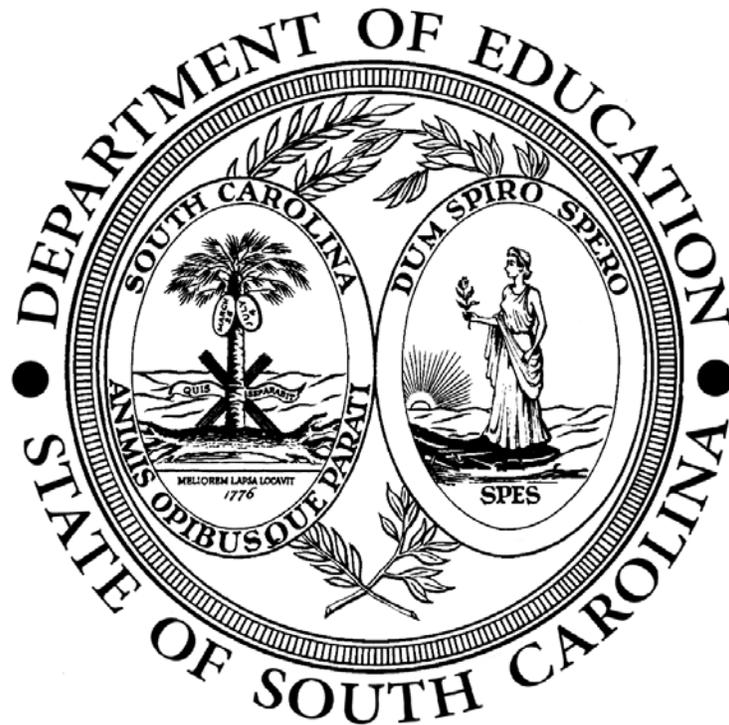


Supplemental Educational Services

2013–2014

Provider Application Process



For additional information contact:
Basil Harris, Supplemental Educational Services Coordinator
Office of Federal and State Accountability
Phone: (803) 734-8373
Fax: (803) 734-2722
E-mail: bharris@ed.sc.gov

Supplemental Educational Services (SES)
Office of Federal and State Accountability
Division of Accountability
South Carolina Department of Education
1429 Senate Street
Columbia, South Carolina 29201



TABLE OF CONTENTS

SUPPLEMENTAL EDUCATIONAL SERVICES (SES) OVERVIEW-----PAGE 3

THE PURPOSE OF SES-----PAGE 3

SOUTH CAROLINA ESEA FLEXIBILITY WAIVER-----PAGE 3 & 4

WHO MAY APPLY TO BE AN APPROVED PROVIDER-----PAGE 4

NON-REGULATORY GUIDANCE FOR APPROVAL OF SES PROVIDERS-----PAGES 4 & 5

SES APPLICATION PROCESS-----PAGE 6

APPLICATION TECHNICAL ASSISTANCE WORKSHOP-----PAGE 7

INSTRUCTIONS FOR ACCESSING THE APPLICATION-----PAGE 7

APPLICATION DEADLINE-----PAGE 7

HOW TO LOG IN-----PAGE 7

HOW TO CREATE A USER ACCOUNT-----PAGES 8 & 9

APPLICATION COMPONENTS-----PAGE 9

LINK TO APPLICATION-----PAGE 10

INSTRUCTIONS FOR COMPLETING THE APPLICATION-----PAGES 11-14

APPLICATION REVIEW AND SCORING PROCESS-----PAGE14

PRELIMINARY COMPOSITE SCORE AND INTERVIEW PROCESS-----PAGE14

CONDITIONAL APPROVAL STATUS-----PAGE14

CONDITIONALLY APPROVED SES PROVIDER MANDATORY WORKSHOP-----PAGE15

FINAL APPROVAL STATUS-----PAGE15

GENERAL INFORMATION-----PAGE 16 & 17

APPLICATION UPDATES AND CHANGES-----PAGE16

SERVICE DELIVERY/HOURLY RATE-----PAGE16

SES APPLICATION ASSURANCES-----PAGE16

CRIMINAL BACKGROUND CHECK-----PAGE 17

W-9 TAX FORM INFORMATION-----PAGE17

PROOF OF LIABILITY INSURANCE-----PAGE17

HELPFUL HINTS-----PAGE18

EVIDENCE OF FINANCIAL SOUNDNESS-----PAGE19

DEBARMENT CERTIFICATION-----PAGE 20

SES APPLICATION SECOND REVIEW PROCESS-----PAGE21

APPLICATION QUESTIONS AND TECHNOLOGY TECHNICAL ASSISTANCE-----PAGE 21

APPLICATION TECHNICAL ASSISTANCE WORKSHOP REGISTRATION FORM-----PAGE 22



Supplemental Educational Services

Title I, Section 1116(e) of the Elementary and Secondary Education Act

Supplemental Educational Services (SES) are additional academic instruction designed to increase the academic achievement of students in low-performing Title I schools. These services may include academic assistance in English language arts, reading, and math such as tutoring, remediation, and other educational interventions. Services are provided by a state-approved provider such as a company, organization, school, or school district. Supplemental educational services must be provided after school, on Saturdays or during the summer (outside of the regular school day).

Who is eligible to receive supplemental educational services? Students who receive free or reduced-priced lunches and attend identified Title I schools that are in their second year or beyond of school improvement (Continuing School Improvement, Corrective Action, Planning for Restructuring, or Restructuring).

