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CERTIFICATE

STATE OF WISCONSIN)
) SS
DEPARTMENT OF PUBLIC INSTRUCTION)

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REVISOR OF STATUTES
BUREAU GLP

I, State Superintendent of the Department of Public Instruction and custodian of the official records of said department, do hereby certify that the annexed rules relating to school social work services were duly approved and adopted by this department on the first day of the month following publication in the Wisconsin Administrative Register.

I further certify that said copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at 126 Langdon Street in the city of Madison, this 25th day of August, A.D., 1977.

Barbara Thompson
Barbara Thompson
State Superintendent
State Department of Public Instruction

1 Pursuant to the authority vested in the Department of Public Instruction
2 by sections 115.77, 115.84, 115.85, 115.88, and 121.02 (1)(a)(c)(f), Wis. Stats.,
3 the State of Wisconsin Department of Public Instruction hereby adopts rules
4 as follows:

5 Section PI 11.17 of the Wis. Adm. Code is adopted to read:

Analysis by the Department of Public Instruction

These proposed rules define the condition under which local school districts, cooperative educational service agencies, county handicapped childrens education boards, and combination of districts under section 66.30 Wis. Stats. agreements may employ school social workers and receive state aids under Subchapter IV of Chapter 115 of the statutes. The rules require an annual plan and an annual report and provide for approval by the DPI of such services.

6 PI 11.17 School social work services.

7 (1) Contracting. School districts may utilize the services of certified
8 school social workers through a variety of administrative arrangements.

9 See PI 11.16 (1).

10 (2) Annual plan of school social work services. Annually, on or before
11 February 1, preceding the beginning of the fiscal year (July 1 - June 30)
12 during which the plan is to take effect, each school district, combination
13 of districts under section 66.30 Wis. Stats. agreement, CESA, or CHCEB
14 shall submit to the department (division for instructional services) an
15 annual plan of school social work services for the district. However,
16 only those portions of the plan which represent changes or modifications
17 of previously approved annual plans of the district need be submitted
18 annually.

19 (a) The annual plan shall contain a narrative portion which describes
20 all school social work services provided by the employing agency.

1 (b) The annual plan of school social work services shall include form
2 PI-IS-12, school social worker's plan and report, completed by each school
3 social work services staff member and form PI-IS-61, the financial plan
4 and claim form. If staff members or their assignments are unknown by the
5 February 1 filing date, the form PI-IS-12 may be submitted when the staff
6 member and the assignment are known, but not later than September 15 of
7 the fiscal year. Accounting is by the fiscal year; estimated approved costs
8 to be paid from July 1 to the following June 30 shall be reported on form
9 PI-IS-61. CESA, CHCEB, and s. 66.30 Wis. Stats. employed school social
10 workers serving more than one district, shall complete a separate form
11 PI-IS-12 for each district served. CESA's, pursuant to section 116.08 (4),
12 shall submit for approval all contracts involving school social work services
13 staff as soon as the contracts are available and before funds are paid out
14 under them.

15 (c) The annual plan of school social work services shall be reviewed
16 and approved by the department (division for instructional services) and
17 returned to the employing agency preceding the beginning of the fiscal
18 year.

19 (3) Year-end report. By July 15, following the fiscal year, each
20 district, combination of districts under a section 66.30 Wis. Stats.
21 agreement, CESA, or CHCEB, employing school social work services personnel
22 shall submit a year-end report, including the claim for reimbursement of
23 approved costs. Claims postmarked after August 15 shall not be honored,
24 unless exceptions are approved by the state superintendent. Form PI-IS-61
25 shall be signed by the district (CESA, CHCEB) administrator after having
26 verified the accuracy of the statements on both forms. A form PI-IS-12

1 shall be submitted for each approved school social work services staff
2 member for each district served attesting to the individual staff member's
3 services provided to or on behalf of exceptional and non-exceptional children.
4 In addition, an evaluation of the services by the agency's designated
5 administrator in terms of progress toward the goals established for these
6 staff members shall be included in the year-end report. Such year-end
7 reports are subject to audit by the state department of public instruction.

8 (4) Reimbursement of approved costs for school social work services.

9 (a) The reimbursement of school social work services personnel under
10 this chapter is contingent upon the department's approval of:

11 1. Annual plan of school social work services, including forms
12 PI-IS-61 and PI-IS-12 and section 66.30 agreements (see PI 11.17 (2)).

13 2. Approved costs (see PI 11.17 (5)).

14 3. Approved personnel (see PI 11.17 (6)).

15 4. Approved services (see PI 11.17 (7) (9)).

16 5. Year-end report (see PI 11.17 (3)).

17 6. Submission of other reports, including evidence of compliance
18 with other rules and regulations pursuant to federal and state statutes,
19 as required by the department (division for instructional services).

20 (b) The rate of state aid reimbursement for each school social worker
21 under this program shall be in conformity with applicable legislative and
22 budgetary mandates contained in this section 115.88 (1) (b), Wis. Stats.
23 The amount of state aids under this program is computed on the basis of
24 the year-end report.

25 (c) If the employing agency applies for funding for school social
26 workers under any other federal or state funding program, it should also

1 file a plan under this program. Combined federal and state funds may not
2 exceed the approved costs for these services. All sources of funding for
3 these services shall be noted in the annual plan and year-end report.

4 (d) Part-time school social workers are eligible for reimbursement
5 under this program if they are under contract to the district, CESA, or
6 CHCEB on at least a one-half time basis during the period of their contract,
7 unless exceptions are submitted for consideration and approval by the state
8 superintendent.

9 (e) One full-time school social worker or equivalent may be funded
10 under this program for each 1,500 pupils served by the school district.
11 Smaller districts may be funded on a pro rata basis. County handicapped
12 children's education boards, cooperative educational service agencies,
13 and combinations of local school districts meeting the pupil population
14 requirements of this paragraph are eligible to participate. School social
15 workers may provide services to or on behalf of children with actual or
16 potential exceptional education needs and other children from pre-school
17 to age 21.

18 (5) Approved costs. All approved costs shall be included on form
19 PI-IS-61 in the annual plan (estimated costs) and in the year-end claim
20 (actual costs) for reimbursement, against which the appropriate reimburse-
21 ment rate shall be applied. Approved costs consist of the social worker's
22 salary and board approved fringe benefits, which may include insurance,
23 retirement, and social security costs.

24 (6) Approved personnel. The reimbursed school social worker shall
25 hold a current Wisconsin certificate as a school social worker (see PI
26 3.20 (1)). Only certified school social workers who serve as school social

1 workers, directors or supervisors of pupil services or school social work
2 services shall be eligible for state aids under Subchapter IV of Chapter 115
3 115, unless exceptions are approved in advance by the department.

4 (7) Approved services. Approved services by school social work
5 services personnel are those approved by the state superintendent.

6 (8) Evaluation of and inservice for school social workers shall be
7 provided by the employing agency.

8 (9) Role of the school social worker. The role of the school social
9 worker shall be to provide for the adaptive, social-emotional, behavioral,
10 personal, family and community liaison needs of exceptional education
11 children and other children.

12 (a) Specific responsibilities. Among the job services for which a
13 state funded school social worker providing EEN services under (9) is
14 responsible are the following:

15 1. Provide individual evaluations based on adaptive behaviors
16 (including administering adaptive behavior scales), socio-cultural adjust-
17 ments, and family background as part of the multidisciplinary team when
18 indicated.

19 2. Assist in the smooth transition of exceptional educational needs
20 children as they pass from special education to regular education and vice
21 versa.

22 3. As required to meet student needs, coordinate school and community
23 services such as those provided by headstart, day-care centers, work-
24 orientation centers, county welfare agencies, family service agencies,
25 community action programs and other human services organizations.

26 4. Collaborate with other professionals in classroom management with

1 specific regard to aspects of the curriculum concerned with social and
2 emotional developments, family cooperation, and adaptive behaviors as
3 they relate to cultural background and experiences and linguistic variables.

4 5. Coordinate (recruit, evaluate, and supervise) boarding home
5 programs for children with exceptional educational needs, and carry out
6 any other responsibilities as may be outlined in the Policy and Procedure
7 Manual, Boarding Home Program, Division for Handicapped Children.

8 6. Provide supportive services (interpretation and clarification) to
9 families in facilitating their understanding of the broad ranges of
10 educational, professional and technical language as it is utilized in
11 service definitions, program titles and diagnostic statements.

12 7. Inservice to school personnel and parents as it relates to any
13 and all procedures relevant to children with exceptional educational needs.

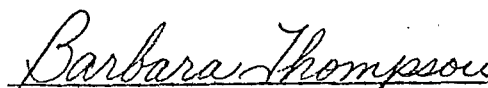
14 8. Research, develop and evaluate school social work programs relating
15 to children with exceptional educational needs.

16 9. Other service and program obligations consistent with state and
17 federal laws, rules, and regulations.

18 (10) Program administration. Further questions regarding this program
19 as well as annual plans and claims shall be directed to: Supervisor-
20 School Social Work Services, Department of Public Instruction.

The rules contained herein shall take effect on the first day following
publication in the Wisconsin Administrative Register.

Dated this 25th day of August, 1977.



Barbara Thompson
State Superintendent