

FUNDING PROCESSES

Career and Technical Education State Block Grant funding will be allocated for the current fiscal year based on each district's CTE enrollment, concentrator and placement reportings. **A program is approved by school site, not by district.** Seventy five percent of CTE State Block Grant funds will be allocated to CTE enrollment. Twenty five percent of the funds will be allocated to Placement. A course must have a certified teacher, course enrollment, and the required concentrator/placement reports to generate funding. An Internship, DCE, or COOP course cannot be submitted alone for funding without a required accompanying Career Preparation course. If a program (and its associated courses) does not provide the essential elements required by the Arizona State Board of Education, the program and its funding will be inactivated by CTE. Programs must meet, exceed, or make substantial improvement towards the state adjusted levels of performance to ensure continued eligibility for funding. If any of these requirements are not met for a program, funding is not allocated and the following **error** report(s) will be sent to the LEA:

- **VOCI 09-1: Unapproved Courses – No Required PM Reports**
- **VOCI 10-1: Course Code – DCE, Internship or COOP Only Courses – Cannot Stand Alone**
- **VOCI 12-1: 20XX Course Missing**
- **VOCI 13-1: Unapproved ADE Inactive Courses**
- **VOCI 17-1: Improper Teacher Certification Report**

There are four types of funding reports that will be produced:

- Funded course detail report
- Non-funded course detail report
- Placement funding detail report
- Summary notification allocation report

These reports will be produced as Preliminary and Final Funding reports.

The Preliminary Funding Report allows districts to identify problems that impact state allocations. Some of the problems may include the following:

- The teacher is not certified to teach the program
- No Concentrators were submitted for a program
- No Placements were submitted for a program
- Unapproved programs – Career Preparation Coop only course offered
- ADE inactivated the program

Preliminary and Final Funding Reports

The information submitted and verified for the 40th day and 100th day reports is summarized in the Course Enrollment Master File, VOCI 21. Data from the Course Enrollment Master File is combined with a formula and then used for generation of the:

- **VOCI 51-1-** reflects funding generated by courses on the CTE Program List by **school.**
- **VOCI 51-2-** reflects funding generated by Courses on the CTE Program List by **district.**

These reports are based upon the average of the district's 40th day and 100th day enrollment counts and provide the notification of the preliminary and final funding dollars available to the district from State Block Grant monies. For questions related to the state funding formula, please contact the CTE Grants and Enrollment unit at (602) 542-5349.

Preliminary Enrollment Funding Report: VOCI 51-1 and VOCI 51-2: These reports provide preliminary notification of the funding dollars a district may generate from State Block Grant monies. This report also provides the districts the opportunity to verify their enrollment data and to make corrections, if ADE did not record the data the district submitted. Previously unrecorded data will be reflected on the Final Funding Reports. Errors related to a course not receiving funds due to Performance Measures issues should be referred to the Secondary Accountability Specialist at (602) 542-4754. The Preliminary Funding Report amounts are not final but a district can choose to write its initial Priority Programs application using the total amount shown on the VOCI 62 Preliminary Funding report (Summary Notification) or choose to wait and submit its application when the final funding report is available.

Final Enrollment Funding Report: VOCI 51-1 and VOCI 51-2: These reports provide the notification of the final funding dollars available to the district from State Block Grant monies. The Priority Programs application must be completed by the district to generate these monies.

Preliminary and Final Non-Funding Report

A report of Non-Funded courses could also be produced if a course does not meet the requirements. If any courses are not funded and appear on any of the VOCI 09, VOCI 10, VOCI 12, VOCI 13, or VOCI 17 report, the dollar amount not generated will also appear on the:

- **VOCI 55-1-** reflects funding not generated by courses on the CTE Program List by **school**
- **VOCI 55-2-** reflects funding not generated by courses on the CTE Program List by **district**

These reports, VOCI 55-1 and VOCI 55-2, are intended as a tool to examine current practices related to accountability. The reports list occupational courses (11th and 12th grades) that will not generate state funding. Any of these messages may be listed:

Teacher Uncertified message means the teacher is uncertified to teach the program course listed for that period for any of the following reasons:

- Certification for the teacher may have expired and not been renewed
- Certification process for the teacher was not completed by the end of February deadline

No Required PM reports message means the CTE program is unapproved for any of the following reasons:

- ADE did not receive acceptable Concentrator reports by the June deadline.
- ADE did not receive acceptable Placement reports by the April 15 deadline.

- After receiving a designation of “program in review”, the program does not participate in the ADE directed external assessment and accountability planning process

Unapproved ADE Inactive message indicates that ADE closed the program due to its failure to include the essential elements required by the Arizona State Board of Education.

