EDUCATIONAL SERVICES UNIT

ESU

Educational Services Unit
Burlington County Special Services School District
20 Pioneer Blvd.
Westampton, NJ 08060
www.edservicesunit.com
(609) 702-0500

Dr. Ashanti Holley
Superintendent of Schools
aholley@burlcoschools.org

Mr. Andrew Willmott
Business Administrator
awillmott@burlcoschools.org

Dr. Bobbie Downs
Assistant Superintendent
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 # ☐ am ☐ pm	☐ Monday ☐ Tuesday ☐ Wednesday	☐ Thursday ☐ Friday ☐ **Flexible**				
Physical Therapy	Full days # Half days # ☐ am ☐ pm	☐ Monday ☐ Tuesday ☐ Wednesday	☐ Thursday ☐ Friday ☐ **Flexible**				
Speech Therapy	Full days # Half days # ☐ am ☐ pm	☐ Monday ☐ Tuesday ☐ Wednesday	☐ Thursday ☐ Friday ☐ **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.

CST Director/Supervisor: District: 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 email form to:

esurelatedservices@burlcoschools.org