

The Application Process

1. Who determines if a provider is aligned with a district?

You will need to demonstrate your alignment through the application process. The individuals who review your application will determine if the material you include in your application demonstrates alignment to the district using the rubrics included in your workshop materials.

2. Please explain what you meant when you said that we may not plagiarize.

Webster's Dictionary defines plagiarism as "...to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." When you are completing your application, if you use resources such as journal articles or web pages, you must cite information that you use from those sources. Helpful instructions related to APA style citation can be found on [Ohio State's website](#).

3. Who reviews the applications?

Typically, a group of educators who have had prior experience reviewing similar applications volunteer their time. The reviewers are extensively trained in the scoring rubrics to apply them fairly, objectively, and consistently. Two reviewers score each application. If they can not reach consensus, a third supervisory reviewer makes a decision. Reviewers who recognize the applicant are required to excuse themselves from scoring that particular application.

4. Are you allowed to contact parents directly?

Districts are not permitted to release the names of eligible students without parental permission. If the district obtains permission and decides to distribute that information to providers, you may contact parents directly. Additionally, you may speak with parents at other public venues such as community organizations or churches, and inform them of their potential eligibility for SES. You may not market on school property without permission of appropriate district personnel.

5. Why does it take so long to pay SES providers?

District coordinators must receive your invoices, verify hours, verify hourly rate, review progress reports, etc., and then send the invoice for payment. The invoice is reviewed by the business office and then a check is issued. If there are any problems during this process, the district will have to contact you and/or parents. In some instances, districts are completing this procedure with up to eighty vendors and for thousands of students. It takes time.



**FREQUENTLY ASKED QUESTIONS
SUPPLEMENTAL EDUCATIONAL SERVICES
PROVIDER APPLICATION WORKSHOP
ACADEMIC YEAR 2008-09**

- 6. Where do you find the data that identifies the specific academic needs of students?**
Either the district will provide you with that information, or you must perform a pre-test to determine individual student needs.
- 7. When will I know if I'm approved?**
We anticipate that the list of approved providers will be released in late April or early May. You will also be notified by mail.
- 8. Are you required to have a tax ID # and liability insurance?**
If you do not have a tax ID #, you must provide your social security number. If you do not have liability insurance, you must upload a copy of a quote, on letterhead, from an insurance company.
- 9. Can a sole individual business owner, who tutors, become an approved provider without hiring additional employees?**
Yes. There is no requirement to hire additional employees. You must, however, be able to serve the maximum number of students you identify, per district, in your application.
- 10. Can you use your own research-based program to provide instruction or must you use a program created by a well-known company such as Houghton Mifflin?**
You may use your own research-based program as long as you provide research to support the program in the application. Data demonstrating student achievement may come from your use of this program with a cohort of students or the research may support individual program components you are using, such as guiding reading.
- 11. If you turn in your application early, can you get feedback on requirements met or not met according to the rubric and then revise and resubmit it?**
Unfortunately, MDE does not have the capacity to provide early feedback during this application period.
- 12. If you use a program such as Open Court for instruction, can you use their data to show how the program is aligned to the [Grade Level Content Expectations](#)?**
Yes, that would be appropriate. Please make sure you cite your references appropriately. (See number two (2) for more information.)

13. Is there a cap on the number of SES providers that are approved each application period?

No. There is not a cap on the number of SES providers that are approved each application period.

14. How do I become a business?

Please contact a business information agency, accountant or attorney for advice on this issue. The Michigan Small Business and Technology Center may be a valuable resource for you. <http://www.gvsu.edu/misbtcd/>

Service Delivery



15. May we give objects such as candy or pencils at provider fairs or during the registration period?

No. You may not distribute nor verbally promise parents or students any objects before or during the registration period. This includes candy, tote bags, balloons, Frisbees, etc. The only items that may be provided to parents and students by providers are informational materials printed on paper. Your informational materials may not offer or advertise any objects for registering nor may they advertise rewards provided to students during or after completion of tutoring. You may not verbally inform parents of rewards provided to students during or after completion of tutoring.

