

Rhode Island Department of Education
Alternative Learning Plan (ALP) Invoicing and Reimbursement Procedures
Frequently Asked Questions
Updated March 2022

1. What is the total amount an ALP provider could invoice for? Is the do not exceed amount per student, or the total for all ALP students served?

*Adult Education providers will be reimbursed for services rendered to ALP students in an amount not to exceed \$7,445 in one academic year **per ALP student served**.*

2. If program has never invoiced, how do they know what their hourly rate is? Will different Adult Ed programs have different rates? What are rates based on?

Provider programs will continue to use their standard hourly rate for the monthly billing calculation. This hourly rate should be calculated based on the education service delivery rate the provider has determined for delivery of adult education services with RIDE funding or other funded programming. If a program needs support determining an hourly billing rate, please contact RIDE.

3. How restricted are the ALP student reimbursement funds received by the LEA? Which program activities may the funds be used for?

ALP reimbursement funds collected are considered unrestricted general funds and may be used for any program activities or expenditures.

4. How are adult education providers required to track and report funds received from LEAs for ALP student reimbursement?

ALP Provider programs should track and record reimbursement funds in separate general ledger accounts. All related backup documentation must be kept on file for future audits and monitoring.

5. Once funds have been received is there an expectation that the funds will be spent within the calendar year, or can the provider roll over the funds?

Funds received as reimbursement may be spent in the fiscal year in which they are received, or they may be added to a program's funding account and used in the subsequent fiscal year.

6. If the AE provider is part of an LEA, are they still eligible for reimbursement?

Yes. All RIDE-funded adult education programs serving 16- and 17-year-old students referred by LEAs are eligible to invoice for reimbursement.

7. What is the academic year for ALP students? How will invoicing work during the summer?

The adult education provider must communicate the proposed schedule of education service delivery to the sending LEA as part of the ALP student monitoring process. If services are provided during the summer session, the parties should coordinate an invoicing schedule for that period.

8. Do programs have to have GED testing on site (vs. just a program) in order to participate?

*A GED Testing Center status is not required. Providers are to be reimbursed for education services delivered as outlined in the student's Alternative Learning Plan and ALP students **may not be referred to test for high school equivalency only**. ALP students must be enrolled in a RIDE-approved adult education program.*

9. What happens when the student switches adult education programs?

A student's approved Alternative Learning Plan must be received by the new ALP provider. The new ALP provider must initiate a Memorandum of Agreement with the LEA.

10. Does funding end when the student turns 18 or through the completion of the program? What about in the case of 18 year old students referred to ALP program by the high school (they could be behind because of language skills or new to country)? Does an ALP student who turns 18 during the ALP period age out?

The ALP student may continue participating in the ALP program until they attain their HS credential, regardless of their age. LEA financial responsibility will cease on the student's public school graduation date following their 18th birthday or, if following a 6-year program for students with an IEP, after the student's public school graduation date following their 20th birthday. There is no maximum age for adult education services. For the aforementioned situations, following the public school graduation date, the student may then continue in the adult education program to earn their high school equivalency credential as a non-ALP student.

11. What happens if a student moves out of the LEA?

If a student moves out of an LEA and to another LEA in Rhode Island, due to residency requirements, the new LEA is then financially responsible for the ALP student. The ALP must be updated to include the new LEA and a new memorandum of Agreement must be completed between the AE program provider and the new LEA of residence.

12. What happens when a student receives their High School Equivalency diploma (GED)?

Students who earn their HSE have completed the ultimate goal outlined in their Alternative Learning Plan. The AE program must communicate this outcome to the sending LEA and the district is no longer financially responsible for the student at that point, regardless of whether subsequent services or supports are delivered by the ALP provider.

13. Do ALP students have to wait for their graduating class to receive their HSE?

No. ALP students who successfully complete the program and pass all required sections of the GED computer-based tests immediately earn their high school equivalency.

14. Is the Memorandum of Agreement (MOA) for each **district** or for each **student** in the district?

Only one annual MOA between each LEA and each Adult Education Program providing ALP services is required. However, the ALP Monitoring form must be completed for each ALP student every month.

15. Do districts determine who signs off on MOA, or is it always the superintendent?

The Superintendent or formal designee for the district, as approved by the Superintendent, may sign the ALP Memorandum of Agreement.

16. What is the process for retroactive billing?

Adult Education providers will be reimbursed for eligible services rendered to ALP students effective July 1, 2021. Providers should work with the LEA for submission of invoices for currently enrolled ALP students who have been receiving services since July 1, 2021.

17. Are billable hourly rates the hours **attended** by the student or hours **provided** by program (regardless of attendance)?

LEAs must pay for the hours a student attends an ALP program.

Approved services for ALP students include:

- *Screening and Intake*
- *Orientation and Assessment*
- *Student supplies (workbooks, books, etc.)*
- *GED preparation instruction*
- *GED practice and computer-based testing including computer literacy training*
- *Any services that are available by the provider to support a student's continued participation and success in the program, as per the student's Alternative Learning Plan*

18. What Adult Ed providers are eligible for this reimbursement (only RIDE-funded?)? Will an official list be distributed to LEAs, so they know where to refer students?

RIDE-funded adult education programs enrolling 16- and 17-year-old students are the only approved providers at this time. LEAs will be notified of this and provided with a program list and related schedule information. This information is also captured on EnrollRI for families.

19. What happens when a student does not follow their ALP (if they go back to the LEA, etc.)?

The student would not meet the terms of their approved Alternative learning Plan. The provider must communicate non-attendance to the sending LEA. The LEA is legally responsible for all 16- and 17-year-old student truancy issues. LEA funding for the ALP would cease once the student is no longer attending.

20. Is it *required* that programs invoice for ALP students?

Yes. All RIDE-funded adult education programs serving 16- and 17-year-old ALP students are required to participate in the Memorandum of Agreement and submit invoices for reimbursement from the sending LEA for all approved services provided.

21. If a student has an IEP and an ALP, will the LEA continue to offer the IEP services? How do AE programs ensure that IEP services are delivered? Who is the person of accountability? Should this be documented in MOU with the LEA?

Generally, the LEA of residence would ultimately be responsible for ensuring that IEP services are delivered. This could be modified through an MOU or other agreement, which could provide that the AE provider actually provides IEP services but, ultimately, absent any special circumstances, RI Regulation and the IDEA make clear that the LEA retains responsibility for the provision of special education services. Please refer to the ALP FAQ on the RIDE website for more information.

22. Do programs that just **test** students (no services) need to complete an MOA/agreement with the LEA?

16- and 17-year-old students may not be referred to adult education programs by the sending LEA for GED testing only. ALP students must be referred to, and enrolled in, an adult education program to meet the requirements of rigor and quality in an ALP. This must be completed prior to scheduling any GED testing.