

# KECSAC

## Memorandum of Agreement Process



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# Agenda for Today

- Definition of State Agency Children
- District provided services
- KECSAC requirements
- How funds are allocated
- MOA attachments
- 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.

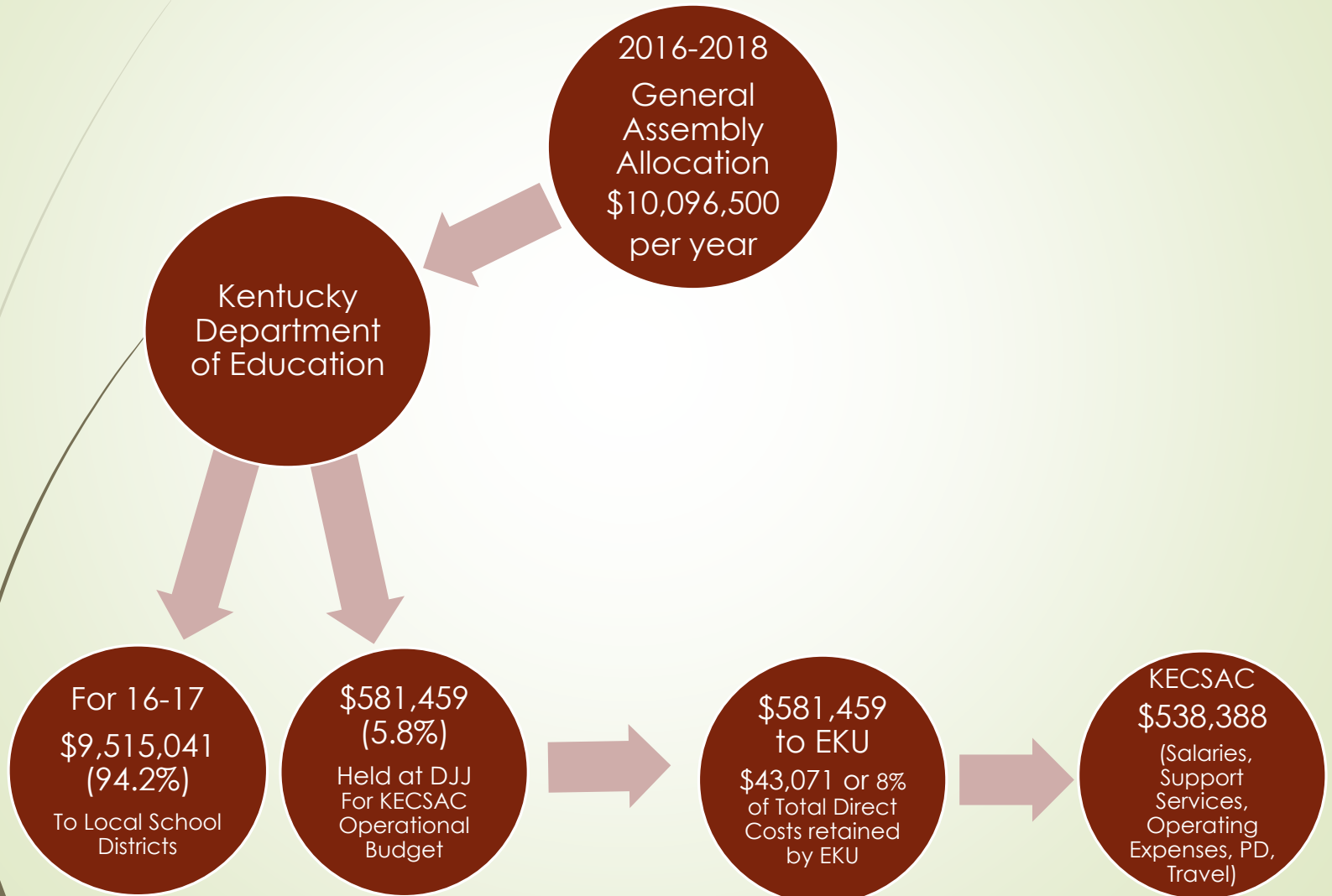
# District Commitments

- 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.
- The MOA is for a period of 12 months. New MOA is signed each year.

# State Agency Children's Fund Funding Process



# 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 75% of rated capacity



# How Funds are Allocated

- All programs must submit the **KECSAC Membership Report** from Infinite Campus
  - KECSAC Membership Report is submitted to KECSAC for three specific points in time
    - October 14
    - December 1 (CENSUS Reporting Day)
    - March 15

# How Funds are Allocated

- KECSAC staff does the math to establish the per student rate.
  - total the rated capacity for all DJJ programs x 75%
  - 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

**2016-2017 per child rate is: \$3,750**

# District Reimbursement

- Districts must submit expenditures to KECSAC quarterly in MUNIS project budget report format.
  - October 25 – First quarter report
  - January 25 – Second quarter report
  - April 25 – Third quarter report
  - July 14 – 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 program must attend the “New Educators Training.”
  - **Today’s the day! We’re glad you’re here!**

# 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 (SACSAA).
  - Fall meeting – September 9, 2016
  - Spring meeting – March 3, 2017



# 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.

# KECSAC Requirements

- District must develop a professional development plan for all certified staff working at on-site SAC programs
  - Teachers and administrators new to KECSAC must attend New Educator's Training
  - Recommended that 3 days of extended calendar be used for trainings specific to at-risk/SAC

# 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 coveredand/or
- Develop an Individual Education Plan (IEP) for each youth determined to have an education disability

# KECSAC Requirements

- All youth must have formal or informal academic assessment within the first 30 days of placement in state agency children program.
- Requires all state agency children to be administered the same assessments administered to other public school youth.

# 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 within Infinite Campus may meet these requirements unless written records are specifically requested

# KECSAC Requirements

- ▶ An Educational Passport be prepared for each student.
- ▶ Records within Career Cruising may count as Educational Passport.

(KECSAC Policy 4.21)

# MOA Attachments

- Attachment 1 – Budget for 2016-2017
- 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.
    - Include all sources of funding for program



# MOA Attachments

- 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
      - It is recommended the extended calendar also be included in Infinite Campus



# MOA Attachments

## 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.



# MOA Attachments

## 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 with their MOA. DJJ provides these to us.**

# MOA Attachments

## Attachment 7 – Program Improvement Plan

- ▶ A current Program Improvement Plan that is specific to the individual program and addresses 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.

# MOA Attachments

- Attachment 9 - Student Transition Plan (STP)
  - 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 1<sup>st</sup> 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
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# 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