Internship, DCE or COOP Only – No Program message indicates that an Internship, DCE, or COOP only course was submitted for funding. Internship, DCE, or COOP only courses cannot be submitted for funding without an accompanying Career Prep course for that program.

For all of the above messages, the result is the same. **Funding potential is not generated for the district.** This report will assist district personnel to be aware of funding impact in the hiring of properly certified teachers and the importance of meeting performance measures requirements.

Preliminary and Final Placement Funding Report

The Placement Funding Report will be produced twice per school year. The Preliminary Placement Funding Report notifies a district of the preliminary funding dollars a related Placement will generate. This preliminary report also provides the district the opportunity to verify the Placement data and to make corrections, if ADE did not record the data the district submitted. The Final Placement Funding Report will include all corrections and contain the final Placement funding generated. A student in two (2) or more related Placements will only generate funding from the first entered related placement.

Placement funding paid in the current fiscal year is for CTE program Concentrators who **graduated** and are in a related placement by the second quarter following graduation. Concentrators who graduated will be surveyed between October 1 and December 31. Placements may be in postsecondary education or advanced training, military services, or employment. Funding is earned **only** if the placement is **related** to the graduate’s secondary CTE program of study. A related Placement is one that obviously uses or builds on the occupational standards acquired in the graduate’s secondary CTE program. Twenty five percent of the CTE State Block Grant funds are allocated to Placement.

For more information regarding Placement Survey Reports and Concentrator Reports, please see **Secondary Guidelines for Performance Measures and Program Evaluation** at <http://www.azed.gov/career-technical-education/files/2011/06/2012-2013-secondary-guidelines.pdf>.

Preliminary and Final Summary Notification of Career and Technical Education Allocations:

VOCI 62- The total amount of state funding for district generated by Course Enrollment and Placement reportings. Available district enrollment funding and the placement funding dollar amounts are listed in this report. If a district selects not to submit an application for the funds, those dollars will be re-divided among

the districts that did submit an application for their State Block Grant Enrollment and Placement dollars.

Eligible Recipient: District name should appear here

County, Type, District: County, type and district number should appear here

Funding Category Titles: State Block Grant Formula Funding (A) and Placement Formula Funding (B) appear here

Allocation: Dollar figures, determined by district student count on the 40th and 100th day reports and placement report, appear here

Grand Total Allocations: The **total amount of state funding** for district

(A) Block Grant Formula Funding: Formula amounts by course, title and school site. This is the State Block Grant dollar figure for the next fiscal year, which was generated by 11th and 12th grade student count from the 40th Day and 100th Day Course Enrollment Reports.

(B) Placement Formula Funding: The Placement formula funding figure is generated by the completed surveys returned to ADE by the districts

Examples of the above mentioned reports are on the following pages:

CTDS:
COUNTY:
DISTRICT:
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
UNAPPROVED COURSES - NO REQUIRED PM REPORTS

VOCI 09-1
REPORT DATE:05/17/XX
REPORT PAGE: 1

COURSE CODE	COURSE TITLE	TEACHER NUMBER	TERM	PERIOD	DISTRICT OF ATTENDANCE CTDS
46.0400.10	Constr Tech Core	*****	2	3	
46.0400.20	Construction Tech I	*****	2	3	

Sample

CTDS:
COUNTY:
DISTRICT:
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
DCE, INTERNSHIP OR CO-OP ONLY COURSES
CANNOT STAND ALONE

VOCI 10-1
REPORT DATE:08/26/XX
REPORT PAGE: 1

COURSE CODE	COURSE TITLE	TEACHER NUMBER	TERM	PERIOD
15.1300.70	Draft/Design Tech DC	XXXXXXXXXX	1	5
15.1300.70	Draft/Design Tech DC	XXXXXXXXXX	2	5

Sample

CTDS:
COUNTY:
DISTRICT:
SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
20XX COURSE MISSING

VOCI 12-1
REPORT DATE:05/17/XX
REPORT PAGE: 1

COURSE CODE	COURSE TITLE	TEACHER NUMBER	TERM	PERIOD	DISTRICT OF ATTENDANCE CTDS
46.0400.10	Constr Tech Core	*****	2	3	
46.0400.20	Construction Tech I	*****	2	3	

Sample

COUNTY:
 TYPE:
 DISTRICT:
 SCHOOL:

ARIZONA DEPARTMENT OF EDUCATION
 CAREER AND TECHNICAL EDUCATION
 IMPROPER TEACHER CERTIFICATION
 SECONDARY - 200X-200X

VOCI 17
 REPORT DATE: 08/26/XX
 REPORT PAGE: 1
 SCHOOL PAGE: 1

TEACHER NUMBER	TEACHER NAME	P E R M	T C R S E C O D E	CRSE CODE	TITLE	CERTIFICATION	ENDORSEMENT	APPROVAL
XXXXXXXXXX	SMITH	LR 1 1	52020010	Business Mgmt & Admi	PSC SUB			HIS
						PCTI		
XXXXXXXXXX	SMITH	LR 3 1	52020010	Business Mgmt & Admi	PSC SUB			HIS
XXXXXXXXXX	SMITH	LR 3 2	52020010	Business Mgmt & Admi	PSC SUB			HIS
XXXXXXXXXX	SMITH	LR 6 2	52020010	Business Mgmt & Admi	PSC SUB			HIS
XXXXXXXXXX	SMITH	LR 7 2	52020010	Business Mgmt & Admi	PSC SUB			HIS
*** TEACHER LACKS REQUIREMENTS *** CRSE CODE REQUIREMENTS-BVT OR SVT OR PVT OR AVT								AND VOE OR VBS OR BUS
								OR VDE OR VME
								PVB OR SVB OR PVM OR SVM
								PVBM OR SVBM
								PCTBM OR SCTBM

Sample

VOCI 51-1
CTY XX TYPE XX DIST XX SCH XXX

ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
FINAL FUNDING REPORT
FYXX ENROLLMENT - FOR FYXX FUNDING

DATE 08/15/XX
PAGE 1

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$111.59

COUNTY: IMPORTANT: THIS REPORT IS BASED UPON AN AVERAGE OF YOUR 40TH AND 100TH DAY ENROLLMENT COUNTS.
DISTRICT:
SCHOOL:

COURSE CRSE CODE	COURSE CRSE CODE TITLE	P E R	MIN. PER WEEK	NO. OF WKS	TP ER HP	ROOM CE TEACHER'S NAME	TEACHER'S CERT NO.	9-12 AVG CNT	11-12 AVG CNT	ELIGIBLE WEIGHTED COUNT	TOTAL ENROLLMENT FUNDING
NON-ARTICULATED COURSES -----											
2. BUSINESS MGMT ADMIN (WEIGHT - 1.0000000000)											
52.020010	Bus Mgmt/Admin Srv F	3	0250	18	7	Y ROGERS	*****	8.50	5.00	5.55	\$619.94
52.020010	Bus Mgmt/Admin Srv F	7	0250	18	7	Y ROGERS	*****	6.00	1.50	1.66	\$185.98
52.020010	Bus Mgmt/Admin Srv F	3	0250	18	7	Y ROGERS	*****	6.50	4.00	4.44	\$495.96
52.020010	Bus Mgmt/Admin Srv F	7	0250	18	7	Y ROGERS	*****	6.00	2.00	2.22	\$247.98
52.020020	Business Office Oper	4	0250	18	7	Y ROGERS	*****	13.50	13.50	14.99	\$1,673.85
TOTAL BUSINESS MGMT ADMIN								58.50	44.00	48.02	\$5,362.52
9. AUTOMOTIVE TECH (WEIGHT - 1.0000000000)											
47.060010	Auto Tech Core Curr	2	0250	18	VOC2 N	BELL	*****	7.50	1.50	1.66	\$185.98
47.060010	Auto Tech Core Curr	3	0250	18	VOC2 N	BELL	*****	7.50	3.50	3.88	\$433.96
47.060010	Auto Tech Core Curr	2	0250	18	VOC2 N	BELL	*****	9.00	3.00	3.33	\$371.97
47.060010	Auto Tech Core Curr	3	0250	18	VOC2 N	BELL	*****	12.00	7.50	8.33	\$929.92
47.060070	Automotive Technolog	5	1100	18	7	N ROGERS	*****	0.50	0.50	0.50	\$55.80
47.060070	Automotive Technolog	5	1100	18	7	N ROGERS	*****	0.50	0.50	0.50	\$55.80
TOTAL AUTOMOTIVE TECH								43.50	23.00	25.41	\$2,839.36

(ELIGIBLE WEIGHTED COUNT * RATE FOR FULL WEIGHTED AVG STUDENT COUNT = TOTAL FUNDING)

Sample

VOCI 51-2
 CTY XX TYPE XX DIST XX

ARIZONA DEPARTMENT OF EDUCATION
 CAREER AND TECHNICAL EDUCATION
 FINAL FUNDING REPORT
 FYXX ENROLLMENT - FOR FYXX FUNDING

DATE 08/15/XX
 PAGE 1

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$111.59

COUNTY: DISTRICT: IMPORTANT: THIS REPORT IS BASED UPON AN AVERAGE OF YOUR 40TH AND 100TH DAY ENROLLMENT COUNTS.

