



Contracted Service Provider Billing Guidance

- **Contracted service providers may be asked to provide evaluations and/or direct/indirect services to students with disabilities who fall into three primary groups:**
 - K-12+ Students with IEPs
 - PreK Students with IEPs
 - K-12 Students with 504s
- **Districts use a variety of funding streams to pay for contracted services. These streams are specific to certain groups of students and include:**

Funding Source	Designated Students
Federal Grant Monies - Local Entitlement	● Child Find for K-12+ students ● PreK-12+ students with IEPs
Local Budget Monies - Article 2	● Child Find for PreK-12+ students ● PreK-12+ students with IEPs ● K-12 students with 504s
State Grant Monies - Early Childhood Special Education	● Child Find for PreK students ● PreK students with IEPs

- **As a result, it is important that contracted providers submit biweekly invoices that accurately assign costs to the designated student groups or submit separate invoices for each student group.**
 - A sample invoice that assigns costs to designated student groups in an “all in one” format is available here for your reference and/or use: [Sample Invoice](#).
- **Note - When mixed groups of students, please:**
 - Calculate the percentage of students who fall into each of the three categories and bill accordingly.
 - Example: A 30 minute group with 1 second grade IEP student and 1 second grade 504 student would be billed at 50% time (15 minutes) for the IEP student and 50% time (15 minutes) for the 504 student.

I recognize that this approach requires extra effort and appreciate your work to ensure accuracy in record keeping and billing!