PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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March 15, 2011

MEMORANDUM

TO: Directors, Exceptional Children Programs
Directors, Charter Schools

FROM: Mary N. Watson, Director
Exceptional Children Division

Joe Simmons, Section Chief
Behavioral Support and Special Program Section
Exceptional Children Division

RE: PRC 29 Funding for Fiscal Year 2011-2012

It is time for the annual budget request process to access funds (PRC 29) for the 2011-2012 school year. As many of you may know, a special budget provision in the 1999 Appropriation Act modified the use of these state dollars to allow expenditure of these funds to provide services to "*(i) children with special needs who were identified as members of the Willie M. class at the time of dissolution of the class, and (ii) other children with special needs.*" This provision provides the flexibility to use these funds for services for other children with disabilities who have significant behavioral and emotional needs in public schools.

The Behavioral Support Services Request For Funds (PRC 29) 2011-2012 Form identifies specific services and indicators that demonstrate that the services are provided and effective. Items a) through d) must be completed for **each service requested**. After items a) through d) have been completed for each service requested, complete the Budget Request Summary Form for all services requested. Be sure that the LEA/Charter Certification Form is completed for the entire request. **Note:** If more than one service is requested, more than one copy of sections a) through d) must be included. ***Copies of IEPs are not required.***

Information for each student for whom services are being requested must be completed on CECAS. All students who will be served by the PRC 29 funds must be entered into CECAS. Sampling of students is no longer allowed. If the student already has PRC 29 information in CECAS, complete the PRC 29 List Screen with a PRC 29 Eligibility of Request and complete a Baseline Student Information Form (SIF). If the student does not have PRC 29 information in CECAS, complete the PRC 29 List screen with a PRC 29 Eligibility of Request and complete a Baseline Student Information Form (SIF). **Note: The Baseline Student Information Form (SIF) must be completed each year for all PRC 29 students.**

For those LEAs/charter schools not using CECAS as their primary special education information system, the information for each student receiving services must be completed on the original forms provided by the Behavioral Support and Special Programs Section. If the LEA/charter school chooses to provide the data through CECAS, it will have to learn to function as a daily user in entering the student data. This will require a full day of training to learn how to enter student demographics, special education and a student plan as well as the PRC 29 data. **If you are interested in receiving the CECAS training, please contact Quentin Parker at qparker@dpi.state.nc.us.**

EXCEPTIONAL CHILDREN DIVISION

Mary N. Watson, *Director* | mwatson@dpi.state.nc.us

6356 Mail Service Center, Raleigh, North Carolina 27699-6301 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The following guidelines should be considered in the preparation of your PRC 29 request:

1. The purposes of these funds are to provide resources for services that are specific to the individual needs of the targeted population and that enhance the service delivery capacity of the receiving LEA/charter school to appropriately serve students with more severe and complex behavioral-emotional needs.
2. These allocations are made available through a competitive needs-based grant process. The state resources for funding these LEA/charter school grants are fixed; and therefore, funding requests may be denied or partially funded by the department. LEAs/charter schools should prioritize the budget requests and communicate such priorities to their district Behavioral Support and Special Programs consultant **prior to May 1, 2011**.
3. Requests for educational materials and supplies will not be funded in the initial grant period, but may be considered using unencumbered funds later in the school year to adjust for salary lapses or adjustments in salary schedules.
4. Funding requests for the 2011-2012 school year should be based upon consideration of the 2010-2011 (PRC 29) allotments and the projected behavioral support service needs in your LEA/charter school during the upcoming school year.
5. LEAs/charter schools that submit their requests **prior to the May 1** deadline will receive notification of the initial allotments once the state budget has been approved.
6. These funds are allocated for specific needs of individual students and cannot be used for purposes other than those stipulated in the original grant proposal. These terms are not relative to any contractual agreements made by LEAs/charter schools in hiring support staff. These funds must be reverted when it is determined that they will not be expended for purposes that were stipulated in the original grant or modified with an addendum approved by the section chief of the Behavioral Support and Special Programs Section.
7. Additional funding requests may be submitted throughout the school year and will be granted contingent upon the availability of (PRC 29) funds.
8. These funds are considered "add-on" or supplemental and may not be used to supplant or replace existing funding sources. The provision of a free and appropriate public education for any child determined as an eligible child with a disability and in need of special education may not be contingent upon the receipt of these funds by the LEA/charter school.
9. Prioritization will be given to grant requests to provide resources for services and positions previously funded through PRC 29 funds that have been effective in the past.

