

PROCEDURES FOR FUNDING EDUCATION OF JUVENILES INCARCERATED IN ADULT FACILITIES IN ACCORDANCE WITH SECTION 1306.2 OF SCHOOL CODE

I. Year-Start Procedures

- A. The host school district completes the PDE-374 “Expenditures for Education of Juveniles Incarcerated in Adult Facilities–Budget.” See form instructions for the PDE-374. The PDE-374–Budget should be submitted by **August 15** to:

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Subsidy Data and Administration
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333

After receipt of the PDE-374–Budget form, the Pennsylvania Department of Education (Department) will pay the host school district an amount equal to one-half of the total budgeted expenditures. This payment will be made in the **October Unipay** for PDE-374 forms submitted by August 15.

- B. At time of enrollment, the host school district completes the PDE-4605A “Determination of District of Residence for Juveniles Incarcerated in Adult Facilities” and mails it to the alleged school district of residence for incarcerated students being educated in the adult facility. See form instructions for the PDE-4605A.

II. Mid-Year Procedures

- A. If there are significant changes to the PDE-374 – Budget form submitted by August 15, a revised PDE-374 – Budget form may be submitted to the PDE by **December 15** (see address above). A second payment equal to one-half of the total budgeted expenditures will be made in the **February Unipay**. This second payment will be adjusted based on the revised budget, if submitted.
- B. The host school district completes the PDE-375 “Listing of Juveniles Incarcerated in Adult Facilities and Participating in an Education Program” – Preliminary Report. See form instructions for the PDE-375. Send a copy of the PDE-375 – Preliminary Report form to the resident school district.

- C. The educating LEA uploads preliminary membership data in Pennsylvania Information Management System (PIMS) using the School Calendar, Student and Student Calendar Fact templates. This data is collected in PIMS Collection 3 in **March**.

PIMS School Calendar template: Number of Scheduled School Days (field #14) is the total days in this school year. The Calendar Programs Code (field #8) is the appropriate code for Juveniles Incarcerated in Adult Facilities (JIAF). See PIMS User Manual volume 2, Appendix R.

PIMS Student Calendar Fact template: Days Enrolled (field #8) and Days Present (field #9) are the days anticipated for this school year.

- D. The school district of residence will have an amount deducted from its Basic Education Funding payment in the **June 1** Unipay equal to the estimated deduction for the school year for students acknowledged as residents of the school district on the PDE-4605A. The estimated deduction will be calculated using the estimated net expenditures per average daily membership (ADM), based on the PDE-374 – Budget form and preliminary membership uploaded by the educating LEA into the PIMS database.

III. Year-End Procedures

- A. The host school district completes the PDE-374 – Final Expenditure Report form and submits it to the PDE by **August 31**.
- B. The host school district completes the PDE-375 – Year-End Report form and mails a copy to the school district of residence by **August 31**.
- C. The educating LEA uploads membership data in Pennsylvania Information Management System (PIMS) using the School Calendar, Student and Student Calendar Fact templates. Upload these year-end files by **August 31**.

IV. PDE Reconciliation Procedures

Reconciliation of amounts paid to the host school district and amounts deducted from the school districts of residence will be made with the Basic Education Funding payment in the **April Unipay**.

- For regular education students:

Reconciliation of payments to the host school district will be equal to the total ADM times 150 percent of the host school district's tuition rate but not to exceed the net expenditures for regular education per ADM reported on the PDE-374 – Final Expenditure Report.

Reconciliation of deductions from the school district of residence will be equal to the total ADM times 150 percent of the host school district's tuition rate; the tuition rate will not exceed the net expenditures for regular education per ADM reported on the PDE-374 – Final Expenditure Report.

- For special education students:

Reconciliation of payments to the host school district will be equal to the net expenditures for special education per ADM reported on the PDE-374 – Final Expenditure Report.

Reconciliation of deductions from the school district of residence will be equal to the total ADM times the net expenditures for special education per ADM reported on the PDE-374 – Final Expenditure Report.