

Tri-Valley SELPA

Special Education Local Plan Area Funding Allocation Plan

October 31, 2016

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Introduction

The Tri-Valley Special Education Local Plan Area (SELPA) engaged School Services of California, Inc., (SSC) to review and facilitate the development of a SELPA funding allocation plan. Member district superintendents, chief business officials, special education directors, and SELPA staff served on an allocation plan development committee (Committee) tasked with developing and recommending to the Governance Council a proposed funding allocation plan.

A collaborative decision-making process was used to ensure that the proposed funding allocation plan would be supported by the SELPA and all members. A collaborative decision-making process includes the following steps:

- Define the Issues
- Identify Interests
- Generate Options
- Develop Objective Criteria for Deciding
- Evaluate Options and Reach Agreement

Collaborative decision-making processes are designed to assist groups in reaching agreement when some interests are shared and others are not. Interests are the underlying needs, wants, and desires upon which our positions are based. Collaborative decision making allows groups to understand the interests of all parties, identify shared interests, share their perspectives, and generate solutions not considered previously by individuals within the group. Collaborative decision making can lead to greater satisfaction of all members of the group. It also promotes a foundation for future decision making, leads to more fair agreements, and improves the relationships within the group.

The following report summarizes the agreements made by the Committee. The Committee believes that the recommended funding allocation plan satisfies their shared interests and is aligned with the SELPA's purpose. While the Committee recognizes that there will be members that will gain in funding while others will experience a loss, they support the recommended funding allocation plan because it satisfies the group's shared interests and they believe that the plan was arrived at fairly, that they had an opportunity to participate and be heard, and that it is the best decision for the group at this time.

Funding Allocation Principles

The funding policies were revisited by representatives from each of the members within the Tri-Valley SELPA. The intent of the revised plan is to provide an equitable distribution of resources based on consensus of all members and with the recognition that each has a responsibility to all students served by the SELPA, regardless of where the student is enrolled. Additionally, the revised plan attempts to be clear and specific, with allocations that have a direct and identifiable rationale. The allocations also include a level of predictability to allow members to accurately predict the impact of changes in their enrollment or pupils identified for special education services.

AB 602 and Federal IDEA

The allocation model, if approved by the Governance Council, will allocate Assembly Bill (AB) 602 (state dollars and state special education property taxes, Resource Code 6500) net of “off-the-top” expenditures, based on the prior year Second Principal Apportionment (P-2) average daily attendance (ADA). “Off-the-top” expenditures will be explained later in the plan. For illustrative purposes, the calculation will be performed as follows:

AB 602 REVENUES:	AMOUNT:
AB 602 Apportionment	\$17,226,201
Special Education Property Taxes	\$1,712,969
Total AB 602 Revenues	\$18,939,170
OFF-THE-TOP EXPENSES:	
Base for Sunol Glen SD and Mountain House SD	\$40,000
Extraordinary Cost Pool	\$250,000
Low Incidence	\$108,634
Out-of-Home Care	\$81,018
SELPA Administrative Unit Allocation	\$405,960
Total Off-the-Top Expenses	\$885,612
AB 602 Allocated on Prior-Year ADA	\$18,053,558

Note: Numbers used above are for illustrative purposes and are not intended to reflect actual funding in any year.

The federal funds, known as IDEA Basic Local Assistance, Part B (Resource Code 3310), will be allocated on a pro-rata basis using the prior year December pupil counts as reported in the California Special Education Management Information System Software (CASEMIS), a software application developed and maintained by the California Department of Education.

Off the Top

The model earmarks a portion of the AB 602 funds for specific purposes and those funds shall be deducted from the gross AB 602 funds prior to any allocation on a per-ADA basis.

Base for Sunol Glen School District and Mountain House School District

The group recognizes that economies of scale are not available for the two smallest members of the SELPA due to the number of students enrolled in each agency. As a result, a base funding of \$20,000 shall be allocated to each agency and will reduce the amount of AB 602 funds that are allocated to all members of the SELPA. The allocation of \$20,000 per district shall be allocated in addition to amounts calculated on the basis of prior-year ADA.

