

Public Placement Fund (PPF) Manual

Division of Financial and Administrative Services
Special Education Finance
2016-17

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

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STATUTORY BACKGROUND

The Public Placement Fund, commonly referred to as the “Excess Cost” fund, was established pursuant to the Revised Missouri State Statutes (RSMo), Section [167.126\(4\)](#). The Department of Elementary and Secondary Education (DESE) is responsible for oversight and distribution of appropriated monies for this fund. The State statute indicates:

In cases where a child whose domicile is in one district is placed in programs or facilities operated by the department of mental health or resides in another district pursuant to assignment by that department or is placed by the department of social services or a court of competent jurisdiction into any type of publicly contracted residential site in Missouri, the department of elementary and secondary education shall, as soon as funds are appropriated, pay the serving district from funds appropriated for that purpose the amount by which the per-pupil costs of the educational services exceeds the amounts received from the domiciliary district except that any other state money received by the serving district by virtue of rendering such service shall reduce the balance due.

PURPOSE

The Public Placement Fund is reimbursement for educating both IEP and non-IEP students placed within a non-domicile district by the Children’s Division (CD), the Department of Mental Health (DMH), the Division of Youth Services (DYS), or a Court of Competent Jurisdiction. Funding is available when the educational costs of these students exceed the revenues received by the serving district.

Non-domicile refers to a district outside of where the parent(s) or legal guardian(s) reside. Non-domicile also applies when the parent(s)/legal guardian(s) lives out of state; the parent(s)/legal guardian(s) is homeless, the parent(s)/legal guardian(s) is deceased, or if the parent(s)/legal guardian(s) is incarcerated. If the parent(s)/legal guardian(s) is incarcerated and parental rights have not been terminated, it may be applicable for the district to bill for local tax effort and claim the student on the PPF application.

This fund may also apply to state-domicile students. State-domicile refers to a student who has become a ward of the state due to the termination of parental rights or when the domicile information is truly unknown.

All information related to the Public Placement Fund, including this manual, application, etc., may be found on the DESE’s Public Placement webpage at: <http://dese.mo.gov/financial-admin-services/special-education-finance/other-available-funding>.

ELIGIBILITY CRITERIA

In order for the serving district to apply for reimbursement, students must meet two criteria as explained in the statute:

- The student must be non-domicile or state-domicile
- The student must have been publicly placed by CD, DMH, DHS or a Court

REIMBURSEMENT

The Public Placement Fund application uses the methodology shown in the calculation below in determining reimbursement, or excess costs. Excess costs refer to those costs that are above and beyond the revenues that the district receives for these students.

$$\begin{array}{r} \text{Educational Costs} \\ - \text{Revenues} \\ = \text{Excess Cost (Reimbursement)} \end{array}$$

The DESE receives approximately \$11 million dollars in state funds for Public Placement funding. It may be necessary for the DESE to prorate reimbursement based on the amount of funding requested by school districts. If proration is necessary, it will be an equal distribution across all applications.

Payments for the Public Placement Fund are usually made in two installments. Every effort will be made to make the payments in the January and February payment transmittal following the application submission. The payments will be described as “Pub. Placement” and listed under revenue code 5369.

IDENTIFYING ELIGIBLE STUDENTS

Districts can determine student eligibility using the following methods as possible indicators:

- Check enrollment records for non-domicile address
- Check students with a CD caseworkers
- Check students generating a Local Tax Effort Billback
- Check students in group/residential homes and/or Juvenile Facilities within the district
- Check students eligible for Adoption Subsidy

APPLICATION SUBMISSION

Applications must be completed and submitted electronically to spedfunding@dese.mo.gov. Only one application should be completed for all eligible students.

Special School District (SSD) and the Component School Districts will complete the same version of the application that regular districts complete. It is up to SSD and the Component Districts to determine which entity will claim which students and which costs, as long as both districts don't claim the same student.

DUE DATE

The Public Placement Fund application is due October 31 following the year in which services were provided. For the FY17 application, the application is due October 31, 2016 for services provided during the 2015-16 school year.

APPLICATION INSTRUCTIONS

Instructions for completing the Public Placement Fund application are outlined in the sections below. All gray shaded areas on the application will automatically calculate as information is entered into the application by the district. Districts will need to complete all blue highlighted cells in order for the application to compute accurately.

COVER PAGE

On the first tab of the application, “PPF Application”, enter the county-district code, contact name, and email address on the top portion of the page.

