**New Facility Checklist**

**Court Ordered or Medically Necessary Placed Students**

REVISED 11-2019 - 2 pages total

Payments to institutions/providers for educational service costs from WDE for Court Ordered Placement of Students or for the Medically Necessary Placement of Students are authorized by W.S. 21-13-315 and W.S. 21-13-336 respectively, and the Rules and Regulations found in Chapter 14. For students with an Individualized Education Program (IEP), the WDE requests institutions/providers use the forms accessed at <https://edu.wyoming.gov/in-the-classroom/special-programs/special-programs-forms/> , Special Education Division.

Although in- and out-of-state institutions are licensed and certified by their specific state’s Department of Family Services and Department of Health, the WDE must also approve the institutions’ educational on-site school or programs. Following receipt of materials and the initial on-site review by a WDE representative, the Program Manager, on behalf of WDE, is responsible for final approval. The following is a checklist the new institution is expected to provide before or during the initial review:

\_\_\_\_ Subsidiary of, or name of, “owner” corporation:

\_\_\_\_ Name and location of school:

\_\_\_\_ State of Wyoming Medicaid Number:

\_\_\_\_ Educational Services provided:

\_\_\_\_ Include legible copies of licenses from State Departments of Health, Education,

 and Family/Social Services

\_\_\_\_ Include legible copy(ies) of education accreditation/s

\_\_\_\_ Include legible copies of accreditation certificates from CARF, JCAHO (The Joint

 Commission), or national organization

\_\_\_\_ Include legible copies of most recent fire inspection reports

\_\_\_\_ Include legible copies of most recent city code inspections (if applicable)

\_\_\_\_ Provide legible copies of school calendar including actual school days,

 vacation/holidays, and school hours of typical school day

\_\_\_\_ Provide legible copies of faculty certifications/licensures with endorsements,

 number of faculty employed, and retention plan

\_\_\_\_ Provide school profile to include, but not limited to: grade levels, class size, course

 offerings, special needs services available, student:teacher ratio, and use of

 paraprofessionals

\_\_\_\_ Provide student profile to include, but not limited to: ages, needs, and gender

\_\_\_\_ Provide daily per student rate paid by the provider’s local school district for

 residential placements

\_\_\_\_ Be prepared to supply a copy of the court order (if court order does not specify

 reason student was placed out-of-state, provider needs to produce a letter from

 the student’s case worker explaining reason(s) for out-of-state placement)

\_\_\_\_ Follow and complete the “Wyoming Vendor Management Forms Instructions” and

 the “IRS Form W-9 Request for Taxpayer Identification Number & Certification” if

 the provider has not received payments form the State of Wyoming in the past;

 provider needs to be entered in the Wyoming system as a vendor

PLEASE submit as much required documentation as possible electronically to the following:

 Jo Ann Numoto Jo Ann Numoto

 jo-ann.numoto@wyo.gov ***OR*** Wyoming Department of Education

 Herschler Building, 2nd Floor

 122 W 25th Street, Suite E200

 Cheyenne, Wyoming 82002

Please follow up with pertinent hard copies sent to the above address, *if needed*.