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NAPA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

ALLOCATION PLAN 2020-21

History

AB602, which went into effect in 1998, established a system funding special education services based on an allocation per pupil in regular average daily attendance (ADA). All special education funds began flowing directly from the State to the SELPA Administrative Unit, which is the Napa County Office of Education. The Napa County SELPA AU in turn allocates the funds to the SELPA member LEAs according to its 2020-21 SELPA Allocation Plan.

Intent

It is the intent of the SELPA Allocation Plan to allocate all state and federal dollars among the member LEAs with the understanding that each LEA of residence is responsible for students requiring special education and related services within its boundaries.

Method

The state AB602 funding exhibit provided at each certification period is the primary funding data source. At each state certification period the allocation worksheets shall be updated, balanced against the state certification, and shared with each LEA. Funding shall be transferred or paid to LEAs in a prescribed and timely manner after the receipt of funds by the SELPA AU. Typically, a timely distribution would be 2 weeks after the receipt of the funds.

Definitions

LEAs of Residence: Each district is responsible for students requiring special education programs and services who reside within its geographic boundaries and as determined by their age and grade designation including students residing in Licensed Children's Institutions (LCI) within that district and approved interdistrict transfers. The LEA of residence is credited with ADA generated by the students enrolled in the district.

- An exception exists for high school students residing in the geographic boundaries of Howell Mountain Elementary School District and Pope Valley Union School District. Per Education Code Section 48031 any person who is eligible to attend high school and who does not reside in a high school district or in a unified school district may attend high school in any high school district or unified school district in the county in which he resides or within another county. When high school eligible students residing in Howell Mountain Elementary School District and Pope Valley Union School District choose to attend high school in St. Helena Unified School District, Calistoga Joint Unified School District or Napa Valley Unified School District, the district chosen/attended will become their LEA of Residence. The district chosen will be credited with the ADA generated by those students.
- Napa County Office of Education (NCOE) is the LEA of residence for students served by the Juvenile Court System at Juvenile Hall. NCOE will be credited with the ADA generated by those students.
- Students served by NCOE in community schools shall remain the responsibility of the LEA of residence and the LEA of residence shall be credited with any ADA generated by those students.

Regionalized programs/ services: Those services which are needed and cannot be provided efficiently and effectively by all individual districts due to an economy of scale. Such services are accessible to all member districts and contribute to the program options available throughout the Napa County SELPA. Regionalized service needs and costs are reviewed annually by the SELPA Administrators Committee and the SELPA Finance Committee and recommendations to continue, change or delete regionalized services are made to the SELPA Executive Board at a scheduled board meeting.

Regionalized Programs are:

- SELPA Administrative Unit Services which includes the SELPA Director and overall administrative support as well as, management of the web-based IEP system (SEIS) and the web-based record imaging system (SyTech)
- Assistive Technology Lending Library (ATLL)
- SELPA personnel development
- Special education preschool services which include autism transition services
- Infant services
- Low incidence equipment, materials and services
- Workability I
- Transition Partnership Program

Average Daily Attendance (ADA): The AB602 funding model provides funding to the SELPAs based on a rate per unit of ADA. ADA is calculated on all students in the LEA. In the SELPA Allocation Plan, AB602 ADA does not include ROP ADA and Adult ED ADA. Napa County SELPA ADA will be projected on prior year P-2 ADA with the year-end allocation based on current year P-2 ADA.

ADA Adjustment: Funds are paid through the principal apportionment. Principal apportionment amounts are calculated three times each fiscal year. The First Principal Apportionment (P-1) is certified by February 20th, the Second Principal Apportionment (P-2) is certified by July 2nd, and the Annual calculation is certified by February 20 of the following year. ADA adjustment will be based on the recertified apportionment documents showing ADA increases or decreases. The funding allocation will be reconciled at each certification.

Allocation Worksheets

Revenue Spreadsheet: Tracks all incoming funds. Funding which is tracked on the revenue spreadsheet is as follows...

