



MEMORANDUM

To: Special Education Directors, Directors of Private Special Education Schools, and Directors of Public Collaborative Schools
From: Jay Sullivan, Associate Commissioner, District & School Finance
Date: August 29, 2024
Subject: Update to Circuit Breaker Program Codes for Approved Programs and Collaboratives

Alphanumeric codes traditionally used by the circuit breaker program to refer to special education programs and schools will be transitioned to the DESE standard of numeric codes administered by the Directory Administration (DA) office. This standardization will allow consistency in nomenclature between the Department's online School and District Profile database and all DESE departments, including data collection, Office of Approved Special Education School (OASES), and school finance functions.

A crosswalk listing of 8-digit DA codes to legacy 5-digit circuit breaker codes can be found on the circuit breaker website here:

[Program code crosswalk: in-state approved, out-of-state approved, collaboratives \(XLS\)](#)

The use of standard DA codes will be required for future circuit breaker claims, the next cycle of which will begin in late winter of FY2025.

We recommend districts work with private programs and transportation vendors to have FY2025 billing updated to include 8-digit DA codes in reference to programs as soon as possible in support of future claims. A separate memo has been issued to private school directors updating prior guidance on Tuition Invoice Elements.

Additionally, letters approving special education services through [Individual Price Authorizations \(IPAs\)](#) and [Individual Student Programs \(ISPs\)](#) will reference programs and schools by 8-digit DA codes. As the online application process and websites are updated, districts will use these codes in their ISP and IPA applications as well.

If you have any questions about this transition or need additional support, please reach out to the [circuit breaker liaison](#) assigned to your district, or send email to the circuit breaker department email using circuitbreaker@mass.gov.