

STATE AID - STUDENTS WITH DISABILITIES PLACED IN OUT-OF-STATE FACILITIES BY COURT SYSTEM

Every student in the custody of the West Virginia Department of Health and Human Resources (WVDHHR) and placed in an out-of-state facility is to be enrolled in a WV school and assigned an Out-Of-State (OOS) enrollment code. The student will be counted with an assigned home district for the purpose of obtaining Basic State Aid Allowance Under Public School Support Program and Special Education-State Allocation through the Second Month Report.

WVEIS RECORDS:

Two new WVEIS entry/withdrawal codes have been added to identify students with disabilities placed in OOS facilities by the court system. The codes are similar to those used for the Mountaineer Challenge Academy (MCA) and will retain the student in the last county they attended and allow the district to include them in the Basic State Aid Allowance headcount enrollment.

The new codes are to be added using ATT.250:

TO (alpha O for out-of-state) Transfer DHHR Out-Of-State Facility

EO (alpha O for out-of-state) Enrolled in district but in Out-Of-State Facility

The TO code shows when the student was placed in an OOS facility. The EO code allows the district to re-enroll or retain the student in the school. The TO and EO codes function like the TM and EM codes for MCA.

COUNTY OF RECORD:

The county of record will be the district or the district in which the in-state facility (i.e., homeless shelter) is located (does not include Office of Institutional Education Program). For students enrolled in an in-state facility (i.e., homeless shelter), a student must be enrolled in the district in which the in-state facility is located for 45 school days or more for the district to be assigned the cost of the OOS placement for a student with a disability.

DATE OF STUDENT OOS COUNT:

Annually, September 1 will serve as the official date of the WVDE OOS count. This count is obtained through WVDHHR/FREDI Report and serves two purposes. First, it allows the Office of Special Programs (OSP) to subsequently notify districts of all students with disabilities placed in OOS facilities. This notification enables districts to verify WVEIS records and ensure that OOS students are accurately enrolled prior to the Second Month Report. Second, the OOS count as of September 1 is the point in time in which the cost of the OOS placement for the student with disability is assigned to the county of record.

DIRECTIONS FOR ENROLLMENT

1. The Office of Special Programs (OSP) provides counties with a monthly updated list of students with disabilities assigned to the school district and placed in out-of-state facilities. The list will include the name of the facility and contact.
2. If a current Individualized Education Program (IEP) is available OSP will forward this to the district.
3. If an IEP is not available it is the county's responsibility to contact the facility and develop a new IEP to reflect facility services. This IEP is to be on the WV IEP Form. Please include the county/regional DHHR representative in this conference call.
4. Enroll/reenroll the student in WVEIS utilizing codes EO-Enrolled in OOS facility. Initially, a student's record may have to be retrieved from the unassigned pool. (Please note that as counties implement the new procedures for students moving to OOS placements, these students should never be placed in the unassigned pool unless they leave the facility and DO NOT return to school and they are dropouts.) In the few cases wherein a student a disability was not enrolled in the district with an in-state facility (i.e., homeless shelter) for less than 45 days the OSP will request that the district transfer the student to the unassigned pool in WVEIS so that the county of record may reenroll the student to OOS.

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5. It is essential when enrolling students to use the legal name (birth certificate), correct spelling and social security number (if provided), WVEIS number and the transfer date to the OOS facility. Once a student is enrolled using the EO Code a copy of the student file remains in the county of record.
6. The school/county must create a teacher ID for students moving to OOS reflecting the placement. This ID is XXXOOS and must be used by all schools/counties to aid in state counts. Each school/county with students in OOS would include teacher ID in their teacher file. They would use XXXOOS in the special education service record and could also use this code as the student's homeroom teacher ID for district tracking purposes.
7. If the student was placed over the summer the school would change the starting enrollment line for the first day of school from the standard E8 (Default Enrollment) code to the EO (Enrolled in district but in Out-of-State facility).