MEMORANDUM

TO: Selected City and County Superintendents
    Directors of Specialized Treatment Centers

FROM: Andy Craig
       Deputy State Superintendent
       Administrative and Financial Services

RE: Distribution of ETF “Bed Count” Allocations for FY 17

In order to receive and distribute the appropriate bed count allocations to authorized Specialized Treatment Centers (STC), the Alabama State Department of Education is requiring the following documentation prior to funds being disbursed for FY17:

- A copy of the actual license provided to the STC by a specific state agency that identifies the actual number of beds licensed at that facility.

- A copy of the Memorandum of Agreement (MOA) signed by both parties (Specialized Treatment Centers and Local Education Agency) that outlines the specific services to be provided and the percentage of students at the STC that will be receiving educational services from the STC. A sample MOA can be located at https://www.alsde.edu/ofc/sp/osp/Specialized%20Treatment%20Centers/Sample%20STC%20Contract.docx.

If you have already submitted these items this year, please disregard this notice.

Please e-mail documentation to Sabrina May, Education Specialist, at smay@alsde.edu and copy Ethan Taylor, Coordinator of Budgets and Grants, at etaylor@alsde.edu.

The requested documentation must be submitted no later than Monday, August 1, 2016.

If you have any questions about the information to be provided, please contact Sabrina May at 334-353-0732 or Ethan Taylor at 334-242-9754.

AC/DRC/SM

cc: Dr. Dennis R. Coe
    Dr. Sabrina May
    Mr. Ethan Taylor