



## STATE AGENCY CHILDREN FUNDS

### APPLICATION

#### Availability of Funds

The Kentucky Educational Collaborative for State Agency Children (KECSAC), established in 1992 by Senate Bill 260, provides funds to local school districts to supplement the cost of educating state agency children (SAC). State agency children are defined as:

1. (a). Those 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). Those 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 intellectually disabled; 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.
4. Those children referred by a family accountability, intervention and response team as described in KRS 605.035 and admitted to a Department of Juvenile Justice operated or contracted day treatment program.

State agency children are usually educated in non-traditional settings, such as group homes, juvenile justice detention centers, mental health day treatments, residential treatment programs, community based shelter programs or hospital settings.

The state agency children fund (SACF) is provided to supplement the cost of providing a two hundred thirty (230) day school year, smaller teacher pupil ratio, related services if identified on an individual educational plan, and more intensive educational programming.

If the school district receives SACF, it must meet the requirements set forth by the KECSAC Memorandum of Agreement:

- Provide and implement an extended school calendar of 230 days with 210 instructional days. (Students enrolled in a KECSAC program are required to attend thirty-three (33) extended school days in addition to the state mandated 177 six-hour days or its equivalent (1,062 hours) A minimum of four hours of direct instruction is required for each of the thirty-three extended school days);
- Maintain average teacher pupil ratios not to exceed 10 students to 1 teacher or 15 students to 1 teacher with an aide.
- Designate a school administrator who will be the instructional leader of the daily educational program
- Have the school administrator attend required KECSAC School Administrator meetings.
- Maintain time and effort sheets for staff that provide educational services at the treatment program.
- Ensure that personnel assigned to the treatment center will be afforded all the same amenities as other school district faculty and/or staff.
- Hire educators that meet Kentucky educational certification requirements.
- Complete evaluation of educators in compliance with school district procedures.
- Require educators and administrators newly hired into a SAC on-site program to attend the *Professional Development for New Educators*.
- Maintain an annual Professional Development record for each employee in state agency children on-site programs.
- Provide the treatment director an opportunity to interview prospective new teachers for the on-site school program when filling a vacancy. The program director will provide the local school district with interview results regarding the applicant's suitability for teaching in the on-site school program.
- Allow teacher to participate in treatment planning conferences and team meetings for the State Agency Children they serve.
- Ensure that instructional materials utilized by State Agency Children are of comparable quality and quantity as those provided to students in regular school settings.
- Guarantee that students are included in district count for allocation of technology funds and have access to KETS system in accordance with 702 KAR 3:246.
- Develop an Individual Plan of Instruction (IPI), in conjunction with Individual Treatment Plan (ITP), for each student not identified with a disability. The plan should have educational and vocational objectives that relate to the Commonwealth's education goals set out in KRS 158.6451.

- Develop an Individual Education Plan (IEP) for any youth determined to have an educational disability in conjunction with the ITP.
- Administer to youth the same assessment as other public school youth as specified in 703 KAR 5:040. (Example: Administer the CATS assessment to youth in grades 4,8, and 11)
- Assess (formal or informal) youth within 30 days of enrollment to determine educational needs.
- Ensure that youth develop portfolios consistent with the content requirements of the state's assessment program.
- Forward the youth's portfolio to the receiving school as part of the educational records when the youth transitions from the state agency program.
- Request the educational records from the sending school for all State Agency Children.
- Ensure the educational records are forwarded to the receiving school within five days following the release of the student from the treatment facility.
- Ensure that transition procedures for state agency children moving from the state agency education program to the next instructional or vocational setting are being implemented.
- Provide adequate space for educational services: facilities shall meet requirements of 702 KAR 4:170 Facility Programming and Construction Criteria Planning Guide. For vocational programs, space will vary according to the specific vocational program offered in the center. A minimum of 625 square feet per classroom should be available for the workplace readiness program.
- Prepare an Educational Passport as required by KRS 158.137 and 605.110. (Infinite Campus, the data collection system used by Kentucky school districts, may serve as the Educational Passport according to KECSAC policy 4.21.)
- Prepare a Program Improvement Plan specifically designed for the educational program. Must be in coordination with the Comprehensive School Improvement Plan for the school district.
- Prepare for an annual site visit. A KECSAC Program Improvement Specialist will conduct a records review, staff interviews, student interviews and a facility tour to determine if the program is following the Kentucky Program of Studies and meeting all requirements specified in the Memorandum of Agreement.

Should the site visit reveal deficiencies in the educational component of the program, the program will be asked to develop a corrective action plan according to policy 5.2 *Levels of Intervention*.

## **APPLICATION FORMAT**

### **I. COVER PAGE**

APPLICATION FOR SACF should include the following:

1. Name, address, phone & fax of the Applicant School District
2. Name and phone number (email if available) of Education Contact Person
3. Name, address, phone & fax of treatment program
4. Name and phone number (email if available) of treatment contact
5. Name(s) of Collaborating Agencies (DCBS, DJJ, DBHDID)
6. Anticipated child Rated Capacity for program
7. Indicate if program is residential or day program
8. Indicate which type of state agency program:
  - ☐ DJJ operated or contracted program
  - ☐ Non-DJJ operated or contracted program

Please specify: \_\_\_\_\_

### **II. PROPOSAL NARRATIVE**

#### **A. Target Population**

Describe the target population. Be aware that only SAC are eligible to receive SACF. Describe how children will be referred to the program, including what linkages with regional child-serving programs will be necessary and whether certain children receive a priority for services.

#### **B. Program Description**

Provide a detailed overview of the educational program and what you propose to accomplish and how you intend to accomplish it. Discuss how the program will meet the needs of the target population, and how the Kentucky Program of Studies and Core Content standards will be met.

Please detail how the following requirements will be met:

1. An interagency agreement\*\*\* between the agency providing treatment service and the LEA which shall identify the responsibility of each party for the provision of the following:
  - a) Treatment Services:
    - Assurance that the treatment staff shall participate in the formation of the child's Individual Education Plan;
    - Assurance that the child will have an individual treatment plan which shall be reviewed and revised as appropriate, at least every three (3) months.

b). Educational Services:

- Kentucky certified teachers;
- 210 instructional days.
- Educational supports (classroom aides, textbooks);
- Educational facilities;
- Physical education and recreational therapies;
- Assurance that the education program shall be provided according to the school calendar and instructional school day;

c) Collaborative Services:

- Transition planning- plan for continuing treatment services should be addressed in the student IPI, IEP and/or treatment plan;
- A provision for weekly meetings between treatment staff and education staff to measure progress of children on short-term goals, identify therapeutic issues, and set new short-term goals if indicated.

**\*\*\*NOTE: The signed interagency agreement with original signatures MUST be included in the application packet. Interagency agreement samples are located on the KECSAC website. [www.kecsac.org](http://www.kecsac.org)**

2. The program shall have unified policies and procedures accepted by both education and treatment staff which address program philosophy, admission and exit criteria, admission process, staff training and integrated case planning.
3. The individual treatment plan shall be coordinated with the Individual Educational Plan. Homebound instruction will not be permitted.

C. Goals and Objectives

Describe goals, objectives, and desired outcomes in measurable terms. Be specific. What is the overall goal of your program? What population will you serve, and what impact will you have on this population? What specific objectives will you achieve in order to reach that goal? Program objectives should include, but not be limited to the following:

- How many students do you anticipate serving during the year?
- What do you anticipate to be the average length of stay for students in the program?

### Plan of Action

1. Discuss the activities that will take place in developing this educational program and describe how these activities will lead to meeting the goal and objectives of the project. That is, describe what steps you will take to implement the program.
2. Provide a time-framed implementation and management plan, including anticipated start-up date and anticipated capacity of the program. We suggest a chart with times and milestones noted clearly.
3. Describe in some detail the site location you will be using for this program, and provide a line drawing of the space.

### E. Evaluation

Describe how children will be evaluated for progress. What is the anticipated length of stay for children in the program? Describe how decisions about graduation from the program will be made. Discuss how children will be integrated back into a regular school setting. What data will you collect and analyze to assure that you are meeting program objectives?

### F. Collaboration

Describe how any collaborating school districts, agencies, and families have been involved in the development of the educational program and how they will be involved.

### G. Budget

All proposals must contain a line item budget showing the following income and expenses for a school year, using the attached format:

1. Personnel expenses: please provide a personnel budget, including teachers, aids, administration;
2. Fringe benefits;
3. Operating expenses, itemized, with justification;
4. Travel expenses; and
5. Indirect costs, if any.

In addition, this section should show all projected funding sources. Other possible funding streams include:

- SEEK funds
- Local District funds
- Title I
- Title IV-E (through the Department for Community Based Services)

## **SUBMISSION AND REVIEW PROCESS**

Each proposal must include a completed cover page and all of the elements listed under “Proposal Application.”

KECSAC  
260 Democrat Drive  
Frankfort, KY 40601

**Applications for SACF funding must be received by April 1<sup>st</sup>. Final approval is contingent on available funding.**

Applications will be reviewed with input from collaborating agencies.

A site visit will be required prior to the final approval of the SACF application. The visit may include representatives from KECSAC and the collaborating state agencies.

## **TECHNICAL ASSISTANCE**

Questions specific to KECSAC should be directed to Dr. Ronnie Nolan at 502-783-1444 or [Ronnie.nolan@kecsac.org](mailto:Ronnie.nolan@kecsac.org).