

# INDIVIDUAL STUDENT ALTERNATIVE EDUCATION PLAN PROGRAM APPLICATION PACKAGE

**2021-2022**

**Grant Application**

**Due**

**June 4, 2021**

Virginia Department of Education

Office of Career, Technical, and Adult Education

James Monroe Building, 21st Floor

101 North 14th Street

Richmond, Virginia 23219

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## GRANT REQUIREMENTS

### PURPOSE

In accordance with the *Code of Virginia*, [§22.1-254D.E](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-254/), the purpose of the Individual Student Alternative Education Plan (ISAEP) program is to provide individualized educational services for students 16 years of age and older as prescribed by the Virginia Board of Education. The program prepares qualifying secondary students to earn a high school equivalency credential while also developing career and technical skills.

#### Program Priorities

The ISAEP program provides an alternative pathway for qualifying secondary students to earn a high school equivalency (HSE) credential and prepare for a successful transition to postsecondary education and workforce opportunities. Currently, the GED® test is the only approved HSE examination in Virginia. While working toward a GED® credential, students must participate in career and technical education, which may include a variety of work-based learning experiences and enrollment in coursework with a goal to attain one or more Board-approved industry credentials, which are posted on the Path to Industry Certification [webpage](https://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml).

While there is a wealth of credentialing options available, at a minimum, students enrolled in an ISAEP program should be provided an opportunity to earn a career readiness credential such as the Virginia Workplace Readiness Skills (WRS) for the Commonwealth Assessment or the National Career Readiness Certificate (CRC). ISAEP coordinators are expected to communicate and collaborate closely with their local and/or regional Career and Technical Education (CTE) departments to determine viable workforce training and credentialing options available to meet the needs of students enrolled in the ISAEP program.

Another core component of the ISAEP program is the completion of the Economics and Personal Finance (EPF) course requirement. Course credit may be earned using a variety of instructional delivery methods. Options include taking a stand-alone course, a self-paced modular version of the course, or a virtual course. This requirement also may be met using a certification of competency approach. Students should be provided an opportunity to take the Working in Support of Education (W!SE) Test.

ISAEP programs must be designed to deliver all of the above-mentioned components to ensure that students obtain the foundational skills necessary to prepare for successful entry into postsecondary education and the workforce.

#### Eligible Applicants

All Virginia public school divisions may apply for funding to support the ISAEP program. All programs are required to adhere to the programmatic and testing guidelines as outlined in this grant application.

### PROGRAM REQUIREMENTS

The following requirements must be met for the implementation of the ISAEP program.

1. No student younger than 16 years of age will be enrolled in the ISAEP program.
2. Each ISAEP student must spend no less than 15 hours per week in academic preparation and no less than 10 hours per week in CTE/workforce skills development, a requirement which may be met through coursework provided by the CTE credentialing requirement. A career assessment must be administered to each enrolled student. All ISAEP students must be enrolled in coursework which leads to the attainment of a CTE credential, and this coursework must be integrated into their academic and CTE instruction.
3. A student must be at least one full year behind in credits to be eligible for enrollment in the ISAEP program. Exceptions to this requirement may be made for students who are credit deficient and/or who are at risk of leaving school before graduation.
4. Each student must have an individual student alternative education program plan that is developed and signed by the student, parent or guardian, school administrator, program coordinator, and other school personnel as appropriate.
5. To be enrolled in the ISAEP program, a student must achieve a grade-level score of 7.5 or higher on a standardized reading test and attain a score of 125 or higher on each section of the GED Ready™ official practice test or a Virginia Department of Education (VDOE)-approved GED® vendor practice assessment (with documented score conversions to the GED Ready™). **NOTE:** The paper-based practice tests developed for the previous 2002 GED test series should not be used.
6. Prior to taking any subject on the operational GED® test, a student must attain a score of 145 or higher on the GED Ready™ official practice test. The ISAEP Testing Eligibility Form submitted to the VDOE must verify a student’s completion of the GED Ready™ as the final qualifying post-test. All testing must be conducted in a GED Testing Service-approved in-person or remote proctored setting.
7. Enrollment in the ISAEP program is voluntary. Students must not be placed in the program without the written agreement of the student and parent or guardian.
8. Appropriate classroom accommodations must be provided to students with documented disabilities.
9. School personnel must provide counseling to students prior to enrolling them in the ISAEP program. Upon enrollment, each ISAEP student must be assigned a counselor who will be available for academic, personal, and career counseling throughout the student’s tenure in the program. The counselor must maintain a record of support provided to the student.
10. Student records must be maintained in a manner consistent with state guidelines.
11. Content taught in the ISAEP program must be exclusively at the high school level.
12. All ISAEP teachers must be licensed by the Commonwealth of Virginia.
13. All ISAEP completers must have the opportunity to participate in a recognition ceremony.
14. Student data, including performance information, must be reported annually to the state office as required.
15. Professional development opportunities must be provided to ensure that ISAEP staff are knowledgeable about program policies, procedures, data reporting, and other instructional resources.

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#### Grant Period

The grant period for this award is 12 months, beginning on July 1, 2021, and ending

June 30, 2022.

### APPLICATION PROCEDURES

Eligible applicants must submit a completed application **by 4 p.m., June 4, 2021**. The grant application must be emailed to [GEDinfo@doe.virginia.gov](mailto:GEDinfo@doe.virginia.gov).

1. Application materials (see Appendix) should be organized and submitted in the following order:
   * + Signed Application Cover Sheet
     + Application Narrative (two-page limit)
     + Budget Summary Sheet
     + Signed Statement of Assurances
2. A standard 12-point font and either Times New Roman or Arial, should be used.
3. Boldface type, underlining, and italics may be used. However, do not use color text.
4. All pages should be numbered at the bottom center of each page, beginning with the Cover Sheet.

**Note:** Programs are required to provide appropriate contact information as identified on the grant cover sheet. The individual identified as the primary ISAEP contact for the school division assumes responsibility for all program communication and matters, including financial management and ensuring that the local ISAEP program staff is familiar with programmatic policies and procedures. Digital signatures or emails from the intended signatory indicating approval are both acceptable.

#### Administration

The VDOE Office of Career, Technical, and Adult Education administers the ISAEP grant and provides leadership to programs in Virginia.

### Deadline for Receipt of Application

**The grant application must be emailed to** [**GEDinfo@doe.virginia.gov**](mailto:GEDinfo@doe.virginia.gov)**. Application materials must be received no later than 4 p.m., June 4, 2021.**

For any questions regarding the ISAEP grant application, please contact Beverly Godwin, Adult Secondary and ISAEP Programs Specialist, at [Beverly.Godwin@doe.virginia.gov](mailto:Beverly.Godwin@doe.virginia.gov), or by telephone at (804) 786-7644.

### Budgets and Financial Reporting

#### Budgets

Eligible applicants are responsible for developing budgets that accurately reflect the planned activities for the grant period. Only expenditures that support approved ISAEP activities may be budgeted. Revisions to approved budgets must be submitted to the VDOE prior to the implementation of the requested revisions.

**Budget Summary**

The school division must submit a budget summary that identifies the total expenditures by line item within each object code.

For example, if the school division plans to purchase textbooks, the line item must indicate the specific textbook being purchased, cost per unit, and the total dollar amount planned for the expenditure. **The proposed budget must not exceed the school division’s projected allocation listed in the Appendix.**

**Object Codes and Descriptions**

Consult the current [OMEGA Object Code Description](https://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/omega-object-codes.pdf) guidance to construct the budget.

#### Expenditures

**Allowable**

Funds are to be used to support the ISAEP program. All expenditures must fall under the object codes identified in the budget. The grantee should contact the state office regarding any questionable expenditure. Funds may not be used to support any unapproved expenditures.

It is the responsibility of the recipient to maintain adequate liability coverage for the recipient, the employees, and the participants for both on-site and off-site activities.

**Unallowable**

Stipends, allowances, post-service benefits, or other financial support may not be paid to any staff, except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation.

Grantees may not use funds to participate in, support, or encourage unapproved activities including:

* Providing religious instruction, conducting worship services, or engaging in any form of proselytization
* Assisting, promoting, or deterring union organizing
* Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office
* Impairing existing contracts for services or collective bargaining agreements
* Paying directly for learner transportation and child care

### Accountability

#### Reporting

Programs must complete and submit the 2021-2022 ISAEP Annual Program Report no later than July 29, 2022. The report template will be emailed to primary program contacts.

#### Retention of Records

Grant recipients must maintain all records, including student and financial records, related to the grant for a period of five years after the ending date of the grant. These records must be available and accessible for monitoring and auditing purposes.

#### Certifications and Compliance

All eligible applicants must certify compliance with specific state and federal laws or regulations. This includes all appropriate state assurances, which must be submitted with the application materials. It is the responsibility of the applicant and grantee to be knowledgeable about applicable laws and regulations. The statement of assurances form is located on pages 12-13 of this document.

## APPLICATION DEVELOPMENT

### Instructions

Applicants must respond to the prompts provided and complete the budget summary sheet. All programs must comply with the assurances outlined on pages 12-13.

The application materials are contained in the Appendix and should be submitted in the following order:

* Signed Application Cover Sheet
* Application Narrative (two-page limit)
* Budget Summary Sheet
* Signed Statement of Assurances

The above materials must be submitted electronically to [GEDinfo@doe.virginia.gov](mailto:GEDinfo@doe.virginia.gov). Please do not submit the entire application package.

## APPENDIX

### Cover Sheet for Individual Student Alternative Education Plan Program 2021-2022

**Division Code:**

**The following person is the contact for all communications regarding the ISAEP program for the 2021-2022 school year.**

Name:

Title:

School Division:

Address:

City/County:

State:

Zip Code:

Telephone Number:

Fax Number:

Email:

**By signing below, the applicant agrees to comply with all appropriate federal and state laws and regulations.**

**Superintendent or Designee**

Printed Name

Signature

Date

### Application Narrative

Provide responses to the following prompts. This section should not exceed two pages.

1. How many students have been served in your ISAEP program this school year, 2020-2021?
2. Provide the list of ISAEP instructional staff and program locations in the school division.
3. Describe how ISAEP services were provided this school year (e.g., modes of instructional delivery, primary resources used).

1. Describe your plan for providing ISAEP services during the 2021-2022 school year (e.g., in-person, hybrid). Note: The ISAEP plan for 2021-22 should follow the guidance of your school division.)
2. Describe any promising practices that you would like to continue or plan to implement during the 2021-2022 school year.

### Budget Summary for Individual Student Alternative Education Plan (ISAEP) Program 2021-2022

School Division:

Provide a description of planned expenditures for each applicable category.

|  |  |
| --- | --- |
| **Expenditure Categories** | **State Funds** |
| 1000-Personal Services  **Description** |  |
| 2000-Employee Benefits  **Description** |  |
| 3000-Purchased Services  **Description** |  |
| 4000-Internal Services  **Description** |  |
| 5000-Other Charges  **Description** |  |
| 6000-Materials & Supplies  **Description** |  |
| 8000-Equipment  **Description** |  |
| **Total** |  |

Refer to pages 14-18 for projected 2021-2022 ISAEP funding allocations. If your school division’s final award exceeds the projected amount, you will be asked to provide an amended budget summary sheet at a later date.

### Individual Student Alternative Education Plan

**2021-2022**

**SUPERINTENDENT’S STATEMENT OF ASSURANCES**

As the division superintendent of the applicant, I assure that the following actions shall be taken to comply with state requirements of the ISAEP program:

The following requirements must be met in the implementation of the ISAEP program.

1. No student younger than 16 years of age will be enrolled in the ISAEP program.
2. Each ISAEP student will spend no less than 15 hours per week on academic preparation and no less than 10 hours per week on CTE skills development. A career assessment will be administered to each enrolled student. ISAEP students will be enrolled in coursework which leads to the attainment of a Board of Education-approved career and technical education workforce credential and this coursework will be integrated into their academic and CTE instruction.
3. Students who are eligible for enrollment in the ISAEP program will be at least one full year behind in credits. Exceptions to this requirement may be made for students who are credit deficient and/or who are at risk of leaving school before graduation.
4. Each student will have an individual student alternative education program plan that is developed and signed by the student, parent or guardian, school administrator, program coordinator, and other school personnel as appropriate.
5. To be enrolled in the ISAEP program, a student will achieve a grade-level score of 7.5 or higher on a standardized reading test and attain a score of 125 or higher on each section of the GED Ready™ official practice test or a Virginia Department of Education (VDOE)-approved GED® vendor practice assessment (with documented score conversions to the GED Ready™). The paper-based practice tests developed for the previous 2002 GED test series will not be used to determine eligibility.
6. Prior to taking any subject on the operational GED® test, a student will attain a score of 145 or higher on the GED Ready™ official practice test. The current ISAEP Testing Eligibility Form submitted to the VDOE will verify a student’s completion of the GED Ready™ as the final qualifying post-test. All testing must be conducted in a GED Testing Service-approved in-person or remote proctored setting.
7. Enrollment in the ISAEP program is voluntary. Students will not be placed in the ISAEP program without the written agreement of the student and parent or guardian.
8. Appropriate classroom accommodations will be provided to students with documented disabilities.
9. School personnel will provide counseling to students prior to enrolling them in the ISAEP program. Upon enrollment, each ISAEP student will be assigned a counselor who will be available for academic, personal, and career counseling throughout the student’s tenure in the program. The counselor will maintain a record of support provided to the student.
10. Student records will be maintained in a manner consistent with state guidelines.
11. Content taught in the ISAEP program will be exclusively at the high school level.
12. ISAEP teachers will be licensed by the Commonwealth of Virginia.
13. ISAEP completers will have the opportunity to participate in a recognition ceremony.
14. Student data, including performance information, will be reported to the VDOE as required.
15. Professional development opportunities will be provided to ensure that ISAEP staff are knowledgeable about program policies, procedures, data reporting, and other instructional resources.

**Individual designated to sign the ISAEP GED® Testing Eligibility Form if other than the Division Superintendent or Superintendent’s Designee:**

Printed name of individuals authorized to sign the ISAEP GED® Testing Eligibility Form

Position

Printed Name of Superintendent

Signature of Superintendent

A digital or scanned signature is acceptable.

