

New ALLOCATION DESCRIPTION

Updated This funding, which is in addition to ECS Base Instruction funding, is provided to address the costs associated with providing the appropriate educational services and supports for **children with a severe disability/delay.**

ALLOCATION FORMULA

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 Program Unit Funding (PUF) application, the amount approved for each (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**

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

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

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

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 and/or **family-oriented programming** sessions 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 800-hours of **centre-based programming** or 36 **family-oriented programming** sessions 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.

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** educational 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

- Revised**
1. A PUF application must be submitted to the School Finance Branch by December 22, 2006. 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 April 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:
- an **Individualized Program Plan (IPP)** must be developed, implemented and regularly reviewed for each program unit **funded child**;
 - formal assessment documentation to support the severity of each program unit **funded child's** special needs;
 - informal assessment documentation reflecting current performance levels;
 - plans and summaries of **family-oriented programming** sessions conducted over the year;
 - current budget information.
3. **Revised** An application for a **funded child** who is identified or enrolled after December 22 will be accepted until April 1, 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 06AE2.3b) to the School Finance Branch within 30 days of the child's departure. The original budget total and ceiling will then be adjusted.
5. **Revised** When a **child with a severe disability/delay** moves from one **ECS operator** to another within the school year, a new PUF application based on the **IPP** must be submitted by the second operator prior to April 1.
6. At the end of each school year, **school jurisdictions** must report actual expenditures for all program unit **funded children** using Form 06AE1.6, Statement of Actual Expenditures, 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. **Revised** 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, an updated medical diagnosis is not required, however current documentation outlining current level of functioning is necessary to ensure continuation of PUF. This information must 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. Whenever possible operators should cluster program unit **funded children** 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 programming** sessions must meet the child's needs. If a combined program of centre-based hours and **family-oriented programming** sessions is provided, there must be a minimum of four family-oriented programming sessions in order to be included in the ceiling calculation (see example of ceiling calculation). See definition of **Family-oriented Programming** in the Glossary of Terms. Also see definition of **Centre-Based ECS Programming** in the Glossary of Terms.

Note: **family-oriented 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 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 programming** session.

An eligible **family-oriented 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 in the ceiling calculation on the PUF application;
- the frequency of **family-oriented programming** sessions is included in the child's **IPP**;
- programming must occur outside of time claimed under centre-based hours;
- **family-oriented programming** must be an additional cost to the **school authority**.

See also Additional Information item #6 on **family-oriented programming** sessions.

10. To access the full ceiling amount, the program 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 programming** sessions 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 child's educational needs.
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 program costs required to meet the educational 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% 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 off-site program components. Special education consultation is delivered by a certificated teacher with 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 programming** sessions.

For example, special education consultation costs for 475 hours and 6 **family-oriented programming** sessions would be calculated as follows:

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

School jurisdictions must keep records of costs and services associated with special educational consultation.

Revised

Playschool or pre-school fees may be claimed as an eligible PUF expense under Services Purchased. **School jurisdictions** may find it necessary sometimes to contract placement in a daycare setting for delivery of the child's educational program. The following apply for daycare placements:

- The placement in the daycare is the best available option for the child's educational program.
- The child has not been previously placed in the daycare by the parent for childcare purposes.
- Daycare fees may only be claimed for that portion of day required for the educational component of the child's program.
- Costs for childcare are not eligible to be claimed under PUF.

In general, the educational needs of young children (3-4 years old) are most appropriately met in a program that is 475 hours or less.

- 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**. **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 - 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.

Transportation costs for **children with severe disabilities/delays** not covered by these transportation grants, may be claimed as a PUF expense. 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 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.

Revised

- i) Transportation to and from school: If a PUF child can ride a regular school bus, then rural, urban or metro transportation funding shall be claimed under Sections 1.19, 1.20, or 1.22. If a PUF child is not able to ride a regular school bus (either because of their disability or because of their young age) and requires some form of special transportation, then special transportation funding can be claimed under Section 1.21. Transportation costs (for PUF children) that exceed the funding paid under Sections, 1.19, 1.20, 1.21 or 1.22, may be claimed as an eligible cost on the PUF budget form;
- ii) Family-oriented Programming Sessions: Transportation funding for these costs may be claimed under Section 1.21 by rural, urban and metro districts for each scheduled **family-oriented programming** session attended by a member of the child's learning team. Funding provided is based on the number of **family-oriented 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
- iv) In-Program: 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)**. Transportation costs for this area may be claimed as transportation costs under PUF.

