

Missouri

Department of Elementary &
Secondary Education

Special Education

Funds Management

Public Placement Fund
Webinar Series

Fall 2008

Public Placement Fund

The Public Placement Fund (PPF) is for IEP and non-IEP students placed into a non-domicile district by DFS, DYS, DMH or a Court.

Non-Domicile: A district outside of where the parents/legal guardian resides.

State-Domicile: The student is a ward of a state agency or court.

PPF State Statute

RSMo 167.126

<http://www.moga.mo.gov/statutes/C100-199/1670000126.HTM>

Eligibility Criteria

- **Non-domicile or state-domicile student**
- **Placed by:**
 - **Division of Family Services (DFS) / Children's Division**
 - **Department of Mental Health (DMH)**
 - **Division of Youth Services (DYS)**
 - **Court of competent jurisdiction**

Non-Domicile

**Parents Live in Boone County.
Student Served in Cole County.**

Domicile

Boone County

Non-Domicile

Cole County

State-Domicile

The domicile is the state because:

- **Parental Rights are Terminated**
- **Parents live out of state**
- **Parents are deceased**
- **Parents are incarcerated**
- **Parents are considered homeless**
- **Information is truly unknown**

Identifying Students

- **Check enrollment records for domicile district**
- **Check students that have LTE billbacks**
- **Check students assigned a DFS caseworker**
- **Check students in juvenile/group homes**

Verifying Domicile

The district can verify the domicile with the Division of Family Services using an Appendix C Form.

The Appendix C Form is faxed to the DFS office in the county where it is completed and faxed back to the district.

The form is located on the Funds Management Webpage.

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 the Division of Family Services.

SECTION B – To be completed by the county DFS 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 _____
(name) (county office)

Date:

Reimbursement

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

Reimbursement is prorated based on the available appropriation. Applications are due January 31 the following year in which services were provided.

Reimbursement Formula

Educational Costs

- Revenues

= Excess Cost Reimbursement

Application Sections

- **District Contact Information**
- **Instructions**
- **Supporting Reports**
- **Student Information Worksheet**
- **Revenue Section**
- **Cost Section**
- **Summary**
- **Reimbursement Calculation**

Supporting Reports

The District will need the following reports in order to complete the application:

- **Funds Management Basic State Aid Spreadsheet**
- **Audit Confirmation Report**
- **BU110 Transportation Report**
- **Funds Management Part Entitlement Spreadsheet**
- **Core Data (District Calendar Days)**
- **ASBR (Current Expenditure per ADA)**
- **Local Tax Effort Amounts**

Links to all supporting reports are posted on the PPF webpage.

Student Worksheet

- **Identify Placing Agency**
- **Enter Student Name and MOSIS Number**
- **Indicate if student has an IEP**
- **Indicate Educational Setting/Cost Option**
- **Enter Enrollment Dates**
- **Enter Domicile County District Code & Rate**
- **Indicate if student received district transportation**

Revenues

- **Basic State Aid**
- **Local Tax Effort**
- **Transportation State Aid**
- **Part B Entitlement**
- **Medicaid**
- **Miscellaneous**

Cost Options

Option A

For students being served in regular and special education classrooms in the district with domicile students.

Option B

For students being served in a district operated separate classroom/program.

Option C

For students being served in contractual placements.

Option A Method

For students being served/integrated in regular and special education classrooms in the district with domicile students.

This method establishes a base cost using the Current Expenditure per ADA. Since these students may have special needs that are burdensome to the district, this method also allows the costs for support services to be added to the base cost.

Option A Calculation

- + Base Cost (Current Expenditure per ADA)**
- + Personal Paraprofessionals**
- + Assistive Technology**
- + Related Services**
- + Transportation**
- + Other**
- = Allowable Costs**

Option B Method

For students being served in a district operated separate classroom/program.

This method allows all costs associated with operating the separate classroom/program to be claimed. The districts need to ensure that costs are prorated if any domicile students are being served in the classroom/program.

Option B Calculation

- + **Salaries and Benefits of Staff**
- + **Supplies**
- + **Assistive Technology**
- + **Related Services**
- + **Rent/Utilities**
- + **Transportation/Mileage**
- + **Other**
- = **Allowable Costs**

Prorating Costs

Districts 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 Costs: \$250,000

$83.3\% (25/30) * \$250,000 = \$208,333$

Option C Method

For students being served in contractual placements.

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

Calculated Reimbursement

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

Again, it is important to prorate all costs if applicable.

Supporting Documentation

The district must submit documentation for non-domicile students without a county district code. An appendix C or an enrollment record that shows no domicile must accompany the application.

The district must also submit the calculations for costs reported under Option B.

Application

- **Excel Format**
- **Different versions for number of students.**
- **One application for all eligible students.**
- **Gray-shaded areas auto calculate.**
- **Application & manual on DESE webpage.**