


## MEMORANDUM

TO: County Directors of Special Education

FROM: Pat Homberg   
Executive Director  
Office of Special Programs

SUBJECT: Reimbursement for the Education of Students with Exceptionalities Placed by Other State Agencies in a Facility Located in the County School District (Out-of-County Students) FY-11

DATE: March 28, 2011

The West Virginia Department of Education (WVDE) is accepting applications from local education agencies for reimbursement of the cost of educational services to students with exceptionalities ages 3-21 who have been placed by the Department of Health and Human Resources (DHHR) or the Department of Corrections (DOC) into facilities or specialized foster homes operated or supported by DHHR or DOC in counties that are not the students' home counties during the 2010-2011 school year. State funds in the amount of \$558,935 are available for this purpose and will be provided to the districts requesting reimbursement on a pro-rated basis.

**Requests for reimbursement must be submitted on or before April 29, 2011. Late applications will not be considered.** County school districts are eligible for reimbursement for serving exceptional students who:

- have met the eligibility criteria established in Policy 2419: *Regulations for the Education of Students with Exceptionalities*;
- are receiving special education and related services from the county school district according to Individualized Education Programs developed in accordance with Policy 2419;
- have been placed within the jurisdiction of the county school district in a facility or specialized foster home operated or supported by the Department of Health and Human Resources or Department of Corrections; and
- are not residents of the county.

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To obtain reimbursement for these students, county school districts are required to submit the attached application (WVDE 28-02-11), which:

- identifies the exceptional student, the student's home county, placing state agency, facility, beginning and ending date of educational services, location of services provided, full-time equivalency (F.T.E.), placement option and exceptionality;
- includes a budgetary reimbursement request; and
- includes certification by the county superintendent of schools that the information is correct and complete.

The Office of School Finance has provided OSP numbers that should assist in the completion of Part II-Budgetary Reimbursement of the application. Please refer to the enclosed table for reported estimated revenue amounts and per capita costs. The district financial officer must verify these numbers.

#### **Reimbursement Rate**

The reimbursement for the educational costs of students placed out-of-county will be based upon the following:

- The state funds (\$558,935) will be prorated based on the individual county's request to the sum of all requests received.

#### **Funding Level Request for FY 11**

- The WVDE has \$558,935 in state funds budgeted for out-of-county instruction during the period July 1, 2010, to June 30, 2011. Due to funding availability, reimbursement will be limited to this amount for FY 11.

In order to be eligible for reimbursement, applications **must** be submitted no later than **April 29, 2011** to:

Janice Hay, Coordinator, WV Department of Education  
Office of Special Programs, Building 6, Room 204  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0330

For your convenience, the out-of-county application is available on the department website at the following internet address: <http://wvde.state.wv.us/osp/outofcounty.html>. If you have any questions, please contact Janice Hay at (304) 558-2686, extension 53423.

PH/JH  
Enclosure  
G:\Out of County\FY11 OOC Application

WEST VIRGINIA DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL PROGRAMS, Capitol Building 6, Room 304  
Charleston, West Virginia 25305

APPLICATION FOR STATE REIMBURSEMENT FOR THE EDUCATION OF  
STUDENTS WITH EXCEPTIONALITIES PLACED BY OTHER STATE AGENCIES  
WVDE 28-02-11  
FY-11

The applicant designated below hereby applies for reimbursement for special education and related service needs of eligible students with exceptionalities placed by other state agencies as set forth in this application.

**PART I - GENERAL INFORMATION** (to be completed by County School District)

**A. APPLICANT INFORMATION**

1. Name of County School District: \_\_\_\_\_

2. Address:

a. Number and Street: \_\_\_\_\_

b. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Name of Superintendent: \_\_\_\_\_

**B. CERTIFICATION**

I, the undersigned superintendent, have reviewed this application and hereby certify that, to the best of my knowledge, the information contained herein is complete and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PART II - BUDGETARY REIMBURSEMENT**

**FY-11**

COUNTY \_\_\_\_\_

- |  |               |
|--|---------------|
| 1) Total of FY-11 estimated revenue from revenue source code 0111 (excluding excess levies).                       | \$ _____      |
| 2) Total of FY-11 estimated revenue from revenue source code 0311 and 0312.  | \$ _____      |
| 3) Sum of # 1 & # 2.   | \$ _____      |
| 4) FY-11 certified net enrollment.   | _____         |
| 5) Per capita cost to county (#3 divided by #4).   | \$ _____      |
| 6) Total FTE of eligible out-of-county students with exceptionalities (computed from students reported in Part I). | _____ *F.T.E. |
| 7) <b>Total due county</b> (#5 multiplied by #6).  | \$ _____      |

**F.T.E. COMPUTATIONS**

Student Served From:

1 day	to	1 mo. =	0.1 FTE
1 mo. & 1 day	to	2 mos. =	0.2 FTE
2 mos. & 1 day	to	3 mos. =	0.3 FTE
3 mos. & 1 day	to	4 mos. =	0.4 FTE
4 mos. & 1 day	to	5 mos. =	0.5 FTE
5 mos. & 1 day	to	6 mos. =	0.6 FTE
6 mos. & 1 day	to	7 mos. =	0.7 FTE
7 mos. & 1 day	to	8 mos. =	0.8 FTE
8 mos. & 1 day	to	9 mos. =	0.9 FTE
9 mos. & 1 day	to	10 mos. =	1.0 FTE

