As a requirement for providing education services to Delaware youth as part of a DSCYF contract, a person authorized by the contracted provider is required to provide certain information and assurances on behalf of the contracted agency.

The following checklist must be reviewed and where indicated affirmation provided as well as an authorized signature. The signed checklist must be returned to DSCYF along with the required documentation.

|  |
| --- |
| State of Delaware Contractor Educational Requirements |
| Check the Box Next to Each Line |
| [ ]  | One (1) copy of each education teacher and/or specialist certification as applicable. |
| [ ]  | One (1) copy of any sub-contract for education service provision and/or copy of the letter of agreement with a public school district, as applicable. |
| [ ]  | One (1) copy of documentation of the education provider’s jurisdictional approval to provide education under any applicable standards from the State in which the facility is located. |
| [ ]  | I affirm that educators providing education to Delaware youth have completed all the requirements for license or certification under the applicable standards of the state in which the program is located or are working toward full certification in a state-approved alternative route to certification program. If an educator is not licensed or certified to serve children and youth with disabilities, an individual who is licensed or certified to serve children and youth with disabilities must ensure provision of specialized instruction and supports. |
| [ ]  | I affirm that the education program educating Delaware youth has implemented policies and procedures in compliance with the IDEA. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Authorized Signature |  | Title |  | Date |

Please return this checklist and the requested documentation to the DSCYF Contracting Unit at DSCYF\_Contracts\_Forms@Delaware.Gov at the beginning of the contract term and as each type of document is renewed.

If you have questions, please email the address above or contact anyone at DSCYF with whom you’ve had contact.