



**child
development
services**

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CDS Administrative Letter: Number 13

DATE: December 17, 2008

TO: CDS Regional Board Chairs, CDS Site Directors, CDS State Level Advisory Board

FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director

RE: Extended School Year Services (ESY)

2008-2009 is the first year that CDS sites have been required to establish a school year calendar. This has resulted in concerns regarding the eligibility of children in Part B for extended school year programming. CDS Cumberland and Two Rivers CDS (Piscataquis-Penobscot) have worked with the State CDS IEU to develop the attached packet to guide you through the Extended School Year (ESY) process. The materials include:

- Letter to Providers (online form)
<http://www.maine.gov/education/speced/cds/adminltrs/other/esycovlet.doc>
- Narrative for Extended School Year Services Eligibility Form (to be completed by Part B IEP teams)
<http://www.maine.gov/education/speced/cds/adminltrs/other/narrativeesy.pdf>
- Extended School Year Services Eligibility Form
(online form to be completed by Part B IEP teams)
<http://www.maine.gov/education/speced/cds/adminltrs/other/esyform.doc>
- Guidelines for Extended school Year Services
<http://www.maine.gov/education/speced/cds/adminltrs/other/guidelines.pdf>
- Extended School Year Service request for providers (online form)
<http://www.maine.gov/education/speced/cds/adminltrs/other/esyrequest.doc>

This letter is formal notification to all CDS sites that you are required to use these forms for the remainder of the 08-09 school year. The CDS State IEU will be soliciting feedback over the summer regarding any changes or additions to the attached forms. Revised forms, based on this input, will be provided to you for use during the 2009-2010 year.

If you have any questions, please contact Erica Thompson, Janna Gregory or Debra Hannigan at 624-6660.