

## **Fall ASBO - School Finance Hot Topics 10.24.18**

### **Save the Date**

- **Winter WVEIS Conference** – December 6 & 7, 2018 @ Embassy Suites in Charleston, WV  
\*The conference will run the afternoon of December 6<sup>th</sup> and the morning of December 7<sup>th</sup>. I will request CPE from the WV Board of Accountancy for those in attendance.
- **OSF Annual Summer Conference** – July 16 -18, 2019 @ Robert H. Mollahan Research Center, Fairmont, WV  
\*Hotel information will be released closer to the training.
- **Certified List of Personnel Training** – August 1, 2019 – Location TBD

### **Go 365 Incentive Payments**

PEIA will soon be sending information to county boards of education regarding the Go 365 Incentive Payments that must be included as income in Box 1 of the W-2s of county board of education employees. The anticipated release date is in early November. Kim Harvey will develop instructions on adding the compensation in WVEIS.

### **PEIA Revenue Coding Reminder**

As a reminder, all county boards of education and MCVCS are required to record their PEIA state aid revenue to two separate revenue source codes effective with the 2018-19 year. The amount sent to PEIA (Fund 2180 on the allocation schedule) must be coded to revenue source code 03918 and the amount sent to RHBT (Fund 2541 on the allocation schedule) must be coded to revenue source code 03915.

### **New Object Codes in LEA Chart of Accounts**

In order to better account for OPEB-related expenditures for retirees for GASB 75, two new object codes have been added to the LEA Chart of Accounts. These two new codes should assist county boards of education who are offering dental and optical coverage to better track the county's expenditures for GASB 75 purposes. County boards not offering employer-paid dental and optical coverage to retirees would not be impacted by these new codes.

- Object 216 – Retiree Dental
- Object 219 – Retiree Optical

## Tools for Schools Update

- At this time, there are approximately 20 county boards of education that have not yet been sent their FY19 Tools for Schools grant since the WOW Technology Plan has not yet been approved for those county boards. **Before the grant awards will be released for those county boards, both the WOW Technology Plan and the GPS Tools for Schools plan must be completed and approved.**
- The project number utilized on the Tools for Schools grant awards already released was incorrect (it will be fixed for the unreleased grants). A generic 28YXX project was used instead of the specific project number in the LEA Chart of Accounts. **If you already have your FY19 grant, please make adjustments to move the revenue and expenditures into the correct project code.** The LEA chart of accounts uses the following projects for Tools for Schools:
  - 26Y3X – Tools for Schools
  - 26Y4X – Tools for Schools – E-Rate Set-aside (on behalf allocation)

When the funds are sent to WVDE, the correct project number is the 26Y3X. However, the E-Rate set-aside amount being spent by WVDE on behalf of the county boards should still have a for/on behalf revenue and expense recorded under project 26Y4X.

- For the county boards of education that have already received their FY19 Tools for Schools grants, completion of the GPS Tools for Schools plan is still required. **ALL county boards must complete the GPS plan.**
- On **October 23, 2018**, Brenda Morris, Executive Director of the WVDE Office of Technology Administration, held a training for technology staff regarding the GPS Tools for Schools plans. There will be a make-up webinar for any technology staff who were unable to attend the in-person training and one-on-one technical assistance will be available as needed. CSBOs will be welcome to attend the webinar.
- For FY20, the goal is for the WOW Technology Plan to also be pulled into the GPS system. FY19 is a transition year where both plans are required.
- For county boards that have received their FY19 grant awards already, WVDE reduced the Tools for Schools grant award amount by any known E-rate requests for those county boards. Apparently those E-rate requests are normally submitted during the previous fiscal year. However, there is an additional process where current year Tools for Schools funding can

be used and submitted as a local E-rate claim. If county boards of education change their mind after receiving their grant award for FY19 and want to use some of the FY19 Tools for Schools money for E-rate, the county can still spend the funds locally and submit a local E-rate request for reimbursement. **This will eliminate the need for FY19 grant funds to be returned to WVDE.** WVDE will still assist those county boards (who don't already use an E-rate consultant) with local E-rate submissions. Questions about the specific E-rate process can be directed to Julia Legg.

- Note that Tools for Schools funds cannot be used to pay an E-rate consultant.

## **Update to WV Universal Pre-K Collaborative Classrooms: Background Checks and Staff Selection Procedures**

The federal Office of Head Start has delayed the compliance date for comprehensive background check procedures. An updated federal rule released on September 26, 2018 indicates that programs have until September 20, 2019 to comply with the comprehensive background check procedures as required in 45 CFR §1302.90(b) of the Head Start Program Performance Standards final rule. Collaborative Universal Pre-K Programs should continue work in developing a plan for implementation and adjust timelines accordingly.

Information from the July 6, 2018 Memorandum with attachments from Dr. Steven Paine (see **Attachment #1**) and the Comprehensive Background Checks Fact Sheet (see **Attachment #2**) should be utilized when developing plans. The WV Universal Pre-K Steering Team will continue to work with county collaborative early childhood teams and personnel directors as necessary to support the process for establishing and maintaining comprehensive background checks.

If you have questions, you may email Janet Bock-Hager at [jbockhager@k12.wv.us](mailto:jbockhager@k12.wv.us) or call the WVDE Office of Early Learning at 304-558-9994.

Below are some additional items for consideration based on a conversation with Janet Bock-Hager:

- Utilizing WV CARES is a cheaper option for county boards than paying for separate state and federal background checks.
- County boards can phase-in who will be fingerprinted. For example, the plan can require all teachers/ECCATs to be fingerprinted in the first year and then the others (bus drivers, etc.) in the second year. While this is permitted, there is no federal guidance for county boards who choose to phase-in over multiple years.

- The county collaborative early childhood teams developing the plan should consult with Personnel Directors and CSBOs.

### **Fingerprinting Accounts with Morpho Trust /IDEMIA**

County boards of education that elect to pay for fingerprinting for employees will have a new billing process through Morpho Trust/IDEMIA. Each employer will establish a No Charge Authorization Code (NCAC) account that is backed by a county P-Card. Under the NCAC accounts, the county board of education will be provided 50 unique NCAC codes at a time. When the county sends an individual to be fingerprinted, they provide one of the unique NCAC codes to the individual. At the time the NCAC code is redeemed, the P-Card associated with the account is charged. County boards of education will need to retain documentation regarding who was assigned each individual NCAC code in order to properly document the P-Card transactions. See **Attachment #3** for a more detailed description of the NCAC process.