16. Who determines which students are eligible?

The district determines which students are eligible using free and reduced lunch information, and if necessary, assessment information to prioritize students by greatest academic need. It is not appropriate for SES providers to tell parents that their child is eligible for SES services. This is the district's responsibility.

17. Is there a timetable or date by which students receive services?

The [District Guidelines](#), posted on the SES webpage, provide a recommended timeline for SES implementation. Districts are required to provide an adequate amount of time for students to exhaust their entire per student allocation.

18. How do you know the amount of a district's Title I allocation?

A spreadsheet listing each district's total [Title I Allocation](#) is posted on the SES webpage.



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- 19. When are learning goals identified?**
Individualized learning goals must be established before service delivery begins. It is the responsibility of the district to ensure that the goals are completed, in cooperation with the provider and the parent.
- 20. Can you service a “statewide area” if you provide online tutoring or do you need to be there physically?**
You do not need to be physically present to provide tutoring. Online tutoring must involve an interactive facilitator, however.
- 21. Does per student allocation decrease because of Choice?**
No. The per student allocation does not decrease, but the total amount of money available to use for SES will be reduced by the amount spent on transportation for the Choice option.
- 22. Where can I provide services?**
You may provide services at any safe location that is convenient for parents. Examples include libraries, community centers, a local restaurant or a school. You will need permission from the district to provide services in a school. If you choose to provide services in a student’s home, it is strongly advised that you require that the parent is present for the entire tutoring session.
- 23. When are the provider fairs and will we be contacted about them?**
Dates of provider fairs are established by the district. Districts should communicate provider fair dates and times to all providers who indicate they will serve the district. They obtain the list of providers for their district annually from the Michigan Department of Education (MDE) based on information in the application.
- 24. What about the children who can afford regular lunch and they attend a school identified for improvement, do they qualify for SES?**
No. Students must be eligible for free and reduced lunch in order to receive services.
- 25. How do you know the Title I schools from the non Title I schools?**
A list of high priority Title I schools can be found on the [Office of School Improvement](#) webpage at www.michigan.gov/mde.

- 26. How do schools help parents select a provider?**
Districts are required to help parents select a provider, if requested, in an unbiased manner. One example may be to ask the parents questions to narrow down their preferences (transportation, subject area) and then share with them the program descriptions for providers that meet their needs. They may also show them the [evaluations for approved providers](#) and recommend they select from those that are rated most highly.
- 27. Do you choose the schools you provide service to or do they choose you?**
You select which schools you would like to provide services in your SES application. Districts are then required to share your information with parents. If enough parents select you to meet your minimum requirement per district, they must enter into contract with you.
- 28. What efforts are being made to start SES at the beginning of school year?**
MDE is working with districts to start SES as early in the year as possible. Providers can help by being organized, complying with registration processes and fulfilling all contract requirements in a timely fashion.
- 29. I have heard of a website where providers can get free books for students. Do you know what site this is?**
One site that offers free books to SES providers for at-risk students is www.firstbook.org.
- 30. What days of the week may I operate my program?**
You may meet with students any day that it is convenient for them. However, SES services may not be provided during normal instructional time.
- 31. Can a tutor work in two SES programs at the same time?**
That depends on your contractual agreement with each SES provider program. MDE does not prohibit this practice.
- 32. Do you have to provide snacks for student sessions?**
It is not required that you provide snacks, but if it is at a time when students may be hungry, such as after school, it is recommended. If you do provide snacks, they should be healthy snacks such as fruit, whole grains, cheese, milk and 100% juice.
- 33. Can high school goals include ACT test improvement?**
If those goals are designed to improve achievement in ELA and math, yes.

- 34. Where can you access the Grade Level Content Expectations (GLCEs) for use in creating student learning objectives?**

The GLCEs are located in the Curriculum and Instruction section of the website. High School Content Expectations can be found there as well. <http://www.michigan.gov/mde>.

- 35. Can you continue to serve children after they have maxed out their per student allocation (as long as the provider does not charge the LEA)?**

If you choose to provide additional free tutoring, or the parent agrees to pay for additional tutoring, you may continue to offer tutoring services. It would no longer be as an approved SES provider, however, after the allocation is exhausted. You would be acting as an independent tutoring company.

