

**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
P.O. BOX 500
TRENTON, NEW JERSEY 08625-0500**

**REVIEW OF THE APPLICATION FOR STATE SCHOOL AID
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
AS OF OCTOBER 15, 2015
SPECIAL EDUCATION EXTRAORDINARY AID 2015-2016
OFAC CASE # SAAU-15-17**

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
HUNTERDON COUNTY
50 COURT STREET
FLEMINGTON NJ 08822**

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION
HUNTERDON COUNTY
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
AS OF OCTOBER 15, 2015
SPECIAL EDUCATION EXTRAORDINARY AID FY 2015-2016
OFAC CASE # SAAU-15-17**

SCOPE

The New Jersey Department of Education (department) Office of Fiscal Accountability and Finance (OFAC) review verified students on roll listed on the October 15, 2015 Application for State School Aid (ASSA) with the school district's (district) New Jersey School Registers. The review verified the district's enrollment counts for regular and special education students. Total enrollment counts were verified for On Roll Full Time, Sent Full Time, Received Full Time, and Sent to Private Schools for Students with Disabilities. Low Income Enrollment, LEP Students, County Special Services Students, and other appropriate categories as reported on the ASSA were also verified.

The review also verified the data supporting transportation services provided to students as reported on the District Report of Transported Resident Students (DRTRS) as of October 15, 2015.

A review of Special Education Extraordinary Aid costs for 2015-2016 was also undertaken. These qualifying costs support the award of EXAID for special education students placed in and out of the district.

CONDITION OF DISTRICT RECORDS

Based on the minor changes noted on the ASSA, the district was well prepared for the audit. There was a high degree of accuracy and diligence demonstrated by the administrators responsible for submitting data on the application to the department.

FINDINGS

On Roll Full Time

The district reported 3,150 students, which the department verified. See Exhibit A.

Sent Full Time

The district reported three students, which the department verified. See Exhibit A.

Received Full Time

The district reported 13 students, which the department verified. See Exhibit A.

Sent to Private Schools for Students with Disabilities

The district reported seven students, which the department verified. See Exhibit A.

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Summary of Resident Enrollment

As a result of the above, the OFAC determined that the district reported a total of 3,147 Resident Students, which the department verified. See Exhibit A.

Resident Low Income Enrollment

The district reported 499 students, while the department verified 487, for a reduction of 12 students. The OFAC verified count is based upon the Master Eligibility List prepared by the district using meal applications on file as the source documents. The decrease of 12 students included 11 students who were carried over from the prior year. The remaining exception was one student with no supporting documents.

A new determination of Direct Certification (DC) eligibility was made prior to the ASSA date of October 15, 2015 which made 11 students ineligible as of October 15, 2015 for ASSA reporting purposes. These students did not appear on the most current DC lists that were updated in August, September or October of 2015, therefore a new determination was made prior to October 15, 2015. This data was reported to the department on or about November 1, 2015. The district properly followed guidance from the New Jersey Department of Agriculture, which governs the serving of free or reduced meals for the first 30 days of the new school year. This guidance does not apply to department requirements applicable to ASSA reporting. See Exhibit A.

Resident LEP Students

The district reported 112 LEP students on roll: 99 Low Income LEP students, and 13 Not Low Income LEP. The OFAC verified 112 total students.

Eligibility documentation including current test scores were not available for one reported student. However, during the exit conference for this audit the district administration researched four prior years' program documentation to establish that a former school district of residence properly tested this student for program eligibility in 2013. The district also presented sufficient documentation demonstrating that this student was eligible for continued program services until he was exited from the program in 2016.

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Transported Students-Regular

The district reported 1,963 students, while the department verified 1,938, for a decrease of 25 students transported as of October 15, 2015. The OFAC reclassified students from Special Education Transportation to Regular Public Transportation as well as Courtesy Students, based on a review of Individual Education Plans (IEPs). In many cases, Speech Only Students were reported as Special Education Students.

See Exhibit B.

Transported Students-Special Needs

The district reported 122 students, while the department verified 106, for a net decrease of 16 special education students with special transportation needs. The decreases to the Transported Students-Special Needs category was due to a lack of special needs identified in IEPs.

See Exhibit B.