The remaining information on the cover page includes instructions for completing the student worksheet and the supporting data needed to calculate the revenue sections.

Basic State Aid Revenue per ADA

Total Basic State Aid Revenue will be automatically calculated upon completing the District Code Field. The Basic State Aid revenue calculation was revised in FY12 in order to more accurately reflect the basic state aid the district receives based on the new funding formula. This data is pulled from the “Supporting Documentation” tab in the application.

Co-Dist Code	Name	Actual Calendar days	Total Basic State Aid Revenue	Annualized Transportation Amount	Grant Total ADT (Line 8 of BU110)	Part B Entitlement	Dec. 1 Child Count	Current Expenditure per ADA	LTE
001-090	ADAIR CO. R-I	174	\$ 6,449.45	\$ 51,641.00	185.50	\$ 51,354	29	\$ 9,566.03	\$ 2,595.24
001-091	KIRKSVILLE R-III	175	\$ 4,504.45	\$ 269,042.00	1,397.00	\$ 480,447	482	\$ 10,008.10	\$ 4,310.52
001-092	ADAIR CO. R-II	174	\$ 7,639.60	\$ 37,305.00	127.50	\$ 51,259	36	\$ 11,040.98	\$ 3,476.40
002-089	NORTH ANDREW CO. R	168	\$ 8,177.00	\$ 52,776.00	226.50	\$ 60,594	43	\$ 11,941.52	\$ 3,163.13
002-090	AVENUE CITY R-IX	174	\$ 4,828.10	\$ 20,460.00	134.00	\$ 28,621	14	\$ 7,673.91	\$ 4,836.28
002-097	SAVANNAH R-III	174	\$ 4,705.25	\$ 290,779.00	1,035.50	\$ 373,845	309	\$ 7,652.59	\$ 3,111.21
003-031	TARKIO R-I	174	\$ 7,834.38	\$ 36,289.00	128.00	\$ 86,346	49	\$ 14,590.07	\$ 6,958.93

Local Tax Effort Revenue

This section of the application will automatically calculate based on the information entered into the student information worksheet. This data is pulled from the “Supporting Documentation” tab in the application. The calculation will determine the amount of Local Tax Effort (LTE) revenue generated by the students claimed on the application. Revenue is determined per student by the following calculation:

$$\text{Domicile LTE} / \text{Serving District Actual Calendar Days} * \text{Attendance Days.}$$

Co-Dist Code	Name	Actual Calendar days	Total Basic State Aid Revenue	Annualized Transportation Amount	Grant Total ADT (Line 8 of BU110)	Part B Entitlement	Dec. 1 Child Count	Current Expenditure per ADA	LTE
001-090	ADAIR CO. R-I	174	\$ 6,449.45	\$ 51,641.00	185.50	\$ 51,354	29	\$ 9,566.03	\$ 2,595.24
001-091	KIRKSVILLE R-III	175	\$ 4,504.45	\$ 269,042.00	1,397.00	\$ 480,447	482	\$ 10,008.10	\$ 4,310.52
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003-031	TARKIO R-I	174	\$ 7,834.38	\$ 36,289.00	128.00	\$ 86,346	49	\$ 14,590.07	\$ 6,958.93

Transportation Revenue

Total Transportation Amount and Grand Total ADT will be automatically calculated upon completing the District Code Field. The transportation revenue will automatically calculate for the students on the application. This data is pulled from the “Supporting Documentation” tab in the application.

Co-Dist Code	Name	Actual Calendar da	Total Basic State Aid Revenue	Annualized Transportation Amount	Grant Total ADT (Line 8 of BU110)	Part B Entitlement	Dec. 1 Child Count	Current Expenditure per ADA	LTE
001-090	ADAIR CO. R-I	174	\$ 6,449.45	\$ 51,641.00	185.50	\$ 51,354	29	\$ 9,566.03	\$ 2,595.24
001-091	KIRKSVILLE R-III	175	\$ 4,504.45	\$ 269,042.00	1,397.00	\$ 480,447	482	\$ 10,008.10	\$ 4,310.52
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003-031	TARKIO R-I	174	\$ 7,834.38	\$ 36,289.00	128.00	\$ 86,346	49	\$ 14,590.07	\$ 6,958.93

Part B Entitlement

Part B Entitlement and the December 1 Child Count will be automatically calculated upon completing the District Code Field. This data is pulled from the “Supporting Documentation” tab in the application.

