

State Agency Children Daily Membership Reporting Form Instructions 2009-2010

The following instructions have been prepared to assist you in completing the State Agency Children Membership Reporting Form. An electric copy of the form is available online at www.kecsac.eku.edu/documents.php.

1. Please give the name of the school district, program name, the date of the report, the total count of state agency children (see definition below) enrolled in the program on the reporting date, and the name of the individual completing the form. By completing the form the individual will verify that the count is correct. All information provided must be current, complete, and correct. If incomplete information is submitted, the KECSAC office will contact the program to request a revised report. The revised report must be returned back to KECSAC within 10 business days.

2. Please provide the following information for each state agency child. In alphabetical order, please provide: Last Name, First Name, Infinite Campus Student ID#, Date of Birth, Grade, Enrollment Date, and select the Classification for each state agency child enrolled on the day of the report. To qualify as a state agency child, the student must fall into one of the following categories:

- Committed to or in custody of the Department of Community Based Services (DCBS)
- Committed to or in custody of the Department of Juvenile Justice (DJJ)
- Court ordered to attend program
- Probated
- Placed or financed in a private facility pursuant to a child care agreement with the Cabinet. (This category may include funding by state Medicaid, or other resources within the Cabinet. A child care agreement with the Cabinet may include a DCBS child care agreement or a Behavioral Health service provider contract.)

Please refer to KECSAC Policy 01.1 for the complete definition of these classification codes. KECSAC's policies can be found at www.kecsac.eku.edu/documents.php

3. Email the form to Kristine.Estill@eku.edu by the following dates:

October 15, 2009 report is due on October 23, 2009

December 1, 2009 report is due on December 15, 2009

March 15, 2010 report is due on March 25, 2010

If a program is not in session on the reporting date, the program should submit the report for the last day they were in session prior to the reporting date.

“State Agency Children” are defined in KRS 158.135 as:

1. **a.** Those children of school age committed to or in custody of the Cabinet for Health and Family Services and placed, or financed by the cabinet, in a Cabinet for Health and Family Services operated or contracted institution, treatment center, facility, including those for therapeutic foster care and excluding those for nontherapeutic foster care; or
- b.** Those children placed or financed by the Cabinet for Health and Family Services in a private facility pursuant to child care agreements including those for therapeutic foster care and excluding those for nontherapeutic foster care;
2. Those children of school age in home and community-based services provided as an alternative to intermediate care facility services for the mentally retarded; and
3. Those children committed to or in custody of the Department of Juvenile Justice and placed in a department operated or contracted facility or program.

“STATE AGENCY CHILDREN” ARE NOT CHILDREN WHO ARE:

1. Referred directly by the local school district.
2. Referred without an official court order;
3. Privately funded placements; or
4. Out-of-state children.