For those county boards of education that do not have a P-Card, please contact Brenda Fletcher, a billing specialist at IDEMIA. Her email address is [Brenda.Fletcher@us.idemia.com](mailto:Brenda.Fletcher@us.idemia.com). We have been told that Brenda can assist those county boards of education with an invoice-backed NCAC account.

### **Unrestricted Fund Balance Schedule 18 – Unaudited**

See **Attachment #4** for a copy of the Fund Balances 18 – Unaudited schedule that reflects each county's Unrestricted Fund Balance as of June 30, 2018. Please note that the format of the schedule is slightly different from prior years. The OPEB adjustment is no longer necessary due to the adoption of GASB 75 which removed the OPEB liability from the fund-level financial statements.

### **County of Record for Out-of-State Special Education Students**

In order to help reduce excessive costs to districts that contain residential facilities within their borders, WVDE recently made a change to the way the county-of-record is determined for students with disabilities in the custody of the West Virginia Department of Health and Human Resources (WVDHHR) who begin court-ordered out-of-state placements on or after July 1, 2018. The change did not impact the determination of the county-of-record for placements made prior to July 1, 2018.

See **Attachment #5** for a copy of the memo regarding the changes.

## **Medicaid Update**

The Medicaid Annual Cost Report for the 2017-18 school year will be due December 31, 2018. PCG will provide annual training as part of Fall ASBO instead of during the Winter WVEIS conference in order to give county boards of education a longer window after the training to complete the submission.

PCG will also be scheduling a webinar regarding Quarterly Medicaid Cost Reports to give a refresher on the completion of those cost reports. We have several new CSBOs from recent years who have never received formal training from PCG on the completion of the Quarterly Medicaid Cost Reports.

As you are aware, county boards of education received their first MAC claims from the April-June 2016 quarter around June 30, 2018. We expect PCG to begin the CPE form process for the October – December 2016 quarter in the very near future. During that CPE form process, some county boards of education will be asked to review the information that they reported on their quarterly cost reports regarding contractor payments and make corrections as necessary. As a reminder, only contractor costs related to Medicaid billing services should be included on the quarterly cost reports – contractor costs for direct services (ST, OT, PT, etc.) should be included on the annual cost report only. Once all county boards have made the necessary corrections and completed their CPE forms, PCG will work with DHHR to process the claims.

The MAC claims process for the October – December 2016 quarter will have one new requirement. The WVSAO required an “invoice” for the April-June 2016 quarterly MAC payments. Due to the very tight turnaround time to get the claims processed and paid by June 30, 2018, DHHR created an invoice template for each county board showing the MAC amount calculated by PCG, WVDE reviewed the invoice template, and the invoices were printed on WVDE letterhead for payment. Since the timeframe won’t be as tight for this quarter, each county board of education will utilize the template previously created by DHHR to prepare their own invoice that will be submitted to process the payments. Specific instructions will be sent out regarding the invoice process.

DHHR and PCG hope to get through the remaining MAC claims as quickly as possible. Claims for the July-September quarters will require the completion of quarterly cost reports for the previous years. Moving forward, cost reports for the July-September quarter will be completed in a timelier manner once the staff pool lists for the April-June quarter of the year are finalized. Once the final timelines are determined, information will be provided to county boards of education.

## **WVSAO S2 Drawdown Process and WVEIS GNL.560 Reports**

Please pay careful attention when submitting S2 Drawdown requests to verify that you receive an email confirmation for each separate grant submitted. If you do not receive an email, the WVDE Internal Operations staff also did not receive the email to notify them of the submission. In the event you submit a request and no email is generated, please notify Ashley Cole ([Ashley.cole@k12.wv.us](mailto:Ashley.cole@k12.wv.us)) and Lynda Sanders ([lgsanders@k12.wv.us](mailto:lgsanders@k12.wv.us)) so they can access the drawdown directly in the S2 system. Also, please go back into your submission and verify that all of the files you attempted to attach were fully uploaded. We have determined that these occasional glitches are being caused by file size. If some of your supporting documentation is missing, please email the files to Ashley/Lynda as applicable. Lynda processes IDEA-related grants and Ashley currently processes all other federal grant drawdowns.

Please note that the file size issues are typically related to documents that are scanned versions of reports printed to paper. The file size is much smaller if you print the files directly to PDF. There are ways in WVEIS to have a PDF print session and also to print your reports from WOW. In WOW, in the dark blue bar, you would select Reports and your spooled reports should show up.

In addition, a modification was made to the WVEIS GNL.560 Transaction Activity Report Writer Submittal screen to allow CSBOs to email a PDF version of the report directly to a K12 email address upon generation of the report. This will allow you to email yourself or your designee the reports that can then be attached to your S2 drawdown requests (do not email them directly to WVDE representatives – they must still be attached to the S2 requests). See screen prints below for examples of the two reports (all expenses vs payroll details) with the new email field added.

Now that there are three different options for printing reports directly to PDF, we ask that all county boards attach these generated PDFs instead of scanning hard copies of the reports. This will help reduce file sizes and reduce the number of glitches with the S2 system caused by file sizes.

The WVSAO has also requested that the payroll detail reports include more information about the employees being paid. In order to comply with that request, WVDE will soon be adding the position code to the payroll detail report. Please note that each employee's position code pulls from the HMS system, which many county boards of education do not currently maintain throughout the year. WVDE recommends that you begin updating HMS if there are changes in an employee's position code during the year to avoid any confusion regarding whether their new duties are allowable under the federal grant. HMS should mostly be current at this time due to the recent submission of the CL of Personnel.

## All Expenses – No Payroll Detail

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10/19/18  FY 19  LINCOLN COUNTY SCHOOLS  12:25:25  QPADEV001L
FMS  Transaction Activity Report Writer Submittal  Ref: GNL.565P.01

Report Identifier:  WVSAO

Dates for reporting details - Beginning:  09/01/18  Ending:  09/30/18

Suppress printing lines w/all amts zero? (Y/N):  Y

Print wide format? (Y/N):  N  N = 132 / Y = 167

Extract from P/R Distribution History? (Y/N):  N  Emp Group:  _____
                                                    (blank for all)

WVSAO Federal Drawdown (Y/N):  Y

Email reports as a PDF (Y/N):  Y
Email:  KHARVEY@K12.WV.US
      K12 addresses ONLY!
      Index:  _  1 = Valid Report Identifiers.

