



State of New Jersey  
Department of Corrections  
Policy Statement

Policy Number  
SUP.003.012

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**Policy Title:**

**Educational Transition Planning for SFEA Students**

**Approved and Issued By Victoria L. Kuhn, Esq., Acting Commissioner on August 9, 2021.**

**Note: This document is provided electronically for informational purposes only. Should you require an official, signed copy for any reason, contact the APPM Unit.**

<b>Effective Date:</b> July 21, 2020	<b>Revised Date:</b> June 1, 2021	<b>Enabling Authority:</b> N.J.S.A. 30:1B-6
		<b>Related Authority:</b> SUP.003.000, N.J.A.C. 6A:17
<b>Promulgating Office:</b> Office of Educational Services Division of Programs and Community Services		<b>Professional Association Standard cited:</b> NA
<b>Applicability:</b> This Policy Statement applies to all New Jersey Department of Corrections Organizational Unit Education Departments.		
<b>Instructions:</b> New Jersey Department of Corrections' Office of Education Services shall be responsible for developing written Level I/III <i>Internal Management Procedures</i> consistent with this Policy, as necessary.		
<b>Review Schedule:</b> This document is scheduled for annual review on or about June 1, 2023.		

## I. PURPOSE

To establish policy for the New Jersey Department of Corrections to ensure all eligible SFEA Special Education student-inmates who receive educational services as defined by the State Facilities Education Act (SFEA) are provided with Transition Planning services as set forth in 34 CFR § 300.320 (b) and 34 CFR § 300.43 of the Individuals with Disabilities Education Act (IDEA). These services will be in addition to those Transition Planning services that are provided to SFEA student-inmates who are not eligible for Special Education.

## II. DEFINITIONS

The following words and terms, when used in this policy, shall have the following meanings, unless the context clearly indicates otherwise:

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**Assistant Supervisor of Education (ASOE)** means OES employee serving as the designated secondary supervisor to the Supervisor of Education, and acts as the primary supervisor in the absence of the SOE.

**Division of Programs and Community Services** means the division responsible for correctional facility and community-based program opportunities for offenders, which includes the offices of Community Programs, Educational Services, Transitional and Social Services, Chaplaincy, County Services, Victim Services, and Volunteer Services, PACE Unit, and the Gender Responsive Programming Unit.

**Functional Behavioral Assessment** means an assessment that address behavioral concerns in order to teach and promote effective alternatives.

**Individualized Education Program (IEP)** means a written plan developed at a meeting according to N.J.A.C 6A:14-2.3(i)2 which sets forth present levels of performance, measurable annual goals and short-term objectives or benchmarks and describes an integrated, sequential program of individually designed instructional activities and related services necessary to achieve the stated goals and objectives. This plan shall establish the rationale for the student’s educational placement, serve as the basis for program implementation and comply with the mandates set forth in N.J.A.C. 6A:14.

**Intervention and Referral Services Process (I&RS)** means a process by which an interdisciplinary team of educational professionals convene to formulate coordinated services to address a full range of student learning, behavior and social issues. The team consists of a Learning Disabilities Teacher Consultant (LDTC), School Psychologist, School Social Worker, and the Supervisor and/or Assistant Supervisor of Education.

**Learning Disabilities Teacher Consultant (LDTC)** means a certified individual who serves as a member of the child study team. The LDTC serves to conduct ongoing assessments to determine students’ learning needs and intervention needs, creates individual intervention plans to match students’ learning styles and intervention needs, consults with teachers to increase their capacity to provide instructional support to struggling readers/learners, provides individualized and specialized instruction to students with intense needs, and provides ongoing and sustained professional development to teachers to deliver evidence-based interventions.

**New Jersey Department of Corrections (NJ DOC)** means that agency of the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to the State correctional facilities.

**Office of Educational Services (OES)** means the office within the Department of Corrections, Division of Programs and Community Services, that has been established to ensure that inmates are provided with academic, vocational, and life skills programming that meets their

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demonstrated needs, within a framework that is consistent with the department’s overall mission and in concert with all appropriate federal and State education statutes, codes, and regulations.

**Organizational Unit** means a division, correctional facility, or other work unit within the New Jersey Department of Corrections.

**Supervisor of Education (SOE)** means under the direction of a supervisory official in a state department, institution, or agency, organizes, administers, and supervises the total educational program in institutions or agencies; does related work as required.

**Student-inmate** means an inmate who is eligible to receive educational services as defined by the State Facilities Education Act (SFEA).

**Special Education SFEA student-inmate** means a student-inmate who qualifies for special education services under the SFEA and the IDEA.

**Transition Planning** means the formal cooperative process to assist the student-inmates with disabilities to plan for their desired postsecondary goals as they ‘age-out’ and or graduated out the SFEA program.

### III. POLICY

It is the policy of the New Jersey Department of Corrections’ Office of Educational Services that all active SFEA student-inmates will receive Transition Planning services in anticipation of transitioning out of NJDOC SFEA educational programs due to:

- 1) Release from the facility.
- 2) High school graduation.
- 3) “Aging out” of SFEA eligibility as defined by SFEA eligibility requirements, which means until June 30 of the school year in which the student-inmate turns 21 years old.

### IV. PROCEDURES

The NJDOC will provide Transition Planning Services to SFEA student-inmates until June 30 of the school year in which the student-inmate turns 21 years old.

For the purpose of review and/or auditing, completed Transition Planning Forms (TPFs) will be maintained by each facility education office for at least one fiscal year following completion.

Additional transition planning services for Special Education SFEA student-inmates will be conducted pursuant to IDEA, 20 USC § 1401 (34), until June 30 of the school year in which the student turns twenty-one years old, regardless of their release date.

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**V. CROSS REFERENCE DOCUMENTS AND POLICIES**

<b>Document/ Policy Number</b>	<b>Title</b>	<b>Effective/ Revision Date</b>
SUP.003.000	Office of Educational Services: Mission, Goals and Objectives	August 1, 2016
SUP.003.006	Student Records	November 14, 2018

**IV. APPLICABLE FORMS**

<b>Form Number</b>	<b>Form Title</b>	<b>Effective/ Revision Date</b>
TPF_NJDOC_OES	Transition Planning Form (TPF)	June1, 2020