

**Rhode Island Department of Education**  
**Alternative Learning Plan (ALP) Invoicing and Reimbursement Procedures**  
**January 2022**

In accordance with the 2017 Commissioner's Decision ([Decision and Order 17-013](#)), sending districts are required to provide financial reimbursement for adult education services provided to 16- and 17-year-old students with alternative learning plans.

Further, RIDE has legal authority to determine the reimbursement process, amount ([Decision and Order 006-16](#)), and authority to conduct a hearing upon dispute ([RIGL 16-39-2](#)).

Therefore, effective July 1, 2021, Adult Education providers will be reimbursed for services rendered to ALP students in an amount **not to exceed \$7,445 in one academic year**. This reimbursement policy is consistent with existing regulations and policies for students pursuing full-time dual enrollment opportunities outside of their home district (e.g. CCRI's Running Start program), which is calculated as 50% of the per pupil instructional core amount (\$14,889 in FY22). Provider programs will continue to use their standard hourly rate for the monthly billing calculation, and must remit a **monthly invoice** to each sending district for every ALP student served.

LEAs and ALP providers are required to meet all requirements set forth by RIDE as outlined in the [Alternative Learning Plan Frequently Asked Questions](#).

**FY22 Memorandum of Agreement TEMPLATE**  
**Between LEA of Enrollment and Adult Education Program providing ALP services**

- Student-level Alternative Learning Plan development and approval are one-time only.
- The ALP Memorandum of Agreement is required to be renewed for every academic year in which services are rendered.

For the period \_\_\_\_\_ through \_\_\_\_\_

**BETWEEN:** \_\_\_\_\_ (LEA of Enrollment)

**AND:** \_\_\_\_\_ (Adult Education Program)

**RELATING TO:**

**Access to Resources and Delivery of Educational Programming:**

Students with ALPs shall have access to all resources that had been provided to them/budgeted for when they were attending the LEA of enrollment. Services to be provided by or reimbursable by the LEA of Enrollment to the Adult Education Program for students on ALPs include but are not limited to the following:

- Instructional services
- Transportation
- Access to the All Course Network (ACN), dual and concurrent Enrollment opportunities
- Placement in internships
- Engagement in all/other GWB/DLT/career pathways programming
- Those services identified in the student's IEP (including accommodations, modifications, and supplementary services as outlined in the IEP) \*\*

*\*\*If students seeking an alternative learning plan have an active IEP or are suspected of having a disability, specific requirements as outlined in Appendix II of the May 2021 ALP FAQs should be met.*

**Management of Data:**

**LEA of Enrollment**

- Waives student attendance by removing him/her from the school attendance roster.
- Keeps student enrolled in LEA.
- Collects attendance and progress/outcome information monthly from the Adult Education program via the [RIDE-provided monitoring form](#).
- Separates, unenrolls, marks student as completer when student achieves HSE (GED).

**Adult Education Program providing ALP services**

- Maintains attendance, progress, outcome information per the [RIDE-provided monitoring form](#).
- Reports monthly to the LEA of Enrollment.

**Financial Responsibilities:**

Reimbursement for services to ALP students provided by Adult Education programs will be made according to the signed Memorandum of Agreement (MOA). Invoicing for these services to the LEA of enrollment must be done on a monthly basis and attendance reports for ALP students must accompany all reimbursement requests. Adult Education program services may be offered year-round.

*Updated January, 2022*

**LEA of Enrollment**

- Provides instructions for billing to the Adult Education program providing services.
- Reimburses the Adult Education program in accordance with the established rate and schedule.

**Adult Education Program providing ALP services**

- Confirm hourly billing rate with LEA. In FY \_\_, that amount is \$ \_\_\_\_\_ per hour.
- Submits an invoice to the LEA of enrollment per the established protocol, schedule, rate, and hours.
- Submits ALP student attendance details to the sending LEA per the [RIDE-provided monitoring form](#).

**Monitoring of ALP student toward/for outcomes:**

**LEA of Enrollment**

- Monitor and document ALP student’s progress toward outcomes on a monthly basis per the [RIDE-provided monitoring form](#).

**Adult Education Program providing ALP services**

- Determine educational goals for each ALP student.
- Deliver weekly ALP services.
- Monitor and assess each ALP student’s progress for reporting on a monthly basis.

School Representative \_\_\_\_\_

Signature \_\_\_\_\_

Adult Education Program Representative \_\_\_\_\_

Signature \_\_\_\_\_