      F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel?  N

ONLINE  19,26
  
```

## Payroll Detail Option

```

10/19/18  FY 19  LINCOLN COUNTY SCHOOLS  12:25:25  QPADEV001L
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ONLINE  19,26
  
```






1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

## MEMORANDUM

TO: County Superintendents  
County Pre-K Coordinators  
County Personnel Directors

FROM: Steven L. Paine, Ed.D.   
State Superintendent of Schools

RE: WV Universal Pre-K Collaborative Classrooms: Background Checks and Staff Selection Procedures

DATE: July 6, 2018

In 2002, the West Virginia legislature passed a bill requiring all county boards of education to build collaborative pre-k programs for all four-year-olds by the 2012-2013 school year. As part of the initial legislation, county pre-k programs were required to collaborate with existing programs in each community, including Head Start and state licensed child care centers. County early childhood teams were also required to develop and maintain an annual pre-k plan until universality was achieved. Counties were defined as universal pre-k programs when all eligible children were offered placement and the program was at least 50% collaborative. Today, all West Virginia four-year-olds, as well as three-year-olds with an IEP, have access to a quality pre-k program. Currently, the West Virginia Universal Pre-K Program **four-year-old participation rate is 76%**. Additionally, the **statewide collaboration rate is 82%**.

The state approach for WV Universal Pre-K programs is encompassed in **West Virginia Board of Education (WVBE) Policy 2525: West Virginia's Universal Access to an Early Education System**, which is designed to support collaborative programming. WVBE Policy 2525 includes linkages to collaborative regulations and policies and requirements to support counties in implementing high-quality local programs. Due to the diligence of early childhood professionals and lawmakers, West Virginia is nationally renowned for the state's collaborative pre-k program.

In 2016, the Head Start Performance Standards final rule and systems in the Child Care and Development Block Grant (CCDBG) Act of 2014 require collaborative partners' programs to establish written policies and procedures for new employee selection and complete background check. A process for a complete background check on current employees every five years is also required in the rule. This rule prioritizes child safety and state collaboration to maintain the safety of young children of West Virginia. Each Head Start program must have a **plan for completion of this process in place by September 30, 2018, in accordance with the [U.S. Government Publishing Office Federal Register Volume 82, Number 187](#)**. This plan must include all staff who have unsupervised access to children in all collaborative settings.



Please review the attached document for further information on the federal requirements and definitions for complete background checks during initial hiring and every five years thereafter.

Janet Bock-Hager	<a href="mailto:jbockhager@k12.wv.us">jbockhager@k12.wv.us</a>	304-558-9994
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Ginger Huffman	<a href="mailto:vhuffman@k12.wv.us">vhuffman@k12.wv.us</a>	304-558-2696
Pamela Myers	<a href="mailto:Pamela.S.Myers@wv.gov">Pamela.S.Myers@wv.gov</a>	304-993-5807

Cc: Dr. Jan Barth, Assistant State Superintendent, Division of Teaching and Learning  
Monica DellaMea, Executive Director, Office of Early and Elementary Learning  
Lisa Ertl, WVDHHR Director, Division of Early Care and Education  
Lori Milam, Executive Director, West Virginia Head Start Association  
WV Universal Pre-K Steering Team

**Overview**

In 2002, the West Virginia legislature passed a bill requiring all county boards of education to build collaborative pre-k programs for all four-year-olds by the 2012-2013 school year. As part of the initial legislation, county pre-k programs were required to collaborate with existing programs in each community, including Head Start and state licensed child care centers. County early childhood teams were also required to develop and maintain an annual pre-k plan until universality was achieved. Counties were defined as universal pre-k programs when all eligible children were offered placement and the program was at least 50% collaborative. Today, all West Virginia four-year-olds, as well as three-year-olds with an IEP, have access to a quality pre-k program. Currently, the West Virginia Universal Pre-K Program four-year-old participation rate is 76%. Additionally, the statewide collaboration rate is 82%.

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**Complete Background Checks for hiring process:**

In accordance with CCDBG and Head Start Performance Standards, the following requirements must be met as part of the complete background check during the hiring process before a person is hired, directly or through contract, including transportation staff and contractors:

1. Conduct an interview;
2. Verify references;
3. Conduct a sex offender registry check;
4. Obtain ONE of the following:
  - a. State criminal history records, including fingerprint checks;
  - b. Federal Bureau of Investigation criminal history records, including fingerprint checks.

A complete background check includes state and federal criminal history, including fingerprints is required; however, a program has 90 days after an employee is hired to complete the background check process by obtaining:

- a. Whichever check (either state or federal) was not obtained prior to the date of hire; and,
- b. Child abuse and neglect state registry check, if available.

A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in [42 U.S.C. 9858f\(c\) \(1\)\(D\)](#) and [42 U.S.C. 9858f\(h\)\(1\)](#) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

**Complete background checks every five years:**

A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks:

1. Conduct a sex offender registry check;
2. Complete a child abuse and neglect registry check;
