

ALLOCATION FORMULA

Revised 1. The funding amount paid will be the lesser of:

- a) the approved budget amount,
- b) the program unit ceiling amount, and
- c) the actual cost.

Note: on the PUF application, the amount approved for each program unit funding (PUF) unit will be the lesser of the budget amount or the ceiling amount.

2. a) Calculation of the ceiling amount for a program unit with one program unit **funded child**:

i) **Centre-based programming**

$$\text{Ceiling Amount} = \frac{\text{Number of Centre Hours (max 800)}}{800 \text{ hours}} \times \text{Ceiling Rate for one program unit funded child}$$

Revised

ii) Combined program: **centre-based and family-oriented ECS programming**

$$\text{Ceiling Amount} = \left\{ \frac{\text{Number of Centre Hours (max 800)}}{800 \text{ hours}} + \frac{\text{Number of Sessions (max 36)}}{36 \text{ Sessions}} \right\} \times \text{Ceiling Rate for one program unit funded Child}$$

The maximum payable under this calculation is the ceiling amount for one program unit **funded child**.

b) Calculation of the ceiling amount for a program unit with more than one program unit **funded child (clustering)**. See definition of **clustering** in the Glossary of Terms:

Choose the program unit **funded child** with the highest combination of **centre-based programming** hours an/or **family-oriented ECS programming** sessions (formerly home visit) and calculate the ceiling for this program unit **funded child** as follows:

$$\text{Ceiling Amount} = \left\{ \frac{\text{Number of Centre Hours (max 800)}}{800 \text{ hours}} + \frac{\text{Number of Sessions (max 36)}}{36 \text{ Sessions}} \right\} \times \text{Ceiling Rate for one program unit funded Child}$$

PLUS,

for each additional program unit **funded child** in the unit, as follows:

$$\left\{ \frac{\text{Number of Centre Hours (max 800)}}{800 \text{ hours}} + \frac{\text{Number of Sessions (max 36)}}{36 \text{ Sessions}} \right\} \times \text{Ceiling Rate for each additional funded child In the unit}$$

- c) Maximum funding for a program unit is based on an 800-hours of **centre-based programming** or 36 **family-oriented ECS programming** sessions (formerly home visit) or combination thereof.
- d) See Additional information at the end of this section for calculation examples.

ALLOCATION CRITERIA

1. Program Unit Funding (PUF) may be paid to a **school jurisdiction** for each eligible **child with a severe disability/delay** for a maximum of three years.
2. The funding amount paid will be the lesser of the program unit ceiling, the approved budget total, and the actual cost.
3. To be eligible for funding, a **child with a severe disability/delay** must be at least 2 years 6 months of age and less than 6 years of age on September 1. **School jurisdictions** should plan the **funded child's** program so that the last year of PUF is the year prior to the **funded child's** entry into Grade 1.
4. **School jurisdictions** will use the categories and codes outlined in the definition of **students/ECS children with severe disabilities/delays** in the Glossary of Terms to determine a program unit **funded child's** eligibility, and to properly code the child for funding purposes.
5. A **funded child** receiving PUF is not eligible for ECS mild/moderate funding.

Revised

6. A **funded child** may be claimed by only one **ECS operator** at a time. The **school jurisdiction** claiming the **funded child** is responsible for ensuring the **funded child** is not claimed by another **ECS operator**.
7. Eligibility for PUF will be based on all of the following:
- a) a diagnosis of a disability/delay or condition at the severe/profound level by qualified personnel (note: a diagnosis alone is not sufficient to qualify for funding);
 - b) written descriptions, results of educational assessments and/or anecdotal notes that indicate the **funded child's** current level of functioning in the ECS environment;
 - c) a current **Individualized Program Plan (IPP)** which addresses the **funded child's** diagnosed needs; and
 - d) the levels of support and services being provided to the **funded child**.

To expedite the application approval process, pre-approval of a child's eligibility may be obtained by submitting assessment information to support the eligibility of the child. This information could include actual reports, summary information, or a format agreed upon with Alberta Education. When a **school jurisdiction** is uncertain of a child's eligibility, the operator is encouraged to discuss the issues of the child's eligibility with the Special Programs Branch of Alberta Education prior to making an application.

DOCUMENTATION AND REPORTING REQUIREMENTS

1. A PUF application must be submitted to the School Finance Branch by January 3. Payment is based on approval of this application. Applications must be submitted electronically using the Program Unit Funding System (PUFS). A separate PUF application must be completed for each **school** that has **funded children** eligible for PUF. As part of the application, an individual budget must be submitted for each program unit listed on the application. Revisions to PUF applications will be accepted until May 1. Assessment information must be sent to the Special Programs Branch for approval of a child's eligibility prior to submission of a PUF application.
- NOTE: All **school jurisdictions** are required to submit their PUF applications through PUFS. Workshops on how to use PUFS will be held in the Fall. Staff using PUFS should have appropriate training before using the system.

2. The following information pertaining to each **funded child** receiving PUF must be kept on file by **school jurisdictions** and made available to the Special Programs Branch upon request:
 - a) an **Individualized Program Plan (IPP)** must be developed, implemented and regularly revised for each program unit **funded child**;
 - b) formal assessment documentation to support the severity of each program unit **funded child's** special needs (a current assessment report must be included with the PUF application);
 - c) informal assessment documentation reflecting current performance levels;
 - d) plans and summaries of **family-oriented ECS programming** sessions (formerly home visits) conducted over the year;
 - e) current budget information.
3. An application for a **funded child** who is diagnosed or registered after January 3 will be accepted until May, using the process described in #1.
4. When a **funded child** leaves a program before the end date specified on the PUF application, please notify Alberta Education of the changes by submitting the PUF Application Adjustments Form (Form 05AE2.3b) to the School Finance Branch within 30 days of the child's departure. The original budget total and ceiling will then be adjusted.
5. When a **child with a severe disability/delay** moves from one **ECS operator** to another, a new PUF application based on the **IPP** must be submitted by the second operator prior to May 1 of the program year.
6. At the end of each school year, **school jurisdictions** must report actual expenditures for all program unit **funded children** using Form 05AE1.6, Statement of Actual Expenditure, as follows:
 - Complete one statement for all program unit **funded children** except those program unit **funded children** in a **Designated Special Education ECS program**.
 - Complete a statement for each approved **Designated Special Education ECS program**.The form(s) must be returned to the School Finance Branch by October 31.
7. If a program unit **funded child** has a medical condition/disability which has not changed significantly since the initial diagnosis and was previously approved by Alberta Education, current documentation outlining assessments, treatment and current level of functioning may be sufficient to ensure continuation of PUF. This information should be kept on file and available for review by Alberta Education.

School jurisdictions must provide documentation to Alberta Education to support continued PUF for previously program unit **funded children** with a severe delay involving language, or any other condition likely to change significantly as a result of intervention, maturation or changes within the program unit **funded child's** environment. Documentation must include the following:

- a statement from the appropriate professional that the program unit **funded child** continues to demonstrate a severe disability/delay;
- description of the necessary supports and services the program unit **funded child** requires as a result of the disability/delay;
- description of the impact of the disability/delay on the program unit **funded child's** ability to function within the ECS environment.

It is the responsibility of the **school jurisdiction** to ensure that all **funded children** claimed under PUF meet the eligibility criteria outlined. **School jurisdictions** that are uncertain about the eligibility of a **funded child** are encouraged to contact the Special Programs Branch for confirmation of a child's eligibility.

8. **Clustering** (see definition in Glossary of Terms) should be the first option considered for PUF children especially for children with a **Severe Delay Involving Language** (Code 47). Whenever possible operators should cluster program unit **funded children** with similar needs who receive services in the same setting at the same time or who share resources (regardless of setting). The decision to cluster **funded children** into a program unit should be based on the educational needs of the program unit **funded children**.
9. A program unit **funded child's centre-based programming** hours and **family-oriented ECS programming** sessions (formerly home visits) must meet the child's needs. If a combined program of centre-based hours and **family-oriented ECS programming** sessions (formerly home visits) is provided, there must be a minimum of four **family-oriented ECS programming sessions** in order to be included in the ceiling calculation (see example of ceiling calculation). See definition of **Family-Oriented ECS Programming** in the Glossary of Terms. Also see definition of **Centre-Based ECS Programming** in the Glossary of Terms.
- Note: **family-oriented ECS programming** is not intended as the only form of programming a program unit **funded child** receives, but rather is intended to enhance the centre-based component of the child's education program as outlined in their **IPP**. (See definition of **Centre-Based ECS Programming**).
- For funding purposes, **family-oriented ECS programming** is claimed as sessions, where a session is defined as a minimum of 1.5 hours. A session involving more than one child and their **parent(s)** may be pro-rated based on the number of children and **parents** involved in the session and the length of session (minimum 45 minutes). Note: intervention provided by a member(s) of the child's learning team to the child, must involve the **parent/caregiver** in order to be counted as an eligible **family-oriented ECS programming** session.

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An eligible **family-oriented ECS programming** session must meet the following conditions:

- a written plan must be developed for each session;
- it must be under the direction of the certificated teacher;
- every opportunity is explored to involve the child's **parents**;
- in exceptional circumstances, when it is not possible to involve the **parent** directly and the session is with an alternate caregiver, provision must be made for sharing information with the **parent**;
- it must involve the **parent** or alternate caregiver, the child (in most cases), and a teacher, or a developmental specialist under the direction of a teacher;
- a minimum of 4 sessions must be provided to be counted on the PUF application;
- the frequency of **family-oriented ECS programming** is included in the child's **IPP**;
- programming must occur outside of time claimed under centre-based hours;
- **family-oriented ECS programming** must be an additional cost to the **school authority**.

See also Additional Information item #6 on **family-oriented ECS programming** sessions – what counts and what doesn't.

Revised

10. To access the full ceiling amount, the program offered must be a full-time program. A full-time program must provide either 800 hours of educational programming for a program unit **funded child** in **centre-based ECS programming** or a minimum of 36 **family-oriented ECS programming** sessions (formerly home visit) during the school year, or the equivalent combination of hours and sessions. Special Programs Branch may review the setting and level of programming to ensure these meet the educational needs of the child.

11. 800 hours is the maximum number of **centre-based ECS programming** hours that will be funded. Summer programs are not eligible for PUF and should not be included as part of the 800 hour maximum.

In some exceptional circumstances, for a **funded child's** last year of PUF, additional program hours beyond 800 hours (maximum of 950 hours) may be approved, based on an individual program unit **funded child's** needs. A written explanation of the need for the additional program hours must be submitted with the PUF application. Approval by the Special Programs Branch is required. This exception will be subject to the ceiling amount.

12. Program Unit Funding is supplemental to the ECS Base Instruction funding. It is intended to cover the additional educational program costs required to meet the needs of the **funded child with a severe disability/delay**.

For **school jurisdictions** that are providing a program for a **child with a severe disability/delay** in the regular ECS classroom: Base Instruction funding, Part 1, Section 1, is paid on behalf of all **funded children** in an **ECS program**. Base Instruction funding is available for a **child with a severe disability/delay** who is as

young as 2 years 6 months on September 1. This funding supports the day-to-day operating costs of the program, such as teacher salaries, rent, utilities, and supplies. Since these costs would be incurred whether or not a **child with a severe disability/delay** was in the program, they should not be included in the program unit expenditures. Teachers' salaries should not be included as program unit costs because the ECS Base Instruction funding supports these costs.