- ***Funds coming to Napa County SELPA***
 - Federal IDEA Basic Local Assistance Entitlement (resource 3310/3311) per grant award.
 - AB602 (resource 6500) including property tax, ERAF, base, COLA (if applicable), growth (if applicable), Low Incidence Materials Services and Out of Home Care, per AB602 SELPA Funding Exhibit. If a change in AB602 funding occurs that is not addressed in this allocation plan, the SELPA Finance Committee will discuss the effects and make appropriate recommendations to the SEB for approval.
 - IDEA Mental Health Allocation Plan (resource 3327) per grant award
 - State Mental Health Entitlement (resource 6512) per state entitlement

- **Funds coming to Napa Infant Program/Napa Preschool Program**
 - IDEA - Preschool Grants, Part B, Sec 619 (resource 3315) per grant award
 - Preschool Staff Development (resource 3345) per grant award
 - IDEA Early Intervention Grants (resource 3385) per grant award
 - Early Ed Individuals with Exceptional Needs (Infant Program) (resource 6510) per state entitlement
- **Funds coming to Napa Valley Unified School District**
 - Transition Partnership Program (resource 3410) as per agreement
 - Workability I LEA (resource 6520) as per state entitlement

ADA/Pupil Counts Spreadsheet: Data that is tracked on the ADA/Pupil Counts Spreadsheet is as follows...

- P-2 ADA from CDE with CCS shift from CCS office
- Fall 1 Pupil Count for Preschool from CALPADS
- Fall 1 Pupil Count for Private School from CALPADS
- Out of Home Care Bed Count from CDE

Allocation Spreadsheet: Tracks all funds allocated for Special Education. For the 2020-21 school year, or until the allocation model is adjusted, the Napa County SELPA agrees to allocate special education funding as follows...

- **Funds distributed from the Napa County SELPA**
 - Federal IDEA and AB602
 - SELPA Administrative Unit – amount determined by SEB
 - * Sufficient AB 602 funds shall be allocated to SELPA Services to implement the annual approved budget. Prior to the allocation of AB602 funding to LEAs, funding shall be authorized by the SELPA Executive Board to provide SELPA Services which include funding for SELPA Administration Unit.
 - Personnel Staff Development – amount determined by SEB
 - * Staff development or personnel development grants shall be assigned to the SELPA. The SELPA Director in consultation with the SELPA Administrators Committee will design and provide a staff development program that is approved annually by the SELPA Executive Board.
 - Low Incidence Equipment, Materials and Services – as per AB602 funding exhibit
 - * The Low Incidence Equipment, materials and services funding shall be maintained in the SELPA Office and used to purchase low incidence equipment,

- materials and services (low incidence equipment repair and sign language interpreters) upon approving requests from districts for eligible students.
- Assistive Technology Lending Library (ATLL) – amount determined by SEB
 - Preschool
 - * Prior to allocation of AB 602 funding to the LEAs, a portion will be projected (calculated by dividing the number of three, four and five year olds in preschool as identified by NCOE by the number of K-12 students from the prior year Fall 1 Pupil Count times the AB602 funding) and allocated to the LEA of Residence based on the three, four and five year old prior year Fall 1 Pupil Count. Final allocation for the year shall be based on the current year Fall 1 Pupil count of three, four and five year olds in preschool as identified by NCOE.
 - Preschool Fee-for-Service Off-set (Previously the Preschool Local Entitlement – RS3320)
 - * \$440,000 of the federal IDEA (RS3310) funds shall go to the Napa County Office of Education to off-set costs of the Preschool Fee-for-Service program.
 - Transition Partnership Program Match – as defined in NVUSD agreement
 - * Prior to the Allocation of the AB602 funding to the LEAs, an amount shall be allocated to pay the match that is required for the Transition Partnership Grant.
 - Out of Home Care - as per AB602 funding exhibit
 - * Pursuant to Senate Bill 75 (Ch.51/2019), funding for each SELPA is based on the bed count data for GH and foster pupil count data that were used in the 2016-17 fiscal year. Funding for Community Care, Intermediate Care, and Skilled Nursing facilities is based on pupil count data collected by the Department of Developmental Services as of April 1, 2020 for children and youth ages 3 to 21.
 - Remaining for ADA Distribution
 - * All remaining AB602 funding dollars will be allocated to the LEAS of residence based ADA as defined in this document.
 - Other Funding by award at Napa County SELPA
 - IDEA Mental Health Allocation Plan, Part B, Sec 611 (resource 3327)
 - * Distributed based on the Mental Health Allocation plan approved by the SEB.
 - * For budgeting purposes, funds shall be allocated based on prior year Fall 1 CALPADS counts of children with 500 mental health service codes. The actual final allocation shall be based on current year Fall 1 CALPADS 500 codes. Duplicates shall be counted. 520 counseling codes will be reviewed by the SELPA Director to ensure that only mental health counseling codes are included.
 - State Mental Health Services Entitlement (resource 6512)
 - * Distributed based on the Mental Health Allocation plan approved by the SEB.

- * For budgeting purposes, funds shall be allocated based on prior year Fall 1 CALPADS counts of children with 500 mental health service codes. The actual final allocation shall be based on current year Fall 1 CALPADS 500 codes. Duplicates shall be counted. 520 counseling codes will be reviewed by the SELPA Director to ensure that only mental health counseling codes are included.
- NOTE: Pursuant to AB114, these funds must be exclusively used to support mental health services that are included within as Individualized Education Program (IEP).
- **Funds at NIP/NPP**
 - IDEA - Preschool Grants, Part B, Sec 619 (resource 3315)
 - Grants designated for preschool services shall be allocated to the NCOE as a service provider under a fee for service model, with the condition that the LEA of residence be credited with funding based on the 3, 4 and 5 year olds in preschool as identified by prior year Fall 1 pupil count.
 - Preschool Staff Development (resource 3345)
 - IDEA Early Intervention Grants (resource 3385)
 - Early Ed Individuals with Exceptional Needs (Infant Program)(resource 6510)
 - Funding for the operation of the Infant Program by the Napa County Office of Education shall be limited to the state unit funding mechanism and the federal and state grants specifically provided for the infant age group.
- **Funds at Napa Valley Unified School District**
 - Transition Partnership Program (resource 3410)
 - Transition Partnership grant will be allocated to NVUSD for the provision of those services.
 - Workability I LEA (resource 6520)
 - Workability grant will be allocated to NVUSD for the provision of those services.

AB 602 Non-Public School extraordinary cost pool funding shall be allocated to the LEA submitting the request to CDE (actual additional income at annual certification).

Per federal regulations and SELPA policy related to parentally placed private school students, districts of location must track and expend a proportionate share (RS3311) of its federal funds on parentally placed private school students. A calculation of proportionate share will be done annually as prescribed by the CDE, and the appropriate amounts will be allocated to the districts as a portion of their IDEA Basic Local Assistance Entitlement. Child-Find and assessment costs cannot be counted toward the proportionate share calculation.

Indirect costs-rates are approved annually by the SELPA Executive Board.

Cash Distribution

The purpose of the section is to give guidelines for the timely distribution of cash from the Napa County SELPA.

IDEA (resource 3310/3311): \$440,000 shall be distributed to the Napa County Office of Education as an off-set to the Preschool Fee-for-Service program. Remaining IDEA funds shall be distributed based on the percent of prior year's ADA less the ADA of the Napa County Court and Community Schools, Howell Mountain Elementary School District and Pope Valley Union School District. Payments made based on submitted expenditure reports.

ERAF (resource 6500): The first ERAF payment will fund one-half of the "off-the-top" contributions and the remainder will be distributed based on the prior year's allocation. The second payment will be distributed based on the prior year's allocation.

Property Tax (resource 6500): The first property tax payment will fund one-half of the "off-the-top" contributions and the remainder will be distributed based on the prior year's allocation. The second payment will be distributed based on the prior year's allocation. The final payment will true up allocation to the current year's allocation amount.

AB602 (resource 6500): Paid out to Napa Valley Unified School District quarterly. Extraordinary Cost Pool will be paid at annual certification to the districts which filed claims as per the CDE ECP certification. Prior Year adjustments will be paid (or taken back) based on that year's ADA.

Federal Mental Health (resource 3327): Paid out as per the Mental Health Allocation Plan approved by the SEB. Payments made based on submitted expenditure reports.

State Mental Health (resource 6512): Paid out as per the Mental Health Allocation Plan approved by the SEB.

Term of Agreement

This SELPA Allocation Plan will be reviewed annually and will be incorporated into the Napa County SELPA Local Plan upon approval by the Napa County SELPA Executive Board.

Signatures

NVUSD Superintendent
Rosanna Mucetti

DocuSigned by:
Rosanna Mucetti Date 6/21/2020

Calistoga JUSD Superintendent
Erin Smith-Hagberg

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DocuSigned by:
Erin Smith-Hagberg Date 7/1/2020

Howell Mountain ESD Superintendent
Janet Tufts

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Janet Tufts Date 7/1/2020

Pope Valley USD Superintendent
Ken Burkhart

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DocuSigned by:
Ken Burkhart Date 7/6/2020

St Helena USD Superintendent
Marylou Wilson

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NCOE Superintendent
Barbara Nemko

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SELPA Director
Ginny Maiwald

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