

## MEMORANDUM

To: Superintendents  
Business Managers  
Special Education Directors

From: Tom Melcher, Director  
Division of School Finance

Date: March 22, 2013

Subject: **INVOICE FOR EDUCATIONAL SERVICES FOR STUDENTS  
IN CARE AND TREATMENT**

Minnesota Statutes, section 125A.19, was amended by Law 2012, Chapter 239, Article 3, Section 2, to include reference to Minnesota Statutes, section 125A.51. The statute now reads, *“All tuition billing for nonresident children pursuant to sections 125A.03 to 125A.24, 125A.51, and 125A.65 must be done on uniform forms prescribed by the commissioner. The billing shall contain an itemized statement of costs that are being charged to the resident district.”*

To assist in implementing this legislation, the Division of School Finance formed a working group that included representatives from Minnesota Administrators of Special Education (MASE) and Minnesota Association of School Business Officials (MASBO). The working group designed a form to meet the needs of districts with care and treatment programs and resident districts responsible for the education costs. The form was developed in Microsoft Word so that serving districts can use a “mail merge” to complete the tuition invoice. [View the Invoice for Educational Services for Students in Care and Treatment.](#)

Districts with care and treatment programs as described by the statutes listed above must use this form to invoice the education costs for students without IEPs in care and treatment programs and for summer programs for all students under Minnesota Statutes, section 125A.515, except for ESY special education services. Resident districts should only pay from invoices prepared on the approved form for the education of students without IEPs in care and treatment programs. Districts should begin using this form immediately; however, prior billings do not have to be rebilled.

For assistance with questions regarding billing, [contact George Holt](#), Special Education Funding and Data supervisor (651-582-8889).