Co-Dist Code	Name	Actual Calendar da	Total Basic State Aid Revenue	Annualized Transportation Amount	Grant Total ADT (Line 8 of BU110)	Part B Entitlement	Dec. 1 Child Count	Current Expenditure per ADA	LTE
001-090	ADAIR CO. R-I	174	\$ 6,449.45	\$ 51,641.00	185.50	\$ 51,354	29	\$ 9,566.03	\$ 2,595.24
001-091	KIRKSVILLE R-III	175	\$ 4,504.45	\$ 269,042.00	1,397.00	\$ 480,447	482	\$ 10,008.10	\$ 4,310.52
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Miscellaneous Revenues

List any other revenues relevant to the students on the application, such as: Title Grants, Medicaid, Assistive Technology Grants, etc.

Costs

A detailed description and documentation for all DIRECT costs listed in this section must be attached to the application. DIRECT costs are those costs directly associated with educating the children on the application, and not the costs incurred by the district for normal operations. For example, district administration and overhead for district buildings are all costs associated with regular business operations. Costs for this application may include: teachers and aides hired specifically for the children on this application, supplies for classrooms specific to this application, assistive technology, lease cost for space not owned by the district, and transportation specific to these students.

Option A: Use Option A for students on this application who attend regular or special education classes within the district. The methodology behind Option A is that students who are placed with regular domicile students are usually costing the same as domicile students. This calculation creates a base cost for each student (Current Expenditure per ADA Amount) and allows the district to add additional costs that may be burdensome, such as: personal paraprofessionals, related services, special education transportation, assistive technology, and any other costs directly related to the education of the student.

The Current Expenditure per ADA will be automatically entered upon completing the District Code Field. The Current Expenditure per ADA is calculated each year by School Finance, taking all of the expenditures from the district divided by the total ADA. This data is pulled from the “Supporting Documentation” tab in the application.

Co-Dist Code	Name	Actual Calendar da	Total Basic State Aid Revenue	Annualized Transportation Amount	Grant Total ADT (Line 8 of BU110)	Part B Entitlement	Dec. 1 Child Count	Current Expenditure per ADA	LTE
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The other costs that may be included under Option A are: personal paraprofessionals, related services, special education transportation, assistive technology, and any other costs directly associated with the education of the student. All costs should be prorated based on the number of students served. See examples below.

Example: A full-time paraprofessional serves three students in the district. To prorate, take 1/3 of the salary and benefits to determine the cost for each student.
 $\$13,500 \text{ salary \& benefits} / 3 \text{ students} = \$4,500 \text{ per student}$

Example: A student sees the speech pathologist for 60 minutes each week. The pathologist has a caseload 1800 minutes per week. To prorate, divide the student's minutes into the total therapy caseload, and multiply by the salary and benefits to determine a cost for this student.
 $60 \text{ minutes} / 1800 \text{ minutes} = 3\% \text{ of time spent with this student}$
 $\$60,000 \text{ salary \& benefits} * 3\% = \$1,800 \text{ for this student}$

Option B: Use Option B for students who attend district operated separated classrooms/programs, including residential or detention facilities. If these classrooms/programs are only serving students who have been publicly placed, 100% of their direct operating costs may be claimed. If domicile district or non-publicly placed students are also being served in these classrooms/programs, all costs in this section must be prorated according to the number of students on this application who are served in the program as compared to the total number of students in the program.

The costs under this option include: Staff salary and benefits, supplies, assistive technology, related services, rent/utilities, and any other costs directly related to the education of the student. See example below.

Example: A residential facility houses 50 students placed by the court. Of the 50 students, 46 are non-domicile, and 4 are domicile, meaning they are the district's responsibility. To prorate all the costs, take the number of non-domicile students divided by the total number of students housed at the facility.
 $46 \text{ non-domicile students} / 50 \text{ students housed} = 92\% \text{ of costs may be claimed}$
 $\text{Total Teacher Salary and Benefits (5 teachers)} = \$225,000 * 92\% = \$207,000$

Option C: Use Option C for students who are receiving services through contractual placements with other districts or approved private agencies. Districts may add other additional costs not included in the tuition, such as: transportation, related services, assistive technology, supplies, and any other costs directly related to educating the student.

Summary of Revenues/Costs and Calculation of Excess Cost

Revenues and costs will automatically calculate from each section of the application if all information has been entered correctly. This will calculate any Excess Cost amount.

If the Excess Cost amount is **negative**, the district received enough revenues to cover the costs of educating these non-domicile students and will not receive reimbursement from this fund.

