

**Purpose:**

The U.S. Department of Education (USDOE) will award Emergency Impact Aid funding to SEAs, which, in turn, will provide assistance to LEAs to cover the cost of educating students enrolled in public schools, including public charter schools, and non-public schools who were **displaced by Hurricanes Harvey, Irma, and Maria**, or the 2017 California wildfires for which a major disaster or emergency has been declared.

The USDOE will make payments to SEAs based on quarterly counts of displaced students enrolled in public schools, including charter schools, and non-public schools. SEAs will make payments to LEAs for the costs of educating public and non-public students, based on the number of covered students served.

Congress appropriated a combined amount of approximately \$2.5 billion for both the Restart and Emergency Impact Aid for Displaced Students programs. The amounts awarded under each program will be based on demand and specific data received from eligible applicants.

Name of Disaster	Declared Date	Incident Period
Hurricane Harvey (Texas & LA)	Hit August 25, 2017	<a href="#">August 23, 2017- September 15, 2017</a>
Hurricane Irma (AL, FL, GA, SC, Puerto Rico)	Hit September 5, 2017	<a href="#">September 4, 2017-October 18, 2017</a>
Hurricane Maria (Puerto Rico)	Hit September 20, 2017	<a href="#">September 17, 2017- November 15, 2017</a>

**Displaced Student**

“Displaced students”, that is, the students for whom an LEA/Non-Public school may receive payments, are students who:

- on the date that is one week prior to the date that the major disaster or emergency was declared for the area, resided in an area for which the Federal Government later declared a major disaster or emergency related to a covered disaster or emergency; and
- as a result of their displacement by a covered disaster or emergency, are enrolled in an elementary school or secondary school **other than the school that the student was enrolled in, or was eligible to be enrolled in, on the date that is one week prior to the date that the major disaster or emergency was declared for the area.**

Note that the definition includes students who, on the date a count is taken, are enrolled in a school in their original LEA but, because of the impact of one of the covered disasters or emergencies, are not in their original school.

Quarterly Dates for Submission of Quarterly Numbers of Displaced Students			
October 1, 2017	December 1, 2017	February 1, 2018	April 1, 2018

**Amount of Assistance:**

- \$8,500 for each student who is not reported as a child with a disability or an English learner
- \$9,000 for each displaced student who is an English learner
- \$10,000 for each student with disability

In addition, the total amount of a payment on behalf of a displaced student enrolled in a non-public school may not exceed the lesser of the above per pupil amounts or the cost of tuition and fees (and transportation expenses, if any) at the nonpublic school for the 2017-2018 school year.

#### **Notification Process:**

- LDOE has taken the following actions to ensure that public schools, charter schools and nonpublic schools are made aware of the availability of funds:
  - Placed an announcement in the local education agency, charter and nonpublic schools newsletter starting Tuesday, May 15, 2018 with instructions and forms.
  - Displayed the announcement on the LDOE website starting May 15, 2018.
  - Sent emails to the nonpublic schools Diocesan Superintendents and administrators with forms, instructions.
  - Placed an announcement on the E-Grants Management System website starting May 15, 2018.

<b>LEA and Charter School Guidance</b>
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#### **Eligible Local Educational Agency**

An LEA is eligible to receive funds if it enrolls or enrolled at least one displaced student on a date on which a child count is taken under this program; or serves an area in which at least one displaced non-public school child is enrolled on a date on which a count is taken.

#### **Application Submission Process**

- The LEA (*non-public contact*) will contact all non-public schools within the district's Brumfield vs Dodd boundaries to notify them of the availability of funding under this program and provide the school with the non-public application packet **by noon on Wednesday, May 16, 2018.**
- The LEA will complete the LEA Application which includes 2 forms:
  - [LEA Application form and Quarterly Numbers of Displaced Students Form](#) (*public schools form only*)
- The LEA must email the completed forms in **one file** to the LDOE at [LDOE.GrantsHelpdesk@la.gov](mailto:LDOE.GrantsHelpdesk@la.gov) **by Tuesday, May 22, 2018 no later than 12:00 noon** to allow timely submission to the U.S. Department of Education. In the subject line of the email please utilize the following format for the title: **2018 Emergency Impact Aid Application for (LEA/Non-Public name).**
- In addition to the LEA submitting their application, it must also submit the non-public packet, which should be submitted to the LEA (non-public contact) **electronically in one file by Monday, May 21, 2018 no later than 4:00 pm.**
- The LEA **must send an email confirmation** to non-public school to confirm receipt of application packet.

- The LEA must submit/forward each nonpublic packet *electronically* to the LDOE at [LDOE.GrantsHelpdesk@la.gov](mailto:LDOE.GrantsHelpdesk@la.gov) by **Tuesday, May 22, 2018 no later than 12:00 noon** to allow timely submission to the U.S. Department of Education. The LEA should cc the non-public administrator on the email. *Reminder: In the subject line of the email please utilize the following format for the title: **2018 Emergency Impact Aid Application for (LEA/Non-Public name)**.*

### Payment Process

#### LEA

- The LDOE will distribute funds to the LEA within 14 days of receipt based on the LEA Quarterly Number of Displaced Students Form.
- SEAs and LEAs funded schools must obligate funds received under this program by December 31, 2018 for expenses incurred during the 2017-2018 school year. SEAs must return to the USDOE any funds that are not obligated by SEAs and LEAs by the deadline.