COURSE CRSE CODE	COURSE CRSE CODE TITLE	9-12 AVERAGE COUNT	11-12 AVERAGE COUNT	ELIGIBLE WEIGHTED COUNT	TOTAL ENROLLMENT FUNDING	TP ER CE HP
NON-ARTICULATED COURSES -----						
2. BUSINESS MGMT ADMIN (WEIGHT - 1.0000000000)						
52.020010	Bus Mgmt/Admin Srv F	27.00	12.50	13.87	\$1,549.86	Y
52.020020	Business Office Oper	24.00	24.00	26.65	\$2,975.73	Y
52.020070	Bus Mgmt/Admin Srv D	7.50	7.50	7.50	\$836.93	Y
TOTAL	BUSINESS MGMT ADMIN	58.50	44.00	48.02	\$5,362.52	
9. AUTOMOTIVE TECH (WEIGHT - 1.0000000000)						
47.060010	Auto Tech Core Curr	36.00	15.50	17.20	\$1,921.83	N
47.060021	Automotive Technolog	1.00	1.00	1.11	\$123.99	N
47.060030	Automotive Technolog	5.50	5.50	6.10	\$681.94	N
47.060070	Automotive Technolog	1.00	1.00	1.00	\$111.60	N
TOTAL	AUTOMOTIVE TECH	43.50	23.00	25.41	\$2,839.36	
11. CONSTRUCTION TECH (WEIGHT - 0.9000000000)						
46.040010	Construction Tech Co	5.00	3.50	3.48	\$390.56	N
TOTAL	CONSTRUCTION TECH	5.00	3.50	3.48	\$390.56	

(ELIGIBLE WEIGHTED COUNT * RATE FOR FULL WEIGHTED AVG STUDENT COUNT = TOTAL FUNDING)

Sample

VOCI 55-1

ARIZONA DEPARTMENT OF EDUCATION
 CAREER AND TECHNICAL EDUCATION
 STATE FUNDING NOT GENERATED DUE TO ONE OR MORE OF THE FOLLOWING REASONS:
 INSUFFICIENT PERFORMANCE MEASURES REPORTS - CERTIFICATION PROBLEMS
 NO NOTIFICATION OF INTENT (N.O.I.) FILED IN 4/200X OR
 NO NOTIFICATION OF PARTICIPATION (N.O.P.) FILED IN 4/200X
 CO-OP ONLY OR ADE UNAPPROVED INACTIVE
 FYXX ENROLLMENT - FOR FYXX FUNDING

DATE 08/15/XX
 PAGE 1

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$71.86

COUNTY:
 DISTRICT:
 SCHOOL:

COURSE CRSE CODE	COURSE CRSE CODE TITLE	P MIN. E PER R WEEK	NO. OF WKS	TEACHER'S NAME	TEACHER'S CERT NO.	11-12 AVG CNT	ELIGIBLE WEIGHTED COUNT	TOTAL FUNDING NOT GENERATED	TP ER CE REASON FOR HP FUNDING NOT GENERATED
NON-ARTICULATED COURSES									

2. BUSINESS MGMT ADMIN (WEIGHT - 1.0000000000)									
52.020010	Bus Mgmt/Admin Srv F 0 0220 17	MORIN		*****		4.00	3.69	\$393.47	N NO REQUIRED PM REPORTS NOI/NOP FILED IN 1/200X
52.020010	Bus Mgmt/Admin Srv F 2 0220 18	MORIN		*****		5.50	5.37	\$572.84	N NO REQUIRED PM REPORTS NOI/NOP FILED IN 1/200X
52.020010	Bus Mgmt/Admin Srv F 3 0220 18	MORIN		*****		4.00	3.91	\$416.61	N NO REQUIRED PM REPORTS NOI/NOP FILED IN 1/200X
52.020010	Bus Mgmt/Admin Srv F 5 0220 18	MORIN		*****		2.50	2.44	\$260.38	N NO REQUIRED PM REPORTS NOI/NOP FILED IN 1/200X
52.020020	Business Office Oper 6 0440 18	MORIN		*****		9.00	17.59	\$1,874.75	N NO REQUIRED PM REPORTS NOI/NOP FILED IN 1/200X
TOTAL BUSINESS MGMT ADMIN						25.00	33.00	\$3,518.05	

