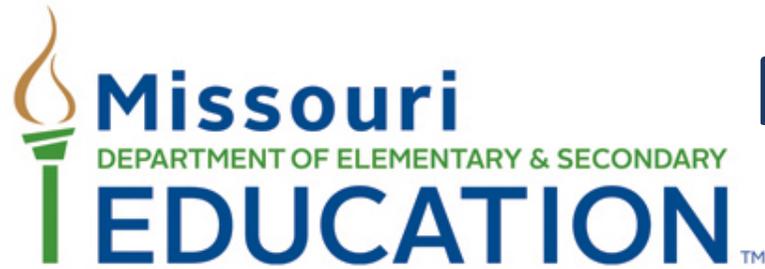


SPECIAL EDUCATION FINANCE PRESENTS:



NEW DIRECTORS FINANCE ACADEMY Public Placement Fund (PPF)

AUGUST 2020



PUBLIC PLACEMENT FUND (PPF) PURPOSE

The Public Placement Fund is an optional fund.

Established pursuant to RSMo, Section 167.126

Provides reimbursement for districts/LEAs educating non-domicile students (both IEP and non-IEP students).

ELIGIBILITY CRITERIA

Students must be non-domicile students, meaning the parents/guardians live another school district/LEA, or the student is a ward of the State.

AND

Students must be placed into non-domicile districts/LEAs by:

- Children's Division
- Department of Mental Health
- Division of Youth Services
- Court

NON-DOMICILE

Non-domicile: a district/LEA outside of where the parents/legal guardian resides.

Domicile:

Parents live in Cole County (Jefferson City Public School District)

Non-domicile

Student placed by the Court into a drug rehabilitation residential facility in Boone County (Columbia Public School District)

Columbia Public School District could claim this student on the PPF application if all other criteria is met.

STATE WARD/DOMICILE

Students are considered wards of the State when:

- Parental rights are terminated
- Parents live out of state
- Parents are deceased
- Parents are incarcerated
- Parents are considered homeless
- Information is truly unknown

VERIFYING DOMICILE

The district can verify the domicile with the Children's Division using an "Appendix C" Form. This form is located in the PPF Manual.

The Appendix C Form is faxed to the Children's Division office in the county where it is completed and faxed back to the district

LEGAL RELEASE OF CONFIDENTIAL INFORMATION TO SCHOOL DISTRICT	
SECTION A – To be completed by the school district/DESE	
Child's Name:	
Date of Birth:	
Social Security Number:	
Departmental Client Number (DCN) if known:	
Dates of attendance for billback:	____ - ____ -20____ to ____ - ____ -20____
Request from:	_____ at _____ <small>(name of person) (school district)</small>
By accepting this information I/we agree not to re-release any information or to use it for any purpose other than the administrative activities authorized by the cooperative agreement between DESE and Children's Division.	
SECTION B – To be completed by the county Children's Division office liaison	
1. Was the above named child in DFS custody (LS-1) during the above listed dates? ____yes ____no If yes, go to #2. If no, STOP!	
2. Was the above named child placed in the above named school district during the dates specified? ____yes ____no If yes, go to #3. If no, STOP!	
3. Were the parents' rights of the above named child terminated either prior to or during the dates specified? ____yes ____no If yes, STOP! If no, go to #4.	
4. Please list the following information (if known):	
<u>Mother</u>	<u>Father</u>
Address:	Address
State, Zip Code:	State, Zip Code:
DFS Liaison: _____ at _____ <small>(name) (county office)</small>	
Date:	

IDENTIFYING STUDENTS

To identify eligible students, the district/LEA may check:

- Transfer Students (check enrollment records from domicile district)
- Students that are generating Local Tax Effort (LTE) billbacks
- Students assigned a Children's Division caseworker
- Students in juvenile/group residential homes
- Students in foster homes

REIMBURSEMENT FORMULA

DESE will reimburse expenditures in “excess” of the revenues received for eligible students

Reimbursement is prorated based on the following formula and the available appropriation.

FORMULA:

$$\begin{array}{r} \text{Educational Costs} \\ - \text{Revenues} \\ \hline = \text{Public Placement Fund Reimbursement} \end{array}$$

APPLICATION

The application is due October 31 each year.

The application is an excel format that is divided into 5 worksheets (tabs). Data entry is required in all fields except those with gray shading. The gray shaded areas contain formulas which help different fields auto calculate.

