

## LEA Request for Funding (RFF) Application FY23

Utah College and Career Readiness School Counseling Program Funds

Grades 7 - 12

### Duration of Program

July 1, 2022 to June 30, 2023

### Funding Procedure

Funding appropriated by the Utah State Legislature for the continuation of the School Counseling Program will be available to Local Education Agencies (LEAs) through this application process. LEAs will receive continued support from this funding source provided by the Utah State Legislature, through the Utah State Board of Education (USBE), based upon performance and adherence to the standards cited in **Board Rule R277-462**. Disbursement criteria shall remain consistent with the enrollment allocations and priority for funding noted in **Board Rule R277-462-4**.

### Eligible Applicants

Utah LEAs

### Statement of Purpose

Funds disbursed for this program shall be used for secondary schools, grades seven (7) through twelve (12), to provide collaborative instruction and individual planning, including a written plan for the Plan for College and Career Readiness conferences and processes for each student at the school, including a four-year and beyond plan for each student, systemic approach for dropout prevention with social/emotional supports, and system support for the school counseling program. **Board Rule R277-462** directs LEAs to hire licensed school counselors for appropriate identified activities with secondary students. Use of funds shall remain consistent with **Board Rule R277-462-4**.

### Assurances

Each LEA will meet all of the criteria as currently contained in the **Board Rules R277-462** and **R277-911-11**. Each school shall:

- Certify to USBE, in CACTUS, by **October 1** annually the Full-Time Equivalent (FTE) licensed school counselor(s), assigned to serve students in grades seven (7) through twelve (12).
- Certify that secondary school counselor to student ratios, at the LEA level, are one (counselor) to 350 (students) or better (1:350).
  - By **April 1** annually, LEAs not meeting the 1:350 ratio required under **Board Rule R277-462-6**, shall submit a plan to the Board to be approved for meeting established ratios, including timeline and budget, to continue to receive School Counseling Program and Minimum School Program funding.
- Plan for College and Career Readiness shall be implemented per **535E-2-304** and **Board Rule R277-462**. Plan for College and Career Readiness means a plan developed by a student and the student's parent/guardian in consultation with school counselor, teachers, and administrators that: is initiated at the beginning of grade 7; identifies a student's skills and objectives; maps out a strategy to guide a student's course selection; and links a student to post-secondary options, including higher education and careers.
- **Board Rule R277-462: School Counseling Program** requires that:
  - The School Counseling Program shall be integrated into the mission of the school and be consistent with the AdvancED process as defined in **Board Rule R277-413**, Accreditation of Secondary Schools, Alternative or Special Purpose Schools. School counselors shall provide evidence that the School Counseling Program contributes to student achievement included in the local school improvement plan developed as part of the AdvancED process.
  - The School Counseling Program shall participate in an formal on-site review every six years. Successful on-site reviews of the School Counseling Program shall indicate activities in individual student planning, dropout prevention with social/emotional supports, and collaborative classroom instruction.
  - The six year formal on-site review of the School Counseling Program shall be completed by USBE no later than **May 1** annually. Continued disbursement of funds is contingent on a passing formal on-site review. Consistent with the program approval schedule, LEAs electronically submit the USBE "On-Site Review Performance Self-Evaluation" which has been completed and signed by the school counseling team, LEA CTE/School Counseling Leader, and the USBE review team.
  - The on-site interim review team shall consist of no more than 3 members. Team members include a district CTE/School Counseling Leader, and one district school counselor from the same grade levels as the program being evaluated. If no other school exists within the district of the same grade levels, one counselor from another school district would be required.
  - LEAs will provide an interim three-year review for each participating program. Format for these interim reviews shall be under the supervision of the LEA, but should focus on school counseling program standards, including improvement/data projects. Interim reviews should align with the proposed plan presented in the RFF. The interim report shall be received by USBE no later than **May 1** for continued disbursement of funds.
  - Each school applying for funding will complete an annual performance self-evaluation of their program and save it in the electronic evidence box. This process shall be monitored by the LEA CTE/School Counseling Leader. If a school's program has completed an on-site review during the school year, and has submitted a Performance Self-Evaluation to USBE by **May 1**, this requirement shall be considered complete.
  - Each school will complete ONE program improvement/data project, focused on improving student outcomes in the areas of access, attainment or achievement and submit it to USBE by **June 1** annually.
  - New schools seeking to become a USBE approved School Counseling Program must submit a letter of intent and complete the formal on-site review for new programs by **May 1** annually to qualify to receive School Counseling Program funds.
  - All funds will be utilized to meet the purposes of the School Counseling Program that is in accordance with **Board Rule R277-462-7**.

### Application Procedure

Complete the non-competitive LEA Request for Funding (RFF) application (this document), listing all schools in the LEA which are eligible, or which will be eligible, for funds through the School Counseling Program. Submit the RFF to USBE no later than **June 1**. Requests submitted after June 1 will not be considered for funding.

Please submit this file as your School Counseling Program Request for Funding (RFF) in accordance with Board Rule R277-462: School Counseling Program and R277-462-4: School Counseling Program Approval and Qualifying Criteria.

