

# Youth Education Coordinating Form

Name of Program	Date
Address of Program	Phone

**Provider Instructions:** Complete applicable sections of either Form I **or** Form II prior to meeting with School District Superintendent or Designee. Complete additional sections in a meeting with School District Superintendent or Designee.

Choose One:

- Youth Education Coordinating Form I**, Programs not using State/local funds or educational services (Does not apply to programs providing an accredited Private School)
- Youth Education Coordinating Form II**, Programs where youth are receiving services from local school districts and/or using state/local funds, including Utah State Youth in Custody (YIC) funds

**School District Instructions:** Review Form I **or** Form II of the Youth Education Coordinating Form with the Human Services Provider seeking licensure. Review and complete information on the form as necessary. If the Educational Service/Funding plan is adequate, sign the form and retain a copy for your records.

If the Educational Service/Funding plan is lacking, do not sign. Instead, complete Youth Education Coordinating Form III to specify adjustments to the Educational Service/Funding plan necessary prior to approval.

The completion and signing of this Youth Education Coordinating Form does not endorse, support, or oppose licensure of the above-named program.

- Youth Education Coordinating Form II**, Inadequate Education Service/Funding Plan

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YEC Form I 1/2

# Youth Education Coordinating Form I

Programs not using state/local funds or educational services

*This does not apply to programs that provide a private school accredited by an entity recognized by the Utah State Board of Education. This form may not be used for programs that serve clients who are eligible for Utah State Youth in Custody (YIC) education funds.*

To be completed by Provider prior to meeting with School District Superintendent or Designee

**License Type** (Check all appropriate)

- Child Placement
- Day Treatment
- Residential Treatment
- Outdoor Youth Program

**Reason for Application Submission** (Check all appropriate)

- Probationary License
- Initial Licensing
- License Renewal
- Change of Program Address/Location
- Change of Program/Center Capacity
- Change of Program/Type of Population Service
- Annual Youth Education Coordinating Form Renewal

**Description of Population to be Served** (Check all appropriate)

- Private
- Homeless
- Other \_\_\_\_\_

Projected Number of Children and Youth to be Served in Program \_\_\_\_\_

Age Range of Population \_\_\_\_\_

**Composition of Population** (Indicate projected number for each descriptor)

- Males
- Females

YEC Form I 2/2

**Description of Educational Service Plan** (See 62A-2-108.1 (2))

*All human services programs licensed to serve education entitled children must present an educational services plan that includes evidence that is satisfactory to the office of licensing and the local school board of the school district in which the human services program will be operated to ensure that children served by the human services program shall receive appropriate educational services satisfying the requirements of applicable law.*

Notification of application for licensure was received by this office on \_\_\_\_\_.

The school district **will not be providing any funds or services** to the above-named program or treatment center. The school district retains responsibility for Child Find requirements as set forth by the Individuals with Disabilities Act (IDEA) and the Utah State Board of Education Special Education Rules.

*If the local school board or district superintendent disapproves of the educational service plan, see Youth Education Coordinating Form III.*

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Signature of Superintendent  
(or designee)

District

Date

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Signature of District YIC Director  
(or Student Services Director)

Position

Date

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Signature of Treatment Program Representative

Position

Date

YEC Form II 1/3

## Youth Education Coordinating Form II

Programs where youth are receiving services from local school districts and/or using state/local funds, including Utah State Youth in Custody (YIC) funds

**Section I** (To be completed by Provider prior to meeting with School District Superintendent or Designee)

**License Type** (Check all appropriate)

- Child Placement
- Day Treatment
- Residential Treatment
- Outdoor Youth Program

**Reason for Application Submission** (Check all appropriate)

- Probationary license
- Initial Licensing
- License Renewal
- Annual Youth Education Coordinating Form Renewal
- Change of Center/Program Address/Location
- Change of Program/Center Capacity
- Change of Program/Type of Population Served

**Description of Population to be Served** (Check all appropriate)

- Youth in Custody
- Adjudicated (Foster, etc.)
- Homeless
- Private
- Mental Health Foster Home/Therapeutic Foster Home
- Other \_\_\_\_\_

