

ALLOCATION DESCRIPTION

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 severe disabilities/delays**.

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:

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

- c) Maximum funding for a program unit is based on 800-hours of **centre-based programming** or 36 **family-oriented programming** sessions or a 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 with severe disabilities** 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 a qualified professional (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;
 - d) the levels of support and services being provided to the **funded child**.

Revised

To expedite the PUF approval process, pre-approval of a child's eligibility must be obtained by submitting assessment information that supports the eligibility of the child to the Special Programs Branch before submitting the PUF application. This information may include actual reports, or summary information in a format agreed upon with Alberta Education. If a **school jurisdiction** is uncertain of a child's eligibility, they are encouraged to contact the Special Programs Branch of Alberta Education to discuss the child's eligibility documentation.

DOCUMENTATION AND REPORTING REQUIREMENTS**Updated****Revised**

1. A PUF application must be submitted electronically using the Program Unit Funding System (PUFS) to Alberta Education by December 21, 2007. Payment is based on approval of this application. School jurisdictions that are on the "PUF Pilot" must submit only one PUF application that has all the jurisdiction's PUF children on it. 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 are 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)** developed, implemented, monitored and evaluated for each program unit **funded child**;
 - b) formal assessment documentation to support the severity of each program unit **funded child's** special education needs;
 - c) informal assessment documentation reflecting level of current performance;

- d) plans and summaries of **family-oriented programming** sessions conducted over the year;
- e) current budget information.

Revised 3. To add a program unit **funded child** who is identified or enrolled after December 21, contact Alberta Education to have your original PUF application returned to you via PUFs so that you may add any new children and adjust the budget. The deadline for making any changes to a PUF application is April 1, 2008.

Revised 4. When a **funded child** leaves a program before the end date specified on the originally submitted PUF application, contact Alberta Education to have your PUF application returned to you via PUFs so that you can make the appropriate changes. The PUF application must be revised whenever a PUF child leaves a program early.

5. 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 07AE1.6, 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**.
- For school jurisdictions on the “PUF Pilot” that have a **Designated Special Education ECS program**, only one statement of actual expenditures is required for all the PUF children in the jurisdiction.

Revised

The form(s) must be submitted to the School Finance Branch by October 31.

Revised 7. If a program unit **funded child** has been identified with a disabling condition that has not changed significantly since the initial identification and was previously approved by Alberta Education, updated diagnostic information is not required; however documentation outlining current level of performance must be kept on file and available for review by Alberta Education to ensure the continuation of PUF.

School jurisdictions must provide documentation to Alberta Education each year 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:

- statement from an appropriate professional indicating 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.

Revised It is the responsibility of the **school jurisdiction** to ensure that all **funded children** claimed under PUF meet the eligibility criteria. **School jurisdictions** that are uncertain about the eligibility of a **funded child** are advised to submit eligibility documentation to the Special Programs Branch for pre-approval 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 be designed to meet the child's special education 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 definitions of **family-oriented programming** and **centre-based ECS programming** in the Glossary of Terms.

Note: **family-oriented programming** sessions are not intended as the only form of programming a program unit **funded child** receives, but rather are 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.

Revised An eligible **family-oriented programming** session must:

- include a written plan for each session;
- be under the direction of the certificated teacher;
- ensure every opportunity is explored to involve the child's **parents**;
- involve the **parent** or alternate caregiver, the child (in most cases), and a teacher, or a developmental specialist under the direction of a teacher;
- make provision for sharing information with the **parent**, when in exceptional circumstances, it is not possible to involve the **parent** directly and the session is done with an alternate caregiver.
- be documented in the child's **IPP**, including the number of sessions planned
- be in addition to the **centre-based ECS programming** hours
- represent an additional cost to the **ECS operator**

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

Note: a minimum of 4 sessions must be provided to be counted in the ceiling calculation of a PUF application;

10. **Revised** To access the full ceiling amount, a program must provide either 800 hours of educational programming for a PUF child in a **centre-based ECS program** during the year or the equivalent combination of hours and **family-oriented programming sessions**. 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. Also, for calculation of the PUF ceiling, the number of **family-oriented programming sessions** will be divided by 36. Special Programs Branch may review the setting and level of programming to ensure the child's educational needs are being properly met.

In some exceptional circumstances -for a PUF child's last year of PUF- additional program hours beyond 800 hours (maximum of 950 hours) may be approved based on an individual PUF child's special education 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 and approved exceptions will be subject to the ceiling amount.

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

For **school jurisdictions** providing a program for a PUF child in a regular ECS classroom, ECS Base Instruction funding is paid on behalf of all **funded children** in an **ECS program**. Base Instruction funding is available for PUF children 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 PUF child was in the program, they should not be included as program unit expenditures. Teachers' salaries should not be included as program unit costs because the ECS Base Instruction funding supports these costs.

12. The amounts on the budget page of the PUF application should approximate anticipated costs. The following outlines 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:

- Updated** i) *Supplemental Instructional Salaries and Wages* –Teacher Assistant salaries/wages and employer's portion of benefits for teacher assistants who are directly involved in the planning, implementation, monitoring and evaluation of the PUF child's program. **Clustering** and small group program delivery should be considered as alternatives to full-time direct one-to-one assistance. Note the ECS classroom teacher salary costs are not to be included under this category. ECS Base Instruction

funding is provided to support the cost of hiring a certificated classroom teacher. Some supplemental teacher costs may also be eligible (contact Special Programs branch for more information).

Updated Special education consultation costs may be claimed in this cost category. Special education consultation is a service purchased by the **school jurisdiction** to provide specialized programming support for the ECS teacher. Examples of services provided under special education consultation include assistance with **IPP** development, monitoring and evaluation, provision of programming strategies, suggestions for resources and materials, and support of off-site program components. **Revised** Special education consultation must be delivered by a certificated teacher with appropriate training and experience.

Updated ii) *Employer's Portion of Fringe Benefits* -includes any benefits the **school jurisdiction** pays for employees such as teacher assistants, teachers and special education consultants.

Updated iii) *Specialized Services and Supports*– includes services of qualified professionals in the areas of speech-language pathology, occupational therapy, physical therapy, orientation and mobility, psychological and other services, and assessment costs that are not provided free by public service agencies. All options regarding service delivery should be considered. Services and supports must be relevant to the child's educational program and in direct support of the educational goals and objectives included on the child's **IPP**.

Updated Playschool or pre-school fees may sometimes be claimed as an eligible PUF expense under Specialized Services and Supports. **School jurisdictions** may occasionally need to contract placement in a daycare setting for delivery of the child's educational program. If educational programming is provided in a daycare setting, the jurisdiction must ensure that:

- Revised**
- placement in the daycare is the best available option for the child's educational program;
 - the child was not previously placed in the daycare by the parent for childcare purposes;
 - daycare fees are only claimed for that portion of day required for the educational component of the child's program; and
 - costs for childcare are not 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.

iv) *Supplies and materials* – includes instructional supplies and materials that are specific to the PUF child's program, and are in addition to supplies purchased with Base Instruction funding. Costs in this category 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.

Updated b) *Parent In-service* – includes costs for **parents** to attend in-province workshops, seminars, in-service and specialized training sessions specifically related to the PUF child’s program and designed to enhance the ability of **parent(s)/guardian(s)** to best facilitate the PUF child’s development. Costs in this category are usually in the \$100 - \$400 range per PUF child. **School jurisdictions** are encouraged to pool inservice resources and use expertise available in the jurisdiction or in the community for groups of parents who would benefit from the same information.

Updated c) *Staff In-service* – includes costs for program staff to attend workshops, in-services, special courses and seminars related to their responsibilities in the PUF child’s educational program. Costs in this category are usually in the \$200 - \$500 range per PUF child. Personnel who are not employees of the jurisdiction are not eligible for staff In-service.

d) *Transportation* - Funding to **school jurisdictions** for transportation of PUF children is available under sections 1.19 (Rural), 1.21 (Special), 1.20 (Urban), and 1.22 (Metro). Funding under these sections may be claimed by submitting the electronic transportation application.

Updated **School jurisdictions** on the “PUF Pilot” do not need to fill out this part of the application if their transportation costs are covered by their transportation funding. Transportation costs for PUF children 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 that can be claimed and for which transportation grants are available.

i) Transportation to and from school: If a PUF child can ride a regular school bus, then rural, urban or metro transportation funding should be claimed under Sections 1.19, 1.20, or 1.22. If a PUF child is not able to ride a regular school bus (because of their disability or 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 provided in addition to field trips for the regular ECS class or for a PUF 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 a PUF child from the **school**/centre program off-site to another program or service as part of the PUF child's **Individualized Program Plan (IPP)**. These costs 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 PUF children who were enrolled by the **count date** are eligible for transportation funding.

Revised e) *Facility Costs* - renovations to and/or maintenance of a building to be used for the benefit of all PUF children are not eligible for funding support under this section –this includes jurisdictions on the PUF Pilot and Designated ECS programs. Alberta Education provides Plant Operations and Maintenance funding as well as Infrastructure, Maintenance and Renewal funding to cover these types of costs.