Supplemental educational services are FREE to eligible students. Parents of eligible students in conjunction with the school district choose a state-approved provider for the purpose of ensuring that their child's academic achievement in reading, language arts, or math is improved.

The Purpose of SES

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB), calls for parents of eligible students attending Title I schools that have not made adequate yearly progress (AYP) in increasing student academic achievement for three years to be provided with opportunities and choices to help ensure that their children achieve at high levels. SES provides extra academic assistance for eligible children. Students from low-income families who are attending Title I schools that are in their second year of school improvement (i.e., have not made AYP for three years), in corrective action, or in restructuring status are eligible to receive these services.

State educational agencies (SEAs) are required to identify entities, both public and private, that qualify to provide these services. Parents of eligible students are then notified, by the local educational agencies (LEA), that SES will be made available, and parents may select any approved provider in the geographic area served by the LEA or within a reasonable distance of that area that they feel will best meet their child's needs. The LEA will sign an agreement with the provider selected by the parent, and the provider will then provide services to the child and report on the child's progress to the parents and to the LEA.

The goal of SES is to increase eligible students' academic achievement in a subject or subjects that the State includes in its ESEA assessments under Section 1111 of the ESEA, which must include reading/language arts, mathematics, and science, as well as English language proficiency for students with limited English proficiency (LEP).

South Carolina ESEA Flexibility Waiver

The U.S. Department of Education (Department) offered States the opportunity to request flexibility from certain requirements of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001. As part of the flexibility waiver granted to South Carolina, schools that were identified as "Schools in Improvement" based on AYP results are now classified as Reward for Performance Schools, Reward for Progress Schools, Priority Schools and Focus Schools.

Under South Carolina's ESEA Flexibility Waiver Federal Accountability System:

Priority Schools are identified as the lowest performing Title I schools.

- Priority schools are determined by ranking each Title I school's total weighted composite index score (which determines the school's letter grade) from lowest to highest.
- SES will be offered to all students in the school.

Primary schools, which do not have grades that are tested by the state assessments, are not included in the ranking for Priority Schools.)

Focus Schools are identified as Title I schools with the highest average performance gap between subgroups.

- To determine performance gaps, each subgroup's performance is compared with the corresponding non-subgroup comparison group. For example, the performance of Limited English Proficient (LEP) students will be compared to the performance of non-LEP students.
- SES will be offered to students who did not score proficient or above on one of the state assessments and will be offered to students in the lowest performing subgroup(s).

Each subgroup achievement gap difference will be calculated, averaged, and ranked to determine the Title I schools with the highest average achievement gap.

Who may apply to be an approved provider?

A provider of SES may be any public or private (non-profit or for-profit) entity that meets the State's criteria for approval. Public schools (including charter schools), private schools, LEAs, educational service agencies, institutions of higher education, faith-based organizations, community-based organizations, business groups, and individuals are among the types of entities that may apply to the SEA for approval to provide SES.

Federal Non-Regulatory Guidance for Approval of SES Providers

An SEA must develop and apply objective criteria that are based on statutory and regulatory requirements for approving providers and make these criteria publicly available to prospective providers. In addition, the SEA must publish its list of approved providers.

In conducting its approval process, the SEA must ensure that each provider it approves:

1. Has a demonstrated record of effectiveness in increasing the academic achievement of students in subjects relevant to meeting the State's academic content and student academic achievement standards [*Section 1116(e)(12)(B)(i); 34 C.F.R. §200.47(b)(1)(i)*]. (See C-15.)
2. Is capable of providing instructional services that are:
 - (a) High quality, research-based, and designed to increase student academic achievement [*Section 1116(e)(12)(C); 34 C.F.R. §200.47(b)(2)(ii)(C)*]. (See C-16.)
 - (b) Consistent with the instructional program of the LEA [*Section 1116(e)(5)(B), (12)(B)(ii); 34 C.F.R. §200.47(b)(1)(ii), (b)(2)(ii)(A)*]. (See C-17.)
 - (c) Aligned with State academic content and student academic achievement standards [*Section 1116(e)(5)(B); 34 C.F.R. §200.47(b)(2)(ii)(B)*]. (See C-17.)
 - (d) Secular, neutral, and nonideological [*Section 1116(e)(5)(D); 34 C.F.R. §200.47(b)(2)(ii)(D)*].

3. Is financially sound [*Section 1116(e)(12)(B)(iii); 34 C.F.R. §200.47(b)(1)(iii)*]. (See C-18.)
4. Will provide SES consistent with applicable Federal, State, and local health, safety, and civil rights laws [*Section 1116(e)(5)(C); 34 C.F.R. §200.47(b)(2)(iii)*]. (See C-19.)

Additionally, in approving a provider, an SEA must consider, at a minimum:

5. Information from the provider on whether the provider has been removed from any State's approved provider list [*34 C.F.R. §200.47(b)(3)(i)*]. (See C-21.)
6. Parent recommendations or results from parent surveys, if any, regarding the success of the provider's instructional program in increasing student achievement [*34 C.F.R. §200.47(b)(3)(ii)*]. (See C-22.)
7. Evaluation results, if any, demonstrating that the provider's instructional program has improved student achievement [*34 C.F.R. §200.47(b)(3)(iii)*]. (See C-22.)

The criteria that an SEA uses to approve SES providers should be developed in consultation with LEAs, parents, teachers, and other interested members of the public, and promote participation by the maximum number of providers to ensure, to the extent practicable, that parents have as many choices as possible [*Section 1116(e)(4)(A); 34 C.F.R. §200.47(a)(1)(i)*]

2013–2014 Supplemental Educational Services Application Process

The Supplemental Educational Services (SES) on-line application for the 2013–2014 school year has been posted on the South Carolina Department of Education’s (SCDE) Web site. The SCDE uses an on-line application process to approve providers of SES. All applications must be submitted on-line to be considered for approval. Providers who have been approved in the past must reapply each year. You must follow the procedures below to gain access to the application.

Application Approval Process

The application approval process consists of the following:

1. Submission of Complete Application On-line
2. Submission of Evidence of Financial Soundness Documentation
3. Application Scored by Two Independent Reviewers (Preliminary Composite Score)
4. Applicant On-site Interview with Independent Panel (Place and Time To Be Determined)
5. Conditional Approval
6. Attendance at Mandatory State Level Meeting
7. District Selection
8. Parent Selection

In order for an applicant to be considered for scoring, the entire application must be completed by the established deadline. **If any portion of the application is incomplete or omitted, the application will be considered incomplete and will not be submitted to a reader for scoring.** It is the responsibility of the applicant to ensure that a complete application is submitted for review.

Applicant Categories: Returning and New

Returning Applicants

State-approved SES providers that were selected by school districts and who served students during the 2012–13 school year and intend to submit an application for the 2013–14 application year will be required to submit their on-line application in June of 2013. Specific communication will be sent to applicants in this category. (State-approved providers chosen as one of the ten providers to serve in a district and provided tutoring services only)

New Applicants

- Applicants submitting an application for the first time;
- State-approved providers who **did not** serve students for the 2012–13 academic year;
- Applicants whose 2012–13 application score did not meet the minimum required approval score;
- Applicants who served in previous years but did not submit an application for the 2012–13 application year (Please refer to the “NOTE” in the subsequent paragraph.)

NOTE: Applicants who were approved as providers for the 2011–12 and 2012–13 application year or any of their South Carolina affiliates (inclusive of the name of persons included on their state-approved application) who were removed from the state-approved list or two or more school districts for the 2011–12 and 2012–13 application/school years for **any** infraction, **are not** eligible to apply. In addition, applicants in this category **cannot** submit an application using a different name nor can the application contain the Tax ID or FEIN that was associated with their 2011–12 or 2012–13 state-approved application.

The SCDE reserves the right to remove any application from consideration for approval if the applicant is not eligible to apply. Examples of ineligible applicants may include but are not limited to, applicants previously removed from the South Carolina list of approved providers or other state’s list, or applicants who do not submit evidence of financial soundness.

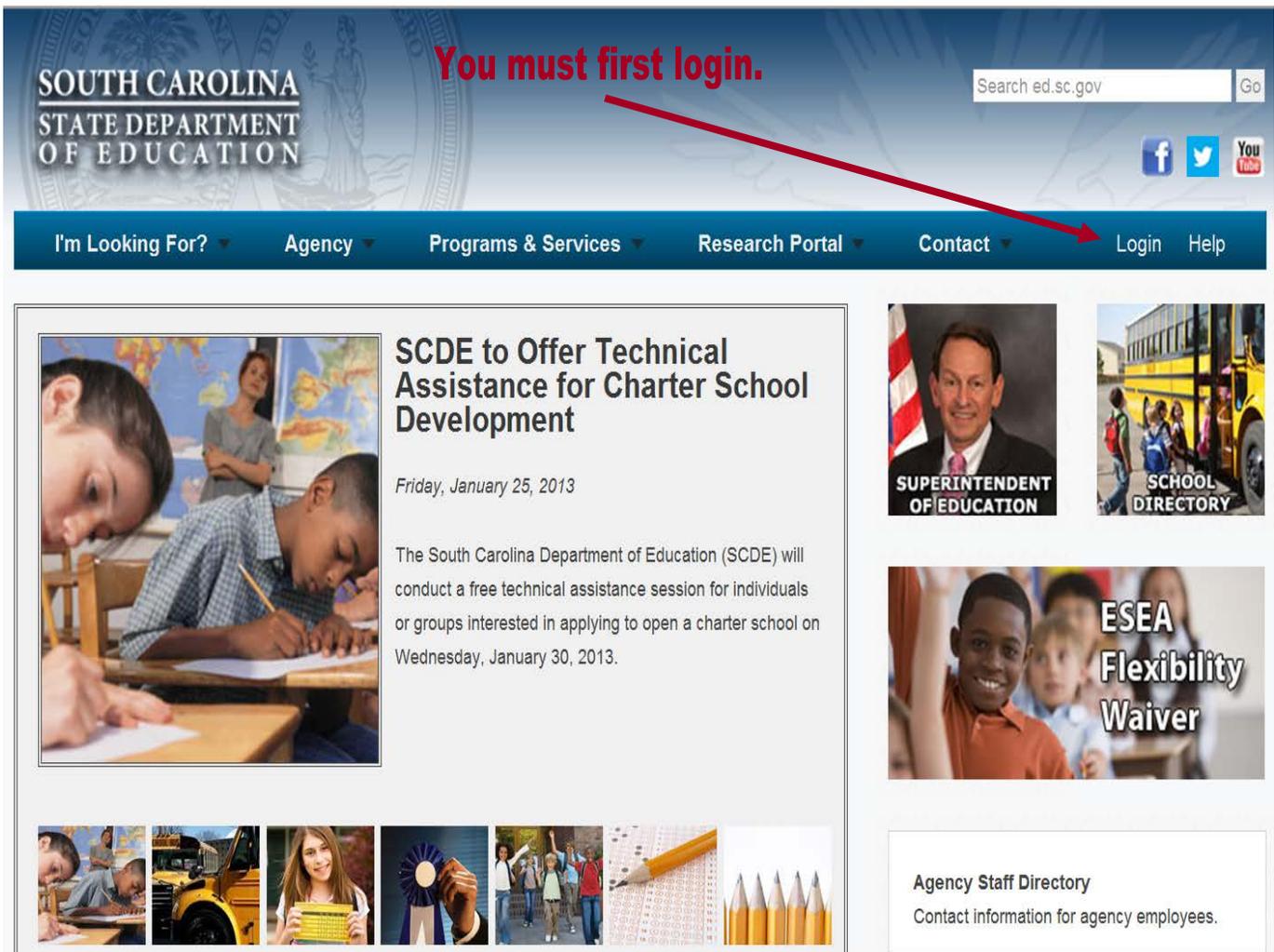
Application Technical Assistance Workshop

