Alabama Student Assistance Plan Training Presentation

Alabama Department of Education
Prevention and Support Services Section
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Alabama Student Assistance Plan Training Agenda

- Alabama Student Assistance Plan (ASAP) Overview
- State At-Risk Guidelines
- Children First Guidelines
- Governor’s High Hopes Guidelines
- Application Content and Requirements
- Community Partnership Guidelines
- Flexibility Spending Guidelines
- ASAP Amendment Request Guidelines
- ASAP Carry-Over Funds
ASAP Overview

The purposes of the programs funded through the ASAP are as follows:

• To keep students in school.
• To encourage regular attendance and punctuality.
• To better prepare students for the world of work.
• To prepare students for further educational opportunities.
• To promote and to provide greater safety and security for schools.
• To promote greater parental and family support.
ASAP Overview

• The Alabama Student Assistance Plan (ASAP) is a consolidated plan developed in FY 2008.
• Consolidated from the former State At-Risk, Children First, and Governor’s High Hopes plans and applications.
• Funding sources are very precise in what services they are able to provide.
ASAP Overview

- State At-Risk, Children First, and Governor’s High Hopes plans have the same philosophical basis: providing assistance for students at risk, keeping students in school, and preventing non-completion of school.
- Although there are differences, the primary focus for funding is to provide academic and behavioral services and opportunities for students who persistently perform below average.
## ASAP Overview

### Plan Similarities

<table>
<thead>
<tr>
<th>Former State Plans now known as ASAP</th>
<th>Emphasizes alternative education and ways for successful completion of school</th>
<th>Application completed by committee and use the use of different data sources</th>
<th>Uses evidenced-based research and data to determine needs for effective implementati on</th>
<th>May Collaborate with community services, colleges, universities, and other entities</th>
<th>Prepares students for the work world and further educational opportunities</th>
<th>Promotes parent and family support and involvement</th>
<th>Utilizes an evaluative component to ensure accountability</th>
<th>Follows strict accounting procedures to ensure appropriate budgeting and expenditure and funds</th>
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<tbody>
<tr>
<td>State At-Risk</td>
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<td>Children First</td>
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<td>Governor's High Hopes</td>
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State At-Risk Guidelines
Purpose of Funding

State At-risk funds are for students who score at level 1 or level 2 (not proficient/partially proficient) in reading or mathematics on the current state assessments (ACT No. 2012-569). These students are at risk of not experiencing school success and are in danger of school failure and/or non-completion. Local school faculty and the school principal shall make recommendations for students at the school to include as participants in the at-risk program.
State At-Risk Guidelines
Purpose of Funding

Reasons for school failure or non-completion may be due to situations, circumstances, and/or conditions (e.g., environment, family, health, and other) over which they may have limited control. By providing focused attention and assistance in identified areas of need, students will be given opportunities to experience school success. Many of these students may be served at the local level through alternative programs.
State At-Risk Guidelines
Purpose of Funding

State At-Risk funds may be expended for student programs to improve efficiency and utilization of technology-based educational resources in the classroom (Act 2012-569). They may be used for, but are not limited to, after-school tutoring, summer schools, weekend schools, character education programs, drop-out prevention programs, career technical education youth programs, alternative schools, training of parents, purchase and use of web-based practice tests for the high school graduation exam and other standardized tests, programs to improve reading, and/or math, and/or science skills to increase grade-to-grade promotion, high school graduation and college preparedness, and other activities designed to assist at-risk students.
Children First Guidelines

Purpose of Funding

Children First funds may be expended in one or more of the following categories:

• Alternative Education Programs
• School Safety Enhancement Programs
Children First Guidelines
Purpose of Funding

The alternative education program(s) should be multiple-tier programs that address behavior, expulsion, and suspension as well as academic difficulties including, but not limited to below grade-level achievement, attendance, student pregnancy, and dropout prevention.
Children First funds allocated for *alternative education* programs may be used as follows:

- To employ personnel to support alternative education programs including nurses and school social workers.
- To develop new programs to meet assessed LEA need.
- To purchase materials and/or supplies per the following guidelines.
Children First Guidelines
Purpose of Funding

School Safety Enhancement Programs shall be designed to prevent or reduce violence in the school and community and to reduce school disciplinary or school safety problems. The funds may be used to purchase and install equipment that deter violence in individual public schools; to employ personnel who provide greater security; and to provide additional programs and materials that increase the safety of schools for all students, staff, parents, and other visitors.
Children First Guidelines
Purpose of Funding

Children First funds allocated for school safety programs may be used as follows:

• To employ personnel to support school safety programs including SROs and school security personnel.
• To purchase safety and security items to reduce discipline and school safety problems including surveillance equipment and electronic buzzers for entrance doors.
Children First Guidelines

Purpose of Funding

Children First funds may not be used:

- For supervisory/administrative personnel at the central office.
- To purchase land or buildings and renovations of buildings.
The purpose of Governor’s High Hopes funds is to allow schools to develop a plan to prevent students from dropping out of school and to become high school graduates. Such plans may include, but not be limited to, graduation coaches, remediation for students not passing all parts of the Graduation Exam, after-school and tutorial programs, career/technical programs, and early warning and prevention programs associated with the state courts and corrections (Act 2012-569).
Governor’s High Hopes Guidelines
Purpose of Funding

Any private or not-for-profit entity allocated funds for grants must comply with State of Alabama purchasing requirements for any good and/or services or equipment purchased with grant funds. Any not-for-profit entity must verify its current Internal Revenue Service (IRS) status with the Department of Education prior to any grant funds being allocated (Act 2012-569).
Application Content

• The Alabama Student Assistance Plan application has five different areas:

• A brief written narrative on your stationery and over your signature explaining your FY 2013 programs

• The Signature Page

• The Program Evaluation Detail (Evaluation Pages)

• The Program Planning Detail (Planning Pages)

• The Budget Description Detail (Budget Pages)
## Application Requirements

### ASAP STATE FUNDING

<table>
<thead>
<tr>
<th>GUIDELINES</th>
<th>STATE AT-RISK</th>
<th>CHILDREN FIRST</th>
<th>GOVERNOR’S HIGH HOPES</th>
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<tr>
<td><strong>Requirements by Law</strong></td>
<td>At-risk students shall be defined as those students who score at level 1 or 2 (not proficient/partially proficient) in reading or mathematics on the current state assessments.</td>
<td>25% financial match from local funds or in-kind services or programs.</td>
<td>Funds are to be allocated to local school systems based on the most recent 20-day count of Average Daily Membership (ADM) of all students.</td>
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<td><strong>Planning Guidelines</strong></td>
<td>Assessment of need through committee; Identification of strategies and community agency resources; Planning of activities; Development of method of evaluation.</td>
<td>Assessment of need through committee; Identification of strategies and 25% match; Planning activities; Development of method evaluation.</td>
<td>Assessment of need through committee; Identification of goals and strategies; Planning activities; Development of method evaluation.</td>
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<td><strong>Spending Guidelines</strong></td>
<td>At-risk funds may be expended for student programs to improve the efficiency and utilization of technology-based educational resources in the classroom.</td>
<td>Funds may be expended on personnel, services, and programs related to alternative education programs and school safety for K-12 students.</td>
<td>Funds may be expended on all students for the purpose of creating a plan to prevent students from dropping out of school and to become high school graduates.</td>
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<td><strong>Family Involvement</strong></td>
<td>Encourages membership on planning team; funds may be expended on personnel and services that enhance family responsibility.</td>
<td>Promotes family participation in school activities and parental responsibility for children’s academic and behavioral performances.</td>
<td>Any not-for-profit entity must verify its current Internal Revenue Service (IRS) status with the Department of Education prior to any grant funds being allocated.</td>
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<td><strong>Evaluation Guidelines</strong></td>
<td>Documentation of evaluation of measurable strategies through academic and behavioral activities and community agency assessments.</td>
<td>Documentation of evaluation of measurable strategies through performance improvement and monetary management.</td>
<td>LEAs analyze the total number of seniors served by Governor’s High Hopes in comparison to the number of seniors who actually graduated.</td>
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<td><strong>Signature Guidelines</strong></td>
<td>Signatures of approval from the ASAP Planning Team must be kept on file at the central office by the ASAP Coordinator.</td>
<td>A signature or letter of approval from the local Children’s Policy Council chairperson must be kept on file at the central office by the ASAP Coordinator.</td>
<td>A signature of approval from the Governor’s Office of Faith Based and Community Initiatives (GFBCI) Executive Director must accompany applications.</td>
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<tr>
<td><strong>Supplanting Guidelines</strong></td>
<td>The local board may not use State At-Risk funds to supplant existing and/or current resources.</td>
<td>The local board may not use Children First funds to supplant existing and/or current resources.</td>
<td>The local board may not use Governor’s High Hopes funds to supplant existing and/or current resources.</td>
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State High Hopes
Community Partnership Suggested Guidelines

Schools and school systems may involve the community in planning and implementing High Hopes programs. Therefore, schools may expend High Hopes funds to partner with non-profit community organizations in planning and implementing the programs, which directly assist in improving academic performance.

Any private or not-for-profit entity allocated funds for grants must comply with State of Alabama purchasing requirements for any good and/or services or equipment purchased with grant funds. Any not-for-profit entity must verify its current Internal Revenue Service (IRS) status with the Department of Education prior to any grant funds being allocated (Act 2012-569).
State At-Risk Community Partnership Suggested Guidelines

- All community organizations must have established non-profit, non-govermental status to be considered as a partner. An organization should not be considered if it cannot and has not established non-profit, non-govermental status under section 501 (c)(3) through appropriate Internal Revenue Service (IRS) documentation.
State At-Risk Community Partnership Suggested Guidelines

- If a secondary organization is under an “umbrella” or primary organization, the agency must show proof of being under the direction of the primary organization. Therefore, the secondary organization should submit documentation under the direction and name of the primary organization, not as a separate entity.
State At-Risk
Community Partnership Suggested Guidelines

- **Failure to submit appropriate documentation regarding Community Partnerships could delay the processing of Alabama Student Assistance Plan funds for the next fiscal year.**
Flexibility Spending Guidelines

For FY 2013, local boards of education may exercise flexibility among line item expenditures, not to create a reduction of earned teacher units and/or local board of education support personnel (ACT No. 2012-569, Education Trust Fund, Section 11).
ASAP Amendment Request Guidelines

The ASAP Amendment Request should be used to amend the budget detail of an already submitted and approved ASAP application. If your plan has been submitted, but not approved, only a budget detail will need to be emailed to make changes to your application.
A complete ASAP Amendment Request includes:

- A signature page
- A budget amendment page
- A budget detail from the application corrected to match the ASAP Amendment request.

Please submit a separate amendment (signature page and budget amendment page) for each program when appropriate, with the exception of the budget detail.
ASAP Amendment Request Guidelines

Procedures for Submitting a Request

1. Complete the information on the signature page for the program being amended.
2. Use the budget amendment page to show original expenditures (at the top) and amended expenditures (at the bottom).
3. Get appropriate signatures (for each amendment, when appropriate).
ASAP Amendment Request Guidelines

Procedures for Submitting a Request

4. Attach a budget detail from the ASAP application, corrected to match amended expenditures on the ASAP Amendment Request.

5. Mail to: Alabama State Department of Education
   Prevention and Support Services Section
   5227 Gordon Persons Building
   P.O. Box 302101
   Montgomery, Alabama 36130-2101

6. You’re finished!
ASAP Carry-Over Funds

No carry-over expenditures are permitted under the FY 2012 and the FY 2013 requirements.
Technical Assistance

For more information regarding the Alabama Student Assistance Plan, please refer to the ASAP Document Library or contact Jim Toney at telephone number (334) 242-8165 or e-mail at jtoney@alsde.edu.