

Documentation required for referral to SCC¹	
Document	Comments
Cover sheet with signatures	
LCC and SCC Referral Form	<ul style="list-style-type: none"> • Timeline requirements: <ul style="list-style-type: none"> ▪ SCC application packet must be received at GOC within 30 days after Local Lead Agency receipt of LCC minutes
MSDE-approved cost-sheet (or for non-MSDE-approved placements, agency contract)	
LCC minutes, including: <ul style="list-style-type: none"> ▪ All required elements ▪ Approval of the requested OOS facility 	<ul style="list-style-type: none"> • Timeline requirements: <ul style="list-style-type: none"> ▪ SCC application packet must be received at GOC within 30 days after Local Lead Agency receipt of LCC minutes
OPTIONAL – 10-day waivers from parents/guardians and attorneys OR letter of assurance from Lead Agency that waivers are on file, signed by appropriate person, and are current	
If other agencies are co-funding <ul style="list-style-type: none"> • Funding Verification form 	
If LSS is co-funding <ul style="list-style-type: none"> • Funding Verification Form • Current Educational Assessment or letter of assurance from lead agency • Individual Placement application (if needed) or letter of assurance from lead agency 	
Transfer cases:	
<ul style="list-style-type: none"> • Letter from previous facility requesting transfer or discharge • Most recent progress report/treatment plan review or discharge summary (whichever is applicable) • Letter of acceptance from new OOS facility • MSDE-approved cost-sheet (or for non-MSDE-approved placements, agency contract) from new OOS facility • LCC minutes (same timeline as new referrals) 	
Readmission to the same OOS facility within 3 months after discharge due to <u>AWOL</u>:	
<ul style="list-style-type: none"> • Discharge summary • New acceptance letter • New MSDE-approved cost-sheet (or for non-MSDE-approved placements, agency contract) from OOS facility, if different than previous cost sheet 	