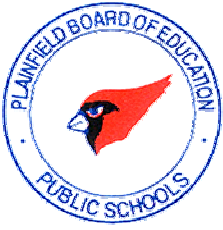


Public Schools of Plainfield

Dr. Paula E. Howard, Superintendent of Schools



DEPARTMENT OF SPECIAL EDUCATION

1200 Myrtle Avenue, Plainfield, NJ 07060
(908) 731-4379 Fax: (908) 731-4404

To: All Building Administrators

From: Barbara J. Tucker, Lead Supervisor
Special Services Department

Subject: SEMI (Special Education Medicaid Initiative)

Date: August 14, 2006

The Special Services Department needs your assistance. We are asking all building administrators to make certain that their building secretaries place the attached SEMI letter in the mail boxes of their special needs teachers, ensure that it is included in any informational packets which will be going home with students on the first day of school.

SEMI is an initiative of the New Jersey Department of Education and Human Services and is designed to recover costs for certain educational services already provided to eligible students. The revenue benefits the district. Last year however, the district lost thousands of dollars because we were unable to document the students who were receiving these services.

Once students return the signed forms to their teachers, the teachers are to bring them to the secretaries in the main office. Teachers should do this daily (all special needs teachers and secretaries will receive a memo with their own instructions). Building secretaries should take the forms, place them in an inter-office envelope and forward them to:

Ms. Connie Jenkins-Buwa
Special Services Department

Thanking you in advance for your cooperation in this initiative. Please contact me if you should have any questions or concerns. I can be reached at ext. 5193.

c: Dr. Paula E. Howard, Superintendent