- 36. How do you handle fees for testing (cost of standardized tests, labor cost to administer and grade, etc.)?**

Assessment fees must be included in the hourly rate for instruction. You may not charge additional fees outside of the hourly rate you identify on the application. You may charge for time to administer the assessment, but time spent on assessment should be as minimal as possible. Districts may restrict allowable assessment time in the contract.

- 37. Are funds allocated for texts and other instructional materials?**

Those are all costs that you incur as a business person. You will only receive money from districts for direct services to students. You should consider the need to provide instructional supplies when determining your maximum hourly fee per student.

- 38. Do districts charge facility usage fees? Where can we find out what they are?**

Some districts charge facility usage fees and some do not. You will need to contact each district to determine if there is a facility usage fee and if so, the amount.

- 39. May a provider who has been removed by state imposed corrective action reapply?**

This is entirely dependent on the violation and the state imposed sanction. Usually state imposed removal from the approved list prohibits reapplication for two years.

- 40. Can SES providers compensate tutors at \$10.00 a hour when they service the maximum of five students?**
SES providers can compensate you at whatever rate you agree to in the contract between the SES provider and the tutor.
- 41. What can a provider do when a district/principal is resistant to allowing access to students' teachers for input of information on the academic goals?**
There may be a legitimate reason, such as a union contract clause, that limits teachers' involvement in the goal development process. Districts will need to provide a different method of collaboration if you are not permitted access to teachers. An example may be providing you with a list of goals to select from for each student.
- 42. Can you provide names and contact information of LEA SES managers for each LEA in Michigan?**
We will work on compiling that information for you.
- 43. Can SES sessions include homework assistance and study skills?**
SES sessions may not provide homework assistance. Homework, if assigned correctly, should be at a skill level that students can complete independently, and thus would be below instructional level. Study skills may be incorporated in the student's program if the content is aligned to the district and state standards and specific study skills learning goals are included in the student's individual learning plan with the intent of increasing achievement in ELA or math.
- 44. What are the minimum requirements related to criminal background checks and fingerprints?**
[State law](#) contains specific requirements related to contracted entities. Your district contract may include additional requirements.

Rewards



- 45. Define rewards.**
Webster's Dictionary defines a reward as "...something that is....offered or given for some service or attainment." Students receiving SES in Michigan may receive rewards for academic achievement or attendance up to an annual per student maximum of \$20.00.



- 46. Does the \$20.00 annual per student maximum include books that are sent home with students?**

Instructional materials that are completed by students, such as workbooks, and then sent home should not be counted toward the annual per student maximum of \$20.00. Books that are given to students as a reward for academic achievement or attendance should be counted toward the annual per student maximum of \$20.00.



- 47. Does the \$20.00 minimum per student include snacks?**

The cost of snacks should not be attributed toward the \$20.00 annual per student maximum if it is under a total cost of \$2.00 per snack. An example may be apple slices and milk, or string cheese and juice. If the snack is provided as a result of earning an achievement goal or for attendance, such as a pizza party or fast food, it should be counted toward the \$20.00 per student maximum. You may tell parents, verbally or in writing, that you provide a small, nutritious snack daily. You may not tell parents, verbally or in writing, that you provide "treats" such as cookies, fast food, or pizza as a reward for achievement goals or attendance. You, as the responsible SES provider, are responsible for the healthy nature of snacks, including avoiding snacks related to a student with allergies or other health conditions.



- 48. Do donations count toward the \$20.00 maximum annual per student amount for achievement or attendance rewards?**

Donations do not count toward the \$20.00 maximum annual per student amount for achievement or attendance rewards. However, you must be able to demonstrate, at the request of MDE or the district, that the reward was donated. If you do not have documentation, MDE will assume that it was purchased and it will be considered a violation of the [Code of Ethics](#).



- 49. Is the \$20.00 maximum annual per student amount the full value of the item or the purchase price? For instance, if a \$19.99 game is purchased at \$6.99, which amount do we use?**

You may use the purchase price. Again, you must be able to demonstrate, at the request of MDE or the district, the purchase price of the reward. If you do not have documentation, MDE will assume that it was purchased at market value. If market value exceeds the \$20.00 maximum it will be considered a violation of the [Code of Ethics](#).