13. When completing the budget page of a PUF application the budget amounts should approximate anticipated costs. The following specifies the costs that may be included for PUF. Any exceptions to these costs should be discussed with Alberta Education before submitting the application.

a) Instructional Costs

- i) Salaries, wages and employer's portion of benefits and expenditures applicable to teacher assistants directly involved in planning, implementing and evaluating the program for the program unit **funded child(ren)**. The number of hours claimed here may exceed the **funded child's** program hours by up to 10 percent for each child within that program unit. **Clustering** and small group program delivery should be considered as alternatives to full-time direct one-to-one assistance. Teacher Salary costs are not eligible costs under this category. (See Additional Information #7 on page 12 of this section).
- ii) Services Purchased – includes services of qualified personnel in the areas of speech-language pathology, occupational therapy, physical therapy, orientation and mobility training, special education consultation, psychological and other services, and assessment costs that are not provided free by public service agencies. Costs should be reasonable. **School jurisdictions** must keep records of all services purchased under PUF. All options regarding service delivery should be considered. **School jurisdictions** must ensure that all services purchased are relevant to the child's educational program and are in direct support of the goals and objectives included on the child's **IPP**.

Special Education Consultation is a service purchased by the **school jurisdiction** to provide programming support for the ECS teacher. Examples of services provided under Special Education Consultation include assistance with **IPP** development and review, programming strategies, suggested resources and materials and support of the off-campus components of the program. Special education consultation is delivered by a certificated teacher with the appropriate training and experience. On-site special education consultation costs are additional costs to the **school jurisdiction** that provide direct programming support. These costs will be subject to a maximum of \$1,500 per program unit **funded child** based on a full-time program. For programs less than 800 hours, the \$1,500 maximum will be pro-rated based on the program hours and number of eligible **family-oriented ECS programming** sessions (formerly home visits). For example, special

education consultation costs for 475 hours and 6 **family-oriented ECS programming** sessions (formerly home visits) would be calculated as follows:

$$\$1,500 \times \left(\frac{475}{800} + \frac{6}{36} \right) = \$1,141.$$

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Some daycare fees may be claimed as an eligible PUF expense under Services Purchased. For **school jurisdictions** contracting placement in a Day Care and for Day Cares with approved ECS status the following apply:

- In circumstances where a program unit **funded child** is placed in a day care program because the program is the best place to implement the IPP for the program unit **funded child**, the fees only for the education component portion of the day may be claimed from PUF. The education component should reflect a typical education schedule.

- Costs for childcare are not eligible to be claimed under PUF.

Costs for special education administration may not be claimed in this category. These costs are covered by ECS Base Instruction funding. **School jurisdictions** must keep records and costs and services associated with special educational consultation.

- iii) Supplies and materials – instructional supplies and materials which are particular to the program unit **funded child's** program, and are in addition to supplies purchased with Base Instruction funding. Costs in this area are usually in the \$200 - \$500 range per program unit **funded child**. For costs over this range, attach a list of supplies to the application. **School jurisdictions** are encouraged to maintain a resource inventory and an equipment loan pool.
- b) **Parent** In-service – costs for **parents** to attend in-province workshops, seminars, in-service and specialized training sessions specifically related to the **funded child's** program and designed to enhance the ability of **parent(s)/guardian(s)** to assist in the program unit **funded child's** development. Costs in this category are usually in the \$100 - \$400 range per program unit **funded child**.
 - c) **Staff** In-service – costs for teachers and teacher assistants to attend workshops, in-service, special courses and seminars related to staff responsibilities in the program unit **funded child's** program and in parental assistance. Costs in this category are usually in the \$200 - \$500 range per program unit **funded child**. Personnel included in Services Purchased are not eligible for Staff In-service.

d) Transportation

Revised

Funding to **school jurisdictions** for transportation of program unit **funded children** is available under sections 1.19 (Rural), 1.21 (Special), 1.20 (Urban), and 1.22 (Metro). Funding for these sections may be claimed by submitting an electronic transportation application.

PUF may pay for any transportation costs for **children with severe disabilities/delays** not covered by these Transportation grants. To determine the amount of transportation costs that may be covered by PUF, all transportation costs must be listed on the PUF budget, then all transportation revenues (from the above transportation grants) must be deducted from the transportation costs. The following descriptions indicate the types of transportation costs which can be claimed and which transportation grants are available. Note: transportation claims must be submitted to the School Reporting Branch by November 30 and only program unit **funded children** who were enrolled by September 30 are eligible.

- i) Transportation to and from school: Transportation funding for these costs may be claimed under Section 1.21 by rural, urban and metro districts under Section 1.21 for a program unit **funded child** who requires special transportation; e.g. handi-bus, when, because of the severity of his or her disability/delay or because of the program unit **funded child's** age, the program unit **funded child** cannot ride regular, rural or urban transportation under Section 1.19, 1.20, 1.21, 1.22 for a program unit **funded child** who is transported by a regular bus. Transportation costs for **children with severe disabilities/delays** in excess of the funding paid under Section 2.4, 1.19, 1.20, 1.21 or 1.22 may be claimed as transportation costs under PUF;
- ii) Family-Oriented ECS Programming Sessions (formerly home visits): Transportation funding for these costs may be claimed under Section 1.21 by rural, urban and metro districts for each scheduled session made by a member of the child's learning team to the home of a program unit **funded child** who has **family-oriented ECS programming** sessions as part of his/her **ECS program**. Funding provided is based on the number of **family-oriented ECS programming** sessions up to a maximum of 36 sessions. Transportation costs in excess of the funding paid under Section 1.21 may be claimed as transportation costs under PUF;
- iii) Other – Field Trips: Transportation costs for field trips that are provided in addition to field trips for the regular ECS class or for a program unit **funded child** who, because of his/her disability, requires special transportation on a regularly scheduled field trip may be claimed under PUF; and

- Revised
- iv) In-Program: Transportation costs for this area may be claimed as transportation costs under PUF. In-program transportation is transportation of the program unit **funded child** from the **school**/centre program off-site to another program or service as part of the program unit **funded child's Individualized Program Plan (IPP)**.
 - e) Operation and Maintenance

Plant Operations and Maintenance funding is now provided by Alberta Infrastructure. Costs for this category may not be claimed on the PUF budget.
 - f) Administration

Funding for administration is provided through the various funding rates and formulas used to determine ECS funding allocations. Costs for this category may not be claimed on the PUF budget.
 - g) Capital: Furniture and Equipment – these are child specific expenditures for specialized furniture and equipment, that are not available free or subsidized by another source, and are required to meet the special needs of a program unit **funded child**.
 - i) For any major equipment or furniture purchase, such as an FM system, a written recommendation from an appropriate specialist indicating the necessity for the equipment is required. The letter from the specialist should specify the relevance of the equipment to the child's educational program and how it directly supports the goals and objectives of the child's **IPP**. The letter should also include projected costs of the capital equipment. This letter should be attached to the PUF application.
 - ii) Costs of capital equipment must be reasonable. In some cases the **ECS operator** may be required to provide 2 or more price quotations prior to approval. Approval by the Special Programs Branch is required for all capital expenditures.
 - iii) Expenditures should not exceed 15 percent of the budget total.
 - iv) A specialized piece of furniture or equipment no longer used by the program unit **funded child** remains the property of the **school jurisdiction**, not of the program unit **funded child** or **parents** of the program unit **funded child**. If a program unit **funded child** changes **schools** in Alberta but continues to have use for the specialized furniture or equipment specifically purchased for that child – the furniture or equipment goes with the program unit **funded child**.

- v) Renovations to a building to be used for the benefit of all program unit **funded children** in the instructional area are not eligible for support under this section. **School jurisdictions** receive funding for renovations through the Infrastructure Maintenance Program (IMP) administered by Alberta Infrastructure.
- vi) Administrative capital purchases cannot be claimed under this category.

14. Designated Special Education ECS programs

These are **ECS programs** where at least 70% of the program unit **funded children** enrolled have a severe disability/delay. The following requirements apply.

- a) Approval by Special Programs Branch is required to qualify for this status.
- b) **ECS operators** who qualify for this status may claim all education program costs except capital building costs.
- c) A budget based on the total education program costs must be submitted on the PUF application budget page for **Designated Special Education ECS programs**.
- d) Operation & Maintenance costs: This would include costs associated with the operation and maintenance of the **school** facility and would also include rent costs. PUF will cover costs in this category that exceed the funding provided by Alberta Infrastructure.
- e) Administration: Reasonable costs for administration of the **ECS program** may be claimed here. Costs in this area are typically in the 6% to 12% range. Costs in this category should not include any central office administration costs/charges covered by administration funding that is provided under the various funding rates and formulas used to determine ECS funding allocations.
- f) Capital costs must meet the specific needs of a program unit **funded child** or a group of program unit **funded children** to be eligible. An itemized list of capital must be included with the application if costs are claimed in this category.
- g) Alberta Education will apply all applicable revenues to the total program costs (such as ECS Base Instruction funding, mild/moderate funding, ECS transportation funding and other applicable revenues) to determine a net program cost total to which the program unit funding will apply.
- h) **Designated Special Education ECS programs** must comply with all Allocation Criteria on Program Unit Funding outlined in Section 1.6 of this Manual. These programs must also comply with the principles contained in Alberta Education's *Kindergarten Statement Revised September 2000*.

- Revised i) Applications for new programs must be submitted as a proposal to the Director of the Special Programs Branch by June 1, for approval. To be considered for this designated status, the program must have operated as an ECS operator for at least one year and must have a minimum enrolment of at least 10 program unit **funded children**. Newly designated programs will be subject to program review within the first year. The proposal should contain the following information:
- a rationale for applying for status as a **Designated Special Education ECS program** including the potential benefits to **children with severe special needs** and their families. The rationale should also explain why the program could not operate as a regular **ECS program** and should highlight how receiving the designated status will resolve those issues;
 - an overview of the proposed program including population served, program format, service delivery model, support services provided, opportunities for inclusion, transition to the community **school** and a brief summary of the role descriptions of program staff;
 - a proposed budget completed using Form 05AE2.3a. This budget should outline all estimated expenditures and projected revenues; and
- New j) **Designated Special Education ECS programs** must maintain a minimum enrolment of at least 10 program unit **funded children** to retain their designated status.
- New k) Existing **Designated Special Education ECS programs** must apply to the Special Programs Branch, in writing by June 1, of the intent to expand to another site or location.
- l) The status of approved **Designated Special Education ECS programs** may be reviewed and withdrawn at any time by Alberta Education.

ADDITIONAL INFORMATION

1. **A child with a severe disability/delay** who:
 - a) is at least 5 years 6 months but less than 6 years of age on September 1 of the school year in which s/he is counted; and
 - b) is eligible to enter Grade 1 under the **school** entrance age policy of a **school jurisdiction**; and
 - c) has not spent 3 years in an **ECS program**,

may be eligible for PUF if, in the opinion of the **school jurisdiction** and the **parent**, an **ECS program** is the most appropriate placement for the program unit **funded child**.

2. The calculation of the ceiling amount for a program unit with one **funded child** in it using examples of **centre-based ECS programming**, and a program based on a combination of **centre-based ECS programming** hours and **family-oriented ECS programming** sessions (formerly home visits) is determined as follows:

Calculation of the ceiling for centre-based ECS programming of 500 hours	Calculation of the ceiling for a <u>combined program</u> based on 500 centre-based ECS programming hours and 10 family-oriented ECS programming sessions.
$\frac{500 \text{ hrs}}{800 \text{ hrs}} \times \$22,141$ $= \$13,838$	$\left\{ \frac{500}{800} + \frac{10}{36} \right\} \times \$22,141$ $= \$19,988$

Note: If the ceiling calculation results in a number greater than the ceiling amount then the ceiling would apply.

3. The maximum program unit rates should be viewed as ceilings only. Provincial averages indicate the costs of most programs average about \$14,000 per program unit **funded child**. Careful stewardship of funds by **school jurisdictions** is integral to the PUF program.
4. For a program unit with more than one **funded child**, the ceiling is calculated as follows:
- Choose the program unit **funded child** with the highest combination of **centre-based ECS programming** hours and **family-oriented ECS programming** sessions (formerly home visits).
 - Calculate the ceiling for this program unit **funded child** as follows:

$$\left\{ \frac{\# \text{ hours}}{800} + \frac{\# \text{ sessions}}{36} \right\} \times \$22,141$$

- To this amount, add, for each additional **funded child** in the program unit as follows:

$$+ \left\{ \frac{\# \text{ hours}}{800} + \frac{\# \text{ sessions}}{36} \right\} \times \$5,493$$

Example: For a program unit (cluster) of three **funded children**, where:

- Program unit **funded child #1** has 500 hours and 10 **family-oriented ECS programming** sessions (formerly home visits)
- Program unit **funded child #2** has 400 hours, no **family-oriented ECS programming** sessions
- Program unit **funded child #3** has 600 hours and 4 **family-oriented ECS programming** sessions

The ceiling is then calculated as follows:

$$\begin{array}{r}
 \left[\frac{500}{800} + \frac{10}{36} \right] \times \$22,141 = \$19,988 \\
 + \left[\frac{400}{800} \right] \times \$5,493 = \$2,747 \\
 + \left[\frac{600}{800} + \frac{4}{36} \right] \times \$5,493 = \underline{\$4,730} \\
 = \text{Total ceiling for the unit} \qquad \qquad \qquad \$27,465
 \end{array}$$

5. Funding ceiling amounts will be adjusted when a **funded child's** program starts after September 30 or ends prior to May 25. Funding ceiling amounts will be adjusted when a **funded child** leaves the program earlier than planned. In these situations, the ceiling will be the lesser of:
- A pro-rated ceiling amount of approximately \$2,214 per month for the number of months the program runs; or
 - The ceiling amount based on **centre-based ECS programming** and the number of **family-oriented ECS programming** sessions (formerly home visits) provided.

For example, the ceiling amount for a program unit **funded child** in a four month program with 300 hours and 4 **family-oriented ECS programming** sessions (formerly home visits) would be calculated as follows:

Ceiling calculation for a 4 month program in a 10 month program year	
Lesser of:	
a)	\$22,141 x 4/10 = \$8,856 or
b)	\$22,141 x (300/800 + 4/36) = \$10,763
Ceiling amount is \$8,856	

New 6. **Family-Oriented ECS Programming** Sessions: What Counts as an eligible session and what doesn't.

The following are examples of what can be counted as an eligible family-oriented ECS programming session:

- a teacher provides **family-oriented ECS programming** to a child and his/her **parent** for a minimum of 1.5 hours;
- a teacher or SLP (under the direction of the teacher) provides two 45 minute sessions to 2 children and their **parents** or alternate caregivers at the **school**;
- an occupational therapist, under the direction of the teacher, provides intervention that involves both the child and the **parent**/caregiver for 1.5 hours;
- an in-home consultant models behavior management strategies with the child and provides a rationale to the **parent**/alternate caregiver for 1.5 hours;
- teacher facilitates four 1.5-hour "play dates" with four children and their **parents**/alternate caregivers. For this example, one session may be claimed for each child;
- a family liaison worker accompanies **parent** and child to a grocery store and demonstrates strategies for incidental teaching of social skills and early academic skills for 1.5 hours;
- a consultation with medical personnel and/or psychologists, that involves the child's learning team and occurs outside the centre, must be a minimum length of 45 minutes and can be counted as a 0.5 session. A school authority can claim a maximum of one session per child per year for consultation.

The following cannot be counted as an eligible **family-oriented ECS programming session**:

- informal **parent** contact or contact that is typically required as a component of a school-based special education program (e.g. **IPP** meetings; concerts; classroom parties);
- contact with **parents** or alternate caregivers occurring during the time that is already claimed under centre-based hours;
- time involved in travel to and from child's home or childcare centre;
- intervention provided by a member(s) of the child's learning team to the child that does not involve the **parent**/caregiver;
- provision of intervention that is not directly related to the goals in the child's **IPP**;
- informal visits to the home;
- information contact by **school** personnel;
- telephone calls;

7. **School jurisdictions** may appeal PUF decisions by writing the Director of the Special Programs Branch.

REFERENCES

Program Unit Funding: A Handbook for ECS Operators