CORRECTIVE ACTIONS TO DATE

During the exit conference for this audit, the OFAC and district administrators discussed procedures for submitting subsequent year DRTRS data. Based on proactive corrective measures planned by the district, in coordination with technical assistance provided by the OFAC SAAU, corrective actions are in progress.

CONCLUSION

The differences in Low Income Resident Enrollment and Transported Students have resulted in a decrease adjustment to formula aid calculations totaling \$121,191 as follows:

Equalization Aid	(\$ 55,509)
Security Aid	(1,624)
Transportation Aid	(64,058)
Total	(\$121,191)

The total state aid formula adjustment as applied to the SFRA formula was determined to be \$121,191. However, the district may have been entitled to Adjustment Aid which may have negated this decrease. The formula calculations were used to calculate Additional Formula Aid totaling \$2,348. By restating the formula calculations based on the OFAC audit adjustments, the district's Additional Formula Aid decreased to zero. A total state aid adjustment was identified in the amount of \$2,348.

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EXTRAORDINARY AID (EXAID) APPLICATION FY 2015-2016

The district filed the FY 2015-2016 Application for Special Education EXAID based upon submitted costs in the amount of \$1,962,328 for 25 students. The total itemized student costs exceeding \$40,000 for all public student placements and \$55,000 for all private schools for students with disabilities placements was reported as \$810,673, which was the basis for EXAID totaling \$450,134.

The OFAC examined supporting cost documentation for all submitted students. All reported students were eligible for consideration. The district had certain cost increases to reported EXAID data, which may have increased state aid by a potential amount of \$3,002. This amount was sufficient to offset the state aid decrease from the ASSA/DRTRS audit. Therefore, no state aid recovery is due to the department.

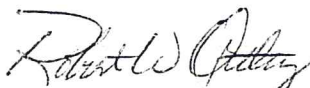
Regarding the district's preparedness for the EXAID audit, there was a high degree of accuracy and diligence demonstrated by the administrators responsible for submitting data on the application to the department. The methodology used to support costs submitted on the application indicated that the district effectively followed directions contained in the department's prescribed EXAID guidance manual.

RECOMMENDATIONS

The OFAC recommends that:

1. reported Low Income students who are directly certified must appear on a Direct Cert Listing in the current year to be considered eligible; and
2. all reported Special Education transported students must meet the criteria established for their inclusion in the designated categories of the DRTRS

Submitted by:



Robert W. Ortley, Manager
State Aid Audit Unit

Approved by:



Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg. 1 of 7

Grades	On Roll Full Time			On Roll Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 4yr	7.0	7.0	-	-	-	-
Full Day Kindergarten	240.0	240.0	-	-	-	-
One	281.0	280.0	(1.0)	-	-	-
Two	259.0	260.0	1.0	-	-	-
Three	305.0	305.0	-	-	-	-
Four	309.0	309.0	-	-	-	-
Five	319.0	319.0	-	-	-	-
Six	290.0	290.0	-	-	-	-
Seven	347.0	347.0	-	-	-	-
Eight	341.0	341.0	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Adult High School	-	-	-	-	-	-
Subtotal	2,698.0	2,698.0	-	-	-	-
Spec Educ Elementary	251.0	251.0	-	-	-	-
Spec Educ Middle	201.0	201.0	-	-	-	-
Spec Educ High	-	-	-	-	-	-
Subtotal	452.0	452.0	-	-	-	-
Totals	3,150.0	3,150.0	-	-	-	-

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg. 2 of 7

Grades	Sent Full Time			Sent Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 4yr	-	-	-	-	-	-
Full Day Kindergarten	1.0	1.0	-	-	-	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	1.0	1.0	-	-	-	-
Spec Educ Elementary	-	-	-	-	-	-
Spec Educ Middle	2.0	2.0	-	-	-	-
Spec Educ High	-	-	-	-	-	-
Subtotal	2.0	2.0	-	-	-	-
Co Voc	-	-	-	-	-	-
Totals	3.0	3.0	-	-	-	-

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg. 3 of 7

Grades	Received Full Time			Received Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 4yr	7.0	7.0	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
One	1.0	1.0	-	-	-	-
Two	1.0	1.0	-	-	-	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	9.0	9.0	-	-	-	-
Spec Educ Elementary	2.0	2.0	-	-	-	-
Spec Educ Middle	2.0	2.0	-	-	-	-
Spec Educ High	-	-	-	-	-	-
Subtotal	4.0	4.0	-	-	-	-
Totals	13.0	13.0	-	-	-	-

