

Supplemental Educational Services

NJ SES Guidance – Request for a Change in SES Provider Profile or Scope of Work

The **NJ SES Provider Profile** is defined as the unique identifying set of descriptors and service logistics of each SES entity. The descriptors in the profile do not impact the quality of effective delivery of SES and are reviewed and approved in the NJ SES Provider Application.

The **NJ SES Scope of Work** is defined as the educational program and services reviewed and approved in the NJ SES Provider Application. NJ SES Providers are approved based upon program quality and their capacity to serve NJ students according to the scope of work presented and considered in the application.

The stability of a NJ SES provider's profile and scope of work are important to students, parents, districts, and the state. Parents base their selection of an SES Provider on this information; districts hold SES Providers accountable for the information in the fulfillment of their contracts; and the state monitors NJ SES providers based on the fidelity of their stated scope of work and the details of service delivery.

A request to update a SES Provider profile and a request for a change in the scope of work are two separate, yet simple processes. Both requests must be submitted to the NJDOE in writing requesting a change in the approved application. Requests must be justified. Requests may be submitted using the form attached and sent to NJDOE via e-mail at: ses@doe.state.nj.us.

Change over time may be inevitable. During the SES state approval cycle there may be several reasons that an item on a NJ SES Provider's profile needs to change.

A request to update the SES Provider profile:

Issues that do not impact the quality or effective delivery of SES are not considered a change in scope of work, but rather a request to update a provider's profile.

Items such as a change in contact information, student group sizes served, days and times of tutoring sessions, a change in website, an update in qualifications and effectiveness, a shift in the type of provider, the provision of student transportation, and locations of service delivery (within reason) are not part of the scope of work. These are part of the unique professional profile of each agency. Provider profile issues are important items that parents consider when making a selection for their child.

If the organization moves to a new address or undergoes some form of staff restructuring, it is not a change in the scope of the educational product or service. However, it is important to note that profile information changes it must be reported to NJDOE. For example, if the primary or secondary contact information changes, all NJ SES Providers MUST immediately notify the NJ DOE at: SES@doe.state.nj.us. The contact information is considered an issue of child safety and operational capacity. If, for any reason, a parent or district representative can not locate an SES student scheduled for a tutoring session, and they attempt to contact your agency. If the profile reveals out-of-date information, your

agency will be unable to account for their child. This situation could not only justifiably cause alarm for parents and educators, but could place your agency at legal risk. A provider may submit a request for a change in profile information at any time.

Examples of Profile Changes

Request for Change in Profile	Comment
Number of students served	Must be a minimal change.
Geographic location(s) served	Must be a reasonable change.
Change in name	A new NJ Business Registration Certificate must accompany the request.
Type of Provider	If the agency changes professional status (such as a shift from non-profit to profit status) a new NJ Business Registration Certificate must accompany the request.
Transportation service	If the agency is able to provide student transportation after state-approval of the application copies of driver licenses for those transporting students must accompany the request. Copies of driver's licenses must also be provided to districts.
Location of service delivery	Not all NJ school districts accommodate SES Providers.
Qualifications of Effectiveness	If verifiable, new research findings our program outcomes can be included.

The request must be made in writing on the attached form. The primary SES Provider contact must make the request and submit:

- Clear justification for the change.

Request for a Change in the State Approved Scope of Work

Issues considered for a change in the state approved scope of work must meet a unique or **specific** need.

SES Provider requests for a change in the state approved scope of work require an application review. A full application process is not necessary regarding a request for a significant change in the scope of work, however, the review is more complex requiring the comparison of the requested changes to the approved application. Multiple interconnected issues must be considered and verified. A change in the scope of work includes the “*what*” and “*how*” of program quality and delivery as it was described in the SES Provider’s application and approved by the NJDOE. Major areas of the scope of work include the academic subject matter taught; curriculum and materials used to deliver instruction; grade levels served; fees for services; expanding services to meet the needs of special populations, and, etc. These issues may not be revised without a review and detailed justification.

The SES Provider submits a written request to the NJ DOE asking to change the agreed scope of work as specified in its state-approved SES Provider application to accommodate a need not originally defined as part of the state approved application. Request can be submitted via e-mail at: ses@doe.state.nj.us. The modified application requirement is due to the fact that the issues below are more detailed in nature and require the review of major program features. Since a change in the approved scope of work essentially amends the original NJ SES Provider Application, every request for a change in the scope of work must be accompanied by a signed NJ SES Provider Statement of Assurances. The Assurances are updated annually and can be found on the NJDOE SES Web page at: <http://www.nj.gov/education/title1/program/ss/>. Requests will not be honored without signed assurances.

Examples of Changes in Scope of Work

Request for Change in Scope	Justification
Change or expansion in grade levels served	P-3, Elementary, and Middle School/ High School require different training and qualifications for instructors, different pedagogical skill sets and completely different curriculum materials.
Change in fees	Requests to increase fees are most often due to costs overruns and poor project management. Since financial soundness is a federal requirement for SES Provider approval, a fiscal desk audit is necessary prior to an approved change. In addition, the state requires an operational capacity review to ensure the effectiveness and efficiency of the SES program.
Change in curriculum or materials	The program curriculum is the core element reviewed and considered for SES Provider approval. All other academic and instructional elements of the program hinge on the curriculum. A major program review is required in order to consider a change in curriculum or materials.
Change in delivery mode	A face-to-face teacher uses different instructional methods and materials than does an on-line facilitator where the student's involvement, use of time, engagement with the subject, interaction with materials, and performance are monitored in a very different manner.
Change in academic subject areas	Curriculum is at the heart of the SES program. A full review is required in order to consider adding a subject area to a previously approved SES program.
Student populations served	The agency must provide evidence of capacity to serve specialized student populations.

The request must be made in writing on the attached form. The primary SES Provider contact must make the request and submit:

- Clear justification for the change.
- Evidence of organizational capacity to maintain the quality and effectiveness of SES as stated in the state-approved NJ SES Provider Application.
- Evidence of fiscal capacity to support the quality and effectiveness of SES as stated in the state-approved NJ SES Provider Application (if appropriate).
- Evidence of requests from parent(s) or district(s) to meet a specific need.
- Completed Provider Assurances.

If approval is granted for a Change in the State-Approved Scope of Work within 15 days the NJSES Provider must notify all school districts wherein SES contracts are active.

If approval is not granted for a Change in the State-Approved Scope of Work the NJSES Provider may file a new application, including the proposed change, during the next annual application cycle.

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NJ SES Tool – NJ SES Provider Request for a Change in the Approved Scope of Work

Provider Name: _____ NJ SES Provider Number: _____

Date of the NJ SES Application proposed for revision: _____

Requestor (Must be the primary NJ SES contact): _____

Contact e-mail: _____ Contact phone number: _____

If approved, does this change require a revision to the Provider Profile?

Request for a Change in the State-Approved Scope of Work:

Item 1. _____

Change to: _____

Item 2. _____

Change to: _____

Item 3. _____

Change to: _____

Justification/Purpose for a Change in the Approved Scope of Work:

- Attach evidence of organizational capacity to maintain the quality and effectiveness of SES as stated in the state-approved NJ SES Provider Application.
- Attach evidence of fiscal capacity to support the quality and effectiveness of SES as stated in the state-approved NJ SES Provider Application (if appropriate).
- Attach evidence of requests from parent(s) or district(s) to meet a specific need.
- Attach a signed copy of the NJ SES Provider Annual Assurances (download from: <http://www.nj.gov/education/title1/program/ss/>)