If the Excess Cost amount is **positive**, the district didn't receive enough revenues to cover the costs of educating these non-domicile students and will receive the amount listed, based on the appropriation and possible proration, from the fund.

STUDENT INFORMATION TAB

The second tab of the application is the student information worksheet. The student information worksheet includes the following components: Placing Agency, MOSIS Number, IEP Status, Educational Setting, Domicile and Local Tax Effort information, Attendance, Transportation, and Average Daily Attendance (ADA). Instructions for completing each component are listed below.

Placing Agency	Indicate the placing agency by placing an “x” in the appropriate column. Only non-domicile students placed by the Children’s Division (CD), Division of Youth Services (DYS), Division of Mental Health (DMH), or a Court of Competent Jurisdiction are eligible for this fund.												
MOSIS Number	Enter the student’s MOSIS number in this column.												
IEP Status	Indicate if the student has an Individualized Education Program (IEP) by placing an “x” in this column.												
Educational Setting	Indicate the educational setting of the student by placing an “x” in the appropriate column. If the student was in two settings during the school year, choose the one in which they were placed the longest. More information about the educational setting/cost options is included further in the manual. <i>Option A</i> - This option is for students who attend regular and special education classes within the district setting. <i>Option B</i> - This option is for students who attend district operated separate classrooms and/or programs, including residential or detention facilities. <i>Option C</i> - This option is for students who have contractual placements with other school districts or approved private agencies.												
Enrollment Dates	Enter the enrollment dates of the student for the school year being claimed. If multiple enrollment dates for one student, create a separate line for each enrollment session.												
Domicile County District Code	Enter the county-district code of the domicile district or the district code that was billed for local tax effort. County-district codes may be found at: http://dese.mo.gov/directory/ . In some cases, the domicile county-district code is not applicable. In these instances, use one of the codes below in this field. These codes only apply to this application and are not necessarily exemptions to local tax effort billbacks. Revenue for LTE will not be claimed on the application when using the codes below even though billing for LTE might still be applicable for the district. Documentation of domicile must be kept on file at the district – it does not have to be submitted to the DESE. <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Reason</u></th> </tr> </thead> <tbody> <tr> <td>TPR</td> <td>Parental Rights are terminated</td> </tr> <tr> <td>OTS</td> <td>Parents live out-of-state</td> </tr> <tr> <td>INC</td> <td>Parents are incarcerated</td> </tr> <tr> <td>ORP</td> <td>Parents are deceased and the student is orphaned</td> </tr> <tr> <td>UNK</td> <td>The information is truly unknown or untraceable</td> </tr> </tbody> </table>	<u>Code</u>	<u>Reason</u>	TPR	Parental Rights are terminated	OTS	Parents live out-of-state	INC	Parents are incarcerated	ORP	Parents are deceased and the student is orphaned	UNK	The information is truly unknown or untraceable
<u>Code</u>	<u>Reason</u>												
TPR	Parental Rights are terminated												
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ORP	Parents are deceased and the student is orphaned												
UNK	The information is truly unknown or untraceable												

Local Tax Effort Rate	The Local Tax Effort Rate will be automatically calculated when you enter the Domicile County-District Code. Data is pulled from the “Supporting Documentation” tab in the application.
Attendance Days	Enter the attendance days for the student during the school year being claimed. Do not include Extended School Year (ESY) or Summer School attendance days. Attendance days will be used in calculating revenues by student.
Transportation	Indicate if the student received district transportation by placing an “x” in this column.
ADA	This column will automatically calculate based on the information entered. Data is pulled from the “Supporting Documentation” tab in the application.
LTE Revenue	This column will automatically calculate based on the information entered. Data is pulled from the “Supporting Documentation” tab in the application.

DISTRICT SUPPORTING DOCUMENTATION

The DESE does not require districts to submit documentation of domicile with the application. However, districts must maintain this documentation on file at the district. Districts may use what is commonly referred to as an Appendix C, also known as a Legal Release of Confidential Student Information as documentation, or use their own district enrollment forms as documentation. A sample of an Appendix C is included at the end of the manual.

Districts are required to submit documentation that supports the costs claimed on the application.

TECHNICAL ASSISTANCE

Districts may contact Special Education Finance with any questions at (573) 751-0622 or spedfunding@dese.mo.gov.

Attachment I
"Appendix C Form" – Information Request/Response

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 _____ (name of person) (school district)
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 Children's Division 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:
CD Liaison: _____ at _____ (name) (county office)	
Date:	