The SCDE will host a **free** technical assistance workshop designed to provide specific guidance to potential applicants on how to complete the application. A training session regarding the application process is scheduled to be held on Thursday, February 21, 2013, 9:30 a.m. until 12:30 p.m., (**registration begins at 9:00 am**) at the South Carolina State Museum, Auditorium, 301 Gervais Street, Columbia, South Carolina, 29201. Space is limited; therefore, the SCDE reserves the right to limit attendance to registered participants only. The registration form for the SES Application Technical Assistance Workshop is located on page 22.

Instructions for Accessing the Application

1. **The application must be submitted on-line by 3:00 p.m., EST, April 4, 2013.**
2. The website is <https://apps.ed.sc.gov/tools/members/>
3. You must create a user account. **NOTE:** There are two (2) user account types.
 - 1) *Persons who work or teach in a South Carolina Public School System*
 - 2) *Community Users*
4. If you work or teach in a South Carolina Public School and are **not applying on behalf of a school district, you must** log in as a Community User.
5. Select the account type that is applicable to you.

NOTE: All applicants (new and returning) must create an account. Previous application year accounts have been deactivated.



The screenshot shows the top portion of the South Carolina State Department of Education website. At the top left is the logo for the South Carolina State Department of Education. In the center, a red banner reads "You must first login." To the right is a search bar for "ed.sc.gov" and social media icons for Facebook, Twitter, and YouTube. Below this is a dark blue navigation bar with links for "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". A red arrow points from the "Login" link to the "You must first login." banner. Below the navigation bar are several content tiles: a large tile for "SCDE to Offer Technical Assistance for Charter School Development" dated Friday, January 25, 2013; a tile for "SUPERINTENDENT OF EDUCATION" featuring a portrait of a man; a tile for "SCHOOL DIRECTORY" featuring a yellow school bus; a tile for "ESEA Flexibility Waiver" featuring a group of children; and a bottom row of small image thumbnails. A box at the bottom right contains the text "Agency Staff Directory" and "Contact information for agency employees."

You must first login.



**All applicants
(new and returning)
must create an account.**

**Previous application
year accounts
have been deactivated.**



Login to the SCDE Web Site Member Center

SCDE Staff - login using **USER ID**
 External Users - login using **EMAIL ADDRESS**
 If you have trouble logging in click the **Reset Password** button below
 Teachers - Click here to view [Certification Status](#)

User ID/E-mail:

Password:

Get **ADOBE® READER®**

Get **ADOBE® FLASH® PLAYER**

Our secure site is best accessed using one of the following:

- Mozilla Firefox 3
- Internet Explorer 7



SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION Search ed.sc.gov

Home > Tools > Signup > Create Account

Create Account

Read and follow all prompts when creating your account.
NOTE: There are two user account types.

If you do not currently have an SCDE web account, use this page to create an account or request that an account be created for you. Start by selecting the appropriate tab below.

Please Choose >>>

Last Updated: 01/26/2012

Contact Information

1429 Senate Street
 Columbia, SC 29201
 Tel: 803-734-8500
 E-mail: info@ed.sc.gov

Link To Us | www.sc.gov | [Privacy](#) / [Legal](#)

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6. If you select the “*Work or Teach in SC Public School System*” button, you will be prompted to complete a form and the form information will be sent to your District’s Web Application Access (WAA) Coordinator.
 - o The District WAA Coordinator will then create your user account
 - o Once the account is created, an e-mail will be sent to you with information regarding how to log into the site
7. If you select the “*Community User*” button, you will be prompted to complete a form and a
 - o A ‘Community’ account will be created for you.
 - o Once the account is created, an e-mail will be sent to you with information regarding how to log into the site
8. After account has been set up, you can then proceed to the on-line application. **Remember:** Your password is *case sensitive*
9. If you have trouble logging in or do not know your password, click the “*Request Technical Support*” button. This will allow you to complete and submit your request for technical assistance
10. If you have questions regarding completing the on-line application, **once you have logged in**, you may contact Basil Harris by e-mail at bharris@ed.sc.gov or by telephone at 803-734-8373. After the application has been submitted, applicants will be sent an automated e-mail reply, indicating that the application was received.