It is essential that you begin planning soon for submission of your requests **prior to the May 1** deadline. All funding documents and information are posted on the DPI web page under the Behavioral Support and Special Programs Section of the Exceptional Children Division. Access the "Interventions/PRC 29" link for specific funding documents and the "PRC 29 Grant Information and Funding Forms" link for Student Information Forms and Information. Please contact Joe Simmons (919-807-3298) or your district Behavioral Support and Special Programs Section consultant if you have questions regarding these matters.

The completed LEA/Charter Certification and Student Information Forms should be mailed to Joe Simmons at 6356 Mail Service Center, Department of Public Instruction, Raleigh, NC 27699-6356. Please email your Behavioral Support Services Request For Funds (PRC 29) 2011-2012 Form and Budget Request Summary Form to prc29reports@dpi.state.nc.us. **NOTE:** Each completed form must be received for funding service consideration in your LEA/charter school.

MNW/JS/pg

Attachments

c: Superintendents
Behavioral Support & Special Programs Consultants

PROCEDURES FOR REQUESTING
BEHAVIORAL SUPPORT SERVICES PRC 29 FUNDS
2011-2012

1. Assess the need for add-on funds.

   (a) Use the multidisciplinary team planning process to assess the needs if the child is served by the exceptional children program.
   (b) Ensure that the Behavioral Support and Special Programs consultant and/or appropriate school contacts participate in the assessment planning if the student given consideration for add-on services is not served by the exceptional children program. This could only happen with students who were formerly Willie M. class members or Eligible Violent and Assaultive Children (EVAC).

2. Contact your district Behavioral Support and Special Programs consultant concerning the need for add-on support services.

   (a) LEAs/charter schools needs and the current (PRC 29) budget expenditures should be reviewed.
   (b) Other potential funding allocations should be considered to ensure that (PRC 29) funds are not used to supplant necessary services.
   (c) Any problems concerning funding and/or placement options for the student should be discussed.

3. Submit "Request for Funding Package" to the Behavioral Support and Special Programs Section. A complete funding package consists of:

   (a) A **Behavioral Support Services Request For Funds (PRC 29) 2011-2012 Form**, including sections a) through d) that clarifies and documents the need for (PRC 29) funds. (**FAXED** Request For Funds Forms **<u>will not be accepted</u>.**)
   (b) For former Willie M. or EVAC students not served by the exceptional children program, information in sections a) through d) that clearly indicates the specific need(s) for PRC 29 funds should be provided in the Request For Funds Form.
   (c) Budget Request Summary and signed LEA/Charter Certification Forms.
   (d) Complete the PRC 29 Student Information Form in CECAS. LEAs/charter schools not using CECAS will complete and submit with funding package. Specific information and definitions about the services and interventions can be found at http://www.ncpublicschools.org/ec/supportprograms/interventions/.
   (e) Use the following guidelines to complete the Student Information Form:
      - For the categories *Days Absent, Days Suspended, Incidents of Violence* and *Hours in School*, please report these numbers as of April 20, 2011, for the 2010-2011 school year.
      - Math test scores and reading test scores should be from the 2009-2010 school year.
      - Instead of end of year grades for all academic areas, first semester grades should be reported in numerical form. For students who might be graded with comments or categories such as "satisfactory," please ask the teacher to estimate a numerical equivalent.
      - For the category *Incidents of Violence*, please refer to the acts of violence reported in the Annual Report on School Violence. These include: possession of a weapon, possession of a substance, assault on school personnel, assault/serious injury, sexual assault, assault with weapon, robbery without dangerous weapon, possession of firearm, sexual offense, robbery with dangerous weapon, indecent liberties, kidnapping, death, and rape. Report a total number per child, not specific incidents.

4. Review process for approval or non-approval.

   (a) LEA/charter school request is dated and sent to the Behavioral Support and Special Programs Section.
   (b) Following consultation with the appropriate district Behavioral Support and Special Programs Section consultant and/or LEA/charter school personnel, the final determination regarding approval or denial is made by the Behavioral Support and Special Programs section chief and director of the Exceptional Children Division.
   (c) The LEA/charter school requesting funds is notified if the request is denied. A formal letter listing the reasons for denial is sent to the Exceptional Children Program director or charter school director by the Behavioral Support and Special Programs section chief and the director of Exceptional Children Division. If warranted, a meeting can be arranged to discuss amending the initial request.
   (d) If the request is approved or amended, a letter is sent to the Exceptional Children director or charter school director stating the exact amount allocated and how the funds are designated to be utilized. These funds are granted for specific needs of individual students and can only be utilized as specified in the approval letter. If changes become necessary in the funded services subsequent to the initial approval letter, your district Behavioral Support and Special Programs consultant should be notified. Also, a written request for the change should be submitted to the Behavioral Support and Special Programs Section on the attached **Addendum - Utilization of Existing Behavioral Support (PRC 29) Funds For SY 2011-2012 Form**. The appropriate Behavioral Support and Special Programs district consultant and the Behavioral Support and Special Programs section chief will approve or deny the modifications in the original request or the changes in the utilization of the approved funds, and a written acknowledgment of such determination is sent to the LEA/charter school.
   (e) The review and response to the request for funding will be completed within two months of the Department of Public Instruction receiving the appropriate documentation. If funds are unavailable at the time of the submission of the requests and the requested funded services are determined to be appropriate and needed, the requests will be given highest priority upon the availability of reverted PRC 29 funds.

REVERSION PROCEDURES FOR BEHAVIORAL SUPPORT SERVICES PRC 29 FUNDS 2011-2012

The reversion of PRC 29 funds is the process where LEAs/charter schools return all unencumbered or contractually uncommitted funds to the Department of Public Instruction. This reversion of remaining funds is done when the need specified by the proposal in the **Behavioral Support Services Request For Funds (PRC 29) 2011-2012 Form** is either no longer determined to be necessary or is modified to lessen the amount of expenditures. These reverted funds, once returned to our office, are reallocated to other LEAs/charter schools that have other students with disabilities accompanied by special behavioral-emotional needs in need of the PRC 29 funded services.

The term "unencumbered or contractually uncommitted" applies specifically to the assignments designated in the Request For Funds Form. The funds allocated from the Department of Public Instruction are specific to the needs of individual students and cannot be used for purposes other than those stipulated in the original grant proposal. These terms are not relative to any contractual agreements made by LEAs/charter schools in hiring support staff. When personnel are hired using PRC 29 funds, continued billing using such funds may continue only as long as the need designated in the Request For Funds Form is valid.

The PRC 29 funds are reverted for the following reasons:

(a) The student who received services through PRC 29 funding no longer needs the services designated on the Request For Funds Form (e.g. the student relocates or for other reasons no longer needs the funded services);
(b) The student who received services through PRC 29 funding no longer needs the level of services specified in the initial allocation in the Request For Funds Form (e.g. full time, 1:1 to half time);
(c) The student who is a recipient of PRC 29 funded services leaves the LEA/charter school; or
(d) The funds were allocated for a specific starting date and either the student was not enrolled in the LEA/charter school or the person to provide the agreed upon services could not be hired within the initial month of the specified funding period. The unused funds in either case should be reverted to the Department of Public Instruction.

LEAs/charter schools should revert these unencumbered funds as quickly as possible except in the cases where other identified service needs of student(s) within that LEA/charter school exist. If a LEA/charter school has another student who could use PRC 29 funded support, the district Behavioral Support and Special Programs consultant should be contacted. If it is decided that the unencumbered funds can be used to fund another service need, an attached **Addendum - Utilization of Existing PRC 29 Funds For SY 2011-2012 Form** must be sent by the LEA/charter school to the Behavioral Support and Special Programs Section. The section chief will review the plan and communicate with the involved parties the support or denial of the request. If the request is supported, the section chief will send documentation acknowledging the approval to the change(s) to the LEA/charter school. If the change is denied, the section chief will send documentation providing an explanation of the denial and a request for the reversion of allocated PRC 29 funds.

The process for making a reversion is to send the attached **Reversion of Behavioral Support (PRC 29) Funds For 2011-2012 Form** to the Behavioral Support and Special Programs section chief that details the following:

(1) The purpose(s) of the originally funded request;
(2) The total amount initially allocated; and
(3) The amount of funds being reverted or utilized for agreed upon services to another student.

The Behavioral Support and Special Programs section chief will evaluate the reversion request and notify the LEA/charter school.