

## Connecticut State Department of Education

### Surrogate Parent Program Description

The Surrogate Parent Program appoints persons to advocate for children who are under the guardianship of DCF and who need or may need special education services in accord with state and federal laws. You will be responsible for identifying the special education needs of your children and advocating for them through the PPT and dispute resolution processes. Your responsibilities will include meeting with your children, observing them in their educational placements, obtaining and reviewing educational records, discussing your children's needs with school and DCF staff, researching educational and legal issues, attending PPT meetings as the advocate for the student, pursuing dispute resolution as needed, complying with reporting requirements and any other activities necessary to secure a Free, Appropriate, Public Education for the children you represent pursuant to the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq. and 34 CFR 300.1 et seq.).

Compensation has three components including a fee-for-service arrangement, a monthly sliding scale based on caseload to cover routine duty obligations (telephone, email and paperwork) and mileage.

Participants in the State Employees Retirement Program are not eligible to be appointed for this position. All applicants must submit a cover letter, current resume, two letters of reference with contact information, and this application by email to [surrogate.office@ct.gov](mailto:surrogate.office@ct.gov) on or before **January 3, 2011**. In your cover letter, discuss any commitment to or experience with children's rights, education law, special education, victims or plaintiff's advocacy.





Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Answer 1 - 4 using additional pages as necessary.**

1. State your experience and familiarity with the PPT (Planning and Placement Team Meeting) process and whether you consider yourself fully prepared to represent students at PPTs. Check one:

- a. Fully familiar and prepared to represent students at PPTs  
 b. Would need training in: (50 words or less)

2. State the number of times you have represented someone at a hearing, mediation or court proceeding, or other advocacy setting and describe the type of proceeding/s, with approximate date (year).

Number of times  
Types of proceedings  
Approximate years

3. State your present level of ability to utilize the computer to communicate in a timely manner, including: sending, receiving, and acknowledging emails (with attachments) and independently researching educational and legal issues; including the navigation of the Department of Education's website. Circle one:

- a. Fully able to utilize the computer for timely communication and research  
 b. Would need training in: (50 words or less)

4. Are you available to accept assignments in any part of the State and appear in person for PPT meetings?  Yes  No

Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

References who will be available by e-mail and phone and can address your experience and success at advocacy.

1. \_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone E-mail  
State the relationship of this person to your position: \_\_\_\_\_

2. \_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone E-mail  
State the relationship of this person to your position: \_\_\_\_\_

**CRIMINAL CONVICTIONS:** Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.)  Yes  No

If "YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.

**Special Note:** You are **not** required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).

**CERTIFICATION:** I certify that the statements made by me on this application and the accompanying resume and cover letter are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law, regulations or rules. All statements made on this application, including employment information, are subject to verification as a condition of employment. I understand that all information contained on this form and in my bid to provide surrogate parent services is subject to verification. I consent to your contacting my references and former employers and educational institutions, and I consent to a criminal history background check. I understand and agree that approval for placement on the Surrogate Parent list is not a promise of any number of case assignments or any level of work.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_