3. State criminal history records, including fingerprint checks;
4. Federal Bureau of Investigation criminal history records, including fingerprint checks.



**Individuals with whom this rule applies in pre-k collaborative settings:**

Complete background checks must be completed initially and every five years for any employees or contractors who have unsupervised contact with children. The following is a list of those for which this rule applies; however, programs must include any additional individuals who have unsupervised access to children.

Principals  
Site Directors  
Teachers  
Early Childhood Classroom Assistant Teachers (ECCAT)  
Bus Drivers  
School Secretaries  
Nurses  
Therapists (Speech, Occupational Therapists, etc.)  
Specialists (Music, Art, Physical Education, Library)  
Psychologists/Counselors/Social Workers  
Substitutes who have unsupervised access to children  
Special Education Aides  
Bus aides



September 2018

**Comprehensive Background Checks Facts Sheet**

This fact sheet is provided to compliment the July 6, 2018 Superintendent’s Memorandum regarding background checks for collaborative pre-k classrooms. The information is provided to assist county collaborative early childhood teams in developing their plans for establishing and maintaining comprehensive background checks.

- Head Start and child care programs must have a plan in place by September 30, 2018 to establish and maintain written policies and procedures for new employee selection and complete background check. ([U.S. Government Publishing Office Federal Register Volume 82, Number 187](#))
- A process for a complete background check on current employees every five years is also required.
- The plan must include how employers will receive state and federal history records, including fingerprint checks. (WV Clearance for Access: Registry & Employment Screening (WV CARES) **or** established contracts with the WV State Police for Criminal History Record Information (CHRI), which must include federal background checks.
- State and federal history records cannot be obtained from the WVDE Office of Certification and Professional Preparation. Any state and federal history records sent to the WVDE can only be utilized for certification purposes.
- This rule prioritizes child safety and state collaboration to maintain the safety of young children of West Virginia.
- All Universal Pre-K classrooms in collaboration with Head Start and/or child care programs must be included in the background check.
- Plans for establishing and maintaining comprehensive background checks for current and future employees should be addressed collaborative contracts.
- Plans must include all staff who have unsupervised access to children in all collaborative settings.

**Complete Background Checks for hiring process:**

There are four requirements as part of the complete background check during the hiring process:

1. Conduct an interview;
2. Verify references;
3. Conduct a sex offender registry check;
4. Obtain the following within the required timeframes:
  - a. State criminal history records, including fingerprint checks;
  - b. Federal Bureau of Investigation criminal history records, including fingerprint checks.

**Complete background checks every five years:**

A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks:

1. Conduct a sex offender registry check;
2. Complete a child abuse and neglect registry check;
3. State criminal history records, including fingerprint checks;
4. Federal Bureau of Investigation criminal history records, including fingerprint checks.

**Individuals with whom this rule applies in pre-k collaborative settings:**

The following is a list of those for which this rule applies; however, programs must include any additional individuals who have unsupervised access to children:

Principals	Site Directors
Teachers	Early Childhood Classroom Assistant Teachers (ECCAT)
Bus Drivers	School Secretaries
Nurses	Therapists (Speech, Occupational Therapists, etc.)
Specialists (Music, Art, Physical Education, Library)	Psychologists/Counselors/Social Workers
Substitutes who have unsupervised access to children	Special Education Aides
Bus aides	Others, as applicable

For more information, please review the Superintendent Memorandum titled, WV Universal Pre-K Collaborative Classrooms: Background Checks and Staff Selection Procedures (July 6, 2018).



## West Virginia Enrollment Services Statewide Network

IDEMIA Identity and Security USA, LLC (“IDEMIA”) is pleased to offer a new service - **No Charge Authorization Codes** or “NCAC(s)”. This service will allow you to establish an account that is backed by a major credit card (currently VISA, MasterCard, Discover and AMEX).

The benefit of a credit card-backed NCAC account is that your credit card is charged **ONLY** when one of your applicants is fingerprinted and an NCAC is redeemed. During applicant registration, when “NCAC” is selected as the payment method, the applicant will be prompted to enter the NCAC assigned by you from your account, thus reserving the NCAC for that applicant and his or her appointment.

**NCACs will expire 6 (six) months from date of issuance or at the credit card expiration date, whichever comes first. Expired NCACs will not be charged to your credit card. This feature is designed to assist you in controlling the distribution of NCAC codes and assist in preventing fraud. The assigned primary contact for your account will be responsible for issuing and controlling the use of NCACs provided. The assigned primary contact should request all applicants to provide a copy of their enrollment receipt in order to assist you with your record-keeping.**

Please review the following guidelines before you open an NCAC account:

- A minimum of 50 (fifty) NCAC codes per service type must be requested at any one time.
- Customers may open only one account per tax ID number.
- Complete and return the attached NCAC Agreement, Credit Card Authorization and Customer Account Information forms in their entirety to our Billing department via fax at 615-871-0845.