Application Components

Part I: General Information

Part II: Assurances

Part III: Abstract / Scope of Service

Part IV: Program Description

Part V: Program Effectiveness

Part VI: Financial Soundness

Part VII: Signature Certifications

Web Link to the Application

Member Center

Name: Basil Harris | E-mail: BHarris@ed.sc.gov | Username: bharris

User Tools

- [Change your security question answers](#)

Agency Employee Resources

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

Agency Applications

- [Agency Editor](#)
- [Agency Routing System](#)
- [Organizational Chart](#)
- [IT Support Request](#)

User Management

- [Web Application Access](#)

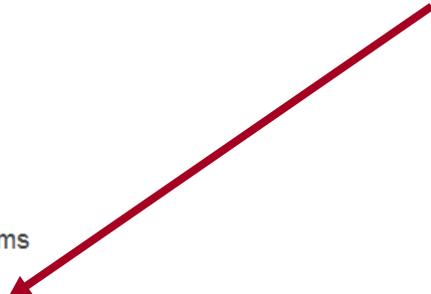
SCDE Applications and Other Forms

- [Supplemental Educational Services Provider Application](#)
- [Career Specialist/Guidance Personnel Accountability Report](#)

Web Applications

- [Electronic Education Grants System - Not available.](#)
- [PCS - Professional Certified Staff](#)
- [Title One Online Application](#)

Here is the link to the application.



Instructions for Completing the Application



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Supplemental Educational Services Provider Online Application - Main Menu

Administrator: 2269 - APPYEAR: 2013

**Click here to begin completing
the application.**

2012 Administrator section

- [General Information](#)
- [Contact Person Information](#)
- [Availability of Services](#)
- [Assurances](#)
- [Abstract](#)
- [Program Description](#)
- [Program Effectiveness](#) - [Section A](#) - [Section B](#) - [Section C](#) - [Section D](#) - [Section E](#) - [Section F](#) - [Section G](#) - [Section H](#) - [Section I](#)
- [Financial Soundness](#)
- [Signature](#)
- [Print Application](#)
- [Agreement](#)

Contact Person: Basil Harris
S.C. Department of Education
1429 Senate Street, Suite 507 A
Columbia, SC 29201
bharris@ed.sc.gov



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Supplemental Educational Services Provider Online Application - Page 2 of 9

S.C. Contact Person Information

Submitter First Name	<input type="text"/>
Submitter Last Name	<input type="text"/>
Submitter Title	<input type="text"/>
South Carolina Contact First Name	<input type="text"/>
South Carolina Contact Last Name	<input type="text"/>
South Carolina Contact Title	<input type="text"/>
South Carolina Contact Telephone Area Code	<input type="text"/>
South Carolina Contact Telephone	<input type="text"/>
South Carolina Contact Fax Area Code	<input type="text"/>
South Carolina Contact Fax	<input type="text"/>
South Carolina Contact Email Address	<input type="text"/>
South Carolina Contact Person's Address	<input type="text"/>
South Carolina Contact Address 2	<input type="text"/>
South Carolina Contact City	<input type="text"/>
South Carolina Contact State	<input type="text"/>
South Carolina Contact Zip	<input type="text"/>

Enter a response for each field.



Supplemental Educational Services Provider Online Application - Page 3 of 9

Availability of Services

Availability of Services (Check all that apply)

Days:

Mon

Tues

Wed

Thur

Fri

Sat

Times:

Before School

After School

Weekends (Sat. only)

Summer

Service Area

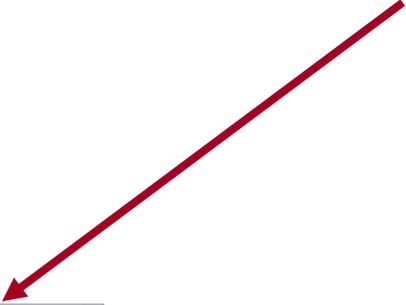
Select Service Area
(Select Statewide if all
districts served. To
select multiple
locations hold down
the Ctrl key when
making selection)

- Statewide
- Abbeville 60
- Aiken 01
- Allendale 01
- Anderson 01
- Anderson 02
- Anderson 03
- Anderson 04
- Anderson 05
- Bamberg 01

Save and Continue Cancel Menu

Select Statewide if all districts will be served.
Hold down the Ctrl key and click to choose multiple districts.

Select Statewide if all districts will be served.
Hold down the Ctrl key and click to choose multiple districts.



Supplemental Educational Services Provider Online Application - Page 7 of 9

V. Program Effectiveness - Raising Achievement Levels

Write a narrative that addresses each of the following.

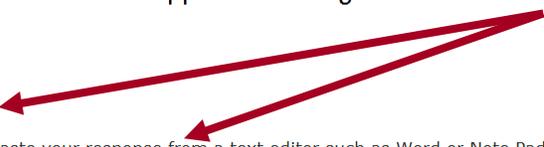
Please limit response to 2000 Characters. Online tip: paste your response from a text editor such as Word or Note Pad. Your online session times out after 15 minutes, so save your work frequently.

- a. Describe your experience in raising academic achievement levels of students. If you have not provided tutoring or teaching services in the past, describe relevant experience you have that suggests you can effectively provide SES.

(Maximum characters: 2000)
You have 2000 characters left.

Save and Continue Cancel Menu

Read all instructions carefully.





**Do not forget to mail or bring Evidence of
Financial Soundness on or before April 4, 2013!**

Supplemental Educational Services Provider Online Application - Page 8 of 9

VI. Financial Soundness

In order to be considered for the list of approved providers, the applicant must demonstrate financial soundness. All applicants must check the applicable box and provide any information required for the particular category checked.

