



LOUISIANA DEPARTMENT OF EDUCATION

Guidelines for Use of CDF Allocation

This document provides comprehensive instructions regarding a new funding source for career and technical education (CTE) courses: the Career Development Fund (CDF). The sections of this document include:

- 1) Purpose of CDF Funds
- 2) How Much CDF Funds Each District / Charter School / Special School Receives
- 3) How CDF Funds Must Be Spent / Carrying Over Funds
- 4) CDF Reporting Requirements
- 5) CDF-Qualifying Courses

1) Purpose of CDF Funds

CDF funds are intended to support increased student access to high-value CTE courses and training.

BESE and the Legislature realized that it costs schools more to offer CTE courses in high-wage employment sectors (e.g., welding, information technology, manufacturing, etc.). That's why they included dedicated funds in the MFP – CDF funds – for the exclusive purpose of making high-value CTE courses and training available to more students across Louisiana.

2) How Much CDF Funds Each District / Charter School / Special School Receives

Districts, charter schools and special schools receive a 6% MFP adder (\$238) for each student enrollment in a CDF-qualifying course.

BESE and the Legislature realized that there is a certain minimum amount of money below which CDF funds would not have a significant positive impact on smaller districts and charter / special schools. Therefore, there are minimum amounts of CDF established in the MFP:

- Districts receive the greater of: a) \$25,000; or b) the sum of 6% adders for all their students' CDF-qualifying courses;
- Charter and special schools receive the greater of: a) \$10,000; or b) the sum of 6% adders for all their students' CDF-qualifying courses;

Career Development Fund (CDF) Snapshot	
Funding	<ul style="list-style-type: none">• 6% MFP adder (\$238) per student enrollment by course• Minimum CDF allocation of \$25,000 per district and \$10,000 per charter and special school• <i>CDF payments are issued in February of each year</i>
The updated 2016-2017 List of CDF-Qualifying Courses is also available on the <i>All Things Jump Start</i> web portal	

Louisiana Believes

3) How CDF Funds Must Be Spent / Carrying Over Funds

CDF funds must be spent to increase student access to high-value CTE courses and training. Specific approved uses include:

- teacher training towards attainment of Jump Start statewide credentials, which can include Super Summer Institute training and externship stipends for externships in high-demand industry sectors. (High-demand industry sectors for 2015-2016 include: Automotive Service / Repair; Construction Crafts; Culinary; Healthcare; HVAC; Information Technology; Manufacturing; Pharmacy; and Transportation and Logistics);
- facilities, materials and equipment expenditures related to student attainment of statewide credentials. *This type of expenditure may include:*
 - a) *the cost of student WIC-approved statewide industry-based credentials;*
 - b) *the cost to license software systems like Nepris (and related training) that provide students with access to experts in high-demand industry sectors; and*
 - c) *career counseling services and software (like Career Compass and Kuder) that help students learn about how they can pursue the courses and industry credential for high-demand industry sectors;*
- transportation of students and teachers to sites where high-value CTE courses and training are available. Qualifying sites include community and technical colleges as well as industry training organizations like ABC-Pelican and ABC-Bayou. Transportation costs include all the costs schools incur for transportation, including driver costs.

We have received many questions about other approved uses of CDF funds. The following expenditures are not approved for CDF Funds:

- salaries or benefits for teachers, except for externship stipends in high-demand industry sectors;
- paying for student tuitions. Supplemental Course Allocation (SCA) funds can be used to pay for student tuitions for courses offered by approved Course Choice course providers;
- teacher training for credentials other than Jump Start statewide credentials.

Any questions about approved uses of CDF funds should be sent to JumpStart@la.gov

Finally, CDF funds may be carried over from one fiscal year to the next. The LDE will track these funds. *At some point in the future, districts, charter schools and special schools will be required to spend accumulated CDF funds by a designated date.*

Many districts and charter schools did not spend their CDF funds during prior school years because this funding source was new and unfamiliar. Our intent is for districts and charter schools to completely spend all their accumulated CDF funds during the 2016-2017 school year.

4) CDF Reporting Requirements

The LDE's intent is to make CDF reporting requirements minimal and intuitive.

No districts or charter schools will be penalized if their initial CDF paperwork submissions are incorrect or incomplete. No funds can be lost – the Jump Start team will simply contact you to make sure your submission is corrected and/or completed.

There is now only one required CDF-related forms that each district / charter school / special school must complete.

At the end of the year districts, charter schools and special schools will need to complete a one page [CDF Year-End Report](#) that simply asks for an accounting of how funds were spent. Funds that are carried over can be noted under “Other Uses” on this form.

The advice the Jump Start team gives regarding the CDF paperwork is: ***“Don’t over-complicate this.”*** Our intent is to make the paperwork minimal and intuitive. And we’ll help you correct any mistakes or address any omissions. *Just make your best attempt to fill out the paperwork and submit it.*

5) CDF-Qualifying Courses

The full list of CDF-qualifying courses can be found on the *All Things Jump Start* web portal.

This list changes every school year based on the trends in the Louisiana economy, and our dedication to making sure that CDF funds are applied to CTE programs that are not yet available to sufficient numbers of Louisiana students.

The list of CDF-qualifying courses is periodically updated. CDF payments will be calculated based on the official list as of January of each year.

Please send any other questions, concerns or recommendations to JumpStart@la.gov