

The grant program is established by North Carolina General Statute 115C-112.5. It is administered by the North Carolina State Education Assistance Authority (NCSEAA).

Contact information for the SEAA:

Phone: 1-855-330-3955 (toll-free)

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Fax: 919-248-4687

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General Questions

What is the Disabilities Grant Program?

The Disabilities Grant Program expands school choice in North Carolina through scholarship grants for eligible children in kindergarten through 12th grade. The Disabilities Grant program provides funding of up to \$8,000 per year to help parents pay qualified expenses for children with disabilities who attend school in an eligible setting.

Who applies? How does it work?

Parents submit an application for the Disabilities Grant on behalf of their children. In order to receive Disabilities Grant funds, the student may attend a [participating nonpublic school](#); the parent must arrange for application or enrollment at the school separately from the application for the Disabilities Grant. Parents, including parents who home school their children, may also seek reimbursement for qualified expenses. See the [Program Overview](#) for more information about how the Disabilities Grant works and the timeline for application and award. Also see the rest of these Frequently Asked Questions for more information about the application process and eligibility requirements.

Who is NCSEAA?

The North Carolina State Education Assistance Authority (NCSEAA) is a state agency which administers the Disabilities Grant Program.

How will the SEAA communicate with me about the Disabilities Grant?

You will be contacted via email. Information about the status of the application and verification processes will be on your student's Disabilities Grant Student Portal. If you think you have missed an email, or if you do not understand something posted on the Student Portal, you can call the Disabilities Grant Program at (855) 330-3955.

How do I access the Student Portal?

A few weeks after your application is submitted, you will receive an email with a web link directing you to the portal. There is also a link to the portal on the [Disabilities Grant website](#). You should check the Student Portal for messages once a week as long as your student is connected to the Disabilities Grant Program.

What else do I need to know about the Disabilities Grant Student Portal?

In the email you receive directing you to the portal will be a unique Program ID for your student. You will need this unique Program ID and other basic information (such as your student's birthdate). If you have more than one student in this program, you will need to access the portal for each student individually. Note that the parent applicant on file will be the only authorized person to access the information in the portal.

What do I do if I change my email?

Contact DGrants@ncseaa.edu immediately with any updates to your contact information. Disabilities Grant should always have your current email address. It is the parent's responsibility to check email regularly.

Eligibility

The following criteria must all be met for a family to receive a grant. The student must:

- Be a resident of North Carolina
- Be a child with a disability, as documented by a public school IEP
- Receive special education at least 75 days of the semester for reimbursement of eligible special education and related services expenses
- Be enrolled in an approved eligible school or home school
- Be enrolled for at least 75 days for the semester for which the parent seeks reimbursement for tuition
- Be at least 5 by August 31st, but younger than 22
- Not be in a nonpublic school at public expense

- Not receive public school services while using the grant
- Not have a high school diploma
- Never have been enrolled full-time at a postsecondary institution (college or technical school)

In addition to the above, the student must:

- Have received the grant the previous year
OR
- Have been enrolled in a North Carolina public school or a Department of Defense school located in North Carolina for the entire previous spring semester (defined as at least 75 school days)
OR
- Be eligible for enrollment in kindergarten or first grade in a North Carolina public school and provide documentation that the student qualifies as a child with a disability prior to the end of the year of initial enrollment in kindergarten or first grade
OR
- Have a parent or guardian on full-time active military duty at the time of application
OR
- Have lived in North Carolina for at least six months as of the time of application even if the student has not attended a North Carolina public school (see the [Award Process](#) for the priority of awards to these groups of students)

Are children in preschool eligible to benefit from grant funds?

No.

I withdrew my student from public school before the end of the semester. Am I going to be eligible for the grant?

It depends. The student must have attended public school for at least 75 school days in the prior spring semester in order for the enrollment requirement to be met.

My student will attend a nonpublic school, but will also receive speech and language services from our local public school. Can my student benefit from the Disabilities Grant?

It depends. Students are eligible to receive special education services from the public school which are provided by federal funds required to be spent on all students identified as needing special education who live in a local public school's district. Other than that specific circumstance, students who are served by the public school may not also benefit from the grant.

Can my student receive this grant if we home school?

Yes, if the home school is identified by the [North Carolina Division of Nonpublic Education](#) and the student meets all of the remaining eligibility criteria. There are three reimbursable categories for home school families: [Special Education](#), [Related Services](#), and [Educational Technology](#).

Can my student receive a grant to pay for tuition if we home school?

No. Students attending home schools are eligible only for reimbursement of special education instruction, related services, and educational technology. Use the preapproval process prior to incurring these expenses.

We are using this grant to pay for tuition at an eligible nonpublic school, but our expense is less than the full amount of the grant. Can we be reimbursed for other expenses?

Yes, you may be eligible for reimbursement for Special Education, Related Services, and Educational Technology expenses. Use the preapproval process. The [preapproval process](#) is explained in a later section.

Can my student receive a grant to pay tuition at a public school?

Yes. If you enroll your student in a North Carolina out-of-district public school in order to receive special education services which are unavailable at your assigned school, you may be eligible for the grant to pay the tuition. You would not, however, be able to use the grant for reimbursement of expenses other than tuition.

Does my student's nonpublic school have to be located in North Carolina?

Yes. In addition, the school must be registered with the [North Carolina Division of Nonpublic Education](#) (DNPE) for tuition reimbursement to parents. The school must be registered with DNPE *and* with the Disabilities Grant Program in order for the Disabilities Grant Program to disburse funds directly to the school on behalf of the student.

Is the nonpublic school obligated to follow the IDEA Act?

No. Students who are placed in a nonpublic school by their parents do not have a right to receive the special education and related services that they would receive if enrolled in the public schools. A private school does not have a legal obligation to provide special education and related services for students who are children with disabilities. Parents are encouraged to select the nonpublic school carefully and discuss the student's needs prior to enrollment. Consult these [recommendations](#) about working with the nonpublic school.

Is the nonpublic school required to provide all of the services my student needs and currently gets through the public school?

No. Nonpublic schools are not required to provide any specific services or curriculum. You should discuss your student's needs with the nonpublic schools you are considering before enrolling your student. See these [recommendations](#) for parents.

What is a "disability"? How do I prove my student has a disability?

Disability is defined in the North Carolina General Statutes. You can read the definition [here](#). In order for the SEAA to determine your student's eligibility for a grant, you must submit an Individualized Education Program (IEP) from the public school system which states that the student is eligible for special education. The specific IEP document required is a DEC3 Eligibility Determination.

Can my student be eligible for both a grant from the Children with Disabilities Grant Program and an Opportunity Scholarship?

Yes, if the student meets the eligibility criteria for each program. Information about the Opportunity Scholarship is available [here](#).

Initial Determination of a Disability

Is every disabled child a “child with a disability”?

No. A “child with a disability” means a child who requires special education and related services because of his or her disability. The determination of who is a “child with a disability” is made by the public school system in the form of an Individualized Education Program (IEP).

What is an Individualized Education Program (IEP)?

Individualized Education Program, or IEP, is defined in the North Carolina General Statutes. You can read the definition [here](#).

What do I do if my student does not have an IEP?

Students must have an IEP from the public school the student attends or from the student’s local education agency (LEA) (often called “school district”). Contact your child’s public school to request an evaluation for an IEP. See the [recommendations](#) and a description of the [specific IEP form](#) required.

Where can I learn more about getting an IEP for my student?

The North Carolina Department of Public Instruction provides valuable information on the [Exceptional Children section](#) of their website.

What IEP document does the grant program need exactly?

Submit the public school DEC3 Eligibility Determination. This is a short document (1-2 pages) which states that the student is eligible for special education. It is created by an IEP team. For more information about IEP documentation, click [here](#).

If my child is entering kindergarten or first grade, do I still need an IEP? When do I submit the DEC3?

In order for funds to be paid on behalf of your student, the kindergarten or first grade student must have an IEP (specifically Form DEC3). Contact your child’s school district to request an evaluation for an IEP. Students entering kindergarten or first grade can be considered for a Disabilities Grant pending the completion of the DEC3 by the IEP team at the public school. The DEC3 must be submitted no later than the end of the year of initial enrollment in kindergarten or first grade. If the IEP is not submitted by the end of the year of the student’s initial enrollment in kindergarten or first grade, no grant money will be paid on behalf of the student and the student will not be able to renew the grant for the following year.

My child is entering second grade, and I am applying for the first time. When do I have to submit my IEP document (Form DEC3)?

Families of all students entering second grade and up must submit the DEC3 at the time of application.

My student has an IEP from a nonpublic school. Is that acceptable?

No. The IEP must come from a North Carolina public school.

My student does not have an IEP, but has a 504 plan due to a disability. Can we qualify for a grant?

No. The student must have an IEP to be eligible for a grant.

Continuing Eligibility Determination

I am submitting a new student application for my student. Can I have a licensed psychologist or psychiatrist fill out the assessment form for my student's disability determination?

No. The initial determination of disability for a first-time grant recipient must be in the form of an IEP (Form DEC3) from a North Carolina public school.

How often does my student need to be re-evaluated in order to assess continuing eligibility for the grant?

The student must be re-evaluated at least every three years to maintain eligibility for the grant. For example, to be eligible for reimbursement of fall 2017 expenses, the evaluation must have been done on or after September 1, 2014. To be eligible for reimbursement of spring 2018 expenses, the evaluation must have been done after January 1, 2015.

In order to assess continuing eligibility for the grant, who can perform the reevaluation?

You can contact the local public school who will assess your student to determine if he or she continues to be a child with a disability. Alternatively, you can contact a psychologist with a school psychology focus or a psychiatrist to evaluate your student and complete an assessment. The psychologist or psychiatrist must be licensed in North Carolina.

If I choose to have my child's continuing eligibility assessed by our local public school, what do I need to provide to the Disabilities Grant?

The public school will verify the outcome of the assessment by providing the Eligibility Determination (Form DEC3) issued by the IEP team at the time of the reevaluation. You should provide the Form DEC3 to us.

If I choose to have my child's continuing eligibility assessed by a licensed psychologist with a school psychology focus, or a licensed psychiatrist, what do I need to provide to the Disabilities Grant?

The licensed psychologist or psychiatrist should complete the Documentation of Continuing Eligibility form, which can be found [here](#).

Tuition

How does the grant pay for tuition?

There are two ways families can benefit from the grant for nonpublic school tuition expenses.

First, families of students attending schools which are registered with the [North Carolina Division of Nonpublic Education \(DNPE\)](#) but which choose not to participate in either the Opportunity Scholarship or Disabilities Grant Program can be reimbursed for tuition expenses. See the [Reimbursement](#) section of this document for more information. This process is only for conventional private schools, not home schools. Families of students in a home school cannot be reimbursed for tuition expenses. Note that Disabilities Grant families cannot be reimbursed for tuition expenses if the student attends a school registered for the Opportunity Scholarship but not the Disabilities Grant.

Second, for families of students attending schools which are registered with DNPE and the Disabilities Grant Program the student's grant funds are transferred directly to the student's school at the beginning of each semester. The rest of the questions in this section explain this second option.

Which nonpublic schools are eligible for the direct disbursement of funds?

To be an eligible nonpublic school for a direct disbursement of funds, the school must first be identified by [DNPE](#). The nonpublic schools are then required to complete the Disabilities Grant Program registration process with SEAA and comply with several other requirements from the statute governing the Disabilities Grant Program. A current list of the nonpublic schools that are already participating in the Disabilities Grant Program can be found [here](#).

What do I have to do for the grant funds to be sent to the school from the Disabilities Grant?

For families of students at a participating nonpublic school, tuition costs covered by the Disabilities Grant will be sent directly to your student's school. The student's parent or guardian is required to restrictively endorse the payment in person at the student's school before the electronic fund transfer process is complete. At the beginning of each semester, the Disabilities Grant Program will provide an endorsement form to the student's school for the parent and the school official to sign.

How can I endorse the payment if I cannot go to my student's school?

You may designate someone else as your attorney-in-fact to endorse the payment for you as long as your attorney-in-fact is not associated with the school. When the school official submits the Endorsement Form on behalf of your student, that person will also submit a copy of your Power of Attorney.

How does the Disabilities Grant Program know the costs at the student's school?

Each school is required to provide the Disabilities Grant Program with documentation of tuition, fees and other required expenses.

My student receives a Disabilities Grant. Can he transfer to a different school during the semester and still receive the grant?

A student who transfers to another participating school may be eligible for a pro-rata share of the Disabilities Grant. Contact DGrants@ncseaa.edu before your student transfers to determine if your student is eligible for any additional funds.

I home school my student. Can I use the grant for tuition?

No. Tuition will not be provided for home school students.

I want to transfer my student to a nonpublic school after the beginning of the semester. Can I use the Disabilities Grant to pay the tuition for a partial semester?

It depends. A Disabilities Grant award may be canceled if the student does not enroll at the beginning of the school year. Contact the Disabilities Grant Program immediately to explain your unique situation.

My student's school closed before the semester ended. What does this mean for me?

If your student enrolls in another approved nonpublic school, you may still be eligible for grant funds, depending upon when during the semester the school closed.

My student cannot return to the nonpublic school as a result of the disability. What does this mean for me?

If your student enrolls in another approved nonpublic school, you may still be eligible for grant funds, depending upon when during the semester your student left the school.

Can my student attend an eligible nonpublic school part of the semester and then attend a home school the rest of the semester?

Perhaps, but certain limitations apply in terms of grant funds. For the best answer, contact the Disabilities Grant Program to explain your unique situation. It is always preferable to make a change at the end of a semester.

If I send my student to a half-day nonpublic school, and to public school the other half, can I be reimbursed for the nonpublic school expenses?

No.

Reimbursable Expenses: Special Education

What is "special education"?

Special education is defined in the statute. You can read the definition [here](#). For the purposes of the Disabilities Grant, "special education" as a reimbursable category refers to services or products.

Explain the 75 day requirement.

The student must be receiving special education instruction (provided at an eligible school or by a home school parent) for at least 75 days of the semester in order to be eligible for reimbursement of special education expenses. If the student is receiving special education instruction for at least 75 days of the semester, the grant can be used to reimburse for special education expenses.

Who can provide special education instruction that is reimbursable by the grant?

Special education providers must have a current North Carolina teaching license or its equivalent (for example: the provider is a licensed teacher from another state or the provider has a degree in special education). Use the preapproval process, where you will be asked to provide the credentials of the service provider. You may be required to provide proof of credentials after review of the preapproval form.

Can a special education provider be a member of the student's immediate family?

No. Grant funds cannot be used to pay a student's immediate family or a member of the student's household for services. Nor can grant funds be used to pay a member of the home school family or household if two families form a home school.

I home school my student, but my student needs additional special education instruction. Can a school provide this instruction?

Grant funds can be used for special education instruction from an eligible nonpublic school. If the school is not an eligible nonpublic school, the grant can only be used for supplemental instruction, not for the child's main instruction.

See questions about [tuition](#) for more information about eligible nonpublic schools and earlier questions in this category about required credentials for special education providers. Tuition reimbursement is not provided for home school students.

Does my student have to receive the special education services which the grant is paying for every day?

No, but the child must be receiving special education instruction for at least 75 days of the semester (provided at an eligible nonpublic school or by a home school parent).

Can the grant be used for curriculum?

Yes.

Can the grant be used for online educational services?

If the online services are for a school, see the requirements in the [tuition](#) section.

If the online services are for special education instruction, see earlier questions in this section regarding special education instruction.

Can the grant be used for testing materials?

Yes.

Reimbursable Expenses: Related Services

What are “related services”?

Related services are defined in the IDEA act. You can read the definition [here](#). For the purposes of the Disabilities Grant, “related services” as a reimbursable category includes only services, not products.

Who can provide related services that are reimbursable by the grant?

