laboratory school, and Florida Virtual School, that is not identified as in need of improvement, corrective action, or restructuring
- Public schools not identified as in need of improvement, corrective action, or restructuring
- Charter school not identified as in need of improvement, corrective action, or restructuring
- Private school
- 21st Century Community Learning Center that is not affiliated with a school district that is identified as in need of improvement, corrective action, or restructuring
- Public library
- Distance learning service including computer based instruction
- In-home tutoring service
- Family literacy program
- Child care center serving school-age students
- Regional educational consortium
- School districts that are in need of improvement and have obtained a United States Department of Education (USDE) waiver to be providers of SES
- Other (Describe)

# Academic and Instructional Information

- Subject Area(s)
- Additional Staff Qualifications
- Type of Instruction
- Grade Levels to be Served

# Subject Area(s)

Reading/Language Arts

Mathematics

# Additional Staff Qualifications

**\*\*NOTE\*\*:** All tutorial staff must meet the minimum standards for Title I paraprofessionals, as follows:

- Title I paraprofessionals must have a secondary school diploma or its recognized equivalent; and
- Title I paraprofessionals must have at least one of the following:
  - Completed two years of study at an institution of higher education (equivalent to 60 semester hours)
  - Obtained an associate's (or higher) degree
  - Met a rigorous standard of quality and be able to demonstrate, through a formal local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

# Additional Staff Qualifications

Indicate tutorial staff qualifications below (check all that apply):

- Meet the minimum standards as Title I paraprofessionals
- Are qualified with a reading certification or endorsement
- Are qualified as state certified or licensed teachers
- Have experience in teaching students with specific disabilities
  - Please specify disabilities:

continued on next slide

# Additional Staff Qualifications

- Have experience in teaching students who are English Language Learners (ELL)
- Have the ability to speak languages other than English
  - Spanish
  - Haitian Creole
  - Other (Identify):
- Have experience in teaching students with visual impairments
- Have experience in teaching students with hearing impairments

# Type of Instruction

- Individual tutoring
- In-home tutoring. A parent or guardian must be present during and throughout all tutoring sessions.
- Distance learning instruction (on-line, internet-based, or computer-based instruction)
- Small group instruction (not to exceed a group size of five students per tutor)
- Large group instruction (not to exceed a group size of ten students per tutor)

# Grade Levels to be Served

Check all grades in K-12 that apply

# SES PROVISIONS

- Student Capacity
- Location of Services
- Transportation
- Operations (Days, Frequency, Length, and Time of Services)

# Student Capacity

\_\_\_\_\_ Indicate the minimum number of students that the applicant would serve at each site

\_\_\_\_\_ Indicate the maximum number of students that the applicant would serve in each school district

Yes  No Capacity to serve students with disabilities or plans developed under section 504 of the Rehabilitation Act

Yes  No Capacity to serve students who are English language learners (ELL)

# Location of Services

- School campus
- Provider facility
- Faith-based center (for example, church, temple, mosque, etc.)
- Community-based center
- Student's home (on-line or computer-based)
- Student's home with tutor present
- Child Care Center
- Public site such as public library (describe):
- Other (describe):

# Transportation

Will the applicant provide transportation if services are provided at a site other than the student's school?

- Yes, transportation will be provided for each student enrolled from the school to the SES site and back to the school or home. Describe transportation service to be provided:
  
- No, transportation will not be provided to students

# Operations

Day(s) Services will be Provided

Check each day of the week services will be provided, including weekends

Monday - Sunday

# Operations

Frequency of SES sessions for each student

- Every Day
- Once a Week
- Twice a Week
- Three Times a Week
- Other (Describe):

# Operations

Length of each service session

- 2 Hours
- 1.5 Hours
- 1 Hour
- 30 Minutes
- Other (Describe):

***\*\*Note: Cumulative sessions may not exceed two hours per day or six hours per week.***

# Operations

## Times of Service

- Before school
- After School
- Weekends
- Summer (Identify dates, such as June 1 – August 4, 2009)
- Other (Describe):

# COST OF SERVICE

## RATE PER STUDENT PER HOUR

- \$\_\_\_\_\_ Small group instruction (group size not to exceed five students with one tutor)
- \$\_\_\_\_\_ Large group instruction (group size not to exceed ten students with one tutor)
- \$\_\_\_\_\_ Distance learning including computer-based instruction
- \$\_\_\_\_\_ Individual tutoring
- \$\_\_\_\_\_ In-home tutoring

**\*\*Note\*\* Allowable range is between \$5 and up to \$80** 73



# Financial Soundness

# Financial Soundness

1. Evidence of applicant's current commercial general liability insurance in the form of a certificate of insurance
  - Department of Education listed as the certificate holder.
  - Name of the applicant must match the name on the certificate.

