

POLICY 3100.72
METHOD OF DISTRIBUTION OF FUNDS

YOLO COUNTY SPECIAL EDUCATION
LOCAL PLAN AREA (SELPA)

MENTAL HEALTH FUNDS ALLOCATION PLAN

A. ALLOCATION METHODOLOGY

1. Mental health revenue is defined as those funds received by the SELPA Administrative Unit (AU), including: Prop 98 funds for Educationally Related Mental Health Services (Resource 6512) and Individuals with Disabilities Education Act (IDEA) funds for Educationally Related Mental Health Services (Resource 3327). For the purpose of this section, this will be referred to as the SELPA Mental Health Apportionment. The outlined SELPA Mental Health Apportionment allocation methodology will commence in the 2018-2019 school year.
2. The SELPA AU is the designated recipient of the SELPA Mental Health Apportionment on behalf of the member Local Education Agencies (LEAs). All references to LEA(s) shall include any member LEA charter school(s). The Mental Health Funds Allocation Plan does not apply to non-LEA charter schools which are considered to be a school of the chartering LEA for purposes of special education.
3. The SELPA AU will retain \$300,000 of the SELPA Mental Health Apportionment to fund a Residential Cost Pool. SELPA member LEAs will have the ability to request from the SELPA AU a partial or full reimbursement (depending on total SELPA need) of their annual residential placement costs (i.e., room and board and mental health service expenses) associated with a LEA's new, first-time residential placement of a student on an Individualized Education Program (IEP). Residential Cost Pool funds will be allocated with adherence to the following guidelines:
 - a. The IEP meeting placing a student in a residential educational setting must be held between July 1st and June 30th of the fiscal year the request is being submitted for.
 - b. By July 31st, member LEA will submit to the SELPA AU a Residential Cost Pool reimbursement claim which details the name and identification code of the residential facility, student name, and the total annual cost of the placement for the prior fiscal year. Each LEA's Residential Cost Pool claim will be reimbursed based on a proration factor determined by dividing the Residential Cost Pool total value (revenue) by the total of the LEAs' cost claims for that

fiscal year. These reimbursements will be paid to each LEA within 30 days of receiving all member LEA cost claims.

4. Esparto Unified School District and Winters Joint Unified School District annually will receive a Small District Supplement of up to \$75,000 respectively. Annually, Winters and Esparto will demonstrate their need for the Small District Supplement by submitting a reimbursement request for qualifying mental health expenses in accordance with Section 2 of the Annual Review Process below.
5. After reserving \$300,000 for the Residential Cost Pool and \$150,000 for the Small District Supplement, the SELPA AU will allocate the remaining SELPA Mental Health Apportionment to LEAs based on prior year's P2 Average Daily Attendance (ADA). Additionally, unused funds from the Residential Cost Pool and Small District Supplement will be allocated out to LEAs every fiscal year based on prior year's P2 ADA.
 - a. In accordance with California Education Code 41601.5, for any fiscal year, if one or more LEAs experience an increase in the number of units of average daily attendance from the second principal apportionment to the annual apportionment, that is attributable to pupils of migrant agricultural workers, annual apportionments will be used in lieu of the units of average daily attendance for the second principal apportionment to allocate unused mental health funds. This increase must be either: equal to or greater than 2 percent; or equal to or greater than 10 units of average daily attendance (for districts of less than 2,501 units of average daily attendance).

B. ANNUAL REVIEW PROCESS

1. Each member LEA must submit a Plan for Use of Mental Health Funds to the SELPA AU by August 31st. The plan needs to delineate projected costs by Object Code, Object Title, Goal, and Function and include a narrative description (Exhibit B). The SELPA AU will review and approve each LEA's Plan for Use of Mental Health Funds by September 15th.
 - a. If an LEA's Plan for Use of Mental Health Funds does not meet the criteria for qualifying purposes outlined below in Section 2, the SELPA will work with the LEA to develop a plan that will meet criteria.
 - b. After the SELPA has approved an LEA's Plan for Acceptable Use of Mental Health Funds, an LEA must obtain the SELPA Director's approval prior to making any programmatic revision to their plan. The LEA will receive a response from the SELPA

Director regarding the status of their plan revision(s) within 5 working days.

2. Each member LEA shall submit a year-end reconciliation for cumulative year-to-date mental health expenditures by Object Code, Object Title, Goal, and Function to the SELPA AU by July 31st (Exhibit C). LEAs must provide documentation of expenditures (i.e., paid invoices, payroll documents, etc.). The SELPA AU will verify that the mental health funds expended were used for qualifying purposes. Qualifying purposes are defined with adherence to the following guidelines:
 - a. To provide related mental health related services to students on IEPs, including out-of-home residential services, pursuant to federal law and as described in Education Code Section 56363. The SELPA AU will verify related mental health services using member LEA's Mental Health Service Reports generated in the Special Education Information System (SEIS).
 - b. For mental health expenses outlined in the California Department of Education (CDE) guidance letter regarding Assembly Bill 114: Use of Mental Health Funds in the Budget Act of 2011-12 from Fred Balcom dated January 5, 2012 (Exhibit A).
3. If the SELPA AU determines any mental health related expenditures requests were made for non-qualifying purposes, the LEA will not be reimbursed for those expenditures and those funds will be allocated to LEAs with additional qualifying expenses based on prior year's P2 ADA.

Superintendents' Council

Adopted: 11/13/2017

Second Reading: 11/13/2017

First Reading: 10/9/2017