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg. 4 of 7

Grades	Sent to Regional Day Schools			Private Schools for Disabled		
	Reported	Verified	Difference	Reported	Verified	Difference
Half Day Preschool 3yr	-	-	-	-	-	-
Half Day Preschool 4yr	-	-	-	-	-	-
Full Day Preschool 4yr	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Spec Educ Elementary	-	-	-	2.0	2.0	-
Spec Educ Middle	-	-	-	5.0	5.0	-
Spec Educ High	-	-	-	-	-	-
Subtotal	-	-	-	7.0	7.0	-
Totals	-	-	-	7.0	7.0	-

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg. 5 of 7

Grades	Charter Students			Resident Students		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Kindergarten	-	-	-	241.0	241.0	-
One	-	-	-	280.0	279.0	(1.0)
Two	-	-	-	258.0	259.0	1.0
Three	-	-	-	305.0	305.0	-
Four	-	-	-	309.0	309.0	-
Five	-	-	-	319.0	319.0	-
Six	-	-	-	290.0	290.0	-
Seven	-	-	-	347.0	347.0	-
Eight	-	-	-	341.0	341.0	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	-	-	-	2,690.0	2,690.0	-
Spec Educ Elementary	-	-	-	251.0	251.0	-
Spec Educ Middle	-	-	-	206.0	206.0	-
Spec Educ High	-	-	-	-	-	-
Subtotal	-	-	-	457.0	457.0	-
Totals	-	-	-	3,147.0	3,147.0	-

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg. 6 of 7

Grades	Resident Low Income		
	Reported	Verified	Difference
Full Day Kindergarten	47.0	47.0	-
One	42.0	42.0	-
Two	51.0	50.0	(1.0)
Three	56.0	54.0	(2.0)
Four	41.0	40.0	(1.0)
Five	40.0	40.0	-
Six	34.0	34.0	-
Seven	37.0	35.0	(2.0)
Eight	29.0	28.0	(1.0)
Nine	-		-
Ten	-		-
Eleven	-		-
Twelve	-		-
Subtotal	377.0	370.0	(7.0)
Spec Educ Elementary	71.0	70.0	(1.0)
Spec Educ Middle	51.0	47.0	(4.0)
Spec Educ High	-		-
Subtotal	122.0	117.0	(5.0)
			-
			-
Totals	499.0	487.0	(12.0)

Flemington Raritan Regional Board of Education
Application for State School Aid
As of October 15, 2015

EXHIBIT A
Pg.7 of 7

Grades	Resident LEP Low Income			Resident LEP Not Low Income		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Kindergarten	22.0	22.0	-	5.0	5.0	-
One	24.0	24.0	-	-	-	-
Two	22.0	22.0	-	3.0	3.0	-
Three	18.0	18.0	-	1.0	1.0	-
Four	2.0	2.0	-	-	-	-
Five	1.0	1.0	-	1.0	1.0	-
Six	2.0	2.0	-	-	-	-
Seven	3.0	3.0	-	1.0	1.0	-
Eight	4.0	4.0	-	1.0	1.0	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	98.0	98.0	-	12.0	12.0	-
Spec Educ Elementary	1.0	1.0	-	1.0	1.0	-
Spec Educ Middle	-	-	-	-	-	-
Spec Educ High	-	-	-	-	-	-
Subtotal	1.0	1.0	-	1.0	1.0	-
Totals	99.0	99.0	-	13.0	13.0	-

**Flemington Raritan Regional Board of Education
District Report of Transported Resident Students
As of October 15, 2015**

**EXHIBIT B
Pg. 1 of 1**

TRANSPORTED REGULAR STUDENTS

	Reported	Verified	Difference
Students - Grade PK	0.0	0.0	-
Regular Public	1,530.0	1,568.0	38.0
Vocational School Students	0.0	0.0	-
Transported Charter	0.0	0.0	-
AIL Charter	0.0	0.0	-
Transported Non-Public	23.0	23.0	-
Aid in Lieu of Transportation	35.0	32.0	(3.0)
Regular Special Education	375.0	315.0	(60.0)
Charter Special Education	0.0	0.0	-
Private School Disabled	0.0	0.0	-
Total Students	1,963.0	1,938.0	(25.0)
Total Mileage	7,203.9	7,062.4	(141.5)
Average Mileage	3.7	3.6	(0.0)

