



Carbon Lehigh Intermediate Unit #21

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CLIU #21 EQUITABLE PARTICIPATION REFERRAL PROCEDURES

Services allowable:

- **Mercy Special Learning Center:** Occupational therapy; *Physical therapy in group or consultative settings.
- **Non-Public Schools within the CLIU area:** Special Education Teacher consultative services; Professional Development; Curriculum/Materials

Requirements for All Referrals:

- Student(s) must have been evaluated by their resident school district (LEA) and, through an Evaluation Report (ER), qualifies under IDEA with a disability that requires specially designed instruction in the areas of the service(s) requested. Identified students also have the right to be re-evaluated every 3 years.
- Student(s)' parent(s)/guardian(s) must have declined the offer of a free, appropriate, public education (FAPE) as specified on the Notice of Recommended Educational Placement (NOREP) and defined in the Individualized Education Program (IEP) developed between the parent and the district of residence (LEA).
- **Parent/guardian** must provide the Evaluation or Re-evaluation Report, IEP (if available), and NOREP (if available) and Script (if PT requested) **to the Non-public School Administrator** in order for their child to be considered for Equitable Participation services.
- Equitable participation is a right to receive some benefit from publicly-funded special education programs that applies to nonpublic school students as a group. The provision of federal law requiring equitable participation does not establish an individual entitlement to a particular level or type of service on the part of any particular student.

Procedures for Occupational or Physical Therapy at Mercy or Special Education Teacher Consultative services for specific students at NP Schools:

- **The Non-Public School Administrator** will complete the “*Equitable Participation Referral Form for Direct or Consultation Services*” and submit this form to the Carbon Lehigh Intermediate Unit #21 (electronically to EPreferrals@cliu.org) along with copies of the following:
 - **Evaluation Report (required)**
 - **Signed Notice of Recommended Educational Placement (NOREP) declining FAPE**
 - **Individualized Education Plan (IEP) offered by LEA**
 - *** Physician’s Prescription – required for physical therapy**

Helping Children Learn

“CLIU is a service agency committed to Helping Children Learn.”

- After the CLIU receives the completed paperwork, services can begin:
 - **Non-Public Schools Teacher Consultation:** The EP Supervisor will provide the referral documents to the Special Education Teacher Consultant who will then arrange a time to meet with the Non-Public School Administrator to gather any additional information and to schedule a meeting with the teacher of the identified student.
 - **Mercy Special Learning Center Related Services Therapies:** The EP Supervisor will provide the referral documents to the appropriate therapists providing services at Mercy Special Learning Center.

Procedures for Professional Development or Curriculum/Materials at NP Schools:

- **The Non-Public School Administrator** will complete the “*Equitable Participation Referral Form for Professional Development or Materials*” and submit this form to the Carbon Lehigh Intermediate Unit #21 (electronically to EPreferrals@cliu.org).
- After the CLIU receives the completed paperwork, services can begin:
 - **Non-Public Schools PD:** The EP Supervisor will provide the referral documents to the Special Education Teacher Consultant who will then arrange a time to meet with the Non-Public School Administrator to gather any additional information on requested PD.
 - **Curriculum/Material:** The EP Supervisor will review the request and notify the NP Administrator if request is approved. Once approved, the NP Administrator will submit the completed order with all details to the EP Supervisor who will order the materials. Once received, materials will be delivered to the NP Administrator.
- Direct services for the child will continue each year, as funding provides, unless deemed no longer eligible.
- Consultative and professional development from the special education teacher will need to be requested each year.