The application contains the following worksheets (tabs):

- PPF Application (basic district information, total reimbursement, and assurance)
- Revenue and Costs ←
- Student Information ←
- Supporting Documentation (for informational purposes only, used to calculate revenues and costs)
- DESE Summary (for informational purposes only)

REVENUES

The application will calculate the following revenue automatically once the district/LEA completes the student information tab.

- Basic State Aid Revenue per ADA
- Local Tax Effort Revenue
- Transportation Revenue
- Part B Entitlement

The district/LEA will have to input any miscellaneous revenue received for PPF students related to educational costs. These may include:

- Medicaid Revenue
- Assistive Technology Grants
- Subsidy Payments for Residential Facilities

BASIC STATE AID REVENUE PER ADA		
1	Basic State Aid Revenue per ADA	\$ -
2	ADA per Student	0.0000
3	Basic State Aid Revenue per ADA for PPF Students	\$ -
LOCAL TAX EFFORT REVENUE		
4	Local Tax Effort Amount for PPF Students	\$ -
TRANSPORTATION REVENUE		
5	Total Transportation Amount	\$ -
6	Grand Total Eligible ADT	0.00
7	Transportation Revenue Received per ADT	\$ -
8	Allocated Transportation Revenue Received for PPF Students	\$ -
PART B ENTITLEMENT		
9	Part B Entitlement Funds	\$ -
10	Child Count from the PPF Supporting Documentation	0.00
11	Part B Funds per Child	\$ -
12	Number of PPF Students with IEP enrolled December 1	0.00
13	Total Part B Entitlement Revenues for PPF Students	\$ -
MISCELLANEOUS REVENUE		
	Miscellaneous Revenues can include Special Education Assistive Technology Grant and Medicaid Reimbursement for Direct Services. Please specify and attach a detailed description of revenues.	
14		

COSTS

The application has 3 different options for reporting the costs of educating PPF students.

- Option A – Students who attend regular and special education classes within the district/LEA.
- Option B – Students who attend district/LEA operated separate classrooms or programs, or who send staff to outside programs.
- Option C – Students who have contractual placements with other districts/LEAs, approved private agencies, residential facilities, children’s hospitals, etc.

OPTION A

Current Expenditure per ADA multiplied by ADA (Base Cost)

+ Personal Paraprofessionals

+ Assistive Technology

+ Related Services

+ Transportation

+ Other

= Allowable Costs

Option A - Students who attend regular and special education classes within the LEA.		
15	Current Expenditure per ADA	\$ -
16	Current Expenditure (ADA for these students x Current Expenditure per ADA)	\$ -
	Allowable Excess DIRECT Costs: (salaries, benefits, supplies, and indirect costs are already calculated in the Basic Formula Calculation and must not be added as an excess cost)	
17	• Personal Paraprofessionals	
18	• Assistive Technology	
19	• Related Services	
20	• Transportation (if handicapped route or as related service on IEP)	
21	• Other* (please specify)	
	*Other cost incurred will be considered based upon unique circumstances and documentation submitted. See the PPF Manual for applicable DIRECT costs.	
22	TOTAL COSTS	\$ -

OPTION B

This method allows all costs associated with operating the separate classroom/program to be claimed, including:

- Salaries and Benefits (teachers, paras, therapists)
- Supplies
- Assistive Technology
- Rent/Utilities
- Other

The districts/LEAs need to ensure that costs are prorated if any domicile students are being served in the classroom/program as well.

PRORATING COSTS

Districts/LEAs must prorate the costs for any portion of domicile students that are served in the separate classroom/program

Total Students:	30
Domicile Students:	5
Non-Domicile Students:	25
Total Teacher Costs:	\$250,000

$$(25/30) * \$250,000 = \$208,333$$

Option B - Students who attend LEA operated separate classrooms/programs, such as residential or detention facilities.

Allowable DIRECT Costs:

23	• Prorated Salaries and benefits of Staff (teachers, paras, ancillary)	
24	• Supplies	
25	• Assistive Technology	
26	• Related Services	
27	• Rent/Utilities if applicable	
28	• Other (please specify)	
	* If these classrooms/programs are only serving students who have been publicly placed, 100% of their direct operating costs may be claimed. If other students are attending these classes/programs, the costs must be prorated accordingly. See the PPF Manual for applicable DIRECT costs.	
29	TOTAL COSTS	\$ -

OPTION C

For students being served in contractual placements

The district will claim the actual invoiced tuition cost and transportation for the contractual placement