Applicant is a public school district. The S.C. Department of Education has on file, the 2011 financial audit report conducted on behalf of the school district by an independent CPA.

Applicant is an existing entity and will send proof of financial soundness documentation such as a copy of the 2011 financial report conducted on behalf of the applicant by an independent CPA. (Other documentation may include Income tax statements, etc.; Refer to the Evidence of Financial Soundness Section of the application directions)

Applicant is a newly formed entity and will send an engagement letter from an independent CPA specifying that the entity is newly formed and a financial audit report will be completed after one year of providing service. (Refer to the Evidence of Financial Soundness Section of the application directions)

Save and Continue Cancel Menu



Supplemental Educational Services Provider Online Application - Page 9 of 9

E-signature is automatically created

VI. Signature

I, the undersigned, certify that the assurances and requested information contained within this application have been satisfied and that all facts, figures, and representations are true and correct. I also understand that providing false, misleading, or incomplete information will deem my application null and void, or may result in the removal of my company from the State's approved SES list if my application is recommended for approval.

Designated Agent for Provider:

Title:

Applicant's E - Signature: 2269bharris31-Jan-13

Date Signed:

Your e-signature contains your username and the date that you agreed to the SES Agreement and constitutes your legal signature when you select the sign button below. Clicking on the sign button also automatically submits the application. Please print a copy of the application for your records. You will be sent an e-mail reply indicating that the application was received after you print a copy of your application.

Sign Cancel Menu

**When you click sign, your application
will be submitted.**



Supplemental Educational Services Provider Online Application - Main Menu

Administrator: 2269 - APPYEAR: 2013

2012 Administrator section

- General Information
- Contact Person Information
- Availability of Services
- Assurances
- Abstract
- Program Description
- Program Effectiveness - Section A - Section B - Section C - Section D - Section E - Section F - Section G - Section H - Section I
- Financial Soundness
- Signature
- Print Application
- Agreement



Contact Person: Basil Harris
S.C. Department of Education
1429 Senate Street, Suite 507 A
Columbia, SC 29201
bharris@ed.sc.gov

Print and save a "hard copy" of the application for your records.

By clicking the print button, you will also receive an e-mail reply indicating that the application was received.

Application Review and Scoring Process

Completed applications are sent to two qualified readers for scoring. Each reader will independently review applications using the scoring rubric developed by the SCDE.

The scoring rubric can be found on the SCDE's Web site at: <http://ed.sc.gov/agency/programs-services/78/>. Applicants who submit an incomplete application will be notified that their application was not considered for review.

Preliminary Composite Score, Conditional List and Interview Process

Preliminary application composite scores range from 110 to 120. Applicants with a preliminary composite score of **110 or greater** will be invited to the SCDE to interview with a panel of non-partisan educators to determine placement on the "**conditional list**" of applicants.

NOTE: The application process ends for applicants who receive a **preliminary composite score** of **less than 110**. Applicants in this category **will not** be invited to the SCDE for an interview and will be notified that they **will not be approved** as an SES Provider.

Notification of Conditional Approval Status

All applicants will be notified by e-mail of their conditional approval status. Conditionally approved application composite scores range from 120 to 140, inclusive of the interview score (See Rubric). Please note that a passing score does not automatically qualify you to be placed on the final list of approved providers. Applicants meeting the minimum required composite score of **120 or greater** will be placed on the **conditional list of approved SES providers.**

NOTE: The application process ends for applicants who receive a **composite score of less than 120**. Applicants in this category will be notified that they **will not be approved** as an SES Provider.

Conditionally Approved SES Provider Mandatory Workshop

As a part of the approval process, all applicants meeting the required score at the conditional approval level must attend a mandatory state meeting where expectations of providers will be outlined. Your entity will be placed on the SCDE's final list of approved SES Providers **after** a representative from your entity has attended the **mandatory** SES Provider Workshop. Additional information regarding the mandatory workshop will be provided at a future date.

Notification of Final Approval Status

Once a conditionally approved provider is placed on the final state-list of approved SES providers, school districts (LEAs) with schools that are required to offer SES will select a maximum of ten (10) providers from the state-approved list to serve eligible students in those schools.

NOTE: Placement on the state-approved list of SES providers does not guarantee that your entity will be selected by a school district or parent(s)/legal guardian(s) to provide services to eligible students.

District selection criteria may include but is not limited to the following:

- Services the provider offers relative to the academic needs of the eligible students;
- The provider's responses to the interview questions;
- The provider's responses to the application questions;
- The district's prior experiences with the provider relative to its general impact on student achievement and/or how the provider conducted its business affairs (invoicing, responding to and, submitting required documentation by set deadlines, provider personnel matters, etc.)
- The provider's overall application score.

GENERAL INFORMATION

Application Updates and Changes

Updates or changes may be made to the application at any time before the final submission deadline.

Once the application has been submitted, and has met the required composite score for conditional approval, applicants can only request the following changes:

- Contact Information
- Hourly Rate for Instruction Decrease (**NOTE:** Hourly rate for instruction **cannot** be increased once the application has been submitted by the final deadline.)
- Availability of Services
- Service Area Decrease (**NOTE:** Service areas **cannot** be increased once the application has been submitted by the final deadline.)
- Evidence of Financial Soundness Documentation is due the same date as the submission date of the on-line portion of the application.