**To be eligible to receive reimbursement, applications must be completed and returned to the OSP by April 29, 2011**

## Out of County Grant Calculations - FY 11

### Reported Revenue Amounts - Out of County Application - Part II - Budget Reimbursement Calculations

County	Code 1111X	Code 0311X	Code 03121	Total	FY 11Net Enrollment	Per Capita Cost
BARBOUR	2,217,935	10,512,902	63,459	12,794,296	2,490.52	5,137
BERKELEY	22,121,760	56,706,303	870,899	79,698,962	17,481.50	4,559
BOONE	9,431,475	12,627,716	-	22,059,191	4,541.50	4,857
BRAXTON	2,569,548	8,964,529	-	11,534,077	2,215.20	5,207
BROOKE	4,011,792	12,983,716	-	16,995,508	3,354.50	5,066
CABELL	15,634,079	44,109,497	604,476	60,348,052	12,684.00	4,758
CALHOUN	1,289,563	4,039,654	105,605	5,434,822	1,122.00	4,844
CLAY	1,716,784	8,765,749	130,526	10,613,059	2,071.00	5,125
DODDRIDGE	2,574,984	3,483,552	66,671	6,125,207	1,172.70	5,223
FAYETTE	6,751,853	25,786,064	253,255	32,791,172	6,790.15	4,829
GILMER	2,077,602	2,856,968	8,805	4,943,375	941.20	5,252
GRANT	4,507,685	4,735,346	-	9,243,031	1,891.60	4,886
GREENBRIER	6,661,854	19,748,299	-	26,410,153	5,244.50	5,036
HAMPSHIRE	6,271,375	11,575,147	-	17,846,522	3,589.10	4,972
HANCOCK	4,991,642	15,580,424	28,615	20,600,681	4,294.43	4,797
HARDY	4,214,377	7,058,302	-	11,272,679	2,297.35	4,907
HARRISON	16,279,621	36,833,941	-	53,113,562	11,164.12	4,758
JACKSON	5,914,073	17,901,159	34,563	23,849,795	5,045.70	4,727
JEFFERSON	14,968,420	23,337,762	696,166	39,002,348	8,706.52	4,480
KANAWHA	44,896,497	88,603,591	-	133,500,088	27,969.85	4,773
LEWIS	5,473,207	7,743,003	-	13,216,210	2,600.05	5,083
LINCOLN	3,075,898	15,413,453	247,597	18,736,948	3,676.80	5,096
LOGAN	8,411,053	22,366,434	62,259	30,839,746	6,445.80	4,784
MARION	10,864,231	27,873,406	-	38,737,637	8,070.10	4,800
MARSHALL	10,320,544	12,896,294	-	23,216,838	4,773.30	4,864
MASON	5,636,787	15,080,128	293,025	21,009,940	4,343.44	4,837
MCDOWELL	6,213,120	12,446,200	-	18,659,320	3,560.75	5,240
MERCER	7,881,355	37,628,387	256,010	45,765,752	9,577.05	4,779
MINERAL	3,845,304	18,957,504	-	22,802,808	4,370.64	5,217
MINGO	6,910,338	15,030,218	-	21,940,556	4,559.58	4,812
MONONGALIA	19,227,728	31,212,875	871,640	51,312,243	10,730.46	4,782
MONROE	1,619,210	7,751,207	12,340	9,382,757	1,917.60	4,893
MORGAN	4,586,859	7,181,385	-	11,768,244	2,568.50	4,582
NICHOLAS	4,812,983	15,673,561	143,896	20,630,440	4,076.50	5,061
OHIO	6,847,793	18,216,783	356,581	25,421,157	5,315.35	4,783
PENDLETON	1,748,439	4,627,351	-	6,375,790	1,065.65	5,983
PLEASANTS	3,393,841	2,632,710	-	6,026,551	1,284.20	4,693
POCAHONTAS	3,704,985	3,077,428	-	6,782,413	1,183.00	5,733
PRESTON	5,383,255	18,065,203	-	23,448,458	4,583.42	5,116
PUTNAM	12,230,929	32,458,988	587,207	45,277,124	9,618.85	4,707
RALEIGH	13,494,493	45,284,226	158,276	58,936,995	12,261.15	4,807
RANDOLPH	5,137,501	17,508,377	-	22,645,878	4,293.45	5,275
RITCHIE	2,667,822	5,574,540	-	8,242,362	1,572.50	5,242
ROANE	2,164,212	10,316,079	-	12,480,291	2,505.20	4,982
SUMMERS	1,903,655	5,905,288	14,760	7,823,703	1,551.00	5,044
TAYLOR	2,742,895	9,548,489	-	12,291,384	2,386.20	5,151
TUCKER	2,827,773	3,289,692	-	6,117,465	1,052.10	5,815
TYLER	2,021,385	5,405,863	-	7,427,248	1,418.50	5,236
UPSHUR	5,236,252	13,997,245	172,526	19,406,023	3,871.21	5,013
WAYNE	6,124,924	30,074,351	-	36,199,275	7,428.60	4,873
WEBSTER	1,768,850	6,024,245	-	7,793,095	1,516.50	5,139
WETZEL	3,532,245	11,064,082	-	14,596,327	2,824.50	5,168
WIRT	598,186	4,238,528	209,882	5,046,596	1,010.00	4,997
WOOD	14,951,496	49,945,706	-	64,897,202	13,428.66	4,833
WYOMING	5,942,397	15,091,405	223,679	21,257,481	4,246.63	5,006
				-		
	382,404,864	975,811,255	6,472,718	1,364,688,837	280,754.68	274,616