- The Customer Account Information form is used to identify those email addresses to which IDEMIA should send NCACs for your account.
- Upon receipt and execution of the requested documentation, IDEMIA will provide your assigned primary contact with NCAC’s. Allow 3-5 business days for processing.
- Your nine-digit Federal tax ID number or EIN number will be the identifier for your account, along with an account name. The assigned primary contact must provide this information to order additional NCACs.
- Additional NCAC’s may be requested by submitting a re-order form, located at the “Download Forms and Links” section on our web site, <https://www.identogo.com> and select your state. All re-order forms must be submitted via email to: [WVUEPAccounts@us.IDEMIA.com](mailto:WVUEPAccounts@us.IDEMIA.com).
- You will be charged a \$1 convenience fee for every applicant printed using an NCAC code assigned to your account.

If the NCAC payment method does not work for you, other payment options are available.

- Credit Card onsite (Card holder must be present)
- Money Order, Cashier's Check or Business Check per individual fingerprinting applicant

## *Steps to Redeem an NCAC*

- 1 Pre-enroll and schedule a fingerprint appointment in the State of West Virginia at <https://uenroll.identogo.com>
- 2 After you enter your Service Code and input the necessary information during the pre-enrollment, when prompted to choose the form of payment, select the NCAC option and enter the NCAC provided to the applicant.
- 3 The Service Code selected during pre-enrollment must match the Authorization Code provided by the applicant at the time an NCAC is selected as payment. Otherwise, the applicant will be prompted for another form of payment if the NCAC is invalid and the applicant will be required to pay for his or her enrollment with a payment method other than NCAC.
- 4 IDEMIA will provide your applicants with a receipt, indicating confirmation of payment by NCAC. **This is not a creditcard receipt and does not reflect the \$1 convenience fee.**
- 5 Ensure that the applicant retains or returns a copy of the receipt to you for your records. The applicant may ask for more than one copy of their receipt at the enrollment center at the time of fingerprinting.



**NCAC Credit Card Agreement  
West Virginia  
Enrollment Services Statewide Network**

This NCAC Agreement (“Agreement”) is between IDEMIA Identity and Security USA, LLC (“IDEMIA”) and the company or organization identified below (“Customer”), and sets forth the terms and conditions under which IDEMIA will provide no-charge authorization codes (“Authorization Code(s)”) to Customer for distribution to applicants required to submit to a fingerprint based background check (“Applicant(s)”) through the State of West Virginia, Digital Fingerprint Program.

Applicants will present an Authorization Code to IDEMIA at the time IDEMIA collects their fingerprints and verifies their biographic information (“Applicant Information”). Upon IDEMIA’s collection of Applicant Information, IDEMIA will charge the credit card identified by Customer in a Credit Card Authorization Agreement (“Credit Card”).

IDEMIA will provide an initial quantity of \_\_\_\_\_ (**minimum order of 50**) Authorization Codes to Customer upon execution of this Agreement and a Credit Card Authorization Agreement. All of the codes will expire six (6) months of the date of issuance to Customer or at the date of expiration of the Credit Card, whichever occurs first. Customer will not be charged for Authorization Codes that have not been redeemed before expiration. IDEMIA will provide additional Authorization Codes at a quantity (**minimum order of 50**) requested by Customer. The provision and redemption of additional Authorization Codes provided to Customer will be governed by the terms of this Agreement.

IDEMIA will provide all Authorization Codes to an email address provided by Customer, in a password-protected file. Customer may distribute the Authorization Codes to applicants via any method of delivery (e.g., email, US mail).

IDEMIA will debit the Credit Card for the amount corresponding to the West Virginia Fingerprint service code identified by the Customer in this agreement. Customer will also be charged a \$1 convenience fee for every applicant who uses an NCAC code assigned to Customer. The receipt provided to the applicant at time of service will indicate payment via NCAC and is not a credit card receipt, and does not reflect the \$1 convenience fee established with this agreement.

If the State of West Virginia or other relevant government agency authorizes or dictates a fee increase or decrease in Fingerprint fees, IDEMIA will charge Customer the new fee for any redemption of Authorization Codes occurring on or after the effective date of the fee change.

Customer acknowledges and agrees that Customer will be responsible for all Credit Card charges for Authorization Codes issued to Customer and provided to IDEMIA by applicants, regardless of whether the corresponding Authorization Codes are obtained or redeemed by fraud, redeemed by persons to whom Customer did not issue the Authorization Codes, or that are transferred in violation of any terms and conditions under which Customer distributes the Authorization Codes.

If a charge to the Credit Card is declined by IDEMIA’s payment processor or by the issuer of the Credit Card, or if IDEMIA is otherwise unable to obtain payment through the Credit Card, or if any IDEMIA charges to the Credit Card are refused or disputed, IDEMIA will require payment in full prior to or at the time of processing any further applicants of Customer, until such time that IDEMIA notifies Customer that the payment issue has been resolved.

Please indicate acceptance of these terms by having an authorized representative of Customer sign below, and return a copy to IDEMIA **via fax at 615-871-0845**.

IF HAND WRITING, PLEASE PRINT LEGIBLY

**ACCEPTED AND AGREED TO:**

Name of Customer: \_\_\_\_\_

Nine Digit Tax ID or EIN Number: \_\_\_\_\_

Service Code(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





IF HAND WRITING, PLEASE PRINT LEGIBLY

Legal Company Name:		
Legal Street Address:		
City:	State:	Zip Code:

Nine Digit Tax ID or EIN Number: \_

\*if tax exempt submit exemption certificate

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
Secondary Contact Name:	Secondary Contact Phone:	Secondary Contact Email:

The primary contact will receive all Authorization Codes ordered via the email provided and should be the individual over the fingerprinting/background check process for your organization. Please make sure your organization's IT dept. (or equivalent) adds [WVUEPAccounts@us.IDEMIA.com](mailto:WVUEPAccounts@us.IDEMIA.com) in a 'white list' so delivery of Authorization Codes is not blocked by your internet security.

**\*PLEASE NOTE, if there are any issues with your NCAC account, we will only speak with the contacts listed above.**

Please fax this form with initial NCAC agreement and credit card authorization to **615-871-0845**

**\*Please note if contact information needs to be changed in the future, it must be done via email to: [WVUEPAccounts@us.IDEMIA.com](mailto:WVUEPAccounts@us.IDEMIA.com) by an established person of contact.**



Current Date:

IF HAND WRITING, PLEASE PRINT LEGIBLY

Nine Digit Tax ID or EIN Number:

CUSTOMER INFORMATION

Company Name:  Contact Email Address:

Customer Contact:  Contact Phone Number:

CUSTOMER AUTHORIZATION

By signing below, I authorize Idemia to charge my credit card ending in \_ (last four digits of card) for the full transaction value of each unique 'Authorization Code' presented for the purpose of completing any UEP transaction performed on my company's behalf.

Signature (must be physical signature):

Printed Name:  Email:

To Be Retained

To Be Destroyed

CARD HOLDER INFORMATION

Full Name on Card:  Card Type:  Visa  Master Card  Discover  American Express

Credit Card Number:  Expiration Date:  CSV Code:

IDEMIA - Billing Department - 6840 Carothers PKWY, Suite 650 - Franklin, TN 37067

FAX COMPLETED AUTHORIZATION FORM TO: 615-871-0845

**COUNTY BOARDS OF EDUCATION  
UNRESTRICTED FUND BALANCES WITH ADJUSTMENTS - UNAUDITED  
GENERAL CURRENT EXPENSE FUND  
AS OF JUNE 30, 2018**

County	Approved Levy Estimate	Unrestricted Fund Balance	Unrestricted Encumbrances (Subtracted)	Net Unrestricted Fund Balances Adjusted For Encumbrances	Pct. Net Unrestricted Fund Balance to Approved Levy Estimate
Barbour	19,344,811	1,890,569	135,689	1,754,880	9.1%
Berkeley	184,780,134	8,738,319	500,694	8,237,625	4.5%
Boone	45,081,093	11,215,700	558,552	10,657,148	23.6%
Braxton	16,727,116	2,391,568	-	2,391,568	14.3%
Brooke	31,815,847	2,254,420	291,483	1,962,937	6.2%
Cabell	126,632,891	32,233,529	2,129,222	30,104,307	23.8%
Calhoun	8,570,148	(1,276,083)	32,812	<b>(1,308,895) *</b>	<b>-15.3%</b>
Clay	17,028,677	1,035,815	39,656	996,159	5.9%
Doddridge	25,081,965	4,231,804	29,530	4,202,274	16.8%
Fayette	65,170,281	5,530,090	292,096	5,237,994	8.0%
Gilmer	9,222,167	1,311,609	27,693	1,283,916	13.9%
Grant	13,918,818	9,051	3,980	5,071	0.0%
Greenbrier	43,050,756	506,355	-	506,355	1.2%
Hampshire	27,464,628	1,366,492	10,551	1,355,941	4.9%
Hancock	40,498,483	3,221,858	44,560	3,177,298	7.9%
Hardy	19,536,762	1,099,555	-	1,099,555	5.6%
Harrison	86,734,626	6,449,241	120,853	6,328,388	7.3%
Jackson	47,028,569	8,359,870	2,138,485	6,221,385	13.2%
Jefferson	95,435,496	5,519,147	135,119	5,384,028	5.6%
Kanawha	269,720,222	35,071,404	6,546,764	28,524,640	10.6%
Lewis	21,084,577	1,410,845	-	1,410,845	6.7%
Lincoln	33,831,380	2,616,980	244,662	2,372,318	7.0%
Logan	57,303,495	17,083,981	584,365	16,499,616	28.8%
Marion	81,150,891	11,234,100	278,681	10,955,419	13.5%
Marshall	66,973,974	16,619,267	963,210	15,656,057	23.4%
Mason	41,497,003	6,374,743	165,364	6,209,379	15.0%
McDowell	31,932,238	8,796,308	2,663,808	6,132,500	19.2%
Mercer	87,047,671	8,055,508	2,027,363	6,028,145	6.9%
Mineral	41,663,676	3,503,953	6,903	3,497,050	8.4%
Mingo	40,651,804	5,558,305	213,598	5,344,707	13.2%
Monongalia	127,818,851	21,375,536	1,715,237	19,660,299	15.4%
Monroe	16,192,334	4,727,146	149,325	4,577,821	28.3%
Morgan	23,077,725	1,827,224	295,906	1,531,318	6.6%
Nicholas	36,126,055	11,197,223	57,450	11,139,773	30.8%
Ohio	62,287,617	7,554,062	463,647	7,090,415	11.4%
Pendleton	10,833,234	123,484	-	123,484	1.1%
Pleasants	14,806,076	4,463,533	48,129	4,415,404	29.8%
Pocahontas	12,633,199	408,200	500	407,700	3.2%
Preston	35,785,311	1,673,073	-	1,673,073	4.7%
Putnam	98,192,695	15,088,108	605,350	14,482,758	14.8%
Raleigh	127,330,373	33,305,491	2,281,269	31,024,222	24.4%
Randolph	35,357,313	1,004,573	12,654	991,919	2.8%
Ritchie	15,239,808	3,184,098	130,729	3,053,369	20.0%
Roane	18,370,119	1,399,073	-	1,399,073	7.6%
Summers	12,947,803	457,030	5,268	451,762	3.5%
Taylor	23,323,911	6,060,205	256,191	5,804,014	24.9%
Tucker	10,133,834	506,490	650	505,840	5.0%
Tyler	16,450,449	5,481,118	1,019,633	4,461,485	27.1%
Upshur	35,420,862	161,838	153,362	8,476	0.0%
Wayne	63,001,771	5,415,697	75,433	5,340,264	8.5%
Webster	12,028,421	181,670	1,427	180,243	1.5%
Wetzel	39,206,724	12,294,629	1,028,132	11,266,497	28.7%
Wirt	9,568,158	927,189	5,807	921,382	9.6%
Wood	123,917,765	7,002,326	1,386,300	5,616,026	4.5%
Wyoming	40,128,540	7,168,229	858,222	6,310,007	15.7%
<b>State</b>	<b>2,716,159,147</b>	<b>365,401,548</b>	<b>30,736,314</b>	<b>334,665,234</b>	<b>12.3%</b>

(1) The amounts presented above are from unaudited financial statements and are subject to change. (2) Fund balances presented in red are deficit balances; those presented in bold and with an asterisk are deficit balances that exceed the definition of a casual deficit, per WVC §11-8-26 and §18-1-1, which define a casual deficit as a deficit of not more than 3% of the approved levy estimate or that is nonrecurring. (3) The General Accounting Standards Board (GASB) changed the fund balance classifications, beginning with FYE 6-30-11, to the following: nonspendable, restricted, committed, assigned and unassigned; the amounts presented as unrestricted include committed, assigned and unassigned balances. (4) The amounts presented above are unrestricted fund balances with the encumbrances associated with the unrestricted fund balance subtracted, since these amounts were obligated as of year-end. (5) The previous adjustment to unrestricted fund balance for Other Post-Employment Benefits (OPEB) is no longer required due to the adoption of GASB Statement No. 75 during the fiscal year.

