

Frontier Charter School

Obtaining Instructional Services SY 2019-2020

Each year Frontier Charter School parents & guardians use Frontier funds to purchase instructional services as part of the overall education plan for their student(s). Instructional services range from academic courses and tutoring to music, fine arts and PE.

At Frontier Charter, parents and guardians have wide discretion to choose the service providers of their choice. Parent Directed education means parent selection of instructional service providers.

There are two ways to obtain instructional services using Frontier Funds:

- 1) Use an ASD Approved Educational Vendor (AEV). Payment is made by Frontier/ASD direct to the vendor.
- 2) Use a non-ASD Approved Educational Vendor. Payment is made by the parent/guardian direct to the vendor. Parent/guardian submits a reimbursement request.

1) Approved Educational Vendors (AEV):

The ASD Purchasing and Human Resources Departments offer local instructional service providers – “Vendors” – the opportunity to become an Approved Educational Vendor (AEV). An “AEV” has gone through an application process that includes providing background checks, fingerprints, proof of liability insurance, proof of current Alaska Business license and agreement to invoice Frontier and receive payment from the District.

We encourage Parent/guardian use of vendors that are AEV's.*

The AEV process is voluntary on the part of the Vendor and some vendors choose not to participate. Ask your instructional service vendor if they are an “ASD Approved Educational Vendor”.

If your vendor is an “AEV” and you have discussed the details (start/end dates, # of lessons, rate, etc.), please create an ILP in SALTT and then a requisition. Contact your advisor for assistance with the ILP or requisition.

Once your advisor has approved the ILP and requisition, the Business Office will contact the vendor, confirm the details and get an Educational Services Agreement in place. The vendor will send invoices to the Business Office who in turn will make sure payment is sent to the vendor. Payment information will be posted to your student’s Frontier account.

2) Non-ASD Approved Educational Vendors (Non-AEV):

Create an ILP and a reimbursement request in SALTT for the amount of funds expected to be reimbursed during the school year for services to be provided by a non-approved educational vendor. This reimbursement request will post to the student’s budget account and reduce the amount from the available balance. Submit original paid receipts/invoices to Frontier’s business office as payments are made to the non-approved vendor. The business office will process the paid receipts and post the payment info to the student’s budget account.

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A paid invoice or receipt from the Non-AEV is required for reimbursement. In addition, ASD Accounting requires a current IRS Form W-9. Frontier's business office staff can email a blank W-9 to you or your Non-AEV.

A new reimbursement is necessary for each subsequent payment made to a Non-AEV.

(If the vendor is not an AEV and is interested in becoming one, ask them to call or email us and we will provide information about how to start the process).

Not-For-Profit Organizations

Instructional services provided by recognized not-for-profit vendors and paid by Frontier parents/guardians are reimbursable. Recognized not-for-profit vendors include Municipality of Anchorage Pools, Anchorage YMCA, UAA, Chugiak Youth Sports Association (CYSA) the American Red Cross among others. Not sure? Call the business office. In general, we do not have educational service agreements with not-for-profit vendors. Please submit a reimbursement request along with a paid receipt or proof of payment.

Please remember that the Educational Service Agreement (contract) is a legal agreement between Frontier Charter/Anchorage School District and Approved Educational vendors. We expect to pay for the number of lessons contracted and will presume that any lessons missed will be made up per the vendors' absence policy. We will reduce contracts only if mutually agreed to by the parent/guardian and the vendor.

We encourage vendors to contact us direct at any time with questions about contract issue status, payment status, etc.

Please Help Us Help You:

Plan your entire school year requirements for instruction services early in the year.

An ILP must be created in SALTT and approved by your academic advisor.

Submit your service requisitions as early as possible. Our workload is heaviest from August 15 - November 15 and again in January and February.

Remember that a paid invoice is required for instructional service reimbursement.

Questions, comments, suggestions are always welcome. Please call or email!

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* ASD and Frontier make no representation, expressed or implied, of an AEV's ability to provide the services offered.