

FY22

Flexible Pathways §943: High School Completion Program Services and Outcomes Reimbursement Rates

Graduation Education Plan Development and Management

Oversight	Total Reimbursement Rate	Amount Credited to Provider Organization	Amount Credited to Provider Organization	Amount Credited to Provider Organization
		High School ¹	AEL	AEL Tech
1. AEL Provider	\$0	\$0	\$800	\$0
2. High School Plan Partner	\$0	\$400	\$0	\$0
3. AEL Technology Development of graduation education plan (only once)	\$0	\$0	\$0	\$200
	\$1,400 Plan Start Date	\$0	\$0	\$0
4. Management of graduation education plan, student support, plan review/revision, and service coordination	\$600 Quarterly (paid at plan start date at Quarterly intervals based on active status of the graduation education plan)	\$0	\$600/ quarter	\$0

¹ High School Plan Partners will not be reimbursed during any quarter for services rendered by the school on behalf of a student who was enrolled at the high school and included in enrollment records for ADM purposes during the academic year including that quarter. This policy does not affect reimbursement to AEL providers and contracted providers.

Instructional Services² (as often as necessary unless specified)	Total Reimbursement Rate
5. Attend academic course at high school (1 credit) – unenrolled students only Upon Start	\$1,200
6. Attend academic course at high school (1/2 credit) – unenrolled students only Upon Start	\$600
7. Attend academic course at high school (1/4 credit) – unenrolled students only Upon Start	\$300
8. Attend academic course with education provider for HS credit toward diploma. <i>Review Outcome Reimbursements Detail – instructions have changed.</i> Upon Start	Actual cost up to \$1,200
9. Attend academic course with post-secondary institution for credit toward diploma (Courses that are beyond the parameters established by the Dual Enrollment program and outside of the DE voucher system.) Prior approval required. <i>This item is not available for students with skills below NRS 5.</i> Upon Start	Cost at state negotiated dual enrollment rate - up to 5 credits
10. Attend a technical training program for occupational skill development <i>Must submit prior approval request for Adult CTE costs over \$700.</i> Upon Start	Actual cost up to \$700
Attend a college readiness/transition program <u>For Invoicing:</u> - use line item 11 for individual instruction up to 40 hours - use line item 13 for group instruction up to 120 hours Completion	Actual hours entered in line item #11 or #13
Attend life skills workshop <u>For Invoicing:</u> - use line item 11 for individual instruction up to 40 hours - use line item 13 for group instruction up to 120 hours Completion	Actual hours entered in line item #11 or #13
11. Complete basic skills and/or course related individual instructional support (actual hours x \$30 rate up to 40 hours per course) Completion	Actual hours up to 40 per course \$1200
12. Project-Based Learning– individual project development, alignment to established proficiencies/standards, and performance assessment Completion	Actual hours up to 40 per project \$1200
13. Complete basic skills and/or course related group instructional support (actual hours x \$10 rate up to 120 hours per course). Completion	Actual hours up to 120 per course \$1200

² There is a single reimbursement rate for each service. These reimbursement rates are applied to all providers. Schools, AEL organizations, and approved community providers are paid the same rate for the same service.

Instructional Services³ (as often as necessary unless specified)	Total Reimbursement Rate
14. Computer class <u>For Invoicing:</u> - use line item 11 for individual instruction up to 40 hours - use line item 13 for group instruction up to 120 hours <p style="text-align: right;">Completion</p>	Actual hours entered in line item #11 or #13
15. Complete a work-based learning experience or service-learning project – (actual hours x \$10 rate up to 120 hours) <p style="text-align: right;">Completion</p>	Actual hours up to \$1,200
18. Participation in high school extra-curricular activities or high school sports <p style="text-align: right;">Upon Start</p>	\$500
19. Participation in a high school physical education program <p style="text-align: right;">Upon Start</p>	\$500
20. Participation in a private physical education program that is aligned to proficiencies/standards. Prior approval required. <p style="text-align: right;">Upon Start</p>	Actual cost up to \$500
21. Attend high school driver’s education – unenrolled students only. <p style="text-align: right;">Upon Start</p>	\$900
22. Attend private driver’s education. Not for enrolled students. <p style="text-align: right;">Upon Start</p>	Actual cost up to \$900

Assessment Services	
23. Administer an official GED exam. Only available for unenrolled students. <p style="text-align: right;">Completion</p>	\$35

Career Services	
26. Career exploration	See below
Career exploration services <u>For Invoicing:</u> - use line item 11 for individual instruction up to 40 hours - use line item 13 for group instruction up to 120 hours <p style="text-align: right;">Completion</p>	Actual hours entered in line item #11 or # 13
27. Develop a career plan (only once). <p style="text-align: right;">Completion</p>	\$250
28. Administer an approved work readiness skills assessment	\$50

³ There is a single reimbursement rate for each service. These reimbursement rates are applied to all providers. Schools, AEL organizations, and approved community providers are paid the same rate for the same service.

