

New Jersey Department of Education

## Supplemental Educational Services Providers

(001)

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### Form C: SES Provider Assurances and Authorization for Continued Services

I, the undersigned, hereby certify that I am authorized to act on behalf of the supplemental educational services (SES) provider listed on the attached survey to complete and submit this survey. I certify that all of the information provided herein is true and accurate. I understand that if any of the information contained herein is found to be untrue during on-site visits or by any other means, such finding may constitute just cause for removing the provider from the state-approved list. "N/A" applies only to providers not providing services during the 2006-2007 project period.

**Assurances**

| Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Services were provided outside of the regular school day.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Services provided were of high quality and based upon research.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Services provided were consistent with the instructional program of the school district and New Jersey's Core Curriculum Content Standards. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Criminal background checks and fingerprint requirements for employees, per New Jersey statute, have been met.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provider's employees were paid accurately and in a timely manner.   |
|                          |                          |                          |   |

|   |   |
|---|---|
|     | <p>Provider offered to its staff the professional development activities stipulated in the SES application submitted to the New Jersey Department of Education (NJDOE).</p> |
|    | <p>Educational materials were available to tutors and students at all times to maintain instruction.</p>  |
|    | <p>Services were provided in locations accessible to individuals with disabilities.</p>   |
|  | <p>No additional admissions criteria were imposed on eligible students.</p>   |
|  | <p>Federal funds were not used for religious worship or instruction.</p>  |
|  | <p>Provider complied with the district/charter school's contractual agreements.</p>   |

|   |  |
|---|--|
|     | <p>Provider is fiscally sound and able to fulfill all agreements to provide services.</p>  |
|    | <p>Provider has adequate insurance for liability, property loss, and personal injury involving students.</p>   |
|    | <p>Provider satisfied all other federal, state, and local health, safety, and civil rights requirements. Any complaints or notifications regarding lack of compliance with federal, state, and local health, safety, and civil rights requirements were shared with the NJ Department of Education, Office of Title I Program Planning &amp; Accountability.</p> |
|  | <p>Provider will provide any requested information made by NJDOE either in writing, verbally, or during site visits.</p>   |

Provider complied with the Education Industry Association’s Code of Professional Conduct and Business Ethics for Supplemental Educational Services Providers: [Code of Professional Conduct and Business Ethics For Supplemental Educational Services Providers](#)

**Agreement to Continue Providing SES Services\*\***

**Current providers must complete this page to continue services for the current 2006-2007 school year.**

**Yes**

**No**

**N/A**

Provider is aware that any limitations or restrictions to its SES program (i. e., minimum number of students per school/district, districts/schools/ areas served, minimum district maximum per-pupil amount) MUST be posted on the SES provider Web

site profile and assures that all required revisions were submitted to the NJDOE. Providers will be held to their Web site profile and must serve all students as defined by that profile or risk being removed from the New Jersey SES approved provider list.

Provider has verified the contact information on the SES provider Web site to assure it is current and correct (and has submitted any revisions to the Office of Title I Program Planning and Accountability). Provider accepts any consequences attained as a result of revisions not received by the Office of Title I Program Planning and Accountability.

Provider wishes to continue providing quality supplemental educational services as an approved SES provider in New Jersey for the current 2006-2007 project period. In making this agreement, the provider has notified the Office of Title I Program Planning and Accountability of any changes in scope of the SES program that differ from their originally approved application.

Provider is aware that agencies initially approved as SES providers in 2005 or 2006 must submit an application to request renewal during the next scheduled application period and receive approval in order to provide services beginning September 1, 2008.\* (Check N/A if not initially approved as a provider in

2005 or 2006. This only applies to providers approved in 2005 and/or 2006).

Provider is aware that the 2006-2007 Provider Self-Evaluation survey and additional required documentation MUST be received by the due date and information that is missing, incomplete or unsatisfactory may result in the removal of this provider from the approved list in New Jersey. \*\*

Provider is aware they may be removed from the New Jersey Approved SES Provider List if they do not, for two consecutive years, contribute to increased academic proficiency of the students to whom they provide services, and/or do not meet other eligibility requirements or

assurances.

\* The application will be posted on the NJDOE SES Web site: <http://www.nj.gov/njded/title1/program/ss/> in December 2007 and will be due February 28, 2008. Technical assistance sessions for prospective applicants will be held in January 2007. Registration will be on-line at <http://education.state.nj.us/events/>

\*\* For those providers that must submit a renewal application, any required 2006-2007 Provider self-evaluation survey materials that are not received by the due date, incomplete or unsatisfactory, will result in points being deducted from their renewal application score and may affect the outcome of the provider's application.

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Office of Title I Program Planning and Accountability

Office of Educational and Informational Technology