Date

### Projected ISAEP Funding Allocations for 2021-2022

|  |  |  |
| --- | --- | --- |
| **Payee Code** | **Locality** | **Allocation** |
| 001 | ACCOMACK | $15,717 |
| 002 | ALBEMARLE | $23,576 |
| 003 | ALLEGHANY | $7,859 |
| 004 | AMELIA | $7,859 |
| 005 | AMHERST | $15,717 |
| 006 | APPOMATTOX | $7,859 |
| 007 | ARLINGTON | $31,434 |
| 008 | AUGUSTA | $15,717 |
| 009 | BATH | $7,859 |
| 010 | BEDFORD | $15,717 |
| 011 | BLAND | $7,859 |
| 012 | BOTETOURT | $7,859 |
| 013 | BRUNSWICK | $7,859 |
| 014 | BUCHANAN | $23,576 |
| 015 | BUCKINGHAM | $7,859 |
| 016 | CAMPBELL | $15,717 |
| 017 | CAROLINE | $15,717 |
| 018 | CARROLL | $15,717 |
| 019 | CHARLES CITY | $7,859 |
| 020 | CHARLOTTE | $7,859 |
| 021 | CHESTERFIELD | $47,152 |
| 022 | CLARKE | $7,859 |
| 023 | CRAIG | $7,859 |
| 024 | CULPEPER | $15,717 |
| 025 | CUMBERLAND | $7,859 |
| 026 | DICKENSON | $7,859 |
| 027 | DINWIDDIE | $7,859 |
| 028 | ESSEX | $7,859 |
| 029 | FAIRFAX | $102,162 |
| 030 | FAUQUIER | $15,717 |
| 031 | FLOYD | $7,859 |
| 032 | FLUVANNA | $7,859 |
| 033 | FRANKLIN COUNTY | $23,576 |
| 034 | FREDERICK | $23,576 |
| 035 | GILES | $7,859 |
| 036 | GLOUCESTER | $15,717 |
| 037 | GOOCHLAND | $7,859 |
| 038 | GRAYSON | $7,859 |
| 039 | GREENE | $7,859 |
| 040 | GREENSVILLE | $7,859 |
| 041 | HALIFAX | $23,576 |
| 042 | HANOVER | $23,576 |
| 043 | HENRICO | $47,152 |
| 044 | HENRY | $31,434 |
| 045 | HIGHLAND | $7,859 |
| 046 | ISLE OF WIGHT | $15,717 |
| 048 | KING GEORGE | $7,859 |
| 049 | KING AND QUEEN | $7,859 |
| 050 | KING WILLIAM | $7,859 |
| 051 | LANCASTER | $7,859 |
| 052 | LEE | $15,717 |
| 053 | LOUDOUN | $31,434 |
| 054 | LOUISA | $7,859 |
| 055 | LUNENBURG | $7,859 |
| 056 | MADISON | $7,859 |
| 057 | MATHEWS | $7,859 |
| 058 | MECKLENBURG | $15,717 |
| 059 | MIDDLESEX | $7,859 |
| 060 | MONTGOMERY | $15,717 |
| 062 | NELSON | $15,717 |
| 063 | NEW KENT | $7,859 |
| 065 | NORTHAMPTON | $7,859 |
| 066 | NORTHUMBERLAND | $7,859 |
| 067 | NOTTOWAY | $7,859 |
| 068 | ORANGE | $7,859 |
| 069 | PAGE | $15,717 |
| 070 | PATRICK | $7,859 |
| 071 | PITTSYLVANIA | $23,576 |
| 072 | POWHATAN | $15,717 |
| 073 | PRINCE EDWARD | $7,859 |
| 074 | PRINCE GEORGE | $7,859 |
| 075 | PRINCE WILLIAM | $47,152 |
| 077 | PULASKI | $15,717 |
| 078 | RAPPAHANNOCK | $7,859 |
| 079 | RICHMOND COUNTY | $7,859 |
| 080 | ROANOKE COUNTY | $15,717 |
| 081 | ROCKBRIDGE | $23,576 |
| 082 | ROCKINGHAM | $31,434 |
| 083 | RUSSELL | $15,717 |
| 084 | SCOTT | $7,859 |
| 085 | SHENANDOAH | $15,717 |
| 086 | SMYTH | $23,576 |
| 087 | SOUTHAMPTON | $15,717 |
| 088 | SPOTSYLVANIA | $31,434 |
| 089 | STAFFORD | $31,434 |
| 090 | SURRY | $7,859 |
| 091 | SUSSEX | $7,859 |
| 092 | TAZEWELL | $23,576 |
| 093 | WARREN | $15,717 |
| 094 | WASHINGTON | $23,576 |
| 095 | WESTMORELAND | $7,859 |
| 096 | WISE | $23,576 |
| 097 | WYTHE | $15,717 |
| 098 | YORK | $15,717 |
| 101 | ALEXANDRIA | $31,434 |
| 102 | BRISTOL | $7,859 |
| 103 | BUENA VISTA | $7,859 |
| 104 | CHARLOTTESVILLE | $15,717 |
| 106 | COLONIAL HEIGHTS | $7,859 |
| 107 | COVINGTON | $7,859 |
| 108 | DANVILLE | $23,576 |
| 109 | FALLS CHURCH | $7,859 |
| 110 | FREDERICKSBURG | $15,717 |
| 111 | GALAX | $7,859 |
| 112 | HAMPTON | $31,434 |
| 113 | HARRISONBURG | $7,859 |
| 114 | HOPEWELL | $15,717 |
| 115 | LYNCHBURG | $23,576 |
| 116 | MARTINSVILLE | $15,717 |
| 117 | NEWPORT NEWS | $47,152 |
| 118 | NORFOLK | $62,869 |
| 119 | NORTON | $7,859 |
| 120 | PETERSBURG | $23,576 |
| 121 | PORTSMOUTH | $39,293 |
| 122 | RADFORD | $7,859 |
| 123 | RICHMOND CITY | $47,152 |
| 124 | ROANOKE CITY | $39,293 |
| 126 | STAUNTON | $15,717 |
| 127 | SUFFOLK | $23,576 |
| 128 | VIRGINIA BEACH | $62,869 |
| 130 | WAYNESBORO | $15,717 |
| 131 | WILLIAMSBURG/JAMES CITY | $15,717 |
| 132 | WINCHESTER | $15,717 |
| 134 | FAIRFAX CITY | With Fairfax County |
| 135 | FRANKLIN CITY | $7,859 |
| 136 | CHESAPEAKE | $47,152 |
| 137 | LEXINGTON | With Rockbridge County |
| 138 | EMPORIA | With Greensville County |
| 139 | SALEM | $7,859 |
| 140 | BEDFORD CITY | With Bedford County |
| 142 | POQUOSON | $7,859 |
| 143 | MANASSAS | $23,576 |
| 144 | MANASSAS PARK | $7,859 |
| 202 | COLONIAL BEACH | $7,859 |
| 207 | WEST POINT | $7,859 |
|  | **TOTAL** | **$2,247,581** |