(Not WorkKeys – Item 29)	
Attend an employability skill building program <u>For Invoicing:</u> - use line item 11 for individual instruction up to 40 hours - use line item 13 for group instruction up to 120 hours	Actual hours entered in line item #11 or # 13
Completion	
29. Administer an industry relevant occupational skills assessment linked to an Industry Recognized Credential (IRC) including WorkKeys (per test). Add link to IRCs approved by AOE – prior approval required for all others.	\$50
Completion	

Miscellaneous Services	
30. High School guidance services – at least 10 hours	\$300
Completion	
31. High school health services	\$100
Completion	
32. Student insurance for worksite of service-learning experience	\$100
Upon Start	
33. Student transportation to and from learning site	Actual cost entered quarterly, maximum \$100 per quarter
Completion	
34. Textbooks, instructional materials, certificate fees	Actual cost entered quarterly, maximum \$500 per course
Upon Start	
35. Maintain high school transcript or other high school records (only once)	\$100
Completion	
36. Student expenses necessary for participation	Actual cost entered quarterly, maximum \$300 per quarter
Completion	

OUTCOMES	Total Reimbursement Rate
39. Obtain high school diploma Unenrolled	\$1,500
40. Obtain high school diploma Enrolled	\$1,000
41. EFL skill attainment to NRS level 5 via ABE instruction - 1 skill area	\$2,000
42. EFL skill attainment to NRS level 5 via ABE instruction - 2 skill areas	\$2,500
43. EFL skill attainment to NRS level 5 via ABE instruction - 3 skill areas	\$3,000

Flexible Pathways §943: High School Completion Program Services and Outcomes Reimbursement Detail

Graduation Education Plan Development

1, 2. Develop graduation education plan (only once)

This is automated in Data Works and the system will assign the dates and split the reimbursement between the AEL provider and the high school plan partner entered in the HSCP special group enrollment. The signature date for a developed plan may be the date of earliest service required by the signed plan, if that precedes actual signing. However, services rendered prior to signature will not be reimbursed in the event that the plan development is not completed and the plan signed. This reimbursement is not available for students who enter below NRS level 5.

3. AEL Technology

This line item is generated for each new graduation education plan on a center/provider basis. These funds are available for the generating center/provider for enriching the technology resources for high school completion students, defined as special group enrolled and at level 5 in all skill areas. Incidental use by other AEL students is allowed (i.e., classroom equipment purchased primarily for HSCP students, but also used by other AEL students.) AEL providers will request equipment for HSCP students from 1:1 high schools. Also, see HSCP policy statements regarding management of AEL technology funds.

4. Management of graduation education plan including plan review/revision, student support, and service coordination.

The date and reimbursement are automatically assigned to the AEL provider from information entered in the HSCP special group enrollment. This quarterly reimbursement will be available on quarterly intervals following the HSCP enrollment date and based on the active status of the Graduation Education Plan (GEP) or Graduation Plan (GP). Plan management activities are to be documented in the student file, especially review/revision, which is required to take place at least quarterly. The expectation for plan management includes monitoring student progress, ongoing coordination with schools and other service providers, regular progress assessments, maintenance of current EFL, and maintaining contact with the student. This

reimbursement is not available for students who enter below NRS level 5 – an exception is made during FY22 for students assessed at a minimum of NRS 4 in all skill levels using the TABE 11/12.

Instructional Services

5, 6, 7. Attend academic course at high school (for unenrolled students)

This reimbursement may be used for an academic course provided by a high school plan partner, a state recognized high school, or a state approved independent high school. The date entered for reimbursement is the *start date* of the academic course. (Options include 1 credit, ½ credit, and ¼ credit).