**\*\*\* NO FUNDING CAN BE USED FOR INCENTIVES OR FOR FOOD\*\*\***

- In support of appropriate use of funding in SB91, all LEAs will report FY22 current expenditures as well as FY23 projected expenditures.
- LEAs must assure funding is used for the following:
  - A. LEAs shall use funds for students in grades 7 - 12 (middle school expenditures shall only include grades 7-8 and shall *not* include grade 6).
  - B. LEAs may use funds to provide a school guidance curriculum.
  - C. LEAs may use funds to provide student activities that support the Plan for College and Career Readiness process.
  - D. LEAs may use funds for personnel costs including clerical positions that support the Plan for College and Career Readiness process.
  - E. LEAs may use funds for Career Center equipment or materials such as computers, computer software, media equipment, occupational information, Plan for College and Career Readiness
  - F. LEAs may use funds for professional development for personnel involved in the School
  - G. LEAs may use funds for the expenses of extended days which are required to run the School Counseling Program.
  - H. LEAs may use funds for classroom guidance curriculum materials.
  - I. LEAs may use funds to pay for the membership of at least one secondary school counselor (per school, per year) in the American School Counselor Association (ASCA) to facilitate accessing research and resources for effective program. implementation and effective student interventions
  - J. LEAs shall not use funds to supplant current or existing personnel or programs.

## LEA Request for Funding (RFF) Application FY23

Applications will be reviewed as soon as they are received. LEAs will be notified if funds will not be awarded no later than thirty (30) days after receipt of the application.

**1. Name of LEA:**

Address:

**2. Name of LEA School CTE Director:**

Work Phone:

Email Address:

**3. Name of LEA School Counseling Director:**

Work Phone:

Email Address:

# LEA Request for Funding (RFF) Application FY23

## Program Overview

List current middle/junior high schools and high schools (grades 7 - 12) in the College and Career Readiness School Counseling Program during the 2021 - 2022 school year. Include new school designations as well.

- **New school designation: Only mark \* for new schools coming onboard 2022 - 2023.**

New School 2022 - 2023	Name of School:
*	Starview High School
	Ridgeview High School
	Plainview Junior High School

## Current and Projected Expenditures

**R277-462**

### Allowable Use of School Counseling Program Funds

- A. LEAs shall use funds for students in grades 7-12 (expenditures shall not include middle schools with 6th grade students).
- B. LEAs may use funds to provide a school guidance curriculum.
- C. LEAs may use funds to provide student activities that support the Plan for College and Career Readiness process.
- D. LEAs may use funds for personnel costs including clerical positions that support the Plan for College and Career Readiness process.
- E. LEAs may use funds for Career Center equipment or materials such as computers, computer software, media equipment, occupational information, Plan for College and Career Readiness folders or educational information.
- F. LEAs may use funds for professional development for personnel involved in the School Counseling Program.
- G. LEAs may use funds for the expenses of extended days which are required to run the School Counseling Program.
- H. LEAs may use funds for classroom guidance curriculum materials.
- I. LEAs may use funds to pay for the membership of at least one secondary school counselor (per school, per year) in the American School Counselor Association (ASCA) to facilitate accessing research and resources for effective Program implementation and effective student interventions and outcomes.
- J. LEAs shall not use funds to supplant current or existing personnel or programs.

### Instructions for Reporting Current 2021 - 2022 Expenditures

**ONLY** include the LEA's allocated CTE School Counseling funding received from USBE FALL 2021 for School Counseling Programs. (Example: If an LEA is allocated \$20,059 from CTE add on state funding for School Counseling Programs, this report's total 2021 - 2022 expenditures **CANNOT EXCEED** the \$20,059 allocated amount.) Input the expenditure in each of the cells according the specified category. The spreadsheet will auto-calculate the figures to give subtotals and the grand total.

### Instructions for Reporting Projected 2022 - 2023 Expenditures

The estimated allocation for this report comes from the prior year's allotment. **ONLY** include the LEA's projected expenditures from CTE add-on funding for School Counseling Programs. (Example: If the estimated LEA allocation is \$20,059 from CTE add-on state funding for School Counseling Programs, this report's total expenditures **CANNOT EXCEED** the estimated \$20,059 allocated amount.) Input the expenditure in each of the cells according the specified category. The spreadsheet will auto-calculate the figures to give subtotals and the grand total.

### Current 2021 - 2022 Expenditures for School Counseling Program Expenses

Salary/Benefits	
Professional Development	
Travel	
Association Membership	
Materials/Supplies	
Equipment	
Indirect Costs	
<b>TOTAL</b>	

### Projected 2022 - 2023 Expenditures for School Counseling Program Expenses

Salary/Benefits	
Professional Development	
Travel	
Association Membership	
Materials/Supplies	
Equipment	
Indirect Costs	
<b>TOTAL</b>	

### Current 2021 - 2022 Expenditures for LEA Leadership Expenses

Salary/Benefits	
Professional Development	
Travel	
Association Membership	
Materials/Supplies	
Equipment	
Indirect Costs	
<b>TOTAL</b>	

### Projected 2022 - 2023 Expenditures for LEA Leadership Expenses

Salary/Benefits	
Professional Development	
Travel	
Association Membership	
Materials/Supplies	
Equipment	
Indirect Costs	
<b>TOTAL</b>	

### Current 2021 - 2022 Expenditures Total

### Projected 2022 - 2023 Expenditures Total

**If applicable, describe the proposed LEA format of the interim review process scheduled for 2022 - 2023.**

## School Counseling Program Request for Funding (RFF) Application FY23 Signature Page

***By signing this document (digital signatures or hard signatures), the LEA verifies that information on the RFF Application is accurate. Save the completed signature page as "LEA.RFF.FY23.Signature"***

Name of District or Charter School:

Signature of District/Charter School CTE Director:

Signature of District/Charter School Student Services:

Signature of District/Charter School Counseling Director:

