



COLORADO

**Office of Children,
Youth & Families**

Division of Child Welfare

Date: September 27, 2019

To: All County Human/Social Services Directors and School Districts

From: Kari Daggett, MSW, Interim Director

Regarding: Child Welfare Educational Stability Allocations for SFY20

Key Words: School Stability, Transportation, Education, HB 18-1306

Number: IM-CW-2019-0052

Information Memorandum

The purpose of this memorandum from the Division of Child Welfare (DCW), Colorado Department of Human Services (CDHS) is to provide information regarding the use of educational stability funds appropriated by HB 18-1306 for the purpose of transporting students in out-of-home placement to their schools of origin.

County allocations for SFY20 are based on the average number of children in out-of-home placement each year over the past three calendar years. These allocations are available in the attached allocation spreadsheet. DCW has reserved a portion of large counties' allocation for direct reimbursement to schools, while reserving the remainder of the county's allocation for county use. The amount reserved for schools is based on the ratio of county to school spending during SFY19. These ratios are provided as a budgeting tool to aid counties and school districts in managing spending, and they can be adjusted during the year if needed.

CDHS Reimbursement for School Transportation

The first year of implementation confirmed that local practices and needs for school transportation arrangements are highly variable. DCW is committed to supporting counties and school districts by offering as much clarity and flexibility as possible to support local needs and ensure students have access to these critical services.

During SFY20, CDHS will continue to offer reimbursement directly to both county departments of human/social services and school districts. Expenses will be paid out of the allocation of the county with legal custody of the student(s). CDHS will reimburse 80% of costs incurred, and the remaining 20% of costs must be split equitably between the school district of the school of origin and the county that has custody of the student. The manner of cost-sharing, or agreement not to cost-share, is up to local agencies.

County departments that prefer to reimburse school districts themselves instead of having the districts invoice CDHS may continue to do so according to local agreements.

CDHS requests that all counties complete the [School Reimbursement Survey](#) in order to ensure that CDHS reimbursement expectations are aligned with local agreements and practice. Counties can also use this survey to verify the local ratios of county-to-school allocation or request a different percentage of allocations be held for schools.

County departments will continue to submit 100% of transportation expenses for reimbursement through CFMS, per [OM-CW-2018-0027](#). CDHS will reimburse 80% of expenses through CFMS. County departments shall also submit backup documentation of these expenses using the attached spreadsheet in Excel format. Backup documentation timelines and procedures are the same as those outlined in [OM-CW-2018-0027](#).

CDHS Reimbursement to Schools

School districts requesting reimbursement directly from CDHS must submit a record of expenses monthly by the 10th day of the second month following the transportation services. Submit reimbursement requests with the attached invoice in Excel format by email to cdhs_dcw_school_stability@state.co.us. After CDHS has verified

expenses on school invoices, schools will be reimbursed from the allocation for the county that has custody of the student. CDHS will return a final verified invoice to the individual at the school district who submitted the original invoice.

School districts that intend to submit for reimbursement through CDHS are encouraged to use the [Foster Student Transportation Arrangement Tool](#) at the time that transportation is requested for the student. This tool will communicate to CDHS that transportation services are beginning and allow CDHS to verify student eligibility at the beginning of services. County departments should collaborate with school districts in the use of this tool.

CDHS will supply counties with a summary of reimbursements provided to school districts on a county's behalf to the county's financial point of contact designated when the county completes the [School Reimbursement Survey](#). This will include total reimbursements made to each school district and a per-student breakdown.

Information Regarding Overspent Allocations

If a county's allocation is overspent during the year, state reimbursements from HB 18-1306 school stability funds will stop. However, to capture the true cost of this program and allow for possible mitigation, counties should continue submitting expenses through CFMS, and school districts should continue submitting invoices. County departments and school districts shall continue to equitably share the costs of transportation. At the close of the fiscal year, any available funds remaining from the appropriation will be used to reimburse expenses in jurisdictions that have overspent.

Necessary Changes to Intergovernmental Agreements

If school districts will be submitting invoices to CDHS for direct reimbursement, the language of the MOU between the county and the local school district may need to be modified. A copy of the state sample [Intergovernmental Agreement on School Stability](#) with minor modifications to reflect these changes will be available in the Educational Success Google Drive folder maintained by DCW. More significant changes may be necessary to language that was added locally. If counties have not yet completed MOUs with their local school districts regarding education of students in out-of-home placement or have not yet submitted copies of their MOUs to CDHS, counties must do so as soon as possible, sending a copy to Samantha Garrett, samantha.garrett@state.co.us.

This communication has been sent to all county human service directors, school district Child Welfare Education Liaisons, school district financial officers, and subscribers to the Office of Children, Youth and Families community partners email list that elect to receive notification when the Office issues a memo. Please forward pertinent information to staff members as you deem necessary.

Contact for questions regarding this Information Memorandum:

Samantha Garrett, LCSW, Education Specialist
303-866-2005
samantha.garrett@state.co.us

Attachments:

Allocation Worksheet
Sample County Backup Documentation (updated)
Sample School Invoice

Linked Resources:

[School Reimbursement Survey](#)
[Foster Student Transportation Arrangement Tool](#)
[OM CW 2018 0019](#)
[Sample Intergovernmental Agreement on School Stability \(updated\)](#)

Memo Website: <https://sites.google.com/a/state.co.us/cdhs-memo-series/home>



SFY2019-2020 Child Welfare Educational Stability Allocations

County	2016	2017	2018	Average	% of State	Allocation	Split**	County Share	School Share
Adams	1028	1041	1024	1031	10.26%	\$ 282,307	65/35	\$ 183,500	\$ 98,808
Alamosa	103	123	142	123	1.22%	\$ 33,588	open	open	
Arapahoe	738	800	853	797	7.93%	\$ 218,234	40/60	\$ 87,293	\$ 130,940
Archuleta	20	23	9	17	0.17%	\$ 4,746	open	open	
Baca	11	5	3	6	0.06%	\$ 1,734	open	open	
Bent	18	12	22	17	0.17%	\$ 4,746	open	open	
Boulder	278	314	291	294	2.93%	\$ 80,594	open	open	
Broomfield	53	66	42	54	0.53%	\$ 14,695	open	open	
Chaffee	37	62	38	46	0.45%	\$ 12,504	open	open	
Cheyenne	2	4	0	2	0.02%	\$ 548	open	open	
Clear Creek	30	29	26	28	0.28%	\$ 7,758	open	open	
Conejos	41	36	32	36	0.36%	\$ 9,949	open	open	
Costilla	42	42	38	41	0.40%	\$ 11,135	open	open	
Crowley	25	27	26	26	0.26%	\$ 7,119	open	open	
Custer	6	6	14	9	0.09%	\$ 2,373	open	open	
Delta	100	114	115	110	1.09%	\$ 30,029	open	open	
Denver	1751	1713	1340	1601	15.94%	\$ 438,475	30/70	\$ 131,543	\$ 306,933
DYS*	13	15	12	13	0.13%	\$ 3,651	open	open	
Dolores	1	0	0	0	0.00%	\$ 91	open	open	
Douglas	205	198	201	201	2.00%	\$ 55,129	95/5	\$ 52,372	\$ 2,756
Eagle	18	11	12	14	0.14%	\$ 3,742	open	open	
El Paso	1481	1607	1639	1576	15.69%	\$ 431,447	75/25	\$ 323,585	\$ 107,862
Elbert	26	22	14	21	0.21%	\$ 5,659	open	open	
Fremont	215	188	176	193	1.92%	\$ 52,847	open	open	
Garfield	82	72	67	74	0.73%	\$ 20,171	open	open	
Gilpin	25	11	10	15	0.15%	\$ 4,199	open	open	
Grand	3	8	8	6	0.06%	\$ 1,734	open	open	
Gunnison	16	14	13	14	0.14%	\$ 3,925	open	open	
Hinsdale	0	1	1	1	0.01%	\$ 183	open	open	
Huerfano	36	37	42	38	0.38%	\$ 10,496	open	open	
Jackson	1	0	0	0	0.00%	\$ 91	open	open	
Jefferson	1126	1047	893	1022	10.17%	\$ 279,843	95/5	\$ 265,851	\$ 13,992
Kiowa	19	16	11	15	0.15%	\$ 4,199	open	open	
Kit Carson	17	21	31	23	0.23%	\$ 6,298	open	open	