Related services providers must have current state-approved or state-recognized qualifications. Use the preapproval process to make sure the expenses are reimbursable.

Can a related services provider be a member of the applicant’s immediate family?

No. Grant funds cannot be used to pay a student’s immediate family or a member of the student’s household for services. Nor can grant funds be used to pay a member of the home school family or household if two families form a nonpublic home school.

Explain the 75 day requirement.

The student must be receiving special education instruction (provided at an eligible nonpublic school or by a home school parent) for at least 75 days of the semester in order to be eligible for reimbursement of related services expenses. If the student is receiving special education instruction for at least 75 days of the semester, the grant can be used for related services.

Does my student have to receive the related services which the grant is paying for every day?

No, but the student must be receiving special education instruction for at least 75 days of the semester (provided at an eligible nonpublic school or by a home school parent).

Can I be reimbursed for transportation expenses?

It depends. The transportation service must be necessary for your student to benefit from special education, as documented in the IEP. Grant funds cannot be used to pay transportation expenses incurred for your convenience or personal preferences. Use the preapproval process before you incur these expenses.

Reimbursable Expenses: Educational Technology

What does “technology” include?

See this [explanation](#). For the purposes of the Disabilities Grant, “technology” as a reimbursable category refers only to products, not services.

What technology purchases are reimbursable?

- 1) Assistive technology which is used for educational purposes for a child with a disability.
- 2) Educational technology (hardware and software) which is used for educational purposes for a child with a disability.

Click here for a list of [assistive and educational technology](#).

Explain the 75 day requirement.

In order to be reimbursed for an approved educational technology expense, the student must use the educational technology for at least 75 days of the semester for which the parent seeks reimbursement.

Can I choose what technology my student needs?

Yes. However, families are encouraged to research carefully before purchasing technology. Consult these [recommendations](#) about assessing your student's needs and choosing technology.

When must I purchase the educational technology in order to be reimbursed?

In order to be eligible for reimbursement, technology purchases must be made between July 1 and October 18 for a fall semester reimbursement and between January 1 and April 17 for a spring semester reimbursement. The statute which governs the grant requires the student to use the technology for at least 75 days of the semester, therefore the date on the receipt must allow for at least 75 days of use in the semester for which the parent seeks reimbursement.

Are there limits to the number of purchases that can be made?

The grant cannot be used to purchase the same category of item again within three years. The total grant amount, for all expenses, is \$4,000 per semester.

Are there limits to the cost of an item?

Grant funds will reimburse families for reasonable expenses. Using the preapproval process will ensure that the purchase is reimbursable.

Can I buy used technology?

Yes. Use the preapproval process to ensure reimbursement.

Application

How do I apply for a grant?

Complete the application online. Go to www.ncseaa.edu and click on the tab that says K-12. Then choose Disabilities Grant.

When do I apply?

The application will be available May 1 for grants for the following school year.

What information do I need to apply?

On the application, you must explain your student's previous enrollment and the intended enrollment for your student (how you will use the grant). You will also need to submit a copy of the student's IEP (specifically the Eligibility Determination) in order for the SEAA to award the grant.

Does the grant program review applications without the IEP document?

No. Although you can submit an application without submitting an IEP (the Eligibility Determination), this does not guarantee priority consideration. Applications are considered in the order in which they are completed. Applications without IEPs are not complete.

What if I don't know yet which nonpublic school my child will attend?

Go ahead and complete the application. Indicate on the form that the school is unknown. Submit it without the name of the school. If complete with IEP documentation, your application will be considered in the order it was received. See the [Tuition](#) section for more information about how families benefit from the Disabilities Grant for a student's tuition.

Who can complete the application for a grant?

A parent must complete the application. You can read the definition of who qualifies as a parent [here](#).

I am the student's grandparent. Can I fill out the application for my grandchild?

Yes, if you are acting in the place of a natural or adoptive parent and the student lives with you. You can read the definition of parent [here](#).

Award Process

How and when will I find out if my student is eligible for the Disabilities Grant Program?

Families will be notified via email within 3 to 4 weeks after submitting an application. This information is also available on the Disabilities Grant Student Portal. Being eligible for the Disabilities Grant does not equate to being awarded.