Projected Number of Children and Youth to be Served in Program \_\_\_\_\_

Age Range of Population \_\_\_\_\_

**Composition of Population** (Indicate projected number of each descriptor)

- Males
  - Females
  - Local District Residents
  - Utah Residents
  - Out-of-State Residents\*
  - Students with Disabilities (Briefly describe) \_\_\_\_\_
- \*Requires Education Funding Plan and MOU (See UCA 62A-2-108.1 (2))

**Description of Custodial Status of Population** (Indicate projected number for each descriptor)

- In Custody of Utah State Agency (e.g. DJJS, DCFS)
  - In Custody of Parents Who Are Residents of Utah
  - In Custody of Parents Who Are Out-of-State Residents\*
  - In Custody of Out-of-State Public Agency\*
- \*Requires Education Funding Plan and MOU (See UCA 62A-2-108.1 (2))

YEC Form II 2/3

**Description of Individual/Agency Placing Population** (Indicate projected number for each descriptor)

- Children/Youths placed by Parent/Guardian who is Resident of this School District
- Children/Youths placed by Parent/Guardian who is Resident of Utah
- Children/Youths placed by Parent/Guardian who is Out-of-State Resident\*
- Children/Youths placed by Utah State Agency (Social Services, Mental Health, etc.)
- Children/Youths placed by Utah Public Agency (school district, local mental health, etc.)
- Children/Youths placed by Out-of-State Public Agency\*
- Other (describe) \_\_\_\_\_

\*Requires Education Funding Plan and MOU (See UCA 62A-2-108.1 (2))

**Description of Treatment Center Program** (Include information as to program offerings, outpatient, inpatient, outpatient/inpatient combination, length of stay, general description, etc.)

The applicant is seeking licensure as a...

- Private treatment programs without a regularly organized education program.
- Public agency operated programs without a regularly organized education program (Utah state youth in custody funds may apply).

**Description of educational program(s) to be provided by treatment center and/or local school district and/or with State funds and any necessary education funding** (Attach any additional forms, agreements, or MOU's to this form)

YEC Form II 3/3

**Section II** (To be completed in meeting with School District Superintendent or Designee.)

*For specific information on school district responsibilities for each of the categories indicated below, refer to accompanying documents "Determination of Duty to Enroll" and "Special Education Services for Eligible Students"*

**Description of educational services to be provided by school district** (indicate what educational services are to be provided and where the services will be provided, i.e., in a district school or in the treatment center, combination of locations, etc.)

- \_\_\_\_\_ Educational services (including appropriate special education and related services in keeping with responsibilities outlined above) will be provided in appropriate school locations in the district.
- \_\_\_\_\_ Educational services are provided at the program site by district personnel. \*
- \_\_\_\_\_ Educational services will be determined on an individual student basis in meetings with representatives from school district and treatment center/program staff and others as appropriate. \*
- \_\_\_\_\_ Other \_\_\_\_\_  
 \*Attach appropriate MOU

Upon verification of application for licensure of this treatment program, the school district will provide educational services in keeping with the information so indicated during the meeting held on the date reflected below and contained in this document and consistent with the Utah State Board of Education rules regarding students in hospital/treatment settings. Youth Education Coordinating Form II will be reviewed and completed at least annually in addition to each time the applicant for licensure re-applies for licensure under the conditions contained below:

- Probationary license
- Initial license
- Renewal License
- Change of facility address/location
- Change of population
- Change of capacity

This document will be considered null and void in the event of any changes reflected in the list above and/or upon expiration of the treatment program/center's license.

The completion and signing of this Youth Education Coordinating Form does not endorse, support, or oppose licensure of the above-named program.

*If the local school board or district superintendent disapproves of the Educational Service Plan or Educational Funding Plan, see Youth Education Coordinating Form III.*

Signature of Superintendent (or designee)	District	Date
Signature of District YIC Director (or Student Services Director)	Position	Date
Signature of Treatment Program Representative	Position	Date

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### Youth Education Coordinating Form III

#### Inadequate Education Service/Funding Plan

*If the local school board or district superintendent disapproves the educational service plan or the educational funding plan, the program shall submit to the Office of Licensing a letter outlining the specific requirements identified by the local school board or district superintendent. See UCA 62A-2-108.1(4)*

A plan of correction may be accepted if the private provider is making a good faith effort in cooperation with the school district to address the specific requirements as outlined in the letter.

The \_\_\_\_\_ School District finds the program plan of \_\_\_\_\_ (Provider) to be inadequate for the following reasons:

**In order to receive approval of its Educational Service/Funding Plan, the private program must:**

Signature of Superintendent (or designee)	District	Date
Signature of District YIC Director (or Student Services Director)	Position	Date
Signature of Treatment Program Representative	Position	Date

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**62A-2-108.1 Coordination of human services and educational services -- Licensing of programs -- Procedures.**

(1) For purposes of this section:

(a) “accredited private school” means a private school that is accredited by an accrediting entity recognized by the Utah State Board of Education; and

(b) “education entitled children” means children:

(i) subject to compulsory education under Section 53G-6-201;

(ii) subject to the school attendance requirements of Section 53E-7-202; or

(iii) entitled to educational services under Section 53E-7-202.

(2) Subject to Subsection (8) or (9), a human services program may not be licensed to serve education entitled children unless the human services program presents an educational service plan that includes evidence:

(a) satisfactory to:

(i) the office; and

(ii)

(A) the local school board of the school district in which the human services program will be operated; or

(B) the school district superintendent of the school district in which the human services program will be operated; and

(b) that children served by the human services program shall receive appropriate educational services satisfying the requirements of applicable law.

(3) Subject to Subsection (8) or (9), if a human services program serves any education entitled children whose custodial parents or legal guardians reside outside the state, then the program shall also provide an educational funding plan that includes evidence:

(a) satisfactory to:

(i) the office; and

(ii)

(A) the local school board of the school district in which the human services program will be operated; or

(B) the school district superintendent of the school district in which the human services program will be operated; and

(b) that all costs for educational services to be provided to the education entitled children, including tuition, and school fees approved by the local school board, shall be borne by the human services program.

(4) Subject to Subsection (8) or (9), and in accordance with Subsection (2), the human services program shall obtain and provide the office with a letter:

(a) from the entity referred to in Subsection (2)(a)(ii):

(i) approving the educational service plan referred to in Subsection (2); or

(ii)

(A) disapproving the educational service plan referred to in Subsection (2); and

(B) listing the specific requirements the human services program must meet before approval is granted; and

(b) from the entity referred to in Subsection (3)(a)(ii):

(i) approving the educational funding plan, referred to in Subsection (3); or

(ii)

(A) disapproving the educational funding plan, referred to in Subsection (3); and

(B) listing the specific requirements the human services program must meet before approval is

granted.

(5) Subject to Subsection (8), failure of a local school board or school district superintendent to respond to a proposed plan within 45 days of receipt of the plan is equivalent to approval of the plan by the local school board or school district superintendent if the human services program provides to the office:

(a) proof that:

(i) the human services program submitted the proposed plan to the local school board or school district superintendent; and

(ii) more than 45 days have passed from the day on which the plan was submitted; and

(b) an affidavit, on a form produced by the office, stating:

(i) the date that the human services program submitted the proposed plan to the local school board or school district superintendent;

(ii) that more than 45 days have passed from the day on which the plan was submitted; and

(iii) that the local school board or school district superintendent described in Subsection (5)(b)(i) failed to respond to the proposed plan within 45 days from the day on which the plan was submitted.

(6) If a licensee that is licensed to serve an education entitled child fails to comply with its approved educational service plan or educational funding plan, then:

(a) the office shall give the licensee notice of intent to revoke the licensee's license; and

(b) if the licensee continues its noncompliance for more than 30 days after receipt of the notice described in Subsection (6)(a), the office shall revoke the licensee's license.

(7) If an education entitled child whose custodial parent or legal guardian resides within the state is provided with educational services by a school district other than the school district in which the custodial parent or legal guardian resides, then the funding provisions of Section 53G-6-405 apply.

(8) A human services program that is an accredited private school:

(a) for purposes of Subsection (2):

(i) is only required to submit proof to the office that the accreditation of the private school is current; and

(ii) is not required to submit an educational service plan for approval by an entity described in Subsection (2)(a)(ii);

(b) for purposes of Subsection (3):

(i) is only required to submit proof to the office that all costs for educational services provided to education entitled children will be borne by the human services program; and

(ii) is not required to submit an educational funding plan for approval by an entity described in Subsection (3)(a)(ii); and

(c) is not required to comply with Subsections (4) and (5).

(9) Except for Subsection (7), the provisions of this section do not apply to a human services program that is:

(a) a foster home; and

(b) required to be licensed by the office.

Amended by Chapter 81, 2007 General Session