SFY2019-2020 Child Welfare Educational Stability Allocations

La Plata	63	69	52	61	0.61%	\$ 16,794	open	open	
Lake	5	3	1	3	0.03%	\$ 821	open	open	
Larimer	311	341	314	322	3.21%	\$ 88,170	open	open	
Las Animas	55	39	46	47	0.46%	\$ 12,778	open	open	
Lincoln	29	25	42	32	0.32%	\$ 8,762	open	open	
Logan	69	91	115	92	0.91%	\$ 25,100	open	open	
Mesa	557	501	495	518	5.15%	\$ 141,747	95/5	\$ 134,660	\$ 7,087
Mineral	1	2	1	1	0.01%	\$ 365	open	open	
Moffat	26	26	27	26	0.26%	\$ 7,211	open	open	
Montezuma	43	32	33	36	0.36%	\$ 9,857	open	open	
Montrose	151	135	125	137	1.36%	\$ 37,513	open	open	
Morgan	100	71	64	78	0.78%	\$ 21,449	open	open	
Otero	85	79	85	83	0.83%	\$ 22,727	open	open	
Ouray	0	0	1	0	0.00%	\$ 91	open	open	
Park	19	16	19	18	0.18%	\$ 4,929	open	open	
Phillips	16	8	3	9	0.09%	\$ 2,464	open	open	
Pitkin	1	3	4	3	0.03%	\$ 730	open	open	
Prowers	25	42	33	33	0.33%	\$ 9,127	open	open	
Pueblo	577	529	493	533	5.31%	\$ 145,945	0/100	\$ -	\$ 145,945
Rio Blanco	25	19	24	23	0.23%	\$ 6,207	open	open	
Rio Grande	29	30	37	32	0.32%	\$ 8,762	open	open	
Routt	4	12	6	7	0.07%	\$ 2,008	open	open	
Saguache	11	12	11	11	0.11%	\$ 3,103	open	open	
San Juan	2	2	0	1	0.01%	\$ 365	open	open	
San Miguel	4	6	16	9	0.09%	\$ 2,373	open	open	
Sedgwick	1	2	0	1	0.01%	\$ 274	open	open	
Summit	6	5	7	6	0.06%	\$ 1,643	open	open	
Teller	44	38	36	39	0.39%	\$ 10,770	open	open	
Washington	8	5	6	6	0.06%	\$ 1,734	open	open	
Weld	347	368	451	389	3.87%	\$ 106,424	open	open	
Yuma	21	23	20	21	0.21%	\$ 5,841	open	open	
Total	10202	10219	9712		100.00%	\$ 2,750,328		\$ 1,178,804	\$ 814,324

*DYS includes only youth placed in a group or family home who are not in the custody of a county department.

**Open split allows either schools or county departments to access funds as necessary.



Foster Care Transportation School District Expenses

<i>[School District Name]</i>	***Remit to:
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Total Invoiced	80% Reimburse
\$ -	\$ -

Trails ID (if available)*	Last Name	First Name	Date of Birth	Group**	Start Date	End Date	Cost of Service
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			
				No			

***The information contained in this invoice is accurate to the best of my knowledge and these expenses have not yet been reimbursed by county DHS.

Signature, Title

				No			
				No			
				No			
				No			
				No			
				No			
				No			
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*If Trails IDs are available, please include them. If Trails IDs are unknown, students will be identified by name and DOB.

If students were transported as a group, please list each student separately. Include the full cost of the ride with the **first student listed, and enter \$0 for cost for subsequent group members below.

				No			
				No			
				No			
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				No			
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Foster Care Transportation Tracking and Documentation

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