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 Assistant Executive Director of Finance & Operations, or designee, and where appropriate, subject to approval of the legal adviser to CREC.

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

Legal Reference: 10-10a Public School Information System

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.

NCLB

CREC recognizes the requirements of “No Child Left Behind” (NCLB) Act of 2001 to provide accurate student records for students registered in CREC sponsored programs in grades K-12.

Legal Reference: 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)

Connecticut General Statutes

Federal H.R 1, NCLB Act of 2001
State Sec. 10-10a of CGS

Policy adopted: No Date
Revenue: Contracts and Invoices - Procedures

CREC receives reimbursement for students through contracts and invoices.

The following forms can be submitted on-line to CREC-Business Services: Invoice Request, Revised Invoice Request, and the Student Data Change Form.

Student Contracts

For each student enrolled in a CREC program, a contract between CREC and the LEA, or other party responsible for the child must be issued for each school year prior to the start of the school year. Contract forms for each program are available from the CREC Business Services. See Exhibit D for an example of a student contract.

To complete a student contract:

1. Preparing the Contract – The following information should be listed on each student’s contract; Name of Town or LEA responsible; Name of Student; Date of Entry; Annual Tuition (prorated if necessary including the number of days, weeks or months): Any other special program services and their costs (i.e. aides, tutoring, transportation, etc.); Grand Total. Business Services will review the any prorated tuition.

2. Obtain the Program Director’s signatures.

3. Make four (4) copies of each contract.

4. Keep a copy in program office as record of completion. Send four (4) copies and school-year calendar to Business Services where an invoice will be prepared. The Assistant Executive Director of Finance & Operations will sign each contract. Two (2) copies of the contract will be forwarded to the LEA with the invoice for signature and date. Retain one copy in the student’s file. Return one copy to the program with the invoice number.

Student Data Change Form

A Student Data Change Form (Exhibit E) must be submitted when a change in student status occurs. This will initiate appropriate action by Business Services.

1. On Student Data Change Form list: Program; Original Invoice Number; Name of student; Name of LEA/Parent.

2. Select one of the following:
   a. Student has moved – if student moved out of state only.
   b. Student nexus changed – if student has moved within the same state.
   c. Student started late – first day of attendance if different from original contract.
   d. Change in schedule – decrease in contract hours or days. (Submit four (4) new contract copies with revised and the original invoice number at the top.
e. for increases.)
f. Other – as appropriate for other decreases, please give reason.
g. Student terminated – record last day of attendance. Includes “Runaways”.

3. Effective billing date should conform to condition of student contract.

NOTE: Report changes promptly as they occur.

**Invoice Request**

Services not covered by a student contract should be submitted on an Invoice Request form (Exhibit F) to Business Services on a timely basis.

For each customer receiving services submit a fully completed invoice request including: Date; Request Number; Revenue Object; Name and Program of person completing; Customer Name; Address, and Contact Person; Purchase Order Number (if available); a brief General Description; Service Description; a Date or Time frame of the services; Quantity; Unit (each, days, months, etc.); Unit Price; Totals.

**Revised Invoice Request**

Changes to an Invoice Request should be submitted on a Revised Invoice Request form (Exhibit G) to Business Services.

For each invoice that needs an adjustment submit a fully completed Revised Invoice Request including: Date; Request Number (from the original Invoice Request submitted); Name and Program of person completing; Original Invoice Number; Customer Name; Reason for Change; Original Invoice Total; Increase or Decrease Amount; New Total.

**Student Data Reporting**

The State of Connecticut as required in Section 10-10a of the Connecticut General Statutes has developed the Public School Information System. This law adds the need for a student-based data system as required by the Federal H.R. 1, No Child Left Behind Act of 2001. Business Services submits data from each of the CREC-Schools into the Public School Information System as required. Each school/program needs to keep accurate records on each child from pre-kindergarten through grade 12. Due to the changing nature of the required information please contact Business Services with any questions. CREC’s student data software provides CREC schools/programs the proper fields for the state required information which then can be downloaded at CREC and submitted to the State Department of Education.

The NCLB Act of 2001 requires the accurate electronic transmission of student data elements to the State Department of Education based upon the following schedule:

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1st data elements</td>
<td>Oct 15th</td>
</tr>
<tr>
<td>Jan 2nd data elements</td>
<td>Jan 15th</td>
</tr>
</tbody>
</table>
The existing data elements required for submittal through the electronic PSIS system are defined by the State Department of Education and will be modified from time to time.

Approximately one month prior to the due dates, Business Services will submit the required student information to the magnet schools for verification and correction. The schools are requested to make any corrections directly to the student information database. CREC’s special education programs/schools are requested to submit their student information directly to Business Services approximately one week before the deadlines above.

Regulation Approved: No Date