

Los Angeles Unified School District
INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR

Budget Planning is now taking place for Fiscal Year **2020-21**. Your school has the option of purchasing a **PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR** as Support Services Personnel. Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds. **All school purchases must be reflected in the budget system during budget development.** Schools have the opportunity to purchase support services in the new year on a first come first serve basis. Please inform us of your school’s intent to purchase Pupil Services and Attendance Counselor time by completing this form. **Purchases may not be canceled after Budget Development.**

Estimated cost for a PUPIL SERVICES AND ATTENDANCE COUNSELOR. Cost does not reflect UTLA Salary increase.

Budget Item No.	Position	Basis	5 Days (1.0 fte)	4 Days (0.8 fte)	3 Days (0.6 fte)	2 Days (0.4 fte)	1 Day (0.2 fte)	1/2 Day (0.1 fte)
12107	Itinerant Counselor PSA (33D-5) 12200543	A	\$ 158,440	Must be purchased full time (5 days)				
12108	Itinerant Counselor PSA (33D-5) 12200543	B	\$ 137,053	Must be purchased full time (5 days)				
12103	Itinerant Counselor PSA (33D-5) 12200543	C	\$ 127,962	\$ 102,370	\$ 76,778	\$ 51,185	\$ 25,593	\$ 12,797
12116	Itinerant Counselor PSA (33D-5) 12200543	E	\$144,002	Must be purchased full time (5 days)				
11079	Itinerant Counselor PSA X-Time (weekly)*		\$2,675					

* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

Use Budget Item Number when processing budget adjustments.

FUNDING OPTIONS AND REQUIREMENTS:

Your school may purchase Pupil Services and Attendance Counselor time from school-based budget programs. Purchases **other than C Basis** must be full time (5 days a week).

Budget Planning Programs – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.

Table 1 – Budget Planning Programs

(minimum purchase is ½ day per categorical program)
(**allowable to purchase is C Basis only)**

Program Code	Program Name	Program Code	Program Name
10359	TSP-Settlement	10543	TSP-Innovation-Focus School
10371	Proportionality-Options (CDS Sc	10552	TSP-Student Equity Needs Index
10397	TSP - Per Pupil Schools	10553	TSP-Transitional SENI
10446	A-G Intervention & Credit Recovery	11142	School Community Budget-Reg Sc

Program Code	Program Name	Program Code	Program Name
13027	General Fund School Program	7S046	CE-NCLB T1 Schools
13723	Charter Sch Categorical Blk Grant	7T547	School Improvement Grant C4-3
13724	Charter Sch Allocation In Lieu Of EIA	7T691	ESSA-Comprehensive Sup & Improv
13938	SDEP-Donations	7T696	Low Performance Students Block Grant

For questions regarding any of the information provided above, please contact your Local District Pupil Services and Attendance Field Coordinator or Elsy Rosado, Director of Pupil Services at (213) 241-3844.

Local District	PSA Field Coordinator	Telephone	Email	Fax
Northeast	Pat Jimenez	818-686-4444	patricia.x.jimenez@lausd.net	818-686-4450
Northwest	Dionne Ash	818-654-3716	dionne.ash@lausd.net	818-881-0772
East	Jennifer Lopez	323-224-5902	jel9093@lausd.net	323-224-3105
Central	Leilani Morales	213-241-0158	lxm8995@lausd.net	213-241-2031
West	Pat Burt	310-235-3766	pat.burt@lausd.net	310-235-3733
South	Acquinetta Cook	310-354-3503	adc3773@lausd.net	310-527-7763

_____ School Name _____ Location Code _____

is purchasing a **PUPIL SERVICES AND ATTENDANCE COUNSELOR** as follows:

Requested Staff: _____ or New Position: Request a change in PSA Counselor

Funding Program					
Number of Days					
Cost					
Percent if multi-funded					

Total Days: _____

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

_____ Print Principal's Name _____ Principal's Signature _____ Date _____

Please mail this form no later than, **March 20, 2020** to:

- ✓ Copy of both pages to the Local District Pupil Services and Attendance (PSA) Field Coordinator (scan/email or fax to LD (PSA) Coordinator listed above).