Is there a priority for how the grants are awarded?

Students who are renewing the Grant from the previous year are the *first* priority. New students on applications received by June 15 who are entering kindergarten or first grade, who have a parent on full-time active military duty, or who attended a North Carolina public school or Department of Defense school in North Carolina are the *second* priority. New students who have lived in North Carolina for at least six months are the *third* priority. Within each category students are considered in the order in which applications were received.

New students on applications received after June 15 are considered in the order in which the applications were received regardless of priority.

All new students must have a North Carolina public school IEP (Form DEC3) to be considered.

How and when will I find out if my student is awarded a Disabilities Grant?

Determining eligibility is the first step, then awards are made to the extent that funding permits. By mid to late June awards are offered to students in the first and second priority groups. Students in the third priority group will be considered if funds remain, and awards made in July or early August.

What happens after the grant is awarded?

- 1) Portal access information will be emailed to the family with award notification. The applicant will need to log on to the Disabilities Grant Student Portal and accept the grant offer. At that time, the parent also agrees to the grant policies and procedures.
- 2) If a family will seek reimbursement for any expenses *other than* tuition at a nonpublic school, the applicant should complete a form requesting preapproval. This form is electronic, and is available via the Disabilities Grant Student Portal. More information in the [Application and Preapproval Process](#) section.

How much money is the grant?

The parent can benefit from a maximum of \$4,000 per semester per student for actual expenses.

Who gets the grant money?

The parent who completes the application will receive the grant funds. The parent applicant cannot be reimbursed for expenses paid by someone else. Tuition at a participating nonpublic school is paid directly to the school on behalf of the parent.

Preapproval Process

Explain the preapproval process.

For expenses for special education, related services, or educational technology, you should submit a form requesting preapproval for the expense prior to incurring the expense. Although reimbursement will still occur at the end of each semester, and you will submit a receipt or other documentation at that time, you can use the preapproval process to be assured that your expense will be reimbursed.

You will access this preapproval form through the portal, complete the form electronically, and submit it through the portal. If you have more than one expense, you should request the preapproval on the same form. Although a response to a request for preapproval may take longer, it is expected that a response will routinely take a week.

The preapproval process is strongly recommended. It is in your best interest to know that you will be reimbursed before spending money.

Who should complete a preapproval process?

- If a student will attend an eligible nonpublic school, and the grant will be used for tuition (either by reimbursement to the family or by direct disbursement to the school), the family **does not need** to submit a preapproval form.
- If a student will attend an out-of-district public school for which payment of tuition is required, the family **should** submit a preapproval form.
- For all reimbursable expenses (special education instruction, related services, and educational technology) the family **should** submit a preapproval form.

Where is the preapproval form?

The preapproval process will be completed through the Disabilities Grant Portal.

I didn't complete a preapproval form, but I have already incurred the expense. What should I do?

If the expense is reimbursable, not submitting a preapproval form prior to incurring the expense will not prevent you from being reimbursed.

Payment

When does the grant pay out?

For families of students at a participating nonpublic school, the grant pays at the beginning of each semester (roughly September or October and January or February). If a parent applicant is awarded the grant for a reimbursement, the award is conditional pending submission of documentation of expenses. Parents will be reimbursed at the end of the fall semester (receiving funds beginning in February) and / or at the end of the spring semester (receiving funds beginning in June).

What kind of documentation of my expenses do I need to submit to receive a grant, and when do I submit them?

The documentation includes the receipts which show what you have paid for expenses for special education, related services or educational technology. Submit these receipts at the end of the semester in which you incurred the expense, and after you have paid the bills. Please note that parents do not need to submit these types of documents for tuition disbursed directly to the school.

For related services, or special education instruction, the document must show:

- Student's name **and** the name of the parent or guardian paying the expense
- Name of school or service provider's name
- Dates of enrollment or service
- Amount of expense and confirmation that the student was enrolled at least 75 days of the semester (receipt must show the semester(s) of enrollment – fall and/or spring)
(AND / OR)
- Amount of service expenses

For special education products or educational technology, the document must show:

- The name of the item
- The name of the retail outlet
- The amount paid
- The date purchased

Note that the parent or guardian named on the grant application must also be the responsible party for payment named on the receipt submitted for reimbursement.

