

Business/Non-Instructional Operations

Revenue: Contracts and Invoices

All contracts between CREC and outside agencies shall conform to prescribed standards as required by law. All contracts between CREC and outside agencies shall be prepared under the supervision of the Executive Director, Deputy Executive Director, or designee, and where appropriate, subject to approval of the legal advisor to CREC.

CREC will comply with all State of Connecticut requirements to report student-based data to the State Department of Education.

Affirmative Action

CREC shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

CREC recognizes the requirements to provide accurate student records for students registered in CREC-sponsored programs in grades K-12.

Legal Reference: C.G.S. 10-10a Public School Information System

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted:

Revised: April 20, 2022

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

Business/Non-Instructional Operations

Revenue: Contracts and Invoices - Procedures

CREC provides products and services directly to other RESCs, school districts and the public in exchange for fees. CREC identifies specific product and service needs within the community and establishes the means of delivery and pricing. CREC receives revenue information through formalized contracts and invoicing systems.

REVENUE VIA CONTRACTS

A. Online Web/Forms Submission

The following form must be submitted electronically to CREC Business Services:

New Customer Request Form

- Customer Name, Address, Email, Phone Number, Contact Person, and Website (if applicable)
- Business Services validates and enters the customer into the financial system.

B. Contracts for Student Services

A new contract is required annually including every student enrolled in a CREC program. Contracts must be executed prior to services being provided.

Required Fields:

- LEA Name & State ID
- Student Name, DOB, SASID
- Entry Date
- Cost Details: Annual and prorated (if applicable), including individual services
- Additional Services (e.g., aides, transportation)
- Initials of Program Director (electronic)
- Signature of Executive Director or designee (electronic)
- Signature of LEA Representative (electronic)

Finalized contracts must be stored in a shred secured network drive in accordance with CREC recordkeeping policy.

C. Contract Changes

All changes impacting billing or student status are recorded in CREC.

Submitted data must include:

- Student & Program Information
- Reason for Change:
 - o Student moved (within CT or out of state)
 - o Start date changed
 - o Increase/Decrease in service level(s)(contracted hours/days)
 - o Other changes or terminations
- Effective billing dates must reflect change in contract terms
- Increases to contract days or hours require a new contract and Appendix A.
- Decreases to contract days or hours require an Appendix A revision with initials from the LEA or payer.

REVENUE VIA INVOICING

A. Invoicing

1. Invoicing data is entered into customized CREC systems by respective Divisions which is shared with the Business Department:
 - Marbles
 - Polaris
 - SMART
 - TRACS
 - DYNA
 - Spark
2. For third-party or custom data systems used for invoicing, submitted data must include:
 - Customer Details (Name, Address, Email, Contact, Purchase Order Number)
 - Service Description and Dates
 - Quantity, Unit, Price and Totals

Business Services will validate and process invoices in compliance with internal controls.

B. Invoice Changes

When correcting a previously submitted invoice, submitted data must include:

- Original System ID Number (s)
- Customer Information
- Reason for Change
- Adjusted Dates, Quantities, Prices
- New Total

STUDENT DATA REPORTING TO STATE DEPARTMENT OF EDUCATION

In accordance with C.G.S. §10-10a and federal law, CREC must ensure the accurate submission of student data to the State Department of Education through the Public School Information System

(PSIS). Required reporting periods are:

<u>Reporting Period</u>	<u>Date Due to CSDE</u>
October 1 June 30	October 15 July 15

CREC programs must ensure student records are complete and updated in PowerSchool. Magnet and special education schools must input accurate data for PSIS extraction. Business Services is responsible for data submission and system coordination. Errors or questions should be directed to Business Services promptly.

Regulation issued:
Revised: March 16, 2022
Revised: September 17, 2025

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut