

LEA Request for Funding (RFF) Application FY24

Utah College and Career Readiness School Counseling Program Funds

Grades 7-12

Duration of Program

July 1, 2023 to June 30, 2024

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 serving students grades 7-12

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.

Contact Information

Name of LEA:

Address:

Name of LEA School CTE Director:

Work Phone:

Email Address:

Name of LEA School Counseling Director:

Work Phone:

Email Address:

Assurances

Each LEA will meet all 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 school 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.
- 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 15 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.

List current secondary schools (grades 7 - 12) in the College and Career Readiness School Counseling Program during the 2023 - 2024 school year.

List new secondary schools (grades 7 - 12) coming onboard in 2023 – 2024 in the College and Career Readiness School Counseling Program

LEA Review Year: Self, Interim, Formal

Formal Review Assurances:

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.

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.

Interim Review Assurances:

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.

Describe the proposed LEA format of the interim review process scheduled for 2023 - 2024.

Self Review Assurances:

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.

School Counselor Positions:

Total number of school counselor positions open for hiring in the 2023-2024 school year:

-Elementary:

-Secondary:

Total number of new school counselor positions added for the 2023-2024 school year:

-Elementary:

-Secondary:

Projected Expenditures

R277-462

Allowable Use of School Counseling Program Funds

(1) An LEA shall ensure all funds distributed are used for any of the following purposes:

- (a) a school collaborative classroom curriculum;
- (b) personnel costs including clerical positions that support the plan for college and career readiness process;
- (c) career center equipment or materials such as computers, media equipment, computer software, or occupational information;
- (d) professional development for personnel involved in the program;
- (e) expenses of extended hours which are required to run the program; and
- (f) membership in the American School Counselor Association (ASCA) for one or more school counselors per school per year.

(2) An LEA may not use funds to supplant currently existing personnel or programs.

Projected 2023 - 2024 Expenditures for School Counseling Program Expenses

Expense Type	Expenses Allowed from R277-462	Amount
Salaries (100)	(b) personnel costs including clerical positions that support the plan for college and career readiness process; (e) expenses of extended hours which are required to run the program	
Employee Benefits (200)	(b) personnel costs including clerical positions that support the plan for college and career readiness process; (e) expenses of extended hours which are required to run the program	
Purchased Professional & Tech Services (300)	(d) professional development for personnel involved in the program (Registration or contract work. Paying a stipend for attending professional development is under salaries and benefits)	
Other Purchased Services (500)	(f) membership in the American School Counselor Association (ASCA) for one or more school counselors per school per year	
Supplies and Materials (600)	(a) a school collaborative classroom curriculum; (c) career center equipment or materials such as computers, media equipment, computer software, or occupational information	
Property Including Equipment (700)	(c) career center equipment or materials such as computers, media equipment, computer software , or occupational information (where the per unit cost is \$5000 or more.)	
Indirect Costs (unrestricted rate)	Determined by the LEA indirect cost rate for the fiscal year. https://schools.utah.gov/financialoperations/reporting?mid=2159&tid=4	
TOTAL		

Projected 2023 - 2024 Expenditures for LEA Leadership Expenses

Salaries (100)	(b) personnel costs including clerical positions that support the plan for college and career readiness process; (e) expenses of extended hours which are required to run the program	
Employee Benefits (200)	(b) personnel costs including clerical positions that support the plan for college and career readiness process; (e) expenses of extended hours which are required to run the program	
Purchased Professional & Tech Services (300)	(d) professional development for personnel involved in the program (Registration or contract work. Paying a stipend for attending professional development is under salaries and benefits)	
Other Purchased Services (500)	(f) membership in the American School Counselor Association (ASCA) for one or more school counselors per school per year	
Supplies and Materials (600)	(a) a school collaborative classroom curriculum; (c) career center equipment or materials such as computers, media equipment, computer software, or occupational information	
Property Including Equipment (700)	(c) career center equipment or materials such as computers, media equipment, computer software , or occupational information (where the per unit cost is \$5000 or more.)	
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TOTAL		

Projected 2023 - 2024 Expenditures Total

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.

Name of District or Charter School:

Signature of District/Charter School CTE Director:

Date:

Signature of District/Charter School Student Services:

Date:

Signature of District/Charter School Counseling Director:

Date:

