

***Group/Foster Home Funds
for Children with Disabilities***

Procedures and Instructions

2016-2017

**Contact for additional information and
submitting applicable GFH forms via postal mail:**

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The references listed below are information and directions to guide the LEA with completing the Group/Foster Home (GFH) application for children with disabilities and submitting updated information throughout the year:

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The **GFH-1 Group/ Foster Home Application and Withdrawal Form** to be completed for submission is included in the list of supporting documents for the Group/ Foster Home Funds on the Exceptional Children Division website, located under the Finance and Grants tab.

Procedures for Requesting Group/Foster Home Funds

Group/Foster Home (GFH) funds, allocated to local education agencies (LEAs) in State PRC 032 and Federal PRC 060, are considered child count funds.

Eligible Children: Children with disabilities who have enrolled during the 2016-2017 school year and are residing in Group/Foster Homes. Additionally, the children's special education and related services costs do not exceed the Group/Foster Home allocation.

- For children whose costs exceed the Group/Foster Home allocation, LEAs may submit a Special State Reserve (SSR) fund application in lieu of a Group/Foster Home application. SSR funds are child specific and only for the initial year of enrollment/placement in the school program. See *“Special State Reserve Funds Procedures and Instructions”* for additional information.

Applying for GFH Funds: LEAs must submit a Group/Foster Home application (GFH-1); applications must be sent postal mail and postmarked within sixty (60) calendar days of a child's enrollment in order to request funds. Applications can be submitted throughout the school year until May 15, 2017.

Applications must have original signatures; faxed copies will not be accepted.

All applications are processed in the order in which they are received. Funding cannot be allotted without an approved Group/Foster Home application. Funding is contingent upon the availability of funds.

Applications received after sixty (60) calendar days of enrollment may not be processed or may be prorated based on the date the application was received.

The Group/Foster Home must be licensed by the appropriate agency for 24-hour child care. A listing of licensed facilities are located;

- NC Division of Social Services Licensing Services website:
<http://www.ncdhhs.gov/dss/licensing/listings.htm>
- NC Division of Health Services Regulation – Licensed Facilities website:
<http://www.ncdhhs.gov/DHSR/reports.htm>.

Educational programs under the Department of Health and Human Services and private entities are not eligible to receive Group/Foster Home or Special State Reserve funding.

Withdrawals: The LEA must report all withdrawals no later than thirty (30) calendar days after the withdrawal date using form GFH-1.

- These funds are child count funds and may be used on other children after the child that generated the funds has been served.
 - The remaining funds from the child who withdrew will be credited to a new child who enrolls. In these cases, no additional funds will be allocated from the Exceptional Children Division.
- Do not hold withdrawals until the end of the year.
- LEAs receiving Group/Foster Home funds for children who are in attendance **less than** a school month [twenty (20) school days] must return the unused portion of the allocation minus one month of funding. The LEA may retain these funds if another child is submitted for funding within thirty (30) calendar days of the withdrawal. In this event, no additional funds will be allocated from the Exceptional Children Division.

Other Details:

1. A child **cannot** receive Group/Foster Home, Special State Reserve, and Behavioral Support funds in the same year. The LEA must determine which application is most appropriate to meet the needs of the child.
2. The home LEA where the parents/guardians of the child have legal residence will not transfer any local funding to the host LEA serving the child until all state and federal funds have been exhausted.
3. In the event state funds are exhausted, the Exceptional Children Division will allot the federal portion of the Group/Foster Home allocation. The home LEA will transfer local funds to the host LEA at that time.
4. The amount of local funds sent to the host LEA is based on the home LEA's per pupil allocation. The amount will differ for each LEA.
5. How local funds are transferred is an LEA decision. The Exceptional Children Division is not involved in the transfer or the process used to transfer these local funds.

Instructions for Completing a Group/Foster Home Application and Withdrawal Form (GFH-1)

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with original signatures submitted via postal mail within sixty (60) calendar days of a child's enrollment, or within thirty (30) days of a withdrawal or change.

1. **Date:** Enter the date the roster is being completed.
2. **Local Education Agency:** Enter the LEA name and LEA number.
3. **Select** the District Name from the drop-down list.
4. **Child's PowerSchool Number:** Enter the child's PowerSchool student identification number.
5. **Child's Last Name:** Enter the child's last name as it appears in PowerSchool (**double check** for correct spelling).
6. **Child's First Name:** Enter the child's first name as it appears in PowerSchool (do not use nick names and **check for correct spelling**).
7. **Date of Birth:** Enter the child's date of birth and **check for accuracy**.
8. **Select ethnicity, gender and disability** from the drop-down lists.
9. **Date of Enrollment for the Current School Year:** Enter the date the child enrolled in the Group/Foster Home during the current school year.
10. **Enter** the name and address of the Group/Foster Home.
11. **Withdrawal:** Enter the date the child withdrew from the LEA (if necessary) and use the appropriate withdrawal code from the drop-down list. If W-9 is selected, provide a description at the bottom of the form.
12. **Replacing Child's Name:** *If applicable*, when a child has withdrawn, enter the name of the child who is replacing him/her. Include the replacing child's information on the line below the withdrawing child's information.
13. **Signature of Exceptional Program Director/Coordinator:** An original signature is required.

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EXAMPLE for Reporting a Withdrawal and Addition

Reference III

Group/Foster Home Application and Withdrawal Form

Form must be typed, signed, and mailed; postmark must be within 60 calendar days of enrollment.

Last day for additional application submission: May 15, 2017.

Date: 10/24/2016 Local Education Agency: Mountain County Schools LEA # 000 District Northwest

A copy of each child's PowerSchool Enrollment/Transfer record must be attached to the application.

Child's NC Student ID (PowerSchool #)	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability	Enrollment Date	Name & Address of Group/Foster Home	Withdrawals		Replacing Child's Name
									Date	Code*	
123456	Downs	John	5/8/06	W	M	AU	9/8/16	New Day Group Home 12 Oaktree St. Oakville, NC	10/17/16	W2	Mary Upton
654321	Upton	Mary	3/14/16	H	F	OHI	10/25/06	Sunrise Home for Teens 128 Hwy 11 Small Town, NC			

W-9 (provide description here) _____

Mrs. Samantha Dawn
Signature of Exceptional Children Program Director or Coordinator

11/5/2016
Date

DPI Use Only	Postmarked Date _____	Processor _____	MOF _____	Entered Date _____	FFM# _____
NOTES: _____ _____					