



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

Parent Education Program Grant Application 2015-2016

*****PLEASE NOTE: Due to new legislation (Senate Bill 285 and House Bill 2157), the Parent Education Program has changed. Please read this application in its entirety prior to submitting application to ensure knowledge of the changes made**

Applications for the Parent Education Program must be received by email only at or before *4:00 pm Friday, July 10, 2015*. Pages with signature requirements will need to be scanned or mailed in. Please put supporting documents along with application into one PDF document. *Email to: michelle.reeves@sde.ok.gov*

Recommendations for Parent Education Program grant recipients will be made at the regularly scheduled July 23, 2015 State Board of Education meeting.

Local Education Agency (LEA) Requirements

1. The LEA must provide a 25% in kind match.
2. The executive officer of the applying program is aware this grant is for a ten month period, with no assurance of further funding.
3. All grant money must be spent by June 30, 2016.
4. Mid-year and End-of-year expenditure reports must be submitted.
5. Program must operate for at least 10 months of the year.
6. Transmission of requirements herein must be made to the Family Support Provider(s) to ensure all requirements are known by all involved parties.

Parent Education Program Requirements

1. One representative must attend the 2 day curriculum training. Dates TBD, but will be in August.
2. Program must meet the minimum number of families served yearly, as outlined in this document.

3. Programs will submit monthly data reports (on or before the 10th of each month), mid-year (on or before February 10, 2016) and end-of-year expenditure reports (on or before September 10, 2016).
4. Programs should focus on serving families with children ages 0-3 with the greatest risk for experiencing adverse childhood outcomes.
5. Previously funded programs must have met grant requirements from the preceding year.
6. Programs will complete the Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire-Social Emotional (ASQ-SE) on each participating child at the beginning (within the first 90 days) and end of the program year. Children receiving at least 5 months' worth of service must have a beginning and ending ASQ and ASQ-SE.
7. The Life Skills Progression will be completed on each family within the first 90 days.
8. Referrals to outside agencies will be made as necessary.
9. Programs will have monthly Family Support Meetings for families enrolled in the program.
10. Programs will submit lesson plans, sign in sheets, or other information requested by the State Leader.
11. Programs will participate in site visits as deemed necessary by the State leader.
12. Programs will send at least one representative to the Spring Regional Parent Education Program meetings.

Allocation Information

An LEA applying for the Parent Education grant must have a minimum average daily membership (ADM) of 500 students. LEAs may partner with other LEAs to form consortiums for a combined ADM. The Oklahoma State Department of Education (SDE) will verify the ADM using the first nine weeks attendance count from 2015. An LEA *may choose a lower ADM category, but may not exceed their ADM category.*

Number of Students ADM	Grant Amount	Minimum Number of Family Visits per Month
500	\$15,000	23
1,000	\$23,000	35
3,000	\$38,000	54
10,000	\$53,000	73
18,000	\$69,000	93
30,000	\$92,000	121

Amount of funding Requested _____ ADM _____

Name of LEA _____

Mailing Address (Please include city and zip code) _____

VI. Budget-10 points

a. Salaries and Benefits-100 and 200

- i. Programs should take into account the minimum number of family visits required when making staff decisions. Each family visit requires 1.5-2.0 hours, plus planning for Family Support monthly meetings, travel, recruitment, etc.

b. Training/Contracted Services-300

- i. At least one representative from each program will be required to attend the Informational, Fall, and Spring Regional meetings.

c. Travel-500

- i. Mileage shall be reimbursed at the current State rate for travel to and from family visits and other job related activities.

d. Supplies and Equipment- 600 and 700

- i. Age-appropriate toys, books, and materials may be needed to conduct monthly Parent Education Meetings and family visits.

e. Other

See the *Oklahoma Cost Accounting System Manual* for Object Code Definitions.

I have read this document in its entirety. I agree to the terms and conditions of this grant application to implement the Parent Education Program. If progress toward the requirements of the grant as outlined herein is not being made based on data forms submitted by December 31, 2015, I understand no further allocation will be made to fund the Parent Education Program for the remainder of the program year.

LEA or Interlocal Name _____

Signature of Superintendent _____

Signature of Parent Education Program Coordinator _____

Date _____

Email addresses for communication regarding Parent Education Program _____

PARENT EDUCATION PROGRAM PROPOSED BUDGET

FY2016

Project Code 3 3 8
Function 2 1 9 4

Code: — — — —
 County District

County _____

District _____

Grant Award _____

Initial Budget _____

Budget Revision _____

For the purpose of this application, provide an original budgeted amount for each object code. In the event a revised budget is needed midyear, retain this budget in your records to make revisions as necessary. Midyear revisions (with a date) should be emailed or mailed to:

*Oklahoma State Department of Education
Special Education Services, Suite 412
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599*

Object	Budgeted Amount	In Kind Match	Revised Amount-if applicable
100 <i>Salaries</i>			
200 <i>Benefits</i>			
300 <i>Training/Contract Services</i>			
400 <i>Space</i>			
500 <i>Travel</i>			
600 <i>Supplies</i>			
700 <i>Equipment</i>			
800 <i>Other</i>			
TOTAL			