8. Attend academic course with education provider for credit toward diploma

This reimbursement may be used for a secondary-level academic course delivered by a third-party provider. Must be a course offered at a flat rate with a published syllabus and curriculum as assigned in the GEP or GP. The date entered for reimbursement is the *start date* of the academic course. In-person and distance learning courses used to earn credit toward a diploma are reimbursed at the actual cost of the course up to \$1,200. Consistent with the distance education policy, on-demand courses through VTVLC, above and beyond what is stipulated through partnership agreements as a component of the state-supported program, are reimbursable and are tracked as proxy hours. If a distance learning course is not offered through VTVLC or the partnering high school, this reimbursement may be used, but no proxy hours for the course are tracked per assessment policy. **This reimbursement cannot be used for daytime technical center courses or for services and classes provided through the technical center that have no fee associated with the course. This reimbursement cannot be used by AEL providers. AEL providers should reference line items #11 and #13 for instructional hours and academic course support. This reimbursement cannot be used to pay for one-on-one designed instruction or tutoring – only flat-rate courses with a published syllabus and curriculum are allowed.** Must provide name of class, start date, and actual cost when entering for invoicing. The course provider, with start and end date of the course, must be documented in the student file.

9. Attend academic course with postsecondary institution for credit toward diploma

This service will be accessed through the state Dual Enrollment voucher system at the partnering school unless advance permission is obtained from AOE for reimbursement through HSCP. Note: the post-secondary institution will have no obligation to follow a rate outside of the dual enrollment voucher system. If permission is granted to access academic credit outside the dual enrollment voucher system, HSCP will reimburse up to 5 credits at the dual enrollment negotiated rate. This item is not available to students with skills below NRS 5.

10. Attend a technical training program for occupational skill development

This reimbursement may be used for technical training provided by a Technical Center (if the student is not enrolled at a Career Technical Center [CTE]) or other eligible training provider. Program specifics must be documented in the graduation education plan. Costs above \$700 related to industry valued and occupationally relevant certificate or credential

training programs accessed through adult CTE programs at regional CTE centers may be requested through prior approval process with the AOE.

The date entered for reimbursement is the *start date* of the technical training program.

*****Attend a college readiness/transition program (up to 40 hours for individual instruction or 120 for group instruction)**

This service may be provided by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific program or instrument must be documented in the graduation education plan and student file. This item no longer is a stand-alone line item and should be billed for reimbursement using line items 11 or 13. Reimbursement is *upon completion*. The end date of service is used for this reimbursable service.

***** Attend life skills workshop (at least 20 hours)**

This service may be provided by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific program or instrument must be documented in the graduation education plan and student file. This item no longer is a stand-alone line item and should be billed for reimbursement using line items 11 or 13. Reimbursement is *upon completion*. The end date of service is used for this reimbursable service.

11. Complete basic skills and/or course-related individual instructional support

Basic skills individual instructional support, also referred to as supplemental instructional services, is defined as that instruction which may be necessary in order to achieve specific skill development in reading, writing, math, or ESOL, or instruction to prepare a student for successful engagement with the coursework or other learning experiences described in the graduation education plan as leading to a high school diploma. Course-related individual instruction is defined as that instruction which may be necessary in order for a student to successfully engage with the coursework described in the graduation education plan as leading to a high school diploma, while that coursework is being undertaken. For example, a student taking a CCV course in English which will result in high school English credit, may benefit from additional instructional support services. An instructor providing individual instructional support is not available to other students simultaneously. This service can be provided by an AEL provider or other provider as designated in the graduation education plan. Reimbursement is *upon completion*. The end date of service is used. (For these purposes, a maximum of 40 hours per student, per course may be invoiced.)

This line may also be used to reimburse for coursework (value of a 1 credit course at 40 hours) delivered by an AEL provider. (For this purpose, a maximum of 40 hours per student, per course may be invoiced.)

Note: Contact hours are reimbursable for students special group enrolled in the HSCP, whether provided in-person or through distance learning by an AEL provider. Proxy hours do not represent direct contact hours with AEL providers and therefore are not reimbursed through the HSCP.

12. Project-based learning

Project review can be used by an AEL provider to capture time spent with students in pre-assessment review of standards-based projects. Currently the Challenge project is the only standards-based project approved for use in HSCP. Reimbursement is *upon successful completion*. The end date of service is used.

13. Complete basic skills and/or course-related group instructional support

Basic skills group instruction, also referred to as supplemental instructional services, is defined as that instruction, delivered to a group, which may be necessary in order to achieve specific skill development in reading, writing, math, or ESOL, or to prepare a student for successful engagement with the coursework or other learning experiences described in the graduation education plan as leading to a high school diploma. Course-related group instructional support is defined as that instruction, delivered to a group, which may be necessary in order for a student to successfully engage with the coursework described in the graduation education plan as leading to a high school diploma, while that coursework is being undertaken. For example, a student taking a CCV course in English which will result in high school English credit, may benefit from additional instructional support services. This service can be provided by an AEL provider, or other provider as designated in the graduation education plan.

