

**BERRIEN RESA SPECIAL EDUCATION  
REIMBURSABLE AIDE APPROVAL  
FOR 201\_\_ - 201\_\_.**

The criteria for non-mandated aides are on the reverse side of this form. Aides that meet the criteria, as verified by the signature(s) of the local superintendent or designee and the intermediate director of special education, are allowable costs.

LEA \_\_\_\_\_

1. Program Aides:				
Type of Classroom:	Name of Teacher:	Name of Aide:	Amount of Time Aide in Classroom	Date Aide Assigned to Classroom/Students

2. Individual Student Aides (Must attach IEP documentation):				
Student Name/Disability	Name of Teacher:	Name of Aide:	Amt. of Time Aide Assigned to Student	Date Aide Assigned to Student(s)

3. Lesser Restrictive Environment Aides (Attach job description for approval):						
Name of Building	Name of Reg. Ed. Staff	Name of Sp. Ed. Staff	Name of Facility Administrator	Name of Aide	Amt. of Time Aide Assigned	Date Aide Assigned

Signed: \_\_\_\_\_  
(Requesting District Superintendent or Designee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(RESA Director of Special Education)

Date: \_\_\_\_\_

## A. MANDATED AIDES:

A Mandated Aides is defined by Rules 340.1793 of Michigan's Revised Administrative Rules for Special Education. The following special education programs and services require the provision of aides as detailed within the respective rules:

1. Rule 340.1738, Severe Cognitive Impairment Programs (SCI)
2. Rule 340.1739, Moderate Cognitive Impairment Programs (MoCI)
3. Rule 340.1740, Elementary Programs for Mild Cognitive Impairment (MiCI)
4. Rule 340.1748, Severe Multiple Impairment Programs (SXI)
5. Rule 340.1754, Early Childhood Special Education Programs (ECDD)
6. Rule 340.1758, Classroom Programs for Students with Autism Spectrum Disorder (ASD)
7. Rule 340.1832, SCI programs – 1 teacher and 2 aides for 14 students.
8. Rule 340.1832, LD programs – aide must be assigned when 12 or more in class simultaneously.
9. Rule 340.1832, Elementary Dept. program – aide must be assigned when 12 or more in class simult.

## B. REIMBURSABLE AIDES:

### 1. Program Aides:

A Program aide is an aide assigned to one or more specific special education classroom programs to assist special education teachers with the general operation of the programs. A school district may employ an aide to work in the following special education categorical programs:

- a. Rule 340.1740, Secondary Programs for Mild Cognitive Impairment (MiCI)
- b. Rule 340.1741, EI Programs with full time equivalency (FTE) equal to or greater than 6.0
- c. Rule 340.1742, Hearing Impairment Programs
- d. Rule 340.1743, Visual Impairment Programs
- e. Rule 340.1744, Physical or Other Health Impairment Programs

### 2. Individual Student Aides:

An Individual Student Aide is an aide assigned to one or more specific students, as detailed in those students' respective IEP's (e.g. Health Care Aide, Mobility Aide, Safety Aide).

School districts may assign an aide to assist individual students according to the student's IEP if additional services are specified. Documentation to verify the appropriateness of these aides will be the student's IEP.

### 3. Lesser Restrictive Environment Aides:

A Lesser Restrictive Environment Aide is assigned to a particular building or facility, under the direction and supervision of a special education "LRE Team," which is composed of regular and special education professional staff and the facility administrator. This aide may assist regular and special education teachers who are serving students with disabilities in the regular education environment (e.g., Inclusion Students, Transition Aide, Community-based Instruction Aide).

A district may employ aides to serve in this role. The primary job description will be developed by the requesting district and approved by the RESA.

NON-REIMBURSED AIDES: Nothing in this document precludes districts from employing non-reimbursable staff, for any special education program or child.