#### Non-Public Schools

- LDOE will provide each LEA with a copy of the report for non-public schools to be utilized in the distribution of funds no later than 14 days after grant award is received.
- The LDOE will maintain and utilize the student list for monitoring/audit purposes.
- The LEA must provide a check to the nonpublic school for **all eligible students** within 14 days of receipt from the State.
- Upon receipt of the funds, the nonpublic school must credit the amount for each student as a separate record in the financial accounts.
  - For the amount of **tuition waived**, the nonpublic school will debit the student record and credit this amount to the nonpublic school's business or general operating accounts for allowable expenses as defined by the program guidelines.
  - For the amount of **tuition paid**, the nonpublic will issue a check to the parent or guardian who applied for these funds accompanied by a letter explaining the origination of the funds within 14 days of receipt from the LEA.
- The nonpublic school must submit a report to the LEA in order to account for all tuition reimbursed to parents or guardians within 30 days of check release.
  - Items required in this report include:
    - a list of check numbers,
    - check date,
    - check amounts,

- student names, and
  - parent/guardian names.
- The nonpublic school must submit a report to the LEA in order to account for all **tuition waived** on a monthly basis after the first receipt of the funds through the closure of the grant period which is December 31, 2018.
    - Items required in this report include:
      - a list of all students for which funds were transferred from the student account into the school's business or general operating accounts for regular and special educational services,
      - the amount transferred,
      - date of transfer, and
      - accounting transaction identification numbers.
  - As part of the monitoring/audit process, the LEA must select a sample of the students for which accounts were established, and contact the parent or guardian to verify the student's enrollment, tuition waived or paid, and the receipt of funds, if applicable.
  - Both the LEA and the nonpublic schools will maintain copies of all student lists, checks, letters to parents or guardians, financial records, bank statements, correspondence, reports to the LEA, and other related materials for a period of 5 years.

### Non-Public School Guidance

#### Eligible Non-public School

The term "eligible non-public school" means a non-public elementary school or secondary school that is accredited or licensed or otherwise operates in accordance with State law, was in existence on February 9, 2018 and serves a displaced student on behalf of whom an application for an account has been made.

#### Application Submission Process

- Parent must complete and sign application requesting that account be established on behalf of student and submit to nonpublic school administrator no later than Friday, May 18, 2018.
  - Participation by the parents is strictly optional
- Nonpublic school must gather the parent applications and complete the nonpublic school application which includes the following forms and must submit the forms *electronically* to the LEA's nonpublic contact person in one packet by Monday, May 21, 2018 no later than 4:00 pm:

- \_\_\_\_\_ [Parent application](#) for each eligible student
- \_\_\_\_\_ [Family Income Survey](#) for each eligible student
- \_\_\_\_\_ [Certification by Nonpublic Schools](#) for each eligible student
- \_\_\_\_\_ [Quarterly Numbers of Displaced Students for nonpublic school](#)
- \_\_\_\_\_ [Attestation of Attendance and Allowable Purpose form](#) for each eligible student

- In the subject line of the email please utilize the following format for the title: **2018 Emergency Impact Aid Application for (LEA/Non-Public name)**.
- The LEA must submit each nonpublic packet *electronically* to the LDOE at [LDOE.GrantsHelpdesk@la.gov](mailto:LDOE.GrantsHelpdesk@la.gov) by Tuesday, May 22, 2018 no later than 12:00 noon to allow timely submission to the U.S. Department of Education.

### **Application Processing Procedures**

- Upon receipt of the nonpublic school application packet, the LDOE must verify the eligibility of schools for these funds
  - In Louisiana, schools must be academically approved and *Brumfield v. Dodd* approved to be eligible to receive federal funds.
- LDOE will create a database which will store each nonpublic school packet and a report inclusive of:
  - total nonpublic student counts segregated by LEA
  - Parent names for applications received
  - a list of all students for which an account must be established (*the nonpublic has on file the personal identification information for each eligible student*).
  - Amount of tuition to be waived or amount of tuition paid on behalf of each student. A separate record must be established on behalf of each student in the financial accounting records totaling the amount of the tuition waived or the amount of tuition paid.

### **Non-Public School Payment Process**

- LDOE will provide each LEA with a copy of the report to be utilized in the distribution of funds no later than 14 days after grant award is received.
- The LDOE will distribute funds to the LEA within 14 days of receipt based on the LEA certified displaced student list.
- The LDOE will maintain and utilize the student list for monitoring/audit purposes.
- The LEA must provide a check to the nonpublic school for **all eligible students** within 14 days of receipt from the State.
- Upon receipt of the funds, the nonpublic school must credit the amount for each student as a separate record in the financial accounts.
  - For the amount of **tuition waived**, the nonpublic school will debit the student record and credit this amount to the nonpublic school's business or general operating accounts for allowable expenses as defined by the program guidelines.

- For the amount of **tuition paid**, the nonpublic will issue a check to the parent or guardian who applied for these funds accompanied by a letter explaining the origination of the funds within 14 days of receipt from the LEA.
- The nonpublic school must submit a report to the LEA in order to account for all tuition reimbursed to parents or guardians within 30 days of check release.
  - Items required in this report include:
    - a list of check numbers,
    - check date,
    - check amounts,
    - student names, and
    - parent/guardian names.
- The nonpublic school must submit a report to the LEA in order to account for all **tuition waived** on a monthly basis after the first receipt of the funds through the closure of the grant period which is December 31, 2018.
  - Items required in this report include:
    - a list of all students for which funds were transferred from the student account into the school's business or general operating accounts for regular and special educational services,
    - the amount transferred,
    - date of transfer, and
    - accounting transaction identification numbers.
- As part of the monitoring/audit process, the LEA must select a sample of the students for which accounts were established, and contact the parent or guardian to verify the student's enrollment, tuition waived or paid, and the receipt of funds, if applicable.
- Both the LEA and the nonpublic schools will maintain copies of all student lists, checks, letters to parents or guardians, financial records, bank statements, correspondence, reports to the LEA, and other related materials for a period of 5 years.