Revised Updated f) *Program Coordination Costs* – includes costs for the coordination of ECS PUF programming and some reasonable administration costs. Costs for school administration are not eligible under this cost category. Funding for administration is included in ECS Base Instruction funding.

g) *Specialized Equipment and Furniture* – includes costs for specialized furniture and equipment that are required to meet the special education needs of a PUF child and/or group of PUF children. An itemized list of purchases (with child's name) in this category must be included with the application. **School jurisdictions** are advised to be aware of current information regarding provision of adaptive or augmentative devices by other agencies. Special Programs Branch managers are available to provide assistance and advice in this area.

Updated i) **School jurisdictions** must keep on file a written recommendation from an appropriate specialist indicating the need for specialized equipment. The recommendation should specify the relevance of the equipment to the child's educational program, how it directly supports the goals and objectives of the child's **IPP** and projected costs of the capital equipment. These costs should be reasonable and based on more than one price quote.

- ii) If a PUF child changes **schools** in Alberta and continues to have use for the specialized equipment or furniture specifically purchased for that child, the furniture or equipment goes with the PUF child. If a specialized piece of furniture or equipment is no longer required by the PUF child, it becomes the property of the **school jurisdiction** -not of the PUF child or the **parents** of the PUF child.
- iii) Administrative capital purchases cannot be claimed under this category.

13. Designated Special Education ECS programs

These are **ECS programs** where at least 70% of the program unit funded (PUF) 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 receiving status as a Designated Special Education ECS program.
- Updated** b) Now that all **school jurisdictions** have the flexibility of being on the PUF Pilot, no new **Designated Special Education ECS programs** will be approved.
- c) **Designated Special Education ECS programs** must comply with all Allocation Criteria outlined in Section 1.6 of this Manual. These programs must also comply with the principles outlined in Alberta Education's *Kindergarten Program Statement Revised September 2005*.
- Updated** d) A PUF budget based on the total ECS program costs must be submitted on a PUF Pilot application including costs for **Designated Special Education ECS Programs**.
- Revised** e) *Facility Costs*: Renovations to and/or maintenance of a building to be used for the benefit of all PUF children in a program are not eligible for funding support under this section. Alberta Education provides Plant Operations and Maintenance funding as well as Infrastructure, Maintenance and Renewal funding to cover these types of costs.
- Revised** f) *Program Coordination*: – includes costs for the coordination of ECS PUF programming and some reasonable administration costs. Costs for school administration are not eligible under this cost category. Funding for administration is included in ECS Base Instruction funding.
- Updated** g) *Specialized Equipment and Furniture* - includes costs for specialized furniture and equipment that are required to meet the special education needs of a PUF child and/or group of PUF children. An itemized list of purchases (with child's name) in this category must be included with the application.

- h) Alberta Education will apply all appropriate revenues to the total ECS program costs (eg. 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.
- i) **Designated Special Education ECS programs** must maintain a minimum enrollment of 10 program unit **funded children** to retain their designated status. The **school jurisdiction** must notify the Director of the Special Programs Branch if enrollment is less than 10 PUF children.
- j) 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.
- k) 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:
- is at least 5 years 6 months but less than 6 years of age on September 1 of the school year in which she/he is counted; and
 - is eligible to enter Grade 1 under the **school** entrance age policy of the **school jurisdiction**; and
 - 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 PUF 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 .
$\begin{array}{r} 500 \text{ hrs} \\ 800 \text{ hrs} \\ = \end{array} \times \$23,262 = \$14,539$	$\left\{ \begin{array}{r} 500 \\ 800 \end{array} + \frac{10}{36} \right\} \times \$23,262 = \$21,000$

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

3. The program unit funding rates should be viewed as maximum ceilings only. Provincial statistics indicate the costs of most programs average about \$15,000 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 PUF 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:

$$\left\{ \frac{\# \text{ hours}}{800} + \frac{\# \text{ sessions}}{36} \right\} \times \$23,262$$

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

$$+ \left\{ \frac{\# \text{ hours}}{800} + \frac{\# \text{ sessions}}{36} \right\} \times \$5,771$$

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:

$$\begin{aligned} & \left[\frac{500}{800} + \frac{10}{36} \right] \times \$23,262 = \$21,000 \\ + & \left[\frac{400}{800} \right] \times \$5,771 = \$2,886 \\ + & \left[\frac{600}{800} + \frac{4}{36} \right] \times \$5,771 = \$4,969 \\ = & \text{ Total ceiling for the unit} \quad \underline{\underline{\$28,855}} \end{aligned}$$

5. PUF ceiling amounts will be adjusted when a **funded child's** program starts after the **count date** 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 \$2,326 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)	$\$23,262 \times 4/10 = \$9,305$ or
b)	$\$23,262 \times (300/800 + 4/36) = \$11,308$
Ceiling amount is \$9,305	

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