

SAC Billing and Report Troubleshooting

1. For any date billed, the student needs a correct State Edition Synergy enrollment.
2. Check with your district data management team to ensure that the student is currently enrolled in your SAU student data management system, and State Edition Synergy, with all information up to date, including the proper tuition payer code. Enrollment guidance -

[Enrollment Guidance Document](#)

[Fiscal Responsibility Guide](#)

Found at: <https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/student-enrollment-guides>

- a. If the student is placed out of district by the student's Individual Education Program Team, the student needs primary enrollment in the SAU **and** concurrent enrollment in the out of unit placement. Reach out to the MEDMS HelpDesk if your SAU needs assistance with enrollment challenges: MEDMS.Helpdesk@maine.gov or 624-6896.
3. Check with your district data management team that student has up-to-date Special Education information in your SAU student data management system, and State Edition Synergy.
4. Does the student have DHHS guardianship? (The DHHS list is sent to DOE, and refreshes once a week.)
 - a. If so, what is the date the youth was taken into DHHS custody?
 - i. If reunified with family, what is the date the court returned custodial guardianship to the parent? (SAC continues for 6 months from this court date.)

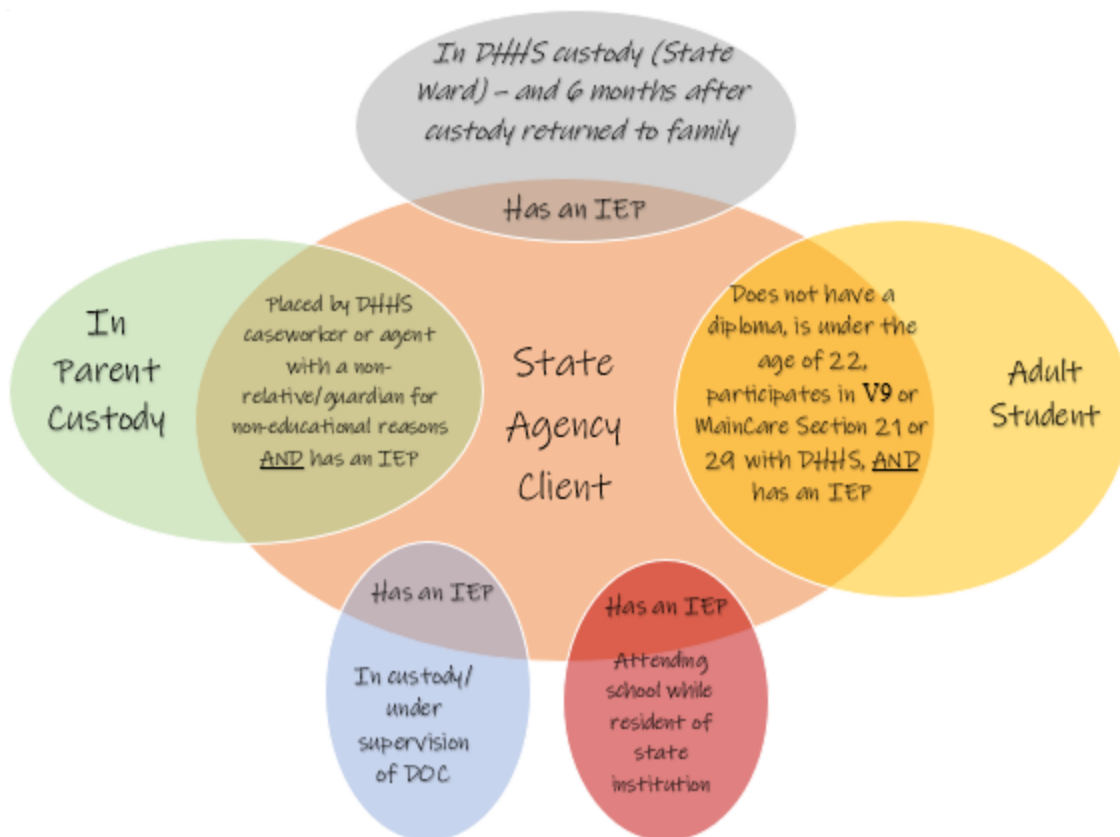
- ii. If adopted or in permanency guardianship, what is the date? (SAC stops on date of adoption or permanency guardianship.)

- 5. Has the student been approved for Children’s Residential Care Facility (CRCF), in Maine or out-of-state?
 - a. If so, what is the residential intake date?
 - b. What residential facility is the child placed at through the CRCF process?
 - c. Who is the student’s legal guardian? Sometimes it is DHHS, but often it is biological parents or kinship, and this impacts which SAU is responsible for the provision of a Free Appropriate Public Education (FAPE).

- 6. Is the student participating in V9 with DHHS?
 - a. If so, what is the effective date of the V-9 contract?

- 7. Is the student in a residence under a Section 21 or Section 29 waiver?
 - a. If so, what is the effective date of the waiver?

- 8. Is the student in the custody (committed to Long Creek Youth Development Center, LCYDC) or under the supervision (detained at LCYDC, waiting for court) of DOC? Provide distinction because the SAU responsible for FAPE is different for detained and committed youth.
 - a. If so, what is the Department of Corrections intake date?



MUSER II.

40. State Agency Client. State agency client means a child of eligible school age who is:

- A. In the care or custody, or both, of the Department of Health and Human Services;
- B. Placed by a caseworker from the Department of Health and Human Services or an authorized agent of Children's Behavioral Health Services, Department of Health and Human Services, for reasons other than educational reasons, with a person who is not the child's parent, legal guardian or relative;
- C. Attending a public or private school while still a resident of a state-operated institution; or
- D. In the custody or under the supervision of the Department of Corrections, including, but not limited to, a juvenile on conditional release, an informally adjusted juvenile, a probationer or a juvenile on community reintegration status from the Long Creek Youth Development Center or the Mountain View Youth Development Center and who is placed, for reasons other than educational reasons, pursuant to a court order or with the agreement of an authorized agent of the Department of Corrections, outside the juvenile's home. [20-A MRSA §1(34-A)]

A state agency client is a child who has been identified as a child with a disability in accordance with this rule. State agency client also means a child who is under 6 years of age who meets one of the criteria in A-D above.