

POLICY 7

FEE FOR SERVICE MODEL FOR SCOE 6-22
AND
PRESCHOOL PROGRAMS

Adopted by Superintendents' Council 2/7/00

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SONOMA COUNTY SELPA**FEE FOR SERVICE MODEL FOR SCOE 6-22
AND
PRESCHOOL PROGRAMS
(EFFECTIVE 2000-2001)**Background

Under the previous special education funding allocation plan, the SCOE 6-22 and the Preschool programs, along with district SH programs, were funded "off the top" from State revenues. Remaining dollars were distributed to districts for non-SH programs based on the CBEDS count.

The funding of the SCOE and Preschool programs was governed by the Excess Cost Chargeback Model. All sources of revenues, as well as authorized levels of expenditures, were specified in the model. A negative difference between revenues and expenditures for the SCOE 6-22 program was charged back to districts based on 50% ADA and 50% pupil count of students while for the Preschool program, the excess costs were charged back solely on the basis of pupil count. The excess costs were billed to, and paid by districts in the subsequent school year.

The new special education funding allocation plan distributes all state and federal dollars directly to districts and eliminates the Excess Cost Chargeback Model. A Fee for Service Model replaces the Excess Cost Chargeback Model whereby a fee is levied for each student served in SCOE and Preschool programs. Districts may choose to continue to send their SH and preschool students to SCOE and the Preschool programs by paying the established fees or, by the program transfer or other processes, create options within the district or region to serve the students.

Components of the Fee for Service Modela. One Fee

One fee is levied per SCOE 6-22 SDC student (estimated at \$23,000 for 2000-2001) regardless of disability, placement, or level of DIS. Effective 2008-2009, two preschool fees will be developed depending on the disability of the child. For students on the autism spectrum receiving SHAPE services, a supplemental amount will be added to the preschool fee.

b. Itinerant Programs for Visually Impaired and Deaf/Hard of Hearing Students

The itinerant programs for visually impaired and deaf/hard of hearing students are funded "off the top" based on the current level of staffing. Any adjustments to the budget are made consistent with the fee for service model.

c. Method of Distribution of SCOE and Preschool Dollars to Districts

The SCOE and Preschool program dollars are distributed according to the programs' pupil counts to districts which have students enrolled in the programs in the current year. Some consideration is given for a small school district to access funds due to unexpected and emergency situations.

d. Classroom Staffing

The SCOE and Preschool programs will staff classes on an average of one teacher and two aides. Several temporary aides per region will be hired and deployed as needed. The programs will continue contracting with NPAs for LCI students to supplement the staffing ratio.

e. Non Public Agency Costs and Responsibility

The NPA costs will remain in the SCOE and Preschool programs' base budgets for determining the fees to be levied, and adjusted annually, with a commitment on the part of the operators to reduce NPA usage over a period of time.

SCOE will provide NPA 1-1 assistant services as part of the fee.

f. Cost of Housing

The costs of housing and related expenses are included in the base budgets for determining the fees. Districts will not receive payments for providing housing with the exception of districts that provide more housing than obligated. Districts will be responsible for all custodial services of district-owned classrooms. Districts will continue to receive payment for custodial services for SCOE-owned classrooms. Housing obligations will be maintained by region and tracked by district or region (if requested by the region). When districts or regions do not meet their housing obligation, those districts or regions will be billed accordingly.

g. Establishment of Fees for SCOE 6 – 22 Program

The fee for the SCOE program will be based on estimated prior year cost, the next year's projected expenditures, a 20-student margin for potential declining

enrollment, and approved COLA. Once the fee has been established, it will remain in place for the entire school year unless a downward adjustment is made mid-year.

A maximum fee amount shall be determined and disseminated by no later than May 1 of the prior year. Any downward adjustment of that amount shall be determined and disseminated by no later than November 1 and/or March 1 of the current year.

Prior year average cost of a SCOE class includes salaries and benefits, instructional materials, travel, equipment, contracted services (including NPA), indirect costs, and an estimated COLA and is calculated and divided by a loading factor of 9.5 to establish the fee per student. SCOE will work toward meeting a loading factor goal of 10 students.

For staffing purposes SCOE will use the monthly enrollment beginning with the February 1 pupil count to provide a preliminary projection of enrollment for the next school year. Each month thereafter, SCOE will verify with the districts their projected enrollment for the following school year using the actual current monthly enrollment. The May 1 verification of enrollment will be followed by a May 15 letter of confirmation of enrollment for the following year. This letter will confirm the acceptance of Transition Program students, preschool referrals, continuing students and all students with signed IEPs. Students whose IEPs have not been completed by May 15 will be added to the confirmed list at a later date. All confirmed students for whom SCOE has a signed IEP will be counted in the October adjustment for purposes of deducting SCOE's fees from a district's apportionment.

The average of the prior year three pupil counts shall be used for the establishment of the fees.

h. Establishment of Fees for Preschool Program

The fee for the Preschool program is established by using the estimated prior year, next year's projected expenditures and by the approved COLA.

A maximum fee amount shall be determined and disseminated by no later than May 1 of the prior year. Any downward adjustment of that amount shall be determined and disseminated by November 1 and/or March 1 of the current year.

The total estimated cost of the program for a year will be divided by the average of the October 1, February 1, April 1, and June 1 (or the last day of the regular school year, whichever is earlier) pupil counts to arrive at a per pupil fee.

Effective 2008-2009, two preschool fees will be developed depending on the disability of the child. The cost of the Autism/SHAPE program will be calculated separately from the Preschool SH program to arrive at two budgets. The Autism/SHAPE program costs is funded 50% off the top of AB 602 dollars by a count of all SELPA-wide preschoolers and the remaining 50% by an Autism/SHAPE fee for service. Implementation of the fees will be phased in over a two-year period beginning in 2008-2009.

i. Method of Payment of Fees

The fee will be transferred monthly based on the special education apportionment schedule and will be deducted by the amount of the fees, beginning with the July apportionment on a monthly basis, initially on the prior year April pupil count. The payment will be adjusted in February of the current year based on an average of an October 1 and February 1 pupil counts. A final adjustment will be made in June of the current year based on an average of the current year October 1, February 1, and a final April 1 pupil count. For the preschool program, the final adjustment will be made in June of the current year based on an average of the current year October 1, February 1, April 1, and June 1 pupil counts.

In the event the pupil count dates land on a weekend or a holiday, they shall be established as the first SCOE-operated school day following a weekend or holiday.

If a student does not enroll in the 6 - 22 program in September of the following year due to circumstances within the district's control, the district may appeal to the SELPA for an exemption of payment of fees. Any district that under projects its intended enrollment significantly will be required to justify its actions to the SELPA.

j. Students Residing in Licensed Children's Institutions (LCI)

Districts responsible for students residing in LCI's shall be exempt from paying the fees. Districts will receive the SH revenues and the revenue limit dollars and be charged the fees for the LCI students, with the difference made up by the "off the top" allocation for such students.

k. Homeless Students

Students residing in a homeless shelter shall be treated in the same manner as LCI students (see k above) and districts shall be exempt for payment of the fees.

Homeless students who are mobile and move from district to district shall be the responsibility of the district where the student resides during the pupil counts.

l. Partial Fees for Dual Enrollment

A prorated payment of fees by districts shall be allowed in instances where a student is dually enrolled in a district and SCOE program on a consistent basis per an IEP team decision, and so long as it does not impact SCOE staffing.

m. Adjustment of Fees

Any downward adjustment of the fee will be determined by November 1 and again by March 1 of the current year.

A request to adjust the fees upward due to extraordinary circumstances will be considered by the Superintendents' Council.

A portion of any excess dollars collected will not be returned to districts but may result in a reduction of the fees in subsequent years.

n. Yearly Review of SCOE/Preschool Program Costs

A report of the SCOE and Preschool program revenues and expenditures shall be made twice yearly to the Finance Committee, once in May when the fees for the subsequent year are established and once in October after the books for the prior fiscal year have been closed. The Finance Committee shall review the budgets in the event of extraordinary or unanticipated circumstances requiring increases in the fees beyond the allowable percentage.

o. First Year Implementation

Districts are required to pay the 1999-2000 excess cost chargeback amounts and the 2000-2001 fees under the fee for service model during the 2000-2001 fiscal year. The 1999-2000 chargeback amounts may be paid to SCOE over a maximum of a 3-year period, with interest, with a minimum payment of one-third of the total each year.