

Office of Career and College Readiness

CDF Allocation

Guidelines for the Use of CDF Allocation

Purpose of CDF Funds

CDF funds are intended to support increased student access to high-value CTE courses and training. Based on data, BESE and the Legislature concluded that additional funding is necessary to offer CTE courses in high-wage employment sectors (e.g., welding, information technology, manufacturing, etc.). As such, dedicated funds have been included in the MFP and CDF funds, for the exclusive purpose of making high-value CTE courses and training available to more students across Louisiana.

CDF Funding Availability

LEAs, including charters and special schools, receive a 6% MFP adder 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, charters, and special schools. Therefore, there are minimum amounts of CDF established in the MFP:

- LEAs 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 (with grades 9-12) receive the greater of: a) \$10,000; or b) the sum of 6% adders for all their students' CDF-qualifying courses; CDF funds may be carried over from one fiscal year to the next.

Receipt of CDF Funds

LEAs, including charters and special schools, will receive their initial CDF allocation each July. Doing so will enable systems to invest the funds to maximize student opportunities for the coming school year.

The July separate CDF remittance for districts and charter/special schools will include the greater of:

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

Each February/March, the final CDF allocation due districts and charter/special schools will be trued up based on actual student enrollments. Any additional CDF allocation due will be in a February or March separate CDF remittance. Any overpayment of CDF allocation will be reduced in the June MFP remittance.

CDF Reporting Requirements

- **Enrollments:** students enrolled in qualifying CDF courses must be reported through EdLink 360 under **Class Schedule Data Collection**; class enrollment data reported from the previous year is used to allocate Initial funds in July. To verify if your system's data is accurate, use the [Class Validation dashboard](#) in EdLink 360.

- **End of Year Reporting:** School systems must submit the [CDF End of Year Report](#) each August. A list of non-reporting schools will be published each December on the LDOE website in the Career Development Fund Compliance report. Due to [Act 413](#), any school system that has not spent more than 95% of the previous year's CDF allocation will also be included in the Career Development Fund Compliance report.

CDF-Qualifying Courses

- The most current CDF-Qualifying Courses can be found on the [Louisiana Department of Education](#) website.
- Changes to the CDF course list are informed by workforce demand and industry trends. Course list revisions also reflect the LDOE's commitment to ensuring that CDF funds are directed toward expanding high-quality CTE programs that are not yet available to sufficient numbers of Louisiana students.

Allowable Expenses

CDF funds must be spent to increase student access to high-value CTE courses/training. Specific approved uses include:

- Facilities, materials, equipment, and transportation expenditures related to students identified on a [Fast Forward](#) pathway who are enrolled in a required Fast Forward pathway course.
- Teacher training towards attainment of [Jump Start statewide credentials](#), which can include Super Summer Institute training and externship stipends for externships in regional or statewide high-demand industry sectors.
- Facilities, materials and equipment expenditures related to student attainment of Advanced [Jump Start statewide credentials](#) and IBCs that are a part of a statewide bundle. This type of expenditure may include:
 - the cost of student statewide industry-based credentials;
 - the cost to license software related to statewide credentials;
 - the cost to license software systems that provide students with access to experts in high-demand industry sectors;
 - career counseling services and software that help students learn about how they can pursue the courses and industry credentials 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.).
- Transportation of students and teachers to sites where high-value CTE courses and training are available. Qualifying sites such as community and technical colleges, school facilities, and industry training organizations. Transportation costs include all the costs schools incur for transportation, such as driver costs and benefits. Bus tokens are also allowable expenses.
- Expenses incurred by having a JAG-Specialist on staff, including salary and benefits.
- Expenses incurred by having CTE staff provide instruction or IBC testing outside of the school day.
- Expenses for the new Career Readiness Quest for Success course.
- Expenses related to student internships and apprenticeships not covered by the partner business (i.e., union dues, steel-toe shoes, drug test, TWIC, etc.).
- Student tuition.
- Travel expenses and registration costs related to educators and CTE staff attending the Teacher Leader Summit. Documentation demonstrating attendance at sessions directly related to CTE, work-based learning, and accountability must be provided in the CDF end-of-year report. School systems are encouraged to braid funding sources to maximize support for professional development opportunities that align with CTE program goals.

- Other expenses recommended by the school system and approved by LDOE.
- Special salary or benefits exceptions can be made for supervision of externships in high-demand industry sectors and JAG specialists.

Non-allowable Expenses

- Typical salaries or benefits for teachers.
- Teacher training for credentials other than Jump Start statewide credentials.

Accounting

- The CDF allocation is part of Level 4, Supplementary Allocations.
- The funds are released through two allocations, an Initial and a Final allocation. A separate payment is released just for the CDF Initial allocation.
 - The initial MFP CDF payments for the current year will be released mid-August.
 - The final MFP CDF allocation due will be in a separate, single payment in February/March of the funding year.
 - Funds should appear in bank accounts within one to three business days depending on the banking institution with which a school system, charter school, or state school conducts business.
- The account codes in which these funds should be reported in the AFR: Revenue from State Sources, State Unrestricted Grants-in-Aid, State Public School Fund (MFP), Acct Code 3110.

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