MEMORANDUM

TO: LEA Superintendents

LEA Directors of Special Education

FROM: Sheila Paitsel

Director, Special Education

Division of Federal Programs & Support

DATE: April 8, 2024

SUBJECT: Reimbursement for the Education of Students with Exceptionalities Placed by Other State Agencies in a Facility Located in the LEA (Out-Of-County Students) FY 24

The West Virginia Department of Education, Office of Special Education is accepting applications from local education agencies for reimbursement of the cost of educational services to students with exceptionalities ages 3-21 who have been placed by the Department of Human Services(DoHS) or the Department of Juvenile Services (DOJ) into facilities or specialized foster homes operated or supported by DoHS or DOJ in counties that the student is not a resident of during the 2023-2024 school year. State funds in the amount of $558,935 are available for this purpose and will be provided to the districts requesting reimbursement on a pro-rated basis.

**Requests for reimbursement must be received on or before May 10,** **2024**. Late applications will not be considered. LEAs are eligible for reimbursement for serving exceptional students who:

* have met the eligibility criteria established in Policy 2419: *Regulations for the Education of Students with Exceptionalities*;
* are receiving special education and related services from the LEA according to Individualized Education Programs developed in accordance with Policy 2419;
* have been placed within the jurisdiction of the LEA in a facility or specialized foster home operated or supported by the Department of Human Servicesor Department of Juvenile Services; and
* are not residents of the county.

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To obtain reimbursement for these students, LEAs are required to submit the attached application (WVDE 28-02-11), which:

* identifies the exceptional student, the student’s most recent county of residence, placing state agency, name or type of facility where placed, beginning and ending date of educational services, location of services provided, full-time equivalency (FTE), placement option and exceptionality;
* includes a budgetary reimbursement request; and
* includes certification by the county superintendent of schools that the information is correct and complete.

**Reimbursement Rate**

In the completion of Part II-Budgetary Reimbursement of the application, counties are to use the Office of School Finance calculation titled “Public School Support Program, Basic State Aid Allowance on a Per Pupil Basis Based on the Final Computations for the 2023-2024 Year”. The amount from the column headed “Total Allowance per Pupil 2023-24” is to be entered in the application where indicated. For your convenience, a copy of this table is enclosed. The amount eligible for reimbursement will be the per pupil amount multiplied by the total of FTE eligible students as calculated in Part I of the application. If requests exceed the amount available, the total funds available will be prorated based on the individual county’s request to the sum of all requests received.

**Funding Level Request for FY 24**

The WVDE has $558,935 in state funds budgeted for out-of-county instruction during the period July 1, 2023 to June 30, 2024. Due to funding availability, reimbursement will be limited to this amount for FY 24.

In order to be eligible for reimbursement, applications must be emailed or postmarked no later than May 10, 2024. Applications may be emailed to David Parkins at dparkins@k12.wv.us, or mailed to:

West Virginia Department of Education

Division of Federal Programs & Support – Special Education

Attn: David Parkins, Finance Coordinator

1900 Kanawha Blvd. East

Building 6, Room 750

Charleston, WV 25305

For your convenience, the out-of-county application is available on the department website at <https://wvde.us/special-education/finance/funding-opportunities/>. If you have any questions, please contact David Parkins at (304) 558-2696 ext. 53577.