

NYC DOE SEIT Services Form Revised - Instructions

Directive From: Robustelli, Maria
Sent: Monday, March 13, 2017 9:20 AM
Subject: NYC Department of Education SEIT Service Form REVISED

The *revised* Special Education Itinerant Teacher Services – Service Form (“SEIT Services Form”) must be used starting Monday, April 3, 2017.

This form must be filled out for each student recording all information regarding the provision of SEIT services, including the date, start time, end time, type (direct/indirect), location, and group size, as well as whether the session is being provided as a make-up session. The SEIT Provider must fill this out for each session. *After the sessions have been provided*, the SEIT Provider must certify that he/she provided the services specified and must:

- for services provided in a child care location, have the director or the director’s designee acknowledge that the services were provided as specified and write his/her name and title; and/or
- for services provided directly to a student in his/her home, have the student’s parent acknowledge that the services were provided as specified and write his/her name.

An original of each week’s SEIT Services Form for each child must be maintained by the SEIT Provider and produced on demand. The SEIT Provider may not bill the Department of Education for services that are not reported on the form and confirmed by the signature of parent or child care service site director or designee verifying that the service was provided as indicated.

You must start using the *revised* SEIT Services Form going forward starting **Monday, April 3, 2017**. There is no need to fill this form out for sessions that were already written on the previous SEIT Services Form and acknowledged by the director/designee of child care location or the parent.

Please also see the frequently asked questions & answers below for additional guidance on this form.

FAQs:

Q. When do I have the director of the child care location (or his/her designee) or the parent sign the SEIT Services form?

A. The director of the child care location or his/her designee or the parent (as applicable) should review and sign the SEIT Services form each week *after* the services have been provided in order to acknowledge their belief that the sessions were in fact provided as indicated on the form.

Q. Our office uses our own billing form/services form or electronic logs. Do we need to use this form as well?

A. As per the contract, you are required to use a services form as provided by the DOE. In order to ensure that it captures all of the relevant information, we require that you use the revised SEIT Services Form distributed and have the sessions provided acknowledged by the director/designee of the child care location or the parent, as applicable.

Q. We already filled out SEIT Services Form for services provided this month. Do we need to fill this form out again and have the director/designee of the child care location or the parent fill out the revised SEIT Services Form for that time period?

A. No, you must only use the revised SEIT Services Form going forward, beginning Monday, April 3, 2017. The original SEIT Services Form may be used to document services already provided as of that date.

Q. What constitutes a session? For example, if the student’s IEP calls for 10 sessions of 30 minutes, I provide 5 sessions of 60 minutes. Do I fill out the SEIT Services Form for 10 sessions, or do I fill out the SEIT Services Form for 5 sessions of 60 minutes?

A. Fill out the specific start time and end time that you spent serving the child. If the IEP is written as above, you should fill out the SEIT Services Form for 5 sessions of 60 minutes.