

ESEA CONTRACTED SERVICES EXTENUATING CIRCUMSTANCE REQUEST



The purpose of this document is to guide Local Educational Agencies (LEAs) in strategic planning for the review and implementation of contracted services for services at the district or school level (for traditional, charter and private schools) in alignment with the K-12 ESEA Common Federal Program Guidance. The LEA shall provide this request for review of extenuating circumstances.

Guidance

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

*If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day a **ESEA Contracted Services Extenuating Circumstance Request form** located on www.FloridaCIMS.org must be submitted to Vice-Chancellor, Melissa Ramsey at Melissa.Ramsey@fldoe.org and the Assistant Deputy Commissioner, Miki Presley at Mari.Presley@fldoe.org for review.*

Provider Information

In the box below identify the provider and evidence of effectiveness of their services.

Provider/ Evidence of Effectiveness

Supporting Evidence for Request

In the box below provide answers to the following six reflections for review as a part of the cost analysis that is submitted for a request due to an extenuating circumstance:

1. Provide how the services are correlated to the district's strategic plan or professional development plan;