**COUNTY BOARDS OF EDUCATION  
UNRESTRICTED FUND BALANCES WITH ADJUSTMENTS - UNAUDITED  
(SORTED IN DESCENDING ORDER BY PERCENT)  
GENERAL CURRENT EXPENSE FUND  
AS OF JUNE 30, 2018**

Ct.	County	Approved Levy Estimate	Unrestricted Fund Balance	Unrestricted Encumbrances (Subtracted)	Net Unrestricted Fund Balances Adjusted For Encumbrances	Pct. Net Unrestricted Fund Balance to Approved Levy Estimate
1	Nicholas	36,126,055	11,197,223	57,450	11,139,773	30.8%
2	Pleasants	14,806,076	4,463,533	48,129	4,415,404	29.8%
3	Logan	57,303,495	17,083,981	584,365	16,499,616	28.8%
4	Wetzel	39,206,724	12,294,629	1,028,132	11,266,497	28.7%
5	Monroe	16,192,334	4,727,146	149,325	4,577,821	28.3%
6	Tyler	16,450,449	5,481,118	1,019,633	4,461,485	27.1%
7	Taylor	23,323,911	6,060,205	256,191	5,804,014	24.9%
8	Raleigh	127,330,373	33,305,491	2,281,269	31,024,222	24.4%
9	Cabell	126,632,891	32,233,529	2,129,222	30,104,307	23.8%
10	Boone	45,081,093	11,215,700	558,552	10,657,148	23.6%
11	Marshall	66,973,974	16,619,267	963,210	15,656,057	23.4%
12	Ritchie	15,239,808	3,184,098	130,729	3,053,369	20.0%
13	McDowell	31,932,238	8,796,308	2,663,808	6,132,500	19.2%
14	Doddridge	25,081,965	4,231,804	29,530	4,202,274	16.8%
15	Wyoming	40,128,540	7,168,229	858,222	6,310,007	15.7%
16	Monongalia	127,818,851	21,375,536	1,715,237	19,660,299	15.4%
17	Mason	41,497,003	6,374,743	165,364	6,209,379	15.0%
18	Putnam	98,192,695	15,088,108	605,350	14,482,758	14.8%
19	Braxton	16,727,116	2,391,568	-	2,391,568	14.3%
20	Gilmer	9,222,167	1,311,609	27,693	1,283,916	13.9%
21	Marion	81,150,891	11,234,100	278,681	10,955,419	13.5%
22	Jackson	47,028,569	8,359,870	2,138,485	6,221,385	13.2%
23	Mingo	40,651,804	5,558,305	213,598	5,344,707	13.2%
24	Ohio	62,287,617	7,554,062	463,647	7,090,415	11.4%
25	Kanawha	269,720,222	35,071,404	6,546,764	28,524,640	10.6%
26	Wirt	9,568,158	927,189	5,807	921,382	9.6%
27	Barbour	19,344,811	1,890,569	135,689	1,754,880	9.1%
28	Wayne	63,001,771	5,415,697	75,433	5,340,264	8.5%
29	Mineral	41,663,676	3,503,953	6,903	3,497,050	8.4%
30	Fayette	65,170,281	5,530,090	292,096	5,237,994	8.0%
31	Hancock	40,498,483	3,221,858	44,560	3,177,298	7.9%
32	Roane	18,370,119	1,399,073	-	1,399,073	7.6%
33	Harrison	86,734,626	6,449,241	120,853	6,328,388	7.3%
34	Lincoln	33,831,380	2,616,980	244,662	2,372,318	7.0%
35	Mercer	87,047,671	8,055,508	2,027,363	6,028,145	6.9%
36	Lewis	21,084,577	1,410,845	-	1,410,845	6.7%
37	Morgan	23,077,725	1,827,224	295,906	1,531,318	6.6%
38	Brooke	31,815,847	2,254,420	291,483	1,962,937	6.2%
39	Clay	17,028,677	1,035,815	39,656	996,159	5.9%
40	Jefferson	95,435,496	5,519,147	135,119	5,384,028	5.6%
41	Hardy	19,536,762	1,099,555	-	1,099,555	5.6%
42	Tucker	10,133,834	506,490	650	505,840	5.0%
43	Hampshire	27,464,628	1,366,492	10,551	1,355,941	4.9%
44	Preston	35,785,311	1,673,073	-	1,673,073	4.7%
45	Wood	123,917,765	7,002,326	1,386,300	5,616,026	4.5%
46	Berkeley	184,780,134	8,738,319	500,694	8,237,625	4.5%
47	Summers	12,947,803	457,030	5,268	451,762	3.5%
48	Pocahontas	12,633,199	408,200	500	407,700	3.2%
49	Randolph	35,357,313	1,004,573	12,654	991,919	2.8%
50	Webster	12,028,421	181,670	1,427	180,243	1.5%
51	Greenbrier	43,050,756	506,355	-	506,355	1.2%
52	Pendleton	10,833,234	123,484	-	123,484	1.1%
53	Grant	13,918,818	9,051	3,980	5,071	0.0%
54	Upshur	35,420,862	161,838	153,362	8,476	0.0%
55	Calhoun	8,570,148	(1,276,083)	32,812	<b>(1,308,895) *</b>	<b>-15.3%</b>
-	State	2,716,159,147	365,401,548	30,736,314	334,665,234	12.3%

(1) The amounts presented above are from unaudited financial statements and are subject to change. (2) Fund balances presented in red are deficit balances; those presented in bold and with an asterisk are deficit balances that exceed the definition of a casual deficit, per WVC §11-8-26 and §18-1-1, which define a casual deficit as a deficit of not more than 3% of the approved levy estimate or that is nonrecurring. (3) The General Accounting Standards Board (GASB) changed the fund balance classifications, beginning with FYE 6-30-11, to the following: nonspendable, restricted, committed, assigned and unassigned; the amounts presented as unrestricted include committed, assigned and unassigned balances. (4) The amounts presented above are unrestricted fund balances with the encumbrances associated with the unrestricted fund balance subtracted, since these amounts were obligated as of year-end. (5) The previous adjustment to unrestricted fund balance for Other Post-Employment Benefits (OPEB) is no longer required due to the adoption of GASB Statement No. 75 during the fiscal year.

**COUNTY BOARDS OF EDUCATION  
RESTRICTED AND UNRESTRICTED FUND BLANCES NET OF ENCUMBRANCES  
PERMANENT IMPROVEMENT FUND  
AS OF JUNE 30, 2018**

County	Fund Balance Classifications					Total	Encumbrances	Net
	Restricted	Committed	Assigned	Unassigned	With Encumbrances			Excluded
Barbour	-	-	-	-	-	-	83,591	(83,591)
Berkeley	-	-	-	-	-	-	-	-
Boone	-	-	-	-	-	-	-	-
Braxton	-	-	-	-	-	-	-	-
Brooke	479,299	-	-	-	479,299	1,226,169	(746,870)	
Cabell	5,220,042	-	-	-	5,220,042	1,440,338	3,779,704	
Calhoun	-	-	-	-	-	-	-	-
Clay	-	-	-	-	-	-	-	-
Doddridge	-	-	-	-	-	-	-	-
Fayette	-	-	-	-	-	-	-	-
Gilmer	-	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-
Greenbrier	-	-	-	-	-	-	-	-
Hampshire	-	-	-	-	-	-	-	-
Hancock	-	-	-	-	-	-	-	-
Hardy	-	-	-	-	-	-	-	-
Harrison	-	-	-	-	-	-	-	-
Jackson	-	-	-	-	-	-	-	-
Jefferson	-	-	-	-	-	-	-	-
Kanawha	13,117,761	-	-	-	13,117,761	4,046,290	9,071,471	
Lewis	-	-	-	-	-	-	-	-
Lincoln	215,463	-	-	-	215,463	649,694	(434,231)	
Logan	1,544,963	-	-	-	1,544,963	3,726,115	(2,181,152)	
Marion	-	-	-	-	-	-	-	-
Marshall	-	-	-	-	-	-	-	-
Mason	-	-	-	-	-	-	-	-
McDowell	699,871	-	-	-	699,871	-	699,871	
Mercer	3,821,076	-	-	-	3,821,076	-	3,821,076	
Mineral	1,181,589	-	-	-	1,181,589	-	1,181,589	
Mingo	540,924	-	-	-	540,924	1,500	539,424	
Monongalia	5,991,678	-	-	-	5,991,678	3,911,739	2,079,939	
Monroe	498,019	-	-	-	498,019	-	498,019	
Morgan	-	-	-	-	-	-	-	-
Nicholas	-	-	-	-	-	-	-	-
Ohio	-	-	187,977	-	187,977	-	187,977	
