***ACCESS Proposal Process Overview***

The ACCESS Team is pleased to be able to provide proposal monies to our District schools annually based upon the claim submissions and revenues generated by each eligible school. Each year as the process begins; principals will receive a letter from the ACCESS team indicating the monies available to their school for proposal submissions and the due date for submissions. These proposals are a team effort at the school level and are for materials to support the IEP goals of the special education students at the school. Each school should have an internal ACCESS committee that reviews staff submissions and prioritizes the proposals based upon the needs of their student population. The proposal packet is prepared based upon the immediate needs of the students in the school within the dollar amount provided in the letter.

The ACCESS committee at each school should be comprised of the following staff members, where applicable: Principal, PFT Building Representative, Counselor, Special Education Compliance Monitor (SPECM), Psychologist, Speech Therapist, Hearing Therapist, Nurse, Occupational and/or Physical Therapist and Vision Therapist. Special Education Teachers may be included in the committee meeting, but are not a mandatory part of the signature team.

Proposal dollars should be reviewed in the following order:

* First priority should go to those written by the Health Service Providers since these students receive the services that generate the monies.
* Second priority goes to the special education classroom teachers where these students attend class.
* Remaining monies are shared with teachers that work with the special education students at the school. This includes students who have an IEP and that are part of the Inclusion Model.

At no time are ACCESS proposals to be submitted for regular education students. All requests must be for supplemental materials as the ACCESS funds cannot supplant what the District is required to provide. The proposal packet will contain the completed proposals with all signatures, quotes for the items and the Proposal Submission Form with the total amount requested by the school and all ACCESS committee signatures in place. Each packet is to be received by the ACCESS office at the Education Center, 440 N. Broad Street-Suite 323, before the proposal submission due date. Faxed copies should not be sent. The proposal form has been created in an Excel Spreadsheet format. This form is available by link on the ACCESS website. Only the Excel version of the proposal form should be used as other versions will not allow for proper formatting of the document.

The appointed ACCESS Committee will review the proposals and when approved, a letter will be sent to the Principal with the approved dollar amount. This letter will advise the principal of the fund code where the monies were loaded and the time period in which to use them. All proposal orders are submitted at the school level by the individual assigned to place orders and the follow up for these items is also done at the school level. It is imperative that the orders be submitted timely and that all follow up be done before the Office of Procurement closes the purchasing process for the school year. Failure to submit timely orders or follow through on the delivery of these items could lead to possible forfeiture of the monies when the fund year closes. Only items approved by the ACCESS Committee may be purchased with these funds. All purchases must follow SDP’s Purchasing and Grants Compliance policies, as they relate to ACCESS funds.