# Financial Soundness

2. Evidence of the applicant's fiscal soundness. Submit:
  - annual financial statements or fiscal audits signed by a certified public accountant for the past two years, or
  - federal income tax returns for the past two years along with a letter of credit from a financial institution.

# Financial Soundness

3. A copy of the most recent registration with the Florida Department of State ([www.sunbiz.org](http://www.sunbiz.org)), showing evidence that the applicant is legally qualified to do business in Florida.



Popular Links

- [Document Searches](#)
- [Electronic Filing](#)
- [Electronic Certification](#)
- [Print Filing Forms](#)
- [Help](#)
- [Contact Us](#)
- [Address Changes](#)
- [Fee Schedules](#)
- [Notaries](#)
- [Apostilles](#)
- [Start a Business](#)
- [Yearly Statistics](#)
- [Overview of the Division](#)
- [Florida Statutes](#)
- [Department of State Home Page](#)
- [dha Florida GUIDE](#)

**Attention:** We are removing all social security numbers from this website. If you should see a social security number, please email us at corphelp@dos.state.fl.us or call us at 850-245-6000 with the location of the number so that it may be removed.

**Notice:** [Cable Franchise Filing Information](#)  
[Legislative changes for LLC Names](#)

File the 2008 Annual Report or Amended Annual Report here!

Download the 2008 Annual Report Form here!

Welcome to the Florida Division of Corporations' Sunbiz™ web site. From here you can search and access filed information for corporations, limited liability companies, limited partnerships, general partnerships, trade marks, fictitious name registrations and liens. Images of most filed documents can be downloaded at no charge and to make the filing process easier, filing forms can also be downloaded.

Electronic filing and certification can be processed through Sunbiz™ and Help information is accessible for all filing types. Phone numbers for direct Division contact are listed and there is





# Financial Soundness

4. Verification of business status or non-profit status.
  - For example, an Internal Revenue Service (IRS) letter with FEIN or certificate issued by government.

# Financial Soundness

5. Signed notarized statements on applicant's letterhead by the individual authorized to act on behalf of the organization attesting to the following:
  - The organization has not been suspended or disbarred from receiving federal funding. If yes, explain the circumstances for suspension or disbarment.
  - The organization has had no lawsuits filed against them for educational or fiscal mismanagement, civil rights violations, criminal acts, or other reasons. If yes, provide information and the outcome for each instance.

continued on next slide

# Financial Soundness

- The organization has not been denied approval nor has its approval status as an SES provider been revoked. If the organization has been denied approval or its approval status as an SES provider has been revoked, identify such states or districts and the reasons for such denial or revocation.
- The organization does not have any unresolved complaints with the Better Business Bureau or FDOE. If the organization does have any known unresolved complaints, provide an explanation of the complaints and results.

# Financial Soundness

6. A complete list of the board of directors and chief officers of the organization and their titles.





# APPLICATION NARRATIVE

# General Information Related to Questions

- Answer the question
- Answer the question
- Answer the question
- Be specific
- Include details, data, citations

# General Information Related to Questions

- Ensure responses are consistent with other sections of the application
- Ensure anonymous review of application – DO NOT reference company name in responses

- 5.0 Summarize the overall proposed program in a narrative including services provided, diagnostic/prescription process, curriculum, type of instruction, mode of instruction, and major elements of the program.

# NCLB

- 5.1 The provider must have a demonstrated record of effectiveness in increasing the student academic achievement toward meeting the state achievement standards.

- 5.1.1 Describe specific student achievement data to document evidence that the applicant's company or organization had a positive impact on increasing student achievement toward meeting state achievement standards. Include quantitative data that documents student learning gains.

# NCLB

- 5.2 The provider must document that the instructional strategies used are high quality, based upon research, and designed to increase student academic achievement of eligible students and attain proficiency in meeting the state's academic achievement standards.

- 5.2.1 Identify the **curriculum** of the proposed program and quantitative research that documents its effectiveness in increasing student achievement.