Extraordinary Cost Pool

The group recognizes the importance of maintaining a set-aside that, for all intents and purposes, provides an additional layer of protection for the SELPA members in the event that costs arise which are above what would be expected. The intent of the extraordinary cost pool is to provide protection for the smallest members of the SELPA, which include Sunol Glen School District (SD) and Mountain House SD. Requests for funding shall be submitted to the SELPA, and funding decisions will be determined twice annually by the Director’s Group, as well as the Finance Committee. Additional details regarding the meeting dates will be identified in the local plan.

For the 2018-19 fiscal year and beyond, a funding amount of \$250,000 will be earmarked for the purpose identified above and will reduce the amount of AB 602 funds. Any amount used during the fiscal year will be replenished in the subsequent year not to exceed \$250,000.

For the 2016-17 and 2017-18 fiscal years, the amounts earmarked for the extraordinary cost pool will be reduced to \$50,000 and \$150,000, respectively. The approved SELPA formula results in some members receiving less than what was received in the past and what has been budgeted for current and future years. As a result, the group unanimously determined that it would use resources from the extraordinary cost pool to provide relief during the first two years of implementing the new formula. The three members who receive less based on the new formula are Dublin Unified SD, Pleasanton Unified SD, and Sunol Glen SD. The extraordinary cost pool funds will be allocated to these three members using a pro-rata share of the total decrease using the 2016-17 funding amount and comparing what would have been received under the prior funding model less funding under the proposed model. The schedule below shows the amount of relief for the member districts:

Agency	Difference	2016-17 Relief	2017-18 Relief
Reduction to Extraordinary Cost Pool		(\$200,000)	(\$100,000)
Dublin Unified SD	(\$520,870)	\$116,288	\$58,144
Pleasanton Unified SD	(\$361,165)	\$80,633	\$40,317
Sunol-Glen SD	(\$13,790)	\$3,079	\$1,539

Low Incidence

AB 602 funds received by the SELPA include an allocation for low incidence services which are restricted for materials and services to support Individualized Education Programs (IEP) for students with hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof. The group unanimously agreed that the SELPA will hold the funds. Any requests for the funds shall be submitted by members to the SELPA and shall include IEP paperwork establishing that the primary or secondary disability relates to the disabilities noted above. The release of funds will not be made until the SELPA has approved the intended use of the funds, and they will be disbursed on a first come, first serve basis. Once the annual funds are depleted, members will assume the full cost of the low incidence purchase. Monthly reports of expenditures and requests for funds shall be provided at Director’s Group meetings, and an annual report shall be provided summarizing how the funds were used. Annually, any unused low incidence funds will be used to offset the infant program costs that are operated by the Administrative Unit (AU) and the Alameda County Office of Education (ACOE) by applying a pro-rata share, which follows the allocation of federal and state revenues for the program.

Out-of-Home Care

AB 602 funds received by the SELPA include an allocation for Out-of-Home Care services, which are restricted for services to support pupils residing in group homes and other similar facilities located within the SELPA’s geographic boundaries. The group unanimously agreed that the SELPA will hold the funds. Annually, the funds will be allocated based on a pro-rata share of prior year’s actual out-of-home care expenditures incurred on behalf of non-resident students (those who reside outside the geographical boundaries of the SELPA) as reported by the SELPA members. Due to changes in law, this funding allocation should be updated for the 2017-18 fiscal year and beyond.

SELPA Administrative Unit

The SELPA is responsible for ensuring the SELPA and its members stay in compliance with federal and state laws by monitoring and completing reporting requirements, allocating funds to the SELPA members, and operating an early education program, as well as providing a multitude of mental health related services for its members. Beginning in November of each year, the Director’s will discuss changes to the SELPA Staffing Plan for the subsequent year. The plan will be finalized by the Director’s at their December meeting. The updated staffing plan will then be

reviewed by the Finance Committee in January, with final approval by the SELPA Board and AU Board no later than March and April, respectively. This timeline applies to the administrative component of the SELPA budget, not the mental health component of the budget, as that component relies on pupil counts and is funded with state mental health dollars.

Ages Zero to Two

Early Intervention

Early intervention programs are currently operated by two SELPA members (ACOE and the SELPA). Early intervention funds (Resource Code 3385) shall be allocated so that ACOE receives \$45,757 to serve students age zero to two who are not low incidence, and the remaining funds will be retained by the SELPA to serve low incidence students in the SELPA infant program.

Infant Discretionary

Infant discretionary programs are currently operated by two SELPA members (ACOE and the SELPA). Infant discretionary funds (Resource Code 6515) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages zero to two. Should additional members implement a program, the funding formula will remain intact and each member will receive their pro-rata share of the funding.

Ages Three to Five

Preschool Grant

Preschool programs are currently operated by three SELPA members (Dublin Unified SD, Livermore Unified SD, and Pleasanton Unified SD). Preschool grant funds (Resource Code 3315) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages three to five. Should additional members implement a preschool program, the funding formula will remain intact, and each member will receive their pro-rata share of the funding.

Preschool Local Entitlement

Preschool programs are currently operated by three SELPA members (Dublin Unified SD, Livermore Unified SD, and Pleasanton Unified SD). Preschool local entitlement funds (Resource Code 3320) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages three to five. Should additional members implement a preschool program, the funding formula will remain intact, and each member will receive their pro-rata share of the funding.

Preschool Staff Development

Preschool programs are currently operated by three SELPA members (Dublin Unified SD, Livermore Unified SD, and Pleasanton Unified SD). Preschool staff development funds (Resource Code 3345) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages three to four. Should additional members implement a preschool program, the funding formula will remain intact, and each member will receive their pro-rata share of the funding.

Mental Health

Federal law requires that students with disabilities (SWDs) be provided with mental health services if required. In the past, there has been a state mandate in place requiring county mental health agencies to provide any required services. The state has provided funding in multiple forms to support such services, including a special allocation to county mental health agencies in addition to Medi-Cal reimbursements for eligible students.

The Legislature was concerned that continuing the mandate for county mental health agencies to provide services to SWDs placed a costly burden on the State Budget. Furthermore, there were additional concerns that the current structure for services was inefficient and may be making unnecessary claims to Medi-Cal. In a major shift of policy (AB 114), responsibility and funding for educationally related mental health services for special education students was transferred from county mental health agencies to school agencies.

The federal component of the funding (Resource Code 3327) shall be allocated to members on a pro-rata basis using the prior year P-2 ADA.

The state component of the funding (Resource Code 6512) shall be allocated to members on a pro-rata basis using the prior year P-2 ADA, less an “off-the-top” amount retained by the SELPA to provide mental health services for its members.

Beginning in November of each year, the Director’s will discuss changes to the ERMHS staffing plan for the subsequent year. The plan will be finalized by the Director’s at their December meeting. The updated ERMHS staffing plan will then be reviewed by the Finance Committee in January, with final approval by the SELPA Board and AU Board no later than March and April, respectively. The members concurred that flexibility will be integral, as a significant component of the budget is for clinicians, which can fluctuate based on pupil counts. The SELPA will finalize the number as soon as possible and provide updated budget numbers to members at the subsequent Director’s Group meeting.

Fee for Service Agreement

Pleasanton Unified SD, Livermore Unified SD, and Dublin Unified SD serve as program operators of regionalized programs. Districts utilizing these programs agree to pay a fee for the services provided. The fee for service agreement, or bill back formula, is based on average teacher and paraeducator salaries + benefits (teacher and para rates) across Pleasanton Unified SD, Livermore Unified SD, and Dublin Unified SD, less revenues earned and will be billed as a daily rate. The formula is:

$$\frac{\text{(Local Control Funding Formula [LCFF] per ADA + AB 602 + IDEA Basic Local Assistance, Part B revenues)} \text{ minus } \frac{\text{[Average teacher rate + \# of classroom paras X average para rate] + incidentals}^1}{\text{\# of students enrolled in class on December 1 (1st interim) or April 1 [2nd interim]}}}{180 \text{ Days}} = \text{Daily Rate}$$

- The daily rate will be applied for every school day the student is enrolled in the classroom, regardless of whether the student is in attendance.
- The daily rate will be reduced by the revenue generated for the district of service from the LCFF, as well as revenue earned via the SELPA funding formula from the AB 602 and IDEA Basic Local Assistance, Part B allocations. This revenue will be calculated on a per ADA basis and divided by 180 days.
- Speech-Language Pathologists and Adapted Physical Education services will continue to be billed directly to the district of residence based on a flat rate set annually by the finance committee.
- IEP-based Occupational Therapy, Visually Impaired, Deaf and Hard of Hearing, Behavior, Orientation/Mobility Services, 1:1 paraprofessional (aide), nursing services and any other direct related service (formerly known as Designated Instruction and Services). This will be billed directly to the district of residence based on real costs.
- Districts agree to:
 - Provide the SELPA with verified student counts for each affected classroom within 30 days of the count day (by January 1 for the January 1 count, by May 1 for the April 1 count)
 - By January 1 and May 1, provide the SELPA with lists of nonresident students attending classes and inform the SELPA of entry and/or exit dates for students who were not enrolled in a given class for the entire interval

¹ Incidentals include psychologist support, basic nurse support, and teacher and paraprofessional substitutes.

- Provide the SELPA with all requisite information regarding the real costs of related services no later than December 30 (for all services up to and including December 1) and August 1 (for all services between December 2 and June 30).
- The SELPA agrees:
 - By January 15, to prepare the first interim billback statements for classroom services (P-1), based on enrollment from the start of the school year through December 1
 - By February 15, to prepare the related services billback statements for all related services provided from the start of the school year through December 1
 - By June 30, to prepare the second interim billback statements for classroom services (P-2), based on enrollment from December 2 through the end of the school year
 - By August 15, to prepare the related services billback statements for all related services provided from December 2 through the end of the school year
- Districts of residence have not traditionally been billed for services delivered as part of Extended School Year (ESY). No ESY services will be billed back unless all districts agree to change this practice.

SELPA Allocation Plan Review

The SELPA representatives will review the SELPA allocation plan at least biennially. No later than February 1 of each year, the SELPA director will present to the Governance Council any proposed changes to the SELPA allocation plan for the succeeding two years. The Governance Council will take action to amend the plan no later than the end of February.

Appendix A – Funding Allocation Document

Resources			ADA less "Off the Top"		Base for All	Pupil	Pupil	Pupil	ADA	Pupil	Early Start App	ADA	Early Start App	
	15-16	December 2015	6500 AB 602	6500 Property Taxes	6500 AB602	3310 Federal IDEA	3315 Preschool	3320 Preschool	3327 Mental Health	3345 Pre-K Staff	3385 Early Intervention	6512 Mental Health	6515 Infant Discretionary	Total
Members	P-2 ADA	Pupil Counts	Allocation	Allocation	Base Allocation	Allocation	Federal Grant	Local Entitlement	Federal	Development	Part C	State	State	
ACOE	372.61	131	\$ 165,408	\$ 17,340	\$ -	\$ 186,006	\$ -	\$ -	\$ 4,214	\$ -	\$ 45,757	\$ 9,910	\$ 14,407	\$ 443,042
Dublin	9,735.87	706	4,321,930	453,064	-	1,002,444	27,288	66,486	110,120	384		258,935		6,240,650
Livermore	12,035.29	1,678	5,342,684	560,069	-	2,382,581	65,093	158,596	136,128	918		320,090		8,966,159
Mountain House	17.84	1	7,920	830	20,000	1,420			202			474		30,846
Pleasanton	14,377.89	1,330	6,382,607	669,083	-	1,888,458	36,384	88,648	162,624	453		382,393		9,610,650
Sunol Glen	270.41	6	120,040	12,584	20,000	8,519			3,059			7,192		171,393
	36,809.91	3,852	16,340,589	1,712,969	40,000	5,469,428	128,765	313,730	416,346	1,755	45,757	978,994	14,407	25,462,740
SELPA AU	-	-	845,612								108,896	1,196,989	5,696	2,157,193
TOTALS	36,809.91	3,852	\$ 17,186,201	\$ 1,712,969	\$ 40,000	\$ 5,469,428	\$ 128,765	\$ 313,730	\$ 416,346	\$ 1,755	\$ 154,653	\$ 2,175,983	\$ 20,103	\$ 27,619,933
CASEMIS Pupil Counts, December 2015														
			6500 AB 602 Allocation	6500 Property Taxes Allocation		3310 Federal IDEA Allocation	3315 Preschool Federal Grant	3320 Preschool Local Entitlement	3327 Mental Health Federal	3345 Pre-K Staff Development	3385 Early Intervention Part C	6512 Mental Health State	6515 Infant Discretionary State	
	ACOE		131	131		131								43
	Dublin		706	706		706	96	96		61				
	Livermore		1,678	1,678		1,678	229	229		146				
	Mountain House		1	1		1								
	Pleasanton		1,330	1,330		1,330	128	128		72				17
	SELPA AU		-	-		-								
	Sunol Glen		6	6		6								
			3,852	3,852		3,852	453	453	-	279	-	-		60
											Early Start Application			

Tri-Valley SELPA Funding Allocation Plan

The following funding allocation plan was adopted by the Governance Council on October 31, 2016.

Allocation of State and Federal Funds

The funding plan allocates Assembly Bill (AB) 602 (state dollars and state special education property taxes, Resource Code 6500) net of “off-the-top” expenditures, based on the prior year Second Principal Apportionment (P-2) average daily attendance (ADA). The federal funds, known as IDEA Basic Local Assistance, Part B (Resource Code 3310), will be allocated on a pro-rata basis using the prior year December pupil counts as reported in the California Special Education Management Information System Software (CASEMIS), a software application developed and maintained by the California Department of Education.

Off-the-top expenditures shall be deducted from the gross AB 602 funds prior to any allocation on a per-ADA basis and include the following:

1. Base Funding for Sunol Glen School District and Mountain House School District

The group recognizes that economies of scale are not available for the two smallest members of the Special Education Local Plan Area (SELPA) due to the number of students enrolled in each agency. As a result, a base funding of \$20,000 shall be allocated to each agency and will reduce the amount of AB 602 funds that are allocated to all members of the SELPA. The allocation of \$20,000 per district shall be allocated in addition to amounts calculated on the basis of prior-year ADA.

2. Extraordinary Cost Pool

The group recognizes the importance of maintaining a set-aside that, for all intents and purposes, provides an additional layer of protection for the SELPA members in the event that costs arise which are above what would be expected. The intent of the extraordinary cost pool is to provide protection for the smallest members of the SELPA, which include Sunol Glen School District (SD) and Mountain House SD. Requests for funding shall be submitted to the SELPA, and funding decisions will be determined twice annually by the Director’s Group, as well as the Finance Committee. Additional details regarding the meeting dates will be identified in the local plan.

For the 2018-19 fiscal year and beyond, a funding amount of \$250,000 will be earmarked for the purpose identified above and will reduce the amount of AB 602 funds. Any amount used during the fiscal year will be replenished in the subsequent year not to exceed \$250,000.

For the 2016-17 and 2017-18 fiscal years, the amounts earmarked for the extraordinary cost pool will be reduced to \$50,000 and \$150,000, respectively. The approved SELPA formula results in some members receiving less than what was received in the past and what has been budgeted for current and future years. As a result, the group unanimously determined that it would use resources from the extraordinary cost pool to provide relief during the first two years of implementing the new formula. The three members who receive less based on the new formula are Dublin Unified SD, Pleasanton Unified SD, and Sunol Glen SD. The extraordinary cost pool funds will be allocated to these three members using a pro-rata share of the total decrease using the 2016-17 funding amount and comparing what would have been received under the prior funding model less funding under the proposed model.

3. Low Incidence

AB 602 funds received by the SELPA include an allocation for low incidence services which are restricted for materials and services to support Individualized Education Programs (IEP) for students with hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof. The group unanimously agreed that the SELPA will hold the funds. Any requests for the funds shall be submitted by members to the SELPA and shall include IEP paperwork establishing that the primary or secondary disability relates to the disabilities noted above. The release of funds will not be made until the SELPA has approved the intended use of the funds, and they will be disbursed on a first come, first serve basis. Once the annual funds are depleted, members will assume the full cost of the low incidence purchase. Monthly reports of expenditures and requests for funds shall be provided at Director's Group meetings, and an annual report shall be provided summarizing how the funds were used. Annually, any unused low incidence funds will be used to offset the infant program costs that are operated by the Administrative Unit (AU) and the Alameda County Office of Education (ACOE) by applying a pro-rata share, which follows the allocation of federal and state revenues for the program.

4. Out-of-Home Care

AB 602 funds received by the SELPA include an allocation for Out-of-Home Care services, which are restricted for services to support pupils residing in group homes and other similar facilities located within the SELPA's geographic boundaries. The group unanimously agreed that the SELPA will hold the funds. Annually, the funds will be allocated based on a pro-rata share of prior year's actual out-of-home care expenditures incurred on behalf of non-resident students (those who reside outside the geographical boundaries of the SELPA) as reported by the SELPA members. Due to changes in law, this funding allocation should be updated for the 2017-18 fiscal year and beyond.

5. SELPA Administrative Unit

The SELPA is responsible for ensuring the SELPA and its members stay in compliance with federal and state laws by monitoring and completing reporting requirements, allocating funds to

the SELPA members, and operating an early education program, as well as providing a multitude of mental health related services for its members. Beginning in November of each year, the Director's will discuss changes to the SELPA Staffing Plan for the subsequent year. The plan will be finalized by the Director's at their December meeting. The updated staffing plan will then be reviewed by the Finance Committee in January, with final approval by the SELPA Board and AU Board no later than March and April, respectively. This timeline applies to the administrative component of the SELPA budget, not the mental health component of the budget, as that component relies on pupil counts and is funded with state mental health dollars.

Ages Zero to Two

Early Intervention

Early intervention programs are currently operated by two SELPA members (ACOE and the SELPA). Early intervention funds (Resource Code 3385) shall be allocated so that ACOE receives \$45,757 to serve students age zero to two who are not low incidence, and the remaining funds will be retained by the SELPA to serve low incidence students in the SELPA infant program.

Infant Discretionary

Infant discretionary programs are currently operated by two SELPA members (ACOE and the SELPA). Infant discretionary funds (Resource Code 6515) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages zero to two. Should additional members implement a program, the funding formula will remain intact and each member will receive their pro-rata share of the funding.

Ages Three to Five

Preschool Grant

Preschool programs are currently operated by three SELPA members (Dublin Unified SD, Livermore Unified SD, and Pleasanton Unified SD). Preschool grant funds (Resource Code 3315) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages three to five. Should additional members implement a preschool program, the funding formula will remain intact, and each member will receive their pro-rata share of the funding.

Preschool Local Entitlement

Preschool programs are currently operated by three SELPA members (Dublin Unified SD, Livermore Unified SD, and Pleasanton Unified SD). Preschool local entitlement funds (Resource Code 3320) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages three to five,. Should additional members implement a

preschool program, the funding formula will remain intact, and each member will receive their pro-rata share of the funding.

Preschool Staff Development

Preschool programs are currently operated by three SELPA members (Dublin Unified SD, Livermore Unified SD, and Pleasanton Unified SD). Preschool staff development funds (Resource Code 3345) shall be allocated on a pro-rata basis using the prior year December pupil counts as reported in CASEMIS for students ages three to four. Should additional members implement a preschool program, the funding formula will remain intact, and each member will receive their pro-rata share of the funding.

Educationally Related Mental Health Services

The federal component of the funding (Resource Code 3327) shall be allocated to members on a pro-rata basis using the prior year P-2 ADA.

The state component of the funding (Resource Code 6512) shall be allocated to members on a pro-rata basis using the prior year P-2 ADA, less an “off-the-top” amount retained by the SELPA to provide mental health services for its members.

Beginning in November of each year, the Director’s will discuss changes to the ERMHS staffing plan for the subsequent year. The plan will be finalized by the Director’s at their December meeting. The updated ERMHS staffing plan will then be reviewed by the Finance Committee in January, with final approval by the SELPA Board and AU Board no later than March and April, respectively. The members concurred that flexibility will be integral, as a significant component of the budget is for clinicians, which can fluctuate based on pupil counts. The SELPA will finalize the number as soon as possible and provide updated budget numbers to members at the subsequent Director’s Group meeting.

Fee for Service Agreement

Pleasanton Unified SD, Livermore Unified SD, and Dublin Unified SD serve as program operators of regionalized programs. Districts utilizing these programs agree to pay a fee for the services provided. The fee for service agreement, or bill back formula, is based on average teacher and paraeducator salaries + benefits (teacher and para rates) across Pleasanton Unified SD, Livermore Unified SD, and Dublin Unified SD, less revenues earned, and will be billed as a daily rate. The formula is:

(Local Control Funding Formula [LCFF] per ADA + AB 602 + IDEA Basic Local Assistance, Part B revenues) ÷ 180 Days = Daily Rate
minus

$$\frac{(\text{Average teacher rate} + [\# \text{ of classroom paras} \times \text{average para rate}] + \text{incidentals}^1}{\# \text{ of students enrolled in class on December 1 [1}^{\text{st}} \text{ interim]} \text{ or April 1 [2}^{\text{nd}} \text{ interim]}} \div 180 \text{ Days} = \text{Daily Rate}$$

- The daily rate will be applied for every school day the student is enrolled in the classroom, regardless of whether the student is in attendance.
- The daily rate will be reduced by the revenue generated for the district of service from the LCFF, as well as revenue earned via the SELPA funding formula from the AB 602 and IDEA Basic Local Assistance, Part B allocations. This revenue will be calculated on a per-ADA basis and divided by 180 days.
- Speech Language Pathologists and Adapted Physical Education services will continue to be billed directly to the district of residence based on a flat rate set annually by the finance committee.
- IEP-based Occupational Therapy, Visually Impaired, Deaf and Hard of Hearing, Behavior, Orientation/Mobility Services, 1:1 paraprofessional (aide), nursing services and any other direct related service (formerly known as Designated Instruction and Services). This will be billed directly to the district of residence based on real costs.
- Districts agree to:
 - Provide the SELPA with verified student counts for each affected classroom within 30 days of the count day (by January 1 for the December 1 count, by May 1 for the April 1 count)
 - By January 1 and May 1, provide the SELPA with lists of nonresident students attending classes and inform the SELPA of entry and/or exit dates for students who were not enrolled in a given class for the entire interval
 - Provide the SELPA with all requisite information regarding the real costs of related services no later than December 30 (for all services up to and including December 1) and August 1 (for all services between December 2 and June 30)
- The SELPA agrees to:
 - By January 15, to prepare the first interim billback statements for classroom services (P-1), based on enrollment from the start of the school year through December 1
 - By February 15, to prepare the related services billback statements for all related services provided from the start of the school year through December 1
 - By June 30, to prepare the second interim billback statements for classroom services (P-2), based on enrollment from December 2 through the end of the school year

¹ Incidentals include psychologist support, basic nurse support, and teacher and paraprofessional substitutes

- By August 15, to prepare the related services billback statements for all related services provided from December 2 through the end of the school year
- Districts of residence have not traditionally been billed for services delivered as part of Extended School Year (ESY). No ESY services will be billed back unless all districts agree to change this practice.

SELPA Allocation Plan Review

The SELPA representatives will review the SELPA allocation plan at least biennially. No later than February 1 of each year, the SELPA director will present to the Governance Council any proposed changes to the SELPA allocation plan for the succeeding two years. The Governance Council will take action to amend the plan no later than the end of February.