TRANSPORTED SPECIAL NEEDS STUDENTS

	Reported	Verified	Difference
Special Needs Public Schools	114.0	98.0	(16.0)
Special Needs Charter Schools	0.0	0.0	-
Special Needs Private Schools for the Disabled	8.0	7.0	(1.0)
Total Students Special Needs	122.0	105.0	(17.0)
Total Mileage	699.7	640.3	(59.4)
Out of District No Sp. Needs	0.0	1.0	1.0
Out Of District Charter No Sp. Needs	0.0	0.0	-
Out Of Dist. Private Schools No Sp. Needs	0.0	0.0	-
Total Students No Sp. Needs	0.0	1.0	1.0
Total Mileage	0.0	14.8	14.8
Total Special Education Students	122.0	106.0	(16.0)
Total All Special Ed Mileage	699.7	655.1	(44.6)
Average Mileage	5.7	6.2	0.4

State of New Jersey
Department of Education
Office of Fiscal Accountability and Compliance

PROCEDURES FOR LEA/AGENCY RESPONSE
CORRECTIVE ACTION PLAN AND APPEAL PROCESS

Board of Education Response:

Pursuant to N.J.A.C. 6A:23A-5.6, the following actions shall occur:

- (a) Any school district or county vocational school district that has been subject to an audit or investigation by the Department of Education, Office of Fiscal Accountability and Compliance (OFAC) shall discuss the findings of the audit or investigation at a public meeting of the district board of education no later than 30 days after receipt of the findings.
- (b) Within 30 days of the public meeting required in (a) above, the district board of education shall adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address the issues raised in the findings. The resolution shall be submitted to the OFAC within 10 days of adoption by the board of education.
- (c) The findings of the OFAC audit or investigation and the board of education's corrective action plan shall be posted on the district's web site, if one exists.

If the board of education disputes any of the findings of the audit or investigation, it may file a written appeal with the OFAC of any disputed finding(s) within 10 days of adoption of the resolution. Seeking an appeal of the findings does not preclude adherence to the provisions of (a), (b), and (c) listed above.

Corrective Action Plan:

The corrective action plan is to be used when the LEA/Agency is in agreement with any of the findings. To contest a finding, the appeal process must be used. After the appeal is settled, a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Agency must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation

If the corrective action plan is acceptable, a letter will be sent to the LEA/Agency indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Agency indicating whether further clarification is required or further action is necessary.

Appeal Process:

The appeal process is used to contest disputed findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the audit or investigation, a written request by the LEA/Agency to review the disputed finding(s), recommendation(s), or questioned costs must be submitted to the OFAC Director. The Request for Appeal must indicate the finding(s) in question.

The Request for Appeal must be in writing and the LEA/Agency must present any supporting documentation for the appeal. Subsequent to the submission of the Request for Appeal, the OFAC Director will issue a written decision.

If the final determination made by the Director, is still unsatisfactory to the LEA/Agency, the LEA/Agency may file a Petition of Appeal pursuant to N.J.A.C. 6A:3-1.3.

NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT: FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION

COUNTY: HUNTERDON

**AUDIT REVIEWS OF 10/15/15 APPLICATION FOR STATE SCHOOL AID- DISTRICT REPORT OF TRANSPORTED
RESIDENT STUDENTS AND FY 2015-2016 EXAID**

DATE OF BOARD MEETING : May 29, 2018

CONTACT PERSON : Stephanie Voorhees, Business Administrator

TELEPHONE NUMBER : 908-284-7570

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION

1. Ensure that low income students are on the Direct Cert list as of October 15. Carry over low income students will be cross referenced through to the direct certification in effect as of October 15th each year.

Stephanie Voorhees, BA Oct-Nov 2018

2. Reference page 4 of report indicating OFAC verified corrective actions to date n/a


CHIEF SCHOOL ADMINISTRATOR

DATE


BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE

5/29/18