



Category	Evaluation Criteria – Standard for Acceptance
5. Whistleblower Policy	<ul style="list-style-type: none"> <li>• The policy protects employees who report inappropriate behavior from retaliation.</li> <li>• All employees are made aware of the Whistleblower Policy through orientation or ongoing training opportunities.</li> <li>• The policy is readily accessible to all employees (e.g., website, employee handbooks, and training materials).</li> </ul>
6. Plan for Safeguarding Financial Information	<ul style="list-style-type: none"> <li>• The plan includes an up-to-date business impact analysis.</li> <li>• Critical processes are documented and included in the plan.</li> </ul>
7. Cost Allocations	<ul style="list-style-type: none"> <li>• The description details the process that will be used to ensure that expenses incurred in operating the agency, and revenues received, can be specifically tracked to agency programs.</li> <li>• Include a description of the process used to ensure only allowable directly charged and allocated expenses, as defined by NYSED, will be claimed for reimbursement.</li> </ul>

## CHARACTER AND COMPETENCE REVIEW

*(A public school district, board of cooperative educational services, State agency or municipality is not required to complete this section of the application.)*

Assessment of the character and competence of an applicant is based upon experience and past performance in operating a special education or related services program including records of violations, if any, and whether a substantially consistent high level of care was maintained. Applicants without experience in education services are evaluated based on compliance with laws and practices pertinent to their professional experience.

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Disclosures	<ul style="list-style-type: none"><li>• Information is provided for each owner/chief executive officer (CEO)/administrator <u>and</u> for additional individuals who may, in practice, fulfill the role and responsibilities of a Chief Administrator or a portion of those duties (e.g., Co-director, Assistant Executive Director, etc.).</li><li>• There are no affiliations with community service, philanthropic endeavors, human service facility(ies) or vendors which would present a conflict of interest in the operation of the proposed program.</li><li>•</li></ul>

**GOVERNANCE AND INTERNAL C**

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7. Residence(s) of the Executive Director and Other Director-level Staff	<ul style="list-style-type: none"> <li>• Director-level staff reside within a reasonable geographic distance from the proposed program administrative and instructional/evaluation sites.</li> <li>• Reasonable distance generally indicates a commute time of less than one hour; however, determinations will be made on a case-by-case basis based on circumstances such as geographic area and transportation situations/options.</li> </ul>
8. Internal Controls	<ul style="list-style-type: none"> <li>• Provision of internal controls is clearly described and includes: <ul style="list-style-type: none"> <li>○ Ensuring a quality control environment;</li> <li>○ Performing a risk assessment;</li> <li>○ Designing effective policies and procedures;</li> <li>○ Providing clear communication throughout the agency; and</li> <li>○ Conducting ongoing monitoring of policies and procedures.</li> </ul> </li> <li>• Internal controls include both preventive control activities (i.e</li> </ul>