

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 receives reimbursement for students through contracts and invoices.

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

Requests for New Customers

Requests for new customers are submitted to Business Services with the following information: Customer Name, Customer Address, Customer Email Address, Customer Phone Number, Contact Person and Website (if applicable). Business Services validates the customer information and establishes a customer record

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.

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 (and LEA number) responsible; Name of Student; Student Date of Birth; Student SASID number; Date of Entry; Annual Cost for Services (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 verifies the calculation of annual costs and/or prorated cost.
2. Obtain the Program Director’s signatures and date (electronic).
3. Obtain the LEA’s signatures and date (electronic).
4. Obtain the Executive Director or Deputy Executive Director’s signature and date (on paper or electronic).
5. An invoice will be prepared in accordance with the executed contract.
6. Executed contract is electronically stored in a shared network folder

Student Data Change Form

A Student Data Change Form) 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/Responsible Party.
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. Change in student start date – first day of attendance if different from original contract.
 - d. Change in schedule – decrease in contract hours or days.
 - e. Other – as appropriate for other decreases, please give reason.
 - f. Student terminated – record last day of attendance.
3. Effective billing date should conform to condition of student contract.

NOTE: Report changes promptly as they occur.

NOTE: Change in schedule resulting in increase in contract hours or days requires the completion of a new contract.

Invoice Request

Services not covered by a student contract should be submitted on an Invoice Request form 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 Number Code; Name and Program of person completing; Customer Name; Customer Address; Customer Email Address; Customer Phone Number; Contact Person; Purchase Order Number (if available); a brief General Description of Charges; Service Description; a Date or Timeframe of the Services; Quantity; Unit (each, hours, days, months, etc.); Unit Price; Totals.

Revised Invoice Request

Changes to an Invoice Request should be submitted on a Revised Invoice Request form 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; Customer Address; Customer Email Address; Customer Phone Number; Reason for Change; Original Invoice Total; a Date or Timeframe of the Services; Quantity; Unit (each, hours, days, months, etc.); Unit Price; New Total.

All Other Invoicing

Business Services obtains information from Third-Party and/or custom-built systems to generate

invoice(s) to customer(s). Data submitted includes, but is not limited to, Customer Name; Customer Address, Customer Email Address; Customer Phone Number; Contact Person; Purchase Order Number (if available); a brief General Description of Charges; Service Description; a Date or Timeframe of the Services; Quantity; Unit (each, hours, days, months, etc.); Unit Price; Totals.

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 federal law. Business Services submits data from each of the CREC Schools/Programs 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.

Federal law requires the accurate electronic transmission of student data elements to the State Department of Education based upon the following schedule:

Oct 1 st data elements	Due Oct 15 th
Jan 2 nd data elements	Due Jan 15 th

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.

Business Services and magnet schools/special education schools/programs are constantly reviewing and verifying student information. The magnet schools are requested to make all corrections/updates directly to the student information database (PowerSchool). In addition, CREC's special education schools/programs are also requested to submit their student information directly to the student information database (PowerSchool).

Regulation issued:
Revised: March 16, 2022

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