Reimbursement is *upon completion*. The end date of service is used. This line may also be used to reimburse for coursework delivered by an AEL provider. (For this purpose, a maximum of 120 hours per student, per course may be invoiced.)

Note: Contact hours are reimbursable for students special group enrolled in the HSCP, whether provided in-person or through distance learning by an AEL provider. Proxy hours do not represent direct contact hours with AEL providers and therefore are not reimbursed through the HSCP.

14. Computer class (at least 20 hours)

This service may be provided by a high school plan partner, AEL provider, or other provider as designated in the GEP or GP. The specific course name (Word, Excel, etc.) must be documented in the graduation education plan and the student's service file. This is an *upon completion* reimbursement. The end date of service is used.

15. Complete a work-based learning experience or service-learning project (up to 120 hours)

A work-based learning or service-learning project should include a specified intentional educational component that is measurable upon completion. Examples may include a student working at a grocery store and expected to build a monthly household budget based on the knowledge gained; an internship (paid or unpaid); or job shadowing. Internships are supervised, structured work experiences designed for students to demonstrate and document progress towards identified academic proficiencies and transferable skills. Job shadowing is a career exploration experience in which the student spends time with an employee currently working in the career field of interest to the student. The student observes and learns about the skills and knowledge a person must possess to perform the duties required of the position. Job shadows are unpaid learning experiences and typically last a half to a full day. A student working on a service-learning project will provide a plan outlining the project and a documented research component. Also known as community-based learning, service learning combines meaningful service to the community with a student's learning goals. Students improve their academic and transferable skills and personal development by applying what they learn academically to a valuable, significant, and necessary service which has real consequences to the community; they then reflect on their experience to reinforce the link between their service and their learning.

This service may be provided or administrated by a high school plan partner, AEL provider, or other provider (such as an employer) as designated in the GEP or GP. The specific program or instrument must be documented in the graduation education plan and the student's service file. Funds are to reimburse an employer for supervisory costs and/or AEL provider or high school plan partner for providing direct service hours to the student. Reimbursement is *upon completion*. The end date of service is used.

18. Participation in high school extra-curricular activities or high school sports

This is a high school plan partner reimbursable service. Enter the *start date* of the high school extra-curricular activity.

19. Participation in a high school physical education program

This is a high school plan partner reimbursable service. A high school physical education program is defined as a program that is aligned with physical education grade expectations. Enter the *start date* of the high school physical education program.

20. Participation in a private physical education program

Prior approval is required. This service may be provided or administered by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The GEP/GP must describe: a) alignment to proficiencies/standards; b) course objectives; and c) how attendance will be tracked (in the case of gym membership fees) and d) the criteria for evaluating measurable outcomes for increased physical fitness. Enter the *start date* of the private physical education program, the provider, and actual program cost in the graduation education plan and the student's service file.

21. Attend high school driver's education program (unenrolled students only)

This is a high school plan partner reimbursable service for unenrolled students only. Per 16 V.S.A. §1045-1047, driver's education is to be made available to Vermont students 15 years of age or older who are enrolled in a public or independent high school approved by the State Board. Therefore, enrolled students have access to driver's education and training and the district will be reimbursed per pupil through a separate State funding source. Enter the *start date* of the high school driver's education program.

22. Attend private driver's education program

Not for enrolled students – see note above regarding 16 V.S.A. §1045-1047. This service may be provided by a state-approved driving school as designated in the GEP or GP. Enter the *start date* of the private driver's education program and document the specific service provider as well as the actual cost for the service in the graduation education plan and the student's service file.

Assessment Services

23. Administer an official GED exam.

This service is an AEL provider reimbursable service. The official GED exams in reading, writing, math, social studies, and science are the only assessments that qualify for this reimbursable service. Reimbursement is *upon completion*. The end date of service is used. This service is to only be used for unenrolled students. Enrolled students are not eligible to take GED exams according to AEL state and GEDTS policy.

Career Services – Graduation education plans need to incorporate a combination of the following items that are relevant to the student's goals.

26. Career exploration services

This service may be provided by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific program or instrument must be documented in the graduation education plan and student file. This item no longer is a stand-alone line item and should be billed for reimbursement using line items 11 or 13. Reimbursement is *upon completion*. The end date of service is used for this reimbursable service.

27. Develop a career plan (only once)

This service may be provided by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific program or instrument must be documented in the graduation education plan and student file. Reimbursement is *upon completion*. The end date of service is used.

28. Administer an approved work readiness skills assessment

A work readiness skills assessment must be approved by the Agency of Education prior to its use. If DataWorks does not currently include an assessment/Industry Recognized Credential (IRC) you are considering, please fill out the [IRC Registration Request](#) form and submit. If approved, the assessment will be added to the list of IRCs and made available for invoicing through DataWorks. This service can be provided or administered by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific instrument used must be documented in the graduation education plan and the student's service file. Reimbursement is *upon completion*. The end date of service is used.

*****Attend an employability skill building program**

This service may be provided by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific program or instrument must be documented in the graduation education plan and student file. This item no longer is a stand-alone line item and should be billed for reimbursement using line items 11 or 13. Reimbursement is *upon completion*. The end date of service is used for this reimbursable service.

29. Administer an industry relevant occupational skills assessment linked to an Industry Recognized Credential (IRC).

This service can be provided or administered by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The specific instrument must be documented in the graduation education plan and the student's service file. Prior approval is required for any credentials that do not appear on the AOE approved list. Reimbursement is *upon completion*. The end date of service is used. This item includes WorkKeys testing and the invoice amount (\$50) is per test in Reading for Information, Locating Information, Applied Mathematics and Talent (soft-skills test for WorkKeys Plus).

Miscellaneous Services

30. High School guidance services (at least 10 hours) for unenrolled students

This service can be provided or administered by a high school plan partner **only**. Reimbursement is *upon completion*. The end date of service is used.

31. High school health services for unenrolled students

This is a high school plan partner reimbursable service. Reimbursement is *upon completion*. The end date of service is used.

32. Student insurance for worksite or service-learning experience

This service can be provided or administered by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. The date entered for reimbursement is the *start date* of insurance coverage.

33. Student transportation to and from learning site

This service can be provided or administered by a high school plan partner, AEL provider, or other provider as designated in the graduation education plan. This is a quarterly reimbursement of a maximum of \$100 per quarter. Mileage and or receipts must be maintained in the student’s service file. End of the quarter date should be used for this reimbursable service.

34. Textbooks and instructional materials

This service is a per course reimbursement. This is a quarterly reimbursement of up to \$500 per course for the purchase of textbooks, instructional materials and/or certificates at actual cost. For this purpose, use the date of purchase. This does not include the cost of official GED exams as these are covered under item #23.

35. Maintain high school transcript or other high school records (only once)

This is a high school plan partner reimbursable service. Invoicing for item #39, “obtain high school diploma” will automatically trigger invoicing for item #40.

36. Student expenses necessary for participation

This is an AEL provider reimbursable service. This is a quarterly reimbursement of up to \$300. Documentation of the student expense should be maintained in the student’s service file. End of the quarter date should be used for this reimbursable service.

Outcomes

39, 40. Obtain high school diploma

The date of graduation and the name of the high school plan partner should be provided on this form. Progress assessment is required in all skill areas below NRS Level 5 and is best practice in general. Timely progress assessments enable students to monitor their own progress and informs future instructional decisions, including whether a student needs further basic skills instruction in preparation for a successful transition out of HSCP. There is an expectation that all students attain NRS 5 or higher in all skill areas prior to completing their graduation plan. The outcome reimbursement for *Obtain high school diploma* will not be approved for any student that earns a diploma with an NRS level 4 in any skill area unless approved by the State Director of Adult Education.

41. EFL Skill attainment to NRS level 5 via ABE instruction – 1 skill area

This is a one-time reimbursement for providing skill development to lower skilled individuals that ultimately resulted in a student EFL of Level 5 (or 6) in one skill area as determined using the TABE 11/12 level D/A. A minimum of 40 hours of basic skills instruction must be documented in the student’s database service record **or** file.

42. EFL Skill attainment to NRS level 5 via ABE instruction – 2 skill areas

This is a one-time reimbursement for providing skill development to lower skilled

individuals that ultimately resulted in a student EFL of Level 5 (or 6) in two skill areas as determined using the TABE 11/12 level D/A. A minimum of 40 hours of basic skills instruction must be documented in the student's database service record **or** file.

43. EFL Skill attainment to NRS level 5 via ABE instruction – 3 skill areas

This is a one-time reimbursement for providing skill development to lower skilled individuals that ultimately resulted in a student EFL of Level 5 (or 6) in all three skill areas as determined using the TABE 11/12 level D/A. A minimum of 40 hours of basic skills instruction must be documented in the student's database service record **or** file.

****A student is only eligible for one of the Outcomes 41 - 43 depending on the number of skill areas that the student developed to attain EFL of Level 5 (or 6). Outcomes 41 - 43 are eligible for reimbursement if the skill(s) were attained and the student record in DataWorks demonstrates continuous instructional service toward development of basic skills that resulted in attaining EFL Level 5 (or 6) requirements for HSCP eligibility.