

Dear Parent,

Thank you for your participation in the Compensatory Education/Recovery Services (CE/RS) process. You have selected the option to access services for your child through a private provider. The following information will provide you with guidance related to obtaining services for your child. If you have any questions after reviewing this information, please contact us at [DSEComp@hcpss.org](mailto:DSEComp@hcpss.org).

**Selecting a Provider**

There are two options for selecting a provider to fulfill your child’s awarded hours for specialized academic instruction and/or related services.

1. You may select one or more tutors from the attached list of Howard County Public School System (HCPSS) staff who are available to provide private tutoring to students outside of the school day.
2. You may select one or more providers who are not on the attached list to address your child’s specific needs

**Provider Payment**

1. If you select a tutor from the attached list, the HCPSS will pay the tutor(s) directly. Please ask them to contact us so that we can inform them of the next steps for payment.
2. If you select your own private provider
  - a. HCPSS can pay them directly (you can have them email us at [DSEComp@hcpss.org](mailto:DSEComp@hcpss.org) for instructions) or
  - b. You can pay the private provider(s) directly and seek reimbursement from the HCPSS by following the steps outlined below

**Parent Reimbursement (Choose one option)**

1. Complete the [Compensatory Services Parent Reimbursement](#) Google Form and attach
  - a. A PDF file of the provider invoice
  - b. Proof of payment
    - i. Copies of the front and back of the cancelled check
    - ii. Copies of credit card statement showing account holder’s name, last four digits of the account, date of the charge, name of business and amount charged. Any other information on the statement can be redacted or blacked out by the account holder so that it’s not visible.
    - iii. Payment confirmation from money apps (e.g., Venmo, Cash App, Pay Pal, Zelle) showing the recipient, amount paid and transaction date
2. Fill in the below table and email the table along with PDF copies of invoices and proof of payment to [DSEComp@hcpss.org](mailto:DSEComp@hcpss.org), attention: Joshua Lilly

Email Address	Student Last Name	Student First Name	Student DOB	Payee Name	Payee Address	Payee Phone #

**Please note that all invoices must be submitted on company letterhead as PDF files and must include the below information.** If your selected private provider is not able to produce an invoice document, they may use the attached Private Provider Invoice template instead.

- Student first and last name
- Date of service
- Goal/Area of impact (can be obtained from the Compensatory Services Decision-Making Tool that is shared with parents)
- Service Type (e.g., speech therapy, occupational therapy, tutoring)
- Number of service hours provided
- Hourly rate
- Total amount due

All payments/reimbursements made by HCPSS for compensatory education/recovery services will be limited to the hourly rates listed below.

Academic Tutoring	-	\$ 72.00	per hour
Speech-Language Therapy	-	\$ 132.00	per hour
Occupational Therapy	-	\$ 117.00	per hour
Physical Therapy	-	\$ 136.00	per hour
ABA Therapy	-	\$ 124.00	per hour

If an incomplete invoice is received, we will return it and kindly request that the necessary corrections be made. Please be aware that once all documentation is received, processing may take up to 3-4 weeks.

Thank you and again, please contact us if you have any questions.

Sincerely,

Department of Special Education