As a part of the application, applicants must submit in hard copy, Evidence of Financial Soundness. Evidence of Financial Soundness must be received in our office (Suite 507) by 3:00 p.m., EST, April 4, 2013 (Not Post Marked*)**

Service Delivery/Hourly Rate

A range of (or a cap on) acceptable rates that providers may charge in the State has been established to prohibit exorbitant or unrealistically low rates. The use of ranges helps to ensure the delivery of quality services while providing necessary flexibility to accommodate types/styles of instruction, fluctuations in attendance and variations in per-pupil funding among LEAs. **The established range of the Hourly Rate for tutoring in South Carolina is \$35.00-\$55.00 per hour. Note: The Hourly Rate cannot exceed \$55.00.**

The tutor to student ratio is set by the SCDE and cannot be altered.

- **Tutor: Student Ratios** – Large Group (1:6-8); Small Group (1:2-5); Individual (1:1)

NOTE: All providers must agree to tutor a minimum of 20 hours per child regardless of the district's per pupil rate and regardless of the provider's hourly rate for tutoring.

SES Application Assurances

The electronic signature of the applicant certifies that the assurances and requested information contained within the application have been satisfied and that all facts, figures, and representations are true and correct. The electronic signature of the applicant also indicates that if approved, the provider and all employees and representatives of the provider's organization will abide by the guidelines and terms set forth in the *South Carolina Supplemental Educational Services Policies and Procedures Manual, the Education Industry Association (EIA) Code of Professional Ethics for Supplemental Educational Services and the Federal Non-Regulatory Guidance for SES*. Your e-signature also certifies that neither you nor your company is presently in debarment status, declared ineligible or involuntarily excluded from participation as a provider of SES. The applicant's e-signature also acknowledges that providing false, misleading, or incomplete information may prevent this entity from being approved to provide SES or may result in removal from the State's approval list if your application is recommended for approval.

The organization further understands that if approved, payment will be provided by eligible school districts through a contractual arrangement only for instructional services rendered to eligible students.

Criminal Background Check

Approved applicants **must** submit to each district in which they are selected to provide services, a South Carolina Law Enforcement (SLED) criminal background check on **all** persons who come in direct and indirect contact with students that will be tutored. SLED criminal background checks must be conducted on all individuals including those acting on behalf of providers, volunteers, contractors, relatives, etc.

All background checks must be completed during the current school year, prior to serving students, and prior to an individual working with students. All background checks will be inspected by school districts for authenticity and appropriate dates. *(Convicted felons cannot work directly or indirectly with students being served.)*

For on-line providers or any provider that hires tutors who do not live in South Carolina, the provider must obtain an FBI background check. NOTE: FBI background checks generally only provide nationwide information. FBI background checks must also be conducted for persons who have resided in South Carolina six (6) months or less. Therefore, if an FBI background check cannot be obtained for a tutor or anyone who comes in direct or indirect contact with the students, that person cannot work directly or indirectly with students.

W-9 Tax Form Information

All state-approved applicants **must** submit an Internal Revenue Services W-9 Tax Form to each district in which they are selected to provide services.

Proof of Liability Insurance

All state-approved SES providers **must** submit proof of liability insurance to each district in which they were selected to provide services. Proof of liability insurance must include a copy of your current certificate of commercial general liability insurance (errors and omissions), with dates of coverage on the insurance company's letterhead indicating your entity has commercial/general liability insurance coverage in South Carolina.

Helpful Hints

- In the General Information Section, the Provider's Name will be referred to as the name of the applicant's entity, company, or organization.
- Do not assume application reviewers are familiar with your program. Always include information that will provide further clarification on your program.
- Make sure your responses include information specific to your organization's proposed SES program.
- Ensure that responses are consistent and coherent throughout the application. There may be instances when it is appropriate to connect an answer to a response from a previous section in the application.
- Once you have completed your application, take the SES Application Scoring Rubric and review your application using the scoring system from the rubric.
- You may make updates or changes to the application at any time before the final submission deadline.
- Save work frequently. (*Save and Continue button*)
- Information regarding evidence that the applicant is legally qualified to do business in South Carolina, and verification of the applicant's business status or non-profit status may be obtained from the Office of the Secretary of State.

The completed application must be submitted via the on-line system by 3:00 p.m., EST, Thursday, April 4, 2013. Providers who have been approved in the past must reapply each year.

Evidence of Financial Soundness **must be received in our office (Suite 507)** by 3:00 p.m., EST, April 4, 2013 (**Not Post Marked*).

Mail or bring Evidence of Financial Soundness to:

South Carolina Department of Education
Attention: Basil Harris Supplemental Educational Services Coordinator
1429 Senate Street, Suite, 507-A
Columbia, South Carolina 29201

It is anticipated that applicants will be notified in early June of 2013, the results of their scored application. Do understand that this notification time is tentative.

Evidence of Financial Soundness

As a part of the application, applicants **must** submit in hard copy, **Evidence of Financial Soundness**. Evidence of Financial Soundness **must be received in our office (Suite 507)** by 3:00 p.m., EST, April 4, 2013 (***Not Post Marked**)

Financial soundness involves substantiating (*support with proof or evidence*) the current financial health and soundness of a business. This is inclusive of an assessment and monitoring of the strengths and vulnerabilities of business, with the objective of enhancing financial stability and, in particular, limiting the likelihood of failure of the financial system. **State-approved applicants must be able to demonstrate that they are able to pay all ongoing expenses for the first six months of business.**

Existing Entity

SES Applicants that are an existing-entity must send proof of financial soundness documentation from both Category A and Category B.