Note: transportation claims must be submitted electronically to the Financial Reporting and Accountability Branch by November 30. Only program unit funded children who were enrolled by the **count date** are eligible for transportation funding.

e) Operations and Maintenance

Plant Operations and Maintenance funding is provided by Alberta Education. Costs for this category may not be claimed on the PUF budget.

f) Administration

Revised

Funding for administration is included the ECS Base Instruction funding. 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 from another source, and are required to meet the special needs of a program unit funded child. **School jurisdictions** are advised to keep current on information regarding provision of adaptive or augmentative devices by other agencies. Managers from Special Programs Branch are available to provide assistance and advice in this area.

Revised

i) For any major equipment or furniture purchase, 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 faxed to the Special Programs Branch.

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% of the total PUF budget.

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 from Alberta Education.

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) A program must be approved as an ECS operator by Alberta Education prior to applying for status as a Designated Special Education ECS program.
- b) 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 enrollment 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 06AE2.3a. This budget should outline all estimated expenditures and projected revenues; and
- c) **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 2005*.
- d) **ECS operators** who qualify for this status may claim all education program costs except capital building costs.
- e) A budget based on the total education program costs must be submitted on a PUF application for **Designated Special Education ECS Programs**.
- f) 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 Education.
- g) 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.

Revised

- h) 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.
- i) 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.
- j) **Designated Special Education ECS programs** must maintain a minimum enrollment of at least 10 program unit **funded children** to retain their designated status. The ECS operator must notify the Director, Special Programs branch if enrollment declines below 10 funded children.
- 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 the **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 program for the PUF child.

2. The following table shows how to calculate the ceiling amount for a program unit with one **funded child** in a program of **centre-based ECS programming** hours, and also a program based on a combination of **centre-based ECS programming** hours and **family-oriented programming** sessions:

| | |
|--|---|
| 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 programming sessions. |
| $\begin{array}{r} 500 \text{ hrs} \quad \times \quad \$22,584 \\ 800 \text{ hrs} \\ \hline = \quad \$14,115 \end{array}$ | $\left\{ \frac{500}{800} + \frac{10}{36} \right\} \times \$22,584 = \$20,388$ |

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

- Revised**
3. The program unit funding rates should be viewed as maximum ceilings only. Provincial statistics indicate the costs of most programs average about \$14,500 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 programming** sessions.
 - Calculate the ceiling for this program unit **funded child** as follows:

$$\left\{ \frac{\# \text{ hours}}{800} + \frac{\# \text{ sessions}}{36} \right\} \times \$22,584$$

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

$$+ \left\{ \frac{\# \text{ hours}}{800} + \frac{\# \text{ sessions}}{36} \right\} \times \$5,603$$

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

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

The ceiling is then calculated as follows:

$$\begin{array}{r}
 \left[\frac{500}{800} + \frac{10}{36} \right] \times \$22,584 = \$20,388 \\
 + \left[\frac{400}{800} \right] \times \$5,603 = \$2,802 \\
 + \left[\frac{600}{800} + \frac{4}{36} \right] \times \$5,603 = \$4,825 \\
 \hline
 = \text{Total ceiling for the unit} \quad \quad \quad \$28,015
 \end{array}$$

5. Funding ceiling amounts will be adjusted when a **funded child's** program starts after the 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 \$2,258 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 programming** sessions provided.

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

| |
|--|
| Ceiling calculation for a 4 month program in a 10 month program year |
| Lesser of: |
| a) \$22,584 x 4/10 = \$9,034 or |
| b) \$22,584 x (300/800 + 4/36) = \$10,978 |
| Ceiling amount is \$9,034 |

6. **Family-oriented Programming Sessions:**

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

- a teacher provides **family-oriented programming** to a child and his/her **parent** for a minimum of 1.5 hours;
- a teacher or Speech Language Pathologist 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/alternate** 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 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