Option C - Students who have contractual placements with other LEAs or approved private agencies.		
List Private Agencies Used:	abc	
Allowable DIRECT Costs:		
30	• Tuition	
31	• Transportation	
32	• Related Services*	
33	• Assistive Technology*	
34	• Supplies*	
35	• Other (please specify)	\$ -
* If not included in tuition costs. See the PPF Manual for applicable DIRECT Costs.		
38	TOTAL COSTS	\$ -

STUDENT INFORMATION TAB

The student information tab has 6 main sections. They are:

- Placing Agency – The district/LEA has to choose the agency that placed each student within the district.
- Student MOSIS Number – The district/LEA has to enter a valid MOSIS number for each student. These numbers are double-checked in MOSIS to ensure the student is enrolled and the number is valid.
- IEP – The district/LEA has to indicate if each student has an IEP or not.
- Educational Setting – The district/LEA has to choose one of the cost options of A, B, or C for each student.
- Enrollment Dates – The district/LEA has to enter the beginning and ending enrollment dates for each student.
- Local Tax Effort – The district/LEA has to enter applicable Local Tax Effort information for each student (domicile district code, attendance days, and transportation)

REIMBURSEMENT

If the district/LEA has more expenditures than what they received in revenues, the application will automatically calculate the reimbursement amount.

If there is a negative balance, the district/LEA received enough revenues to cover the costs of educating non-domicile students and is not eligible for reimbursement under the fund.

SUPPORTING DOCUMENTATION

The district/LEA must submit the calculations for costs reported along with the application by email.

The district/LEA does not need to submit the Appendix C Form to DESE. However, documentation must be kept on file at the district/LEA for three years following the application due date.

ACTIVITY

CODING ACTIVITY

Determine if the students will meet the eligibility criteria for PPF and what cost option should be selected.

Determine if the students below meet the eligibility criteria for the Public Placement Fund (PPF) and the best cost option.

Scenarios	Eligible for Fund	Option A	Option B	Option C
1 Student is placed by Children's Division from District A into a residential facility in District B that is not operated by the district/LEA.				
2 Student is from District A and is placed by parents into a Drug Rehabilitation Center in District B.				
3 Student is from District A and is placed with Grandma in District B by the Children's Division.				
4 Student is from District A and is placed by Helping Hands into a foster care family in District A.				
5 Student is from District A and is placed into a mental health facility in District B by Department of Mental Health and sends a teacher for homebound services.				
6 Student is from District A and is placed in foster care in District B by the Court and attends regular classes in District B with some special education supports.				
7 Student is from District A and is in a lockdown facility in District B and District B provides homebound services.				
8 Student's parents are incarcerated so there isn't a known domicile but student is placed by Children's Division into District B's alternative school.				
9 Student is from District A and is placed by parents into District B and parents pay tuition.				
10 Student's parents live out of state and student is placed in Children's Hospital by Children's Division for long term treatment and care.				

PPF ACTIVITY



Determine if the students below meet the eligibility criteria for the Public Placement Fund (PPF) and the best cost option.

Scenarios	Eligible for Fund	Option A	Option B	Option C
1 Student is placed by Children's Division from District A into a residential facility in District B that is not operated by the district/LEA.	Yes			X
2 Student is from District A and is placed by parents into a Drug Rehabilitation Center in District B.	No			
3 Student is from District A and is placed with Grandma in District B by the Children's Division.	No			
4 Student is from District A and is placed by Helping Hands into a foster care family in District A.	No			
5 Student is from District A and is placed into a mental health facility in District B by Department of Mental Health and sends a teacher for homebound services.	Yes		X	
6 Student is from District A and is placed in foster care in District B by the Court and attends regular classes in District B with some special education supports.	Yes	X		
7 Student is from District A and is in a lockdown facility in District B and District B provides homebound services.	No			
8 Student's parents are incarcerated so there isn't a known domicile but student is placed by Children's Division into District B's alternative school.	Yes		X	
9 Student is from District A and is placed by parents into District B and parents pay tuition.	No			
10 Student's parents live out of state and student is placed in Children's Hospital by Children's Division for long term treatment and care.	Yes		X	X

PPF ACTIVITY - ANSWERS



RESOURCES:

PPF Manual

<https://dese.mo.gov/financial-admin-services/special-education-finance/special-education-finance-hnf-ppf-and-rbp>

PPF Payment History

<https://dese.mo.gov/financial-admin-services/special-education-finance/special-education-finance-hnf-ppf-and-rbp>

