

iGrants form package 918 manual

There is a [video version](#) of this manual.

Background

Reimbursement for school year 2019-20

The Paraeducator Certificate Program offers statewide standards-based training for all paraeducators. It supports a career growth ladder for those who wish to advance their career as a paraeducator or pursue a teaching profession.

During the 2019-20 school year, school districts are required to:

1. Meet paraeducator [minimum employment requirements](#); and
2. Provide two days (14 hours) of training on the Fundamental Course of Study (FCS) to all paraeducators.

The 2019-21 Washington operating appropriations bill contains an appropriation of \$12,001,000 to offset districts' cost of providing two days of training on the FCS for the 2019-20 school year. These funds will be available for reimbursement after September 1, 2020.

How to apply for reimbursement

1. Submit [iGrants package 918](#) to receive state reimbursement for providing two days of training on the FCS.
2. Report the number of paraeducators who complete, beginning July 1, 2019.
3. Districts are required to submit quarterly updates through iGrants package 918 by:
 - November 1, 2019
 - February 3, 2020
 - May 4, 2020
 - September 1, 2020
4. Final claims must be received no later than Tuesday, September 1, 2020. No claims may be submitted after this date, and no extensions will be provided.

Counting paraeducators

An instructional paraeducator is considered to be:

“A classified public school or school district employee who works under the supervision of a certificated or licensed staff member, from grades kindergarten to grade 12, to support and assist in providing instructional and other services to students and their families, including library assistants, and excluding bus monitors, lunchroom aides, and community service aides.”

Districts are required to provide training to paraeducators who meet this definition (note: substitute paraeducators are not required to meet the minimum employment requirements or receive the

training). Training funds are allocated based on headcount; not on FTE or the prototypical school model. For more information on district implementation, please review the [implementation toolkit](#).

Funding

The exact reimbursement rate of funding for the 2019-20 school year is unknown at this time since the final number of paraeducators trained is unknown. A preliminary rate will be established in November, adjusted in February 2020, adjusted in May, and a final adjustment in September when the total number of paraeducators trained is known. Based on preliminary calculations, we anticipate the rate will be close to \$436 per paraeducator for two days of training (14 hours). A paraeducator must receive both days of training in order for a district to receive reimbursement.

How to fill out the iGrants 918 quarterly reports

Quarter 1 report (July 1, 2019-October 31, 2019)

Page 1

Read through the assurances. Sign, date, and make sure to “check the box” signifying that you agree to everything outlined.

Page 2

Three fields are required for all to fill out:

- Number of Paraeducators section
 - **“How many paraeducators did your school district have in your employment at the beginning of the 2019-2020 school year?”**
Firstly, we are asking for how many paraeducators you started the school year with (employed before September 1). This number is the amount you are required to train.
 - **“How many paraeducators do you anticipate training during the 2019-2020 school year?”**
Secondly, we are asking for how many paraeducators you intend to train. This can, but does not have to, include paraeducators hired after September 1. Paraeducators hired after September 1, 2019 for the 2019-20 school year can be trained this year and will be reimbursed. Otherwise, these paraeducators must be trained by September 1, 2021.
Each quarter, please review this number and update as appropriate.
- Question 1: **“How many paraeducators completed 14 hours of training on the Fundamental Course of Study?”**
How many of your paraeducators completed training during this quarter? (Between July 1, 2019-October 31, 2019) Please note that we are only looking for those that completed the 14 hours.

Page 2

Once you address all the questions asked, please **SAVE** the page but **DO NOT** submit.

Number of Paraeducators

- How many paraeducators did your school district have in your employment at the beginning of the 2019-2020 school year?
- How many paraeducators do you anticipate training during the 2019-2020 school year?

Quarterly Report - November 1, 2019

Please answer the following questions for this period only: **July 1, 2019 - October 31, 2019**

1. How many paraeducators completed 14 hours of training on the Fundamental Course of Study?

If zero paraeducators were trained, save (do not submit) the application. You also need to mark the page as complete.

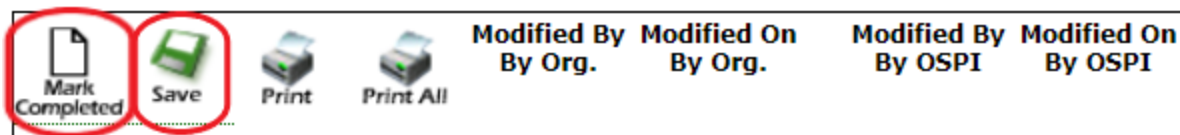
Modified By	Modified On	Modified By	Modified On
By Org.	By Org.	By OSPI	By OSPI

If you have noted a number other than 0, please continue to fill out the report and complete questions 2-9.

