Agenda for Today

- Discuss
  - Definition of State Agency Children
  - District provided services
  - KECSAC expectation
  - How funds are distributed
  - Process
  - Timelines
State Agency Children

- **KRS 158.135** defines a State Agency Child as:

1. a. Children of school age committed to or in custody of the Cabinet for Health and Family Services and placed, or financed by the cabinet, in a Cabinet for Health and Family Services operated or contracted institution, treatment center, facility, including those for therapeutic foster care and excluding those for nontherapeutic foster care; or

b. Children placed or financed by the Cabinet for Health and Family Services in a private facility pursuant to child care agreements including those for therapeutic foster care and excluding those for nontherapeutic foster care;

2. Those children of school age in home and community-based services provided as an alternative to intermediate care facility services for the mentally retarded; and

3. Those children committed to or in custody of the Department of Juvenile Justice and placed in a department operated or contracted facility or program.
What is the MOA?

- The MOA is an agreement between the local school district and KECSAC.
- The district agrees to provide specific educational services to state agency children.
- KECSAC agrees to provide funding to supplement the costs of providing these services.
District Commitments

To receive SACF funding districts agree to:

- develop a school calendar reflecting a total of 230 days.
- provide 210 days of instruction to the SAC in their district.
- provide a classroom ratio of ten students to one teacher, or fifteen students to one teacher with a classroom aide.
State Agency Children Funds

- SACF funds are SUPPLEMENTAL funds provided to the District to help defray the cost of an extended school calendar and smaller classroom size.
- SACF funds are not intended to cover the entire costs of operating a SAC program.
State Agency Children’s Fund Funding Process

2012-2014
General Assembly Allocation $9,596,500

Kentucky Department of Education

$9,025,381 (94%)
To Local School Districts

$571,119 (6%)
To DJJ For KECSAC Operational Budget

EKU $571,119
$42,305 or 8% of Total Direct Costs retained by EKU

KECSAC $528,814
(Salaries, Support Services, Operating Expenses, PD, Travel)
How Funds are Allocated

- Programs with DCBS child care agreements are funded by the average daily membership (ADM).
- DJJ day treatment programs are funded by the ADM
- Mental health day treatment programs are funded by the ADM
- DJJ residential programs (detention centers, youth development centers) are funded at rated capacity
How Funds are Allocated

- All programs must complete the Average Daily Membership Reporting Form.
- ADM reporting form is submitted to KECSAC for three specific points in time:
  - October 15
  - December 2 (CENSUS Reporting Day)
  - March 14
How Funds are Allocated

- KECSAC staff does the math to establish the per student rate.
  - total the rated capacity for all DJJ programs
  - total the ADM’s for DCBS and MHDT programs
  - divide total SACF allocation (less operating budget and administrative fees) by the total number of youth served

  **2013-2014 per child rate is: $ 2,965**
District Reimbursement

- Districts must submit expenditures to KECSAC quarterly in MUNIS project budget report format.
  - October 25 – First quarter report
  - January 24 – Second quarter report
  - April 25 – Third quarter report
  - July 15 – Year-end report
District Reimbursement

- KECSAC staff will review MUNIS report for each program to ensure funds are spent appropriately.
  - Funds may be used for:
    - direct labor, supplies, subcontracts, and incidental expenses needed to perform work
  - Funding Matrix of approved expenditures is available on KECSAC website.
District Reimbursement

- Budget Specialist will submit quarterly reimbursement requests to KDE.

- KDE will reimburse district for funds expended during the quarter.
KECSAC Requirements

- All teachers in KECSAC funded programs must meet Kentucky certification requirements.

- All educators new to a state agency children programs must attend the "New Educators Training."

  - Yeah! Today’s the day!
KECSAC Requirements

- District must designate a School Administrator to be the instructional leader of the program.
  - May be a lead teacher, principal, or district personnel.
KECSAC Requirements

- Designated school administrator must attend two statewide meetings of the State Agency Children School Administrators Association (SACSSAA).
  - Fall meeting – September 13, 2013
  - Spring meeting – March 7, 2014
KECSAC Requirements

- School administrators should participate in treatment planning conferences and team meetings.
- Maintain average teacher pupil ratios of no more than 10:1 without an aide or 15:1 with a classroom aide.
District must develop a professional development plan for all certified staff working at on-site SAC programs
KECSAC Requirements

- Provide 33 extended school days with a minimum of 4 hours of instruction
- Develop an Individual Plan of Instruction (IPI) for each youth
  - ILP may serve as the IPI if academic and vocational goals are thoroughly covered and/or
- Develop an Individual Education Plan (IEP) for each youth determined to have an education disability
KECSAC Requirements

- Requires all state agency children to be administered the same assessments administered to other public school youth.
- All youth must be formally or informally assessed within the first 30 days of placement in state agency children program.
KECSAC Requirements

- School records
  - Request educational records from previous enrollment
  - Forward educational records to the next school within 5 days of transferring to new school
  - Records obtained using Infinite Campus may meet these requirements unless written records are specifically requested
MOA Attachments

- Attachment 1 – Budget for 2013-2014
  - District must submit the total educational budget for the program in project budget report MUNIS format
  - Budget must include SAC and SEEK funds allocated for the program.
MOA Attachments

Attachment 2 – Comprehensive Budget

District must submit a comprehensive annual budget in project budget report MUNIS format for each program.
Attachment 3 – School Calendar

- A completed program educational calendar worksheet.
- Must show 230 days with a minimum of 210 days of direct instruction.
- Extended days must be designated
Attachment 4 – Make-up Day Plan

A plan for making up any of the 210 instructional days lost because of inclement weather or other district planned events.
Attachment 5 – SEEK Calculation Worksheet

- A completed SEEK calculation worksheet that provides projected SEEK allocations including:
  - Base SEEK
  - At-Risk add-on
  - Disability add-on
MOA Attachments

Attachment 6 – Interagency Agreement

- A current Interagency Agreement between the school district and the program.
- Mental Health Day Treatment - Interagency Agreement between the district and the approved service provider
- DJJ programs do not need to submit this attachment
Attachment 7 – Program Improvement Plan

- A current Program Improvement Plan that is specific to the individual program and address the needs of state agency children.
- Samples available on KECSAC website.
MOA Attachments

- **Attachment 8**
  - Implementation and Impact Check based upon the previous year’s Program Improvement Plan.
  - The report should include updates on the goals set from the previous academic year.
The STP should outline the program’s procedures for transitioning state agency children from one educational setting to the next.

- STP must comply with the transition plan and service requirements of the Individual with Disabilities Education Act (IDEA).
- The Student Transition Plan should include procedures that address the transfer of student educational records.
Timeline

- **New Programs**
  - District must notify KECSAC if a state agency plans to open a new program in their district by April 1 of each year.
  - Superintendent must request SACF application
Existing Programs

- Must notify KECSAC of an increase in the rated capacity by April 1st of each year.
- MOA will be mailed to the superintendent during May of each year.
- Signed MOA is due back to KECSAC by September 15.
For Reference

- KECSAC Statutes
  - KRS 158.135
  - KRS 605.110
  - KRS 158.137
- KECSAC Regulations
  - 505 KAR 1:080
- KECSAC Website
  - http://www.kecsac.eku.edu/
    - Documents
Important to Remember

- MOA is not complete until all attachments are submitted and all signatures are obtained.
- KECSAC is authorized to withhold reimbursement until MOA is complete.
Questions

Thoughts

Comments
Working Together to Educate All of Kentucky’s Children

- Department of Education
- Department of Juvenile Justice
- Department for Community Based Services
- Department for Behavioral Health, Developmental and Intellectual Disabilities