



## MEMORANDUM

**To:** Special Education Directors  
**From:** Jay Sullivan, Associate Commissioner, District and School Finance  
**Date:** December 10, 2024  
**Subject:** Users of New Online Circuit Breaker Claim System

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The Department of Elementary and Secondary Education will roll out a new special education Circuit Breaker claim system in 2025. This upgrade will provide an online platform for districts to claim expenses for reimbursement through the Circuit Breaker program and will replace use of an Excel-based claim file.

Special Education Directors will need to specify the user(s) within your district that should have access to file circuit breaker claims in the new online system. DESE will grant access only to the individuals approved by the district to access student special education service information and to file reimbursement claims.

For districts to approve access, claim system users should be added to the “Circuit Breaker Claim Contact” function in your district’s [School Profiles listing](#) with DESE. Special Education Directors should work with the [Directory Administrator for your district](#) to assign the appropriate person or persons to this function. **Please note that assigning the function does not provide users access to the new application; once the system is live, users that have been assigned this function will be provided instructions and security credentials to access the new application.**

Districts are asked to specify no more than three “Circuit Breaker Claim Contact” users. If you require more than three users, please reach out to your [Circuit Breaker Liaison](#) to discuss.

Special Education Directors and Directory Administrators should work together to maintain accuracy of the Circuit Breaker Claim Contact function, along with all other functions specified in School Profiles, including regular updates as personnel changes.

Individuals with the Circuit Breaker Claim Contact function will be invited to attend training for the new Circuit Breaker system in early 2025.

If you have questions about preparation for the new Circuit Breaker claim system, please contact your [district liaison](#) or email [circuitbreaker@mass.gov](mailto:circuitbreaker@mass.gov).