- 5.2.2 Identify the **key instructional strategies** of the proposed program and the quantitative research that documents the instructional strategies in increasing student achievement. Examples of instructional strategies may include scaffolding, graphic organizers, use of manipulative resources, effective question and answer techniques, use of prior knowledge, direct instruction, directed practice, and mastery learning.

- 5.2.3 Identify the **major design elements** of the proposed program and quantitative research that documents the effectiveness of the elements in increasing student achievement. Examples of major elements may include mode of instruction, time on task, or resource materials.

- 5.2.4 Identify the **delivery model** of the proposed program and the quantitative research that documents the effectiveness in increasing student achievement. Include academic research with specific evidence the delivery model has positive impact on increasing student achievement. Examples of delivery models include group size for instruction, direct instruction, distance learning, computer-based, individual tutoring, in-home tutoring.

- 5.2.5 Describe how instruction will be focused, intensive, and tailored to meet the needs of individual students, including students with disabilities, students with 504 plans, and English language learners.

# NCLB

- 5.3 The provider must ensure that supplemental educational services are consistent with the instructional program of the local educational agency and the academic standards set forth by the state.

- 5.3.1 Describe the process the applicant will use to ensure that the proposed curriculum is correlated to the Sunshine State Standards.

- 5.3.2 Describe the process the applicant will use to ensure the proposed program aligns with the instructional program of the school districts in which the applicant intends to serve students. Cite at least one example of the correlation of the proposed program and describe its integration with at least one district that the applicant intends to serve.

- 5.3.3 Describe the process to ensure that the applicant will coordinate supplemental educational services with the classroom instructional program of the students receiving the services.

# NCLB

- 5.4 The provider must set measurable achievement goals for each student in consultation with each student's parents and the school district and adhere to the timetable for improving the student's achievement in the student learning plan. The provider must measure the student's progress, and regularly inform the student's parents and teachers regarding the progress of the student in improving academic achievement as outlined in the student learning plan.

- 5.4.1 Describe how diagnostic assessment data will be used to identify the student's knowledge and skills gaps and set measurable goals for the student learning plan. Identify the specific assessment to be administered if district student data are not available for developing the student learning plan.

- 5.4.2 Describe the process and timelines for the development of the student learning plan.

- 5.4.3 Describe the procedures and timelines to be used to evaluate, monitor, and report each student's progress toward meeting the goals as stated on the student learning plan. Address how applicant ensures that the progress reports are understandable to parents and in parents' native language, if feasible. Include frequency of progress reports to student's parents, teachers, and appropriate school district staff.

- 5.4.4 Describe how student attendance and participation data will be collected, verified, and reported to the school district. Include strategies for improving attendance of students who are habitually absent.

- 5.4.5 Describe the process and timelines the applicant will use to ensure that services begin no later than October 15<sup>th</sup> of each school year. Include steps and timelines the applicant will implement from approval of the application to the provision of services to students.

# NCLB

- 5.5 The provider must have the capacity and resources, including financial soundness and compliance with applicable federal, state, and local health, safety, and civil rights laws and regulations, to provide supplemental services to students.

- 5.5.1 Describe the applicant's infrastructure, including resources such as personnel, buildings, or equipment, and capacity to ensure services begin no later than October 15<sup>th</sup> of each school year. Include roles and responsibilities of staff within the organization.

- 5.5.2 Describe the process for recruiting, hiring, and initial training of staff.

- 5.5.3 Describe the professional development and support provided to tutors to ensure that the proposed program is implemented with fidelity.

- 5.5.4 Describe procedures for supervising tutors to ensure the proposed program is implemented with fidelity and that all employees comply with ethical business practices pursuant to assurances found in the Request for Application, such as behavior at provider fairs, quality of tutoring services, and effectiveness of instruction.

- 5.5.5 Describe the process and procedures for monitoring the program to ensure the proposed program is implemented with fidelity, such as tutor/student ratio, supervision of students, approved instructional materials, students on task, or beginning services on time.

- 5.5.6 Describe procedures to be used to ensure that all staff providing direct services to students and/or access to school grounds comply with fingerprint-based background screening pursuant to Section 1012.465, F.S.

# In Summary

- Answer the questions
- Responses must be consistent with other sections of the application
- Be specific, clear, and concise
- Contact districts in which you plan to serve students; reflect this partnership in responses



# SUMMARY OF REQUIREMENTS

# Hard-Copy Documentation

- Cover Page
- Checklist of Hard-Copy Documentation Requirements
- Financial Soundness Documentation
- Assurances

# Hard-Copy Documentation

- Hard-copy documentation must be mailed or delivered to the address listed below no later than **5:00 p.m. EST on March 3, 2008**. It is the responsibility of the sender to ensure that all hard-copy documentation is received by the stated deadline.

Florida Department of Education  
Bureau of Public School Options  
325 West Gaines Street, Suite 316  
Tallahassee, FL 32399-0400

# Cover Page

Name of Company or Agency:

Federal Employer Identification Number (FEIN) or  
Federal Tax Identification Number, if applicable:

Name of Contact Person:

Title:

Mailing Address:

City/State/Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

# Checklist of Hard-Copy Documentation Requirements

Name of Company or Agency \_\_\_\_\_

Cover Page

Financial Soundness

Copy of general liability insurance with the Department of Education listed as the certificate holder

Copy of evidence of fiscal soundness:

Annual financial statements or fiscal audits

or

Federal income tax returns and financial letter of credit

Evidence of legal qualification to do business in Florida

Verification of business or non-profit status

**Signed notarized statements on agency letterhead regarding the organization's (each required):**

Suspension or disbarment from receiving federal funding

Any lawsuits filed against organization

Denial of approval or removed from approval status from another state

Unresolved complaints with the Better Business Bureau

**List of the Board of Directors or chief officers of the organization, and their titles**

# Financial Soundness

1. Commercial general liability insurance
2. Fiscal soundness documentation  
annual financial statements for the past two years, or  
fiscal audits signed by a CPA for the past two years, or  
Federal income tax returns for the past two years along  
with a letter of credit from a financial institution.
3. [www.sunbiz.org](http://www.sunbiz.org) registration
4. Verification of business status or non-profit status
5. Signed notarized statements
6. List of the board of directors

# Assurances

- Attachment A: General Assurances
- Attachment B: Internet Statement of Assurances
- Original signatures
- Blue ink

# Assurances- Signature

I, the undersigned, agree ...

---

Signature of Applicant

Date signed

---

Printed Name

Name of Agency/Company/Group

---

Title of Signing Agent

**Note:**

1. Printed name and original signature must match.
2. Use blue ink for original signature.
3. "By", "for," or initials will not be accepted.
4. Rubber stamp signatures will not be accepted.



# Final Tips for Completing an Application to Become an SES Provider

# Tip 1. Narrative Section

- Create the application in a word processing program
- Complete the answers
- Check the spelling
- Copy and paste the answers in the web-based application.

# Tip 2. Your Application

- Have someone unfamiliar with your program review your responses. The answers should be clear, concise, and detailed enough to clearly describe your program. Compare the responses with the review rubric.

## Tip 3. Log-in

- Register a user ID and password on the online submission system. Save your password in a safe place so that you can easily re-enter the system. You will receive an email confirmation of your login and password.

# Tip 4. Final Submit

- Enter a response for each required question and at least a character in the required text boxes for each section you are completing before you log off the system. Make sure you receive the response “*data saved successfully*” before exiting the online system. Once you hit final submit, make sure you get the “application submitted” confirmation on the main menu. Print a copy of the application and the confirmation for your files.

# Tip 5. Documentation

- Do not wait until the last minute to complete the hard-copy documentation requirements. Be sure to mail or deliver all hard-copy documentation to our office. We must receive these documents with original signatures by 5:00 p.m. EST on March 3, 2008, in order for the application to be reviewed for consideration of approval by the state. Please mail or deliver hard-copy documentation to the Bureau of Public School Options, Florida Department of Education, 325 West Gaines Street, Suite 316, Tallahassee, FL 32399-0400.

# Tip 6. Know Your Districts

- Contact the districts you wish to serve. Make sure you understand the academic needs of the students in this district and talk to the district about their policies regarding issues such as: fingerprinting, insurance requirements, contracting with teachers as tutors, facility space, etc.

# Resources

- Bureau of Public School Options (BPSO)  
web site: [www.fldoe.org/flbpso](http://www.fldoe.org/flbpso)
- BPSO phone line: 850.245.0479
- E-mail us at [BPSOcontacts@fldoe.org](mailto:BPSOcontacts@fldoe.org)
- 2008-2009 RFA Information
  - Frequently Asked Questions
  - Ask a Question
  - District Policy Forms