If I am submitting receipts for expenses what is the time frame for purchases that the Disabilities Grant will reimburse?

The grant can reimburse fall expenses that were incurred between July 1 and December 31. Expenses that were incurred from January 1 through June 30 are spring expenses. The Disabilities Grant Program will not reimburse parents for items or services not within these dates.

How do I send the documentation of my qualifying expense to the SEAA?

You should submit your documents through the portal or email DGrants@ncseaa.edu with the document as an attachment. The portal is more secure than email. Faxing or mailing a hard copy will delay your reimbursement.

How do I submit my documents through the portal?

1. You need an electronic copy of the document. Scan the document, or when possible, ask your nonpublic school, service provider, or retailer to email you an electronic copy of the receipt.
2. Save the electronic documents on your computer and name them appropriately so you can find them again.
3. Go to the Disabilities Grant Portal.
4. Look for the Upload Files option. Click on that option and follow the directions. You will be able to browse your computer files to find the files you saved on your computer

What should I do if I do not have documentation for my qualifying expenses?

If you need assistance with your documentation, call the SEAA toll free at 1-855-330-3955, or send an email to DGrants@ncseaa.edu.

What is a Form W-9 and why does the SEAA need it?

The SEAA is required to report the amount of the grant for special education, related services and educational technology to the Internal Revenue Service (IRS). Form W-9, which is [Federal Form W-9](#) (Request for Taxpayer Identification Number and Certification), provides a correct taxpayer identification number for reporting purposes. Make sure that the parent or guardian named on the W-9 is the same parent or guardian who completed the grant application.

Does the SEAA send me a check?

No. SEAA will disburse funds to participating schools via Electronic Funds Transfer. Similarly, SEAA will reimburse families via an [Electronic Funds Transfer](#).

Is the grant money taxable?

In January of each year, the parent applicant will receive a 1099 tax form for reimbursements paid in the previous tax year for expenses other than required tuition and fees. Please contact your accountant or a tax professional to understand any liability you may have as a result of receiving the Disabilities Grant.

What happens if I do not want to share private and confidential information with the SEAA?

Your failure to cooperate with verification of any information may result in loss of eligibility for a grant.

Renewing the Grant

I filled out a new student application last year and my student was awarded, but didn't use the Disabilities Grant after all. Can I renew?

No. If your student did not receive Disabilities Grant funds this school year, you should complete a new student application for next school year.

My student received Disabilities Grant funds the year before last. Can I renew?

Only if your student continued to receive Disabilities Grant funds this year. Students who received funds in the current school year can renew for the next school year. Families of students who did not receive Disabilities Grant funds this year should complete a new student application for next school year.

I filled out an application last year but funds were exhausted and I was not awarded. Do you keep those applications?

No. You will need to submit a new student application.

My student is a current grant recipient. Will our application receive priority consideration if the SEAA receives it after a first-time application?

Renewal applications will receive priority consideration over new applicants for the next school year as long as they are submitted by the established deadline, which is about one month after the renewal application becomes available. Watch for an email in late April to announce this process.

How will continued eligibility be reviewed for renewal students?

Students must have a reevaluation every three years to verify that they continue to require special education and / or related services. See the [Continuing Eligibility Determination](#) section for detailed information regarding the timing and the accepted forms of reevaluation for continuing eligibility for renewal students.

Do I need to submit my student's IEP (Form DEC3) each year?

The student must be re-evaluated at least every three years to maintain eligibility for the grant. For example, to be eligible for reimbursement of fall 2017 expenses, the student's last evaluation must have been done after September 1, 2014. To be eligible for reimbursement of spring 2018 expenses, the student's last evaluation must have been done after January 1, 2015. If SEAA has documentation of your student's evaluation within the last three years, you don't need to submit the IEP (Form DEC3) again when you renew.

Contact information for the SEAA:

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