



Nancy S. Grasmick
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

MEMORANDUM

TO: Approved Supplemental Educational Services Providers

FROM: Carol Crouse, Specialist *cc*

DATE: November 6, 2007

RE: New Timeline for Submitting Amendments

As of November 6, 2007, all amendments requests to the approved Supplemental Educational Services (SES) provider proposals must adhere to the following procedures:

- Amendment requests must be received by the Maryland State Department of Education (MSDE) between June 1 and September 1 only.
- Each amendment must be submitted separately on the MSDE SES Form with appropriate documentation, or other evidence to support the amendment (see attached).
- Any *cost amendments* will be accepted ONLY in the SES provider evaluation years. Evaluation years are the second and fourth years following the approval of the Request for Qualifying Providers (RFQ).
- Price increases shall not exceed the CPI-W section of the United States Bureau of Labor's (USBL) statistics for the last twelve years for which such statistics are available.
- The provider must submit a copy of the CPI-W to support the request for price increases.
- All amendment requests are to be forwarded to Carol Crouse, 200 West Baltimore Street, Baltimore, Maryland 21201 or email ccrouse@msde.state.md.us.

No changes can be made without following all of the procedures stated above.

CC:tsl

Attachment

c: Maria Lamb
Albert Annan