- Question 2: "What was the structure for providing the 14 hours of training to your paraeducators? Please note the number of hours per item, for a total of 14 hours (for example: 7 hours online and 7 hours during a conference day)"**
 For the numbers reported in question 1, how were these paraeducators trained? The total should add up to 14. This is only for paraeducators who completed training during this quarter.
- Question 3: "Did you use the online course (partially or in full) "Paraeducators: what we do matters" to train your paraeducators?"**
 Of the paraeducators that were trained for the required 14 hours during this quarter, how many of them used, in some part, the online course "Paraeducators: what we do matters?"
- Question 4: "For face-to-face training, what was the average number of paraeducators to an instructor (for example: 30)?"**
 Of the paraeducators that were trained for the required 14 hours during this quarter, what was the average class size (for example: 30 paraeducators to 1 instructor).
- Question 5: "How did you handle makeups to the training?"**
 If your paraeducators missed some of the trainings, how did you makeup those trainings?
- Question 6: "What units from the Fundamental Course of Study did you provide training on?"**
 Please select all units that you offered to your paraeducators to complete training on.

- Question 7: **“What units from the Fundamental Course of Study did you provide training on?”**
Please select all the units that your paraeducators completed training on.
- Question 8: **“Who provided training to your paraeducators?”**
Select all who trained your paraeducators. If filling out a partner in the “other” section, please be descriptive.
- Question 9: **“Did your paraeducators complete training beyond the 14 hours of required training and towards any of the following components of the Paraeducator Certificate Program?”**
Of the paraeducators trained on the required 14 hours, did these paraeducators complete additional training on any of the listed?.

After you report data for quarter 1, please save and mark as complete. **Do not submit.**



Quarter 2 report (November 1, 2019-February 2, 2020)

Page 3

Please complete page 3 for those paraeducators that completed the 14 hours of training between November 1, 2019 and February 2, 2020. Refer to above if you had any paraeducators that did complete training (any number other than 0 in question 1). Please note you may be including trainings that happened outside of this quarter (before November 1). Please save and mark as complete.

- Question 1: **“How many paraeducators completed 14 hours of training on the Fundamental Course of Study during this quarter?”**
How many of your paraeducators completed training during this quarter? (Between November 1, 2019-February 2, 2020). Please note that we are only looking for those that completed the 14 hours.

If zero paraeducators were trained, save (do not submit) the application. You also need to mark the page as complete. If you have noted a number other than 0, please continue to fill out the report and complete questions 2-9. After you report data for quarter 2, please save and mark as complete. **Do not submit.**

Quarter 3 report (February 3, 2020-May 3, 2020)

Page 4

Please complete page 4 for those paraeducators that completed the 14 hours of training between February 3, 2020 and May 3, 2020. Refer to above if you had any paraeducators that did complete training (any number other than 0 in question 1). Please note you may be including trainings that happened outside of this quarter (before February 3). Please save and mark as complete.

- Question 1: **“How many paraeducators completed 14 hours of training on the Fundamental Course of Study during this quarter?”**

How many of your paraeducators completed training during this quarter? (February 3, 2020-May 3, 2020). Please note that we are only looking for those that completed the 14 hours.

If zero paraeducators were trained, save (do not submit) the application. You also need to mark the page as complete. If you have noted a number other than 0, please continue to fill out the report and complete questions 2-9. After you report data for quarter 3, please save and mark as complete. **Do not submit.**

Quarter 4 report (May 4, 2020-August 31, 2020)

Page 5

Please complete page 5 for those paraeducators that completed 14 hours of training between May 4, 2020 and August 31, 2020. This is the final report. No submissions will be accepted after September 1, 2020. Submission is final and reports cannot be edited after final submission. You must submit in order to receive reimbursement. Districts should receive reimbursement mid-September 2020.

- Question 1: **“How many paraeducators completed 14 hours of training on the Fundamental Course of Study during this quarter?”**

How many of your paraeducators completed training during this quarter? (Between May 4, 2020-August 31, 2020). Please note that we are only looking for those that completed the 14 hours.

You must submit all paraeducators who completed 14 hours in this final quarter in order to receive reimbursement. If your paraeducators completed trainings in previous quarters: mark a 0, save, mark as complete and submit. If you have noted a number other than 0, please continue to fill out the report and complete questions 2-9. Please only answer the questions for those paraeducators who completed the 14 hours.

The bottom section is the summary section. The number you see highlighted in yellow is the total number of paraeducators who completed the 14 hours. If this number is incorrect, please go back to your quarterly report pages and check all quarter’s Question 1. A paraeducator must receive 14 hours in order for a district to receive reimbursement.

Summary

Total number of paraeducators trained on 14 hours of the Fundamental Course of Study during the 2019-20 school year: **0**

If the above number does not represent that total number of paraeducators your district trained, please update the quarterly fields.

Once you address all the questions asked, please **SAVE** the form package, **REVIEW** the form package, and **SUBMIT** by September 1, 2020 to receive reimbursement.

If your paraeducators completed training earlier in the year, please remember to still log in and submit your report. Save, make sure all data is correct, and submit by September 1, 2020 in order to receive reimbursement.