



## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>SUPPLEMENTAL GRANTS AND APPROPRIATIONS</b>	<b>Section</b>	Fiscal Management
	<b>Number</b>	6.2
	<b>Effective Date</b>	09-01-16
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	<b>Revision No.</b>	1
	<b>Approval:</b>	<i>Quadrice Jean</i>

**1.0. PURPOSE:**

To establish procedures pertaining to federal and state outside of the regularly appropriated state funds through Fund 0314 of the state budget. (Via applying for funds, distributing funds, budgeting, and implementing grants.)

**2.0 APPLICABILITY:**

Procedures apply to all Diversion and Transition Programs and the WV Schools of Diversion and Transition (WVSDT).

**3.0 POLICY STATEMENT:**

The WVSDT applies for and receives funds from various sources in addition to the annually appropriated state funds. In order to develop and maintain sound fiscal practices, it is essential to maintain a policy that addresses these funds that include, but are not limited to, state and federal special education funds, Title I funds, Adult Education funds, Workforce Investment Act funds, vocational funds and private contributions that do not pose a conflict of interest to the WVSDT or the West Virginia Department of Education.

**4.0 DEFINITIONS:**

“Fund 0314” is the primary fund appropriated by the West Virginia Legislature and accounts for over 85% of the WVSDT’s budget.

**5.0 PROCEDURES:**

- 5.1** The West Virginia Department of Education, through the WVSDT, is the applicant agency for Diversion and Transition Programs for all applicable grants outside of the regularly appropriated state funds through Fund 0314 of the state budget.
- 5.2** Applications for any grant prepared by Diversion and Transition Programs shall be approved by the Superintendent of WVSDT prior to submission to grantor agencies or bodies.
- 5.3** The WVSDT may apply for any grant to meet identified needs and to improve the quality of programs provided that the grant is not in any way a conflict of interest and all eligibility requirements can be met without changing or affecting the operation or intent of the WVSDT.
- 5.4** The Superintendent of WVSDT shall have the discretion to determine the requested levels of funding for Diversion and Transition Programs in the application for all applicable grants outside of the regularly appropriated state funds through Fund 0314 of the state budget.

- 5.5 All grants awarded to the WVSDT shall be distributed to Diversion and Transition Programs in accordance with approved project applications.
- 5.6 The WVSDT shall provide each Diversion and Transition Program receiving state and federal entitlement and discretionary funds with a copy of the approved application and approved budget for implementation of the grant.
- 5.7 The Superintendent of WVSDT shall have the authority to evaluate and make revisions to any grant or budget in accordance with state and federal guidelines.
- 5.8 All grants awarded to the WVSDT shall be budgeted and expended in accordance with procedures established by the West Virginia Department of Education's Office of Internal Operations.

6.0 **AUTHORITY:**

State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5, Implementation Procedures.*