



EDUCATIONAL SERVICES UNIT
 Burlington County Special Services School District
 20 Pioneer Blvd., Westampton, NJ 08060-3824
 www.edservicesunit.com

(609) 702-0500

Dr. Christopher J. Nagy
 BCSSSD/BCIT Superintendent of Schools
 cnagy@burlcoschools.org

Theresa L. Margiotta
 BCSSSD/BCIT Business Administrator
 tmargiotta@burlcoschools.org

Bobbie M. Downs
 Educational Services Unit Director
 bdowns@burlcoschools.org

BLOCK BILL REQUEST FORM

RELATED SERVICES REQUEST INFORMATION
Block Bill applies to requests of 6.5 hours per day or 3.25 hours per half day(am or pm) of compensated time.

Please indicate number of full and half days needed per week . We will do our best to accommodate days of the week preferences.				Start Date	End Date	School Name(s)	Program Hours
Occupational Therapy	Full days # Half days # <input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Flexible				
Physical Therapy	Full days # Half days # <input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Flexible				
Speech Therapy	Full days # Half days # <input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Flexible				

Note: Out of county school districts requesting service/s will incur destination charges to/from service locations outside of Burlington County. CST or designee listed below will sign Monthly student service schedules. For individual requests, please submit Request for Services Form for each student. Block Billing services are in effect during months of September through June.

Please note name and title of designee, if any, approved to accept, with signature, monthly staff schedules: _____
 Name and Title

CST Director/Principal: _____ Date: _____
 (My signature and date indicate approval for district to be billed and that I have read and acknowledge the Related Services Billing and Program Descriptors).

EDUCATIONAL SERVICES UNIT ONLY			
Date Received: _____	Date Reviewed: _____	Accept _____	Decline _____ Wait List _____
Notes:			
Notified District: ___/___/___	By letter ___ Email ___ Phone ___	Who: _____	Scanned _____ Filed _____
Therapist(s) Assigned: OT _____	PT: _____	SLP: _____	

Please return form via fax to: Related Services Department (609) 702-9033 or bdecker@burlcoschools.org

Any questions, please call Brooke Decker (609) 702-0500 ext. 7431