Pendleton	-	-	-	-	-	-	-	-
Pleasants	-	-	-	-	-	-	-	-
Pocahontas	-	-	-	-	-	-	-	-
Preston	-	-	-	-	-	-	-	-
Putnam	-	-	-	-	-	-	-	-
Raleigh	2,235,010	-	-	-	2,235,010	175,924	2,059,086	
Randolph	-	-	-	-	-	-	-	-
Ritchie	-	-	-	-	-	-	-	-
Roane	3,696	-	-	-	3,696	-	3,696	
Summers	-	-	-	-	-	-	-	-
Taylor	-	-	-	-	-	-	-	-
Tucker	-	-	-	-	-	-	-	-
Tyler	-	-	-	-	-	-	-	-
Upshur	-	-	-	-	-	-	-	-
Wayne	453,458	-	-	-	453,458	453,583	(125)	
Webster	-	-	-	-	-	-	-	-
Wetzel	-	-	-	-	-	-	-	-
Wirt	-	-	-	-	-	-	-	-
Wood	-	-	-	-	-	-	-	-
Wyoming	1,210,265	-	95,176	-	1,305,441	95,176	1,210,265	
<b>State</b>	<b>37,213,114</b>	<b>-</b>	<b>283,153</b>	<b>-</b>	<b>37,496,267</b>	<b>15,810,119</b>	<b>21,686,148</b>	

Notes: (1) The fund balances reported above are from unaudited financial statements. (2) The Governmental Accounting Standards Board (GASB) Statement 54 changed the fund balance classifications beginning with FYE 6-30-11 to the following: nonspendable, restricted, committed, assigned, and unassigned. Nonspendable and restricted are considered to be a restricted portion of the fund balance; committed, assigned and unassigned are considered to be the unrestricted portion. (3) Total fund balances, including the restricted balances, are reported for this fund since the total fund balances are generally considered restricted because of the nature of the fund, but most of the balances are generally not designated for any particular project. (4) Under GASB Statement 54, reservations for encumbrances are no longer reflected as a separate fund category, but total encumbrances have been excluded above to arrive at the net balance, since these amounts were obligated as of year-end. (5) Of the county boards listed above as maintaining a Permanent Improvement Fund, only five dedicated a portion of their regular levy tax collections to the fund (Cabell, Mingo, Monroe, Wayne, and Wyoming); the remainder made transfers from other funds.



1900 Kanawha Boulevard, East, Building 6 • Charleston, WV 25305  
wvde.us

To: Superintendents, Special Education Directors and Treasurers  
From: Sheila Paitsel, Office of Federal Programs *SP*  
RE: County of Record for out-of-state students  
Date: September 4, 2018

THE FOLLOWING CHANGE, IMPLEMENTED IN AN EFFORT TO REDUCE EXCESSIVE COSTS TO DISTRICTS THAT CONTAIN RESIDENTIAL FACILITIES WITHIN THEIR BORDERS, WILL BE EFFECTIVE FOR ALL STUDENTS WITH DISABILITIES IN THE CUSTODY OF THE WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES (WVDHHR) WHO BEGIN COURT ORDERED OUT-OF-STATE PLACEMENTS ON OR AFTER JULY 1, 2018. THIS CHANGE WILL NOT IMPACT THE DETERMINATION OF COUNTY OF RECORD FOR PLACEMENTS MADE PRIOR TO JULY 1, 2018:

#### COUNTY OF RECORD:

For several years, every student with a disability in the custody of the West Virginia Department of Health and Human Resources (WVDHHR) and placed in an out-of-state facility by West Virginia (WV) courts has been enrolled in a WV school and assigned an Out-Of-State (OOS) enrollment code [EO]. A monthly roster, that includes instructions for enrollment, is disseminated to each school district from the Office of Federal Programs to notify districts of the out-of-state students for which they are financially responsible as the home district. The home district is determined through a WVEIS search that identifies the last WV school district in which the student was enrolled for at least 45 school days, excluding the Office of Diversion and Transition Programs (ODTP). Each student is counted with an assigned home district in the second month (October 1<sup>st</sup>) enrollment process annually for the purposes of obtaining basic state aid funding under the Public School Support Plan (PSSP) and Special Education State Allocation funding. These funding sources offset the financial burden assessed to the home district to partially fund education costs for its students placed in out-of-state facilities.

*Effective July 1, 2018, any district in which the student was enrolled solely due to placement in an in-state residential shelter, treatment facility or correction facility will have the opportunity to be excluded from identification as the home district for a student subsequently placed out-of-state. It will be the district's responsibility to obtain and submit evidence (i.e., copies of WVEIS enrollment screens along with items such as court orders, correspondence from in-state facilities or DHHR placement documentation) to the Office of Federal Programs demonstrating that the student was enrolled in the district only as a result of an in-state residential placement. Upon review of the district's request for exclusion from home district status (including all required supporting documentation) and determination that the request should be granted, the Office of Federal Programs will identify the correct home district for the student based on the most recent district in which the student was enrolled for at least 45 days prior to their in-state residential placement. The affected districts will be notified regarding any resulting change in home district status for a particular student as a result of this process.*

***This process will be ongoing and requests will be accepted throughout the year. However, in order for the students to be enrolled in the correct home district for the upcoming second month enrollment***

***process as of October 1, 2018, all requests by districts to be excluded from home district status must be submitted to Sheila Paitzel by no later than September 21, 2018. The Office of Federal Programs will notify all districts of any changes in home district status in time that all necessary October 1<sup>st</sup> enrollment changes can be made in WVEIS prior to October 7, 2018 so the enrollment certification process is not delayed.***

Due to the transient nature of these students, any WV school district with relevant student information, whether or not the assigned home district, will be expected to cooperate in sharing educational data, providing school records and participating in programmatic planning to ensure the student's success in court appointed out-of-state placements.