The financial soundness evidence/documentation submitted must consist of one of the following in Category A:

Category A: Evidence of Financial Soundness

1. A copy of the 2011 financial report conducted on behalf of the applicant by an independent Certified Public Accountant (CPA)
2. Copy of the organization's most recent tax return
3. 2011 Evidence of fiscal soundness such as annual financial statements, fiscal audits, financial letters of credit, or profit/loss statements: Inclusive of a positive fund balance **and** current assets should exceed current liabilities

Category B: Evidence of Financial Soundness

In additions to at least one form of documentation from Category A, applicants **must submit all of the following documentation:**

1. Evidence that the applicant is legally qualified to do business in South Carolina; (Office of Secretary of State)
2. Verification of business status or non-profit status. For example, Internal Revenue Service letter with FEIN or certificate issued by government; and
3. A signed statement that the organization has not been suspended or debarred from receiving federal fund.

(See Debarment Statement-page 20)

Newly Formed Entity

SES Applicants that are a newly formed-entity must submit proof of financial soundness documentation from both Category A and Category B.

Category A: Evidence of Financial Soundness

An engagement letter from an independent CPA specifying that the entity is newly formed and a financial audit report will be completed after one year of providing service

The financial soundness engagement letter should include but is not limited to the following information:

1. A description of how your business currently receives or plans to receive funds (e.g. grants, fees-for Service, etc.);
2. The organization's proposed budgets, which accounts for all revenues, expenses, and cash flow activity; and
3. Evidence of working or start-up capital to maintain business without income from SES.

Category B: Evidence of Financial Soundness

In additions to at least one form of documentation from Category A, applicants **must submit all of the following documentation:**

1. Evidence that the applicant is legally qualified to do business in South Carolina; (Office of Secretary of State)
2. Verification of business status or non-profit status. For example, Internal Revenue Service letter with FEIN or certificate issued by government; and
3. A signed statement that the organization has not been suspended or debarred from receiving federal funds.

(See Debarment Statement-page 20)

Public School District

**Supplemental Educational Services
South Carolina Department of Education**

Debarment Certification

As defined by Executive Order (E.O.) 12549 “Debarment and Suspension” requirements, this statement certifies that _____,

Name of Applicant/Organization (Please Print Legibly)

all of its sub-recipients, its members, sub-contractors or affiliates are **NOT** debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government or any state or local governmental agency receiving federal funds.

Name of Authorized Official and Title (Please Print Legibly)

Signature of Authorized Official and Title

Date

SES Application Second Review Process

Only applicants whose composite score is less than 10 points of the minimum score required to be placed on the “conditional list” of applicants are eligible to request a second review. Unsuccessful applicant are given the opportunity to request a second review in an effort to further clarify and or provide additional information to their responses with the intent of increasing their composite score, **and for this reason only.** The justification for requesting a second application review **should not** focus on the “Application Process” nor should the request focus on the scoring intentions of the person who reviewed the application.

Applications deemed incomplete by the submission deadline are not eligible to request a second review.

Applications not meeting the preliminary score requirements are not eligible to request a second review.

Unsuccessful applicants requesting a second review of their score results should forward the request in writing to:

*Roy M. Stehle, Interim Director (RStehle@ed.sc.gov)
Office of Federal and State Accountability
South Carolina Department of Education
1429 Senate Street, Suite 502 A
Columbia, South Carolina 29201*

The following information must be included in the request:

- SES Provider Applicant Name;
- Name and Title of Person submitting the request;
- Contact Information {mailing address, telephone number(s), e-mail address};
- Justification for requesting the second review and;
- Any additional documentation you feel that would support an increase in the overall score results.
(*Concentrate efforts on primary areas that negatively affected composite score*)

The request must be e-mailed or postmarked five (5) business days after applicant has received the composite results of the initial submitted application.

As a part of the “second review” process, the application along with any additional documentation provided by the applicant is subject to an additional review. Please understand that neither a second review request nor an additional application review will automatically result in a passing score or qualify you as an approved provider. **You may only request a second review once during an application year.** For applications deemed unsuccessful after the second review, applicants may reapply the next application year

Application Questions and Technology Technical Assistance

For questions or technical assistance regarding the application log in process, please contact:

Division of Technology Services

E-mail: itsupport@ed.sc.gov

Phone: (803) 734-0065

For clarity regarding questions on the application or application requirements, please contact:

Basil Harris, SES Coordinator

Supplemental Educational Services

SES Application Technical Assistance Workshop Registration Form

WHAT: How to Apply to Become an SES Provider

WHEN: Thursday, February 21, 2013, 9:30 a.m. – 12:30 p.m.
Registration Begins at 9:00 a.m.

WHERE: The South Carolina State Museum, Auditorium
301 Gervais Street, Columbia, SC 29201

If you are unable to attend or have questions prior to the meeting, please contact Basil Harris at bharris@ed.sd.gov.

Title I

REGISTRATION

Applicant Name:

Address:

City/State/Zip:

Person(s) Attending:

Attendee #1

Attendee #2

Telephone #

E-mail Address:

**Two registrants per prospective application please.*

Please return registration form by e-mail, to Camille Johnson at CJohnson@ed.sc.gov or by fax, to (803) 734-3290, no later than Monday, February 18, 2013.



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION