



LOUISIANA DEPARTMENT OF EDUCATION

Guidelines for Use of CDF Allocation (Updated for 2018-2019)

This document provides comprehensive instructions regarding a funding source for career and technical education (CTE) courses: the Career Development Fund (CDF). The sections of this document include:

- 1) Purpose of CDF Funds
- 2) How Much CDF Funds Each District / Charter School / Special School Receives
- 3) When Districts/Schools Receive CDF Funds (new!)
- 4) Allowable CDF Expenses
- 5) Non-Allowable CDF Expenses
- 6) CDF Reporting Requirements / Carrying Over Funds
- 7) CDF-Qualifying Courses

1) Purpose of CDF Funds

CDF funds are intended to support increased student access to high-value CTE courses and training.

BESE and the Legislature realized that it costs schools more to offer CTE courses in high-wage employment sectors (e.g., welding, information technology, manufacturing, etc.). That’s why they included dedicated funds in the MFP – CDF funds – for the exclusive purpose of making high-value CTE courses and training available to more students across Louisiana.

2) How Much CDF Funds Each District / Charter School / Special School Receives

Districts, charter schools and special schools receive a 6% MFP adder (\$238) for each student enrollment in a CDF-qualifying course.

BESE and the Legislature realized that there is a certain minimum amount of money below which CDF funds would not have a significant positive impact on smaller districts and charter / special schools. Therefore, there are minimum amounts of CDF established in the MFP:

- Districts receive the greater of: a) \$25,000; or b) the sum of 6% adders for all their students’ CDF-qualifying courses;
- Charter and special schools receive the greater of: a) \$10,000; or b) the sum of 6% adders for all their students’ CDF-qualifying courses;

| Career Development Fund (CDF) Snapshot | |
|--|---|
| Funding | <ul style="list-style-type: none"> • 6% MFP adder (\$238) per student enrollment by course • Minimum CDF allocation of \$25,000 per district and \$10,000 per charter and special school • A greater percentage of CDF funds will be paid at the beginning of the school year to increase student opportunities (see next section) |

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3) When Districts/Schools Receive CDF Funds (new!)

Districts and charter/special schools will receive most of their CDF allocation each July, so they can invest these funds to maximize student opportunities for the coming school year.

Starting with the 2018-2019 school year, the July MFP remittance for districts and charter/special schools will include the greater of:

- a) Their minimum \$25,000/\$10,000 CDF allocation; or
- b) 75% of their previous year's CDF allocation.

Each February the final CDF allocation due districts and charter/special schools will be trued up based on actual student enrollments. Any addition CDF allocation due each district or charter/special school will be included in their February MFP remittance.

Providing the majority of CDF allocations at the start of the school year will enable districts and charter/special schools to provide additional opportunities for students in all of the areas where CDF funds can be spent.

4) Allowable Expenses for CDF Funds

CDF funds must be spent to increase student access to high-value CTE courses and training.

Specific approved uses include:

- Teacher training towards attainment of Jump Start statewide credentials, which can include Super Summer Institute training and externship stipends for externships in high-demand industry sectors. (WIC-approved high-demand industry sectors include: Automotive Service Repair; Construction Crafts; Culinary; Healthcare; HVAC; Information Technology; Manufacturing; **Medical**; and Transportation and Logistics);
- Facilities, materials and equipment expenditures related to student attainment of statewide credentials. *This type of expenditure may include:*
 - the cost of student **statewide** industry-based credentials;
 - the cost to license software systems like Nepris (and related training) that provide students with access to experts in high-demand industry sectors;
 - career counseling services and software (like Career Compass and Kuder) that help students learn about how they can pursue the courses and industry credential for high-demand industry sectors;
 - Facilities, materials and equipment expenditures related to obtaining statewide credentials (i.e., welding shops, computers for approved credentialing courses, medical uniforms, food for ProStart, supplies for construction crafts, etc.)

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- Transportation of students and teachers to sites where high-value CTE courses and training are available. Qualifying sites include community and technical colleges as well as industry training organizations. Transportation costs include all the costs schools incur for transportation, including driver costs and benefits. Bus Tokens are also allowable expenses.
- Expenses occurred by having a JAG-Specialist on staff, including salary and benefits.

5) NON-Allowable CDF Expenses

- Salaries or benefits for teachers, except for externship stipends in high-demand industry sectors;
- Student tuition. Supplemental Course Allocation (SCA) funds can be used to pay for student tuitions for courses offered by approved Course Choice course providers;
- Teacher training for credentials other than Jump Start statewide credentials.

6) CDF Reporting Requirements / Carrying Over Funds

- It is the LDOE's intent to make CDF reporting requirements minimal and intuitive.
- No districts or charter schools will be penalized if their initial CDF paperwork submissions are incorrect or incomplete. No funds can be lost – the Jump Start team will simply contact you to make sure your submission is corrected and/or completed.
- At the end of the year districts, charter schools and special schools will need to complete a one page [CDF End of Year Report](#) that simply asks for an accounting of how funds were spent and in which Statewide and/or Integrated Pathways.
- Additional resources regarding CDF Funds are available on the [All Things Jump Start](#) web portal inside the Policy & Program Implementation Ball.
- CDF funds may be carried over from one fiscal year to the next. The LDOE will track these funds. *At some point, districts, charter schools and special schools will be required to spend accumulated CDF funds by a designated date. To assist school systems in curing any deficiencies in the reporting and/or expenditure of CDF funds, there will be a [CDF Technical Assistance Review](#) for each school system during July and August, 2018.*
- Funds that are carried over can be noted on Object Code Line 900 "Other Uses of Funds"

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7) CDF-Qualifying Courses

- The most current CDF-Qualifying Courses can be found are available on the [All Things Jump Start](#) web portal inside the Policy & Program Implementation Ball in the section entitled, "Jump Start Funding Resources".
- This list changes every school year based on the trends in the Louisiana economy, and our dedication to making sure that CDF funds are applied to CTE programs that are not yet available to sufficient numbers of Louisiana students.
- Starting 2018-2019, this list will be updated only once each year.

Please send any questions, concerns or recommendations to JumpStart@la.gov

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