Sample

VOCI 55-2
 CTY XX TYPE XX DIST XX

ARIZONA DEPARTMENT OF EDUCATION
 CAREER AND TECHNICAL EDUCATION
 STATE FUNDING NOT GENERATED DUE TO ONE OR MORE OF THE FOLLOWING REASONS:
 INSUFFICIENT PERFORMANCE MEASURES REPORTS - CERTIFICATION PROBLEMS
 NO NOTIFICATION OF INTENT (N.O.I.) FILED IN 1/20XX
 CO-OP ONLY OR ADE UNAPPROVED INACTIVE
 NO NOTIFICATION OF PARTICIPATION (N.O.P.) FILED IN 1/20XX
 FY12 ENROLLMENT - FOR FYXX FUNDING

DATE 08/27/XX
 PAGE 1

RATE FOR FULL, WEIGHTED AVERAGE STUDENT COUNT: \$71.86

COUNTY:
 DISTRICT:

COURSE CRSE CODE	COURSE CRSE CODE TITLE	11-12 AVERAGE COUNT	ELIGIBLE WEIGHTED COUNT	TOTAL FUNDING NOT GENERATED	TP ER CE HP
NON-ARTICULATED COURSES -----					
7. NURSING SERVICES (WEIGHT - 1.0000000000)					
51.390010	Fundtls of Nursing S	0.50	0.66	\$47.91	N
51.390011	Fundtls of Nursing S	0.00	0.00	\$0.00	N
TOTAL	NURSING SERVICES	0.50	0.66	\$47.91	
TOTAL NON-ARTICULATED FUNDING NOT GENERATED		0.50	0.66	\$47.91	
TOTAL DISTRICT NON-ARTICULATED FUNDING					\$47.91
TOTAL DISTRICT ARTICULATED FUNDING					\$0.00
TOTAL DISTRICT FUNDING NOT GENERATED			0.50	0.66	\$47.91

Sample

FY 20XX Final Placement Funding (FY 20XX Student Names)

FINAL FINAL FINAL FINAL

CTD XXXXXX SAMPLE UNIFIED DISTRICT

CTDS XXXXXXXXXX SAMPLE HIGH SCHOOL

ProgramArea Business Education

FY	Program CIP	Program Title	Student Name	Funding
20XX	520400	Business Operations Support and Assistant Services	JSCILW, EOANG	\$117.10
SUM for 'ProgramArea' = Business Education Count =			1	\$117.10

ProgramArea Family & Consumer Sciences Education

FY	Program CIP	Program Title	Student Name	Funding
20XX	520900	Hospitality Management	ENICN, JAMES	\$117.10
SUM for 'ProgramArea' = Family & Consumer Sciences Count =			1	\$117.10

ProgramArea Health & Community Service Careers

FY	Program CIP	Program Title	Student Name	Funding
20XX	513900	Nursing Services	GIEORNLS, VALYNIA R	\$117.10
SUM for 'ProgramArea' = Health & Community Service Careers Count =			1	\$117.10

ProgramArea Industrial Technology Education

FY	Program CIP	Program Title	Student Name	Funding
20XX	460400	Construction Technologies	RNEI, ANDREW C	\$117.10
20XX	460400	Construction Technologies	JCLGOE, JEFFREY	\$117.10
20XX	480508	Welding Technologies	HEJKLS, CLYDE P	\$117.10
SUM for 'ProgramArea' = Industrial Technology Education Count =			7	\$8351.30

ProgramArea Marketing, Media & IT Education

FY	Program CIP	Program Title	Student Name	Funding
201XX	100300	Graphic Communications	GEOXNL, TYREE M	\$117.10
SUM for 'ProgramArea' = Marketing, Media & IT Education Count =			2	\$117.10

SUM for School = WINDOW ROCK HIGH SCHOOL \$1,405.20

Sample

Application for CTE State Block Grant Funds

The available district enrollment formula funding and the placement formula funding dollar amounts are listed on the Summary Notification of CTE Allocations (VOCI 62). General Statement of Assurance authorized signers must submit electronic applications using these State Block Grant fund allocations by the due date, determined by the ADE, using the Grants Management Enterprise online system. The website is located at: <http://www.azed.gov/gme>.

Click on Online Applications to enter the Grants Management Enterprise system and begin the process. If a district selects not to submit an application for the funds, those dollars will be re-divided among the districts that did submit an application for their State Block Grant Enrollment and Placement dollars.

If you have questions, please contact the following for assistance:

Information Technology Specialist	Donna Kerwin	(602) 542-7881
Education Program Specialist	Steve Saline	(602) 542-5566
Education Program Specialist	Janet Silao	(602) 542-5485
Program and Project Specialis	Tammie Chavez	(602) 542-3839
Secondary Accountability Specialist	Nicole Johnson	(602) 542-4754

Or email: CTEDataCollection@azed.gov