

**Texans Can! Shared Service Arrangement
Austin Can!, Dallas Can!, Fort Worth Can!,
Houston Can! & San Antonio Can!**

SPECIAL EDUCATION POLICIES

Board Adopted November 2004

Topics

Usage of Contract Services

USAGE CONTRACT SERVICES

1. ARD committee determines the need for said contract service through the ARD process or through a REED.
2. Parent/guardian/adult student completes "Consent for initial placement and/or related services" if this is a "Related Service"
3. Parent/guardian/adult student completes "Consent of Evaluation" and Notice of Evaluation given to parent after a REED.
4. Assessment Specialist completes a Request for Assistance and faxes or emails it to Director of Special Education with specifics on what services are needed.
5. Director of Special Education provides contact information and approves contracting with Independent Contractor.
6. Assessment Specialist, as Director of Special Education's designee, contacts Independent Contractors to provide direct service. 48-hour notice is required in all but emergency cases.
7. Independent Contractor provides service and provides FIE and/or IEP as requested by Assessment Specialist.
8. All FIE's must be turned in to Director of Special Education or Assessment Specialist within two weeks of completion of evaluation as outlined in contract.
9. All IEP's must be turned in at the campus level at least 3 days prior to a scheduled ARD unless written approval given at the campus level.
10. Independent Contractor on at least a monthly basis must send in invoice of services provided to both Director of Special Education as well as campus Principal.
11. Invoice will be coded and paid by Director of Special Education unless prior arrangements have been made. NOTE: If Director of Special Education did not approve services initially they are the responsibility of the campus budget. If Assessment Specialist did not coordinate services, they become the responsibility of the Independent Contractor and are not billable.