



LOUISIANA DEPARTMENT OF EDUCATION

2020-2021 Guidelines for Use of CDF Allocation

This document provides comprehensive information regarding Career Development Funds (CDF), a funding source for career and technical education (CTE) courses

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.

CDF Funding Availability

Districts, charter schools and special schools receive a 6% MFP adder (\$241-in FY 2020-2021) 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, charter, and special schools. Therefore, there are minimum amounts of CDF established in the MFP:

- LEAs 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 (with grades 9-12) 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 (\$241) per student enrollment by course• Minimum CDF allocation of \$25,000 per district and \$10,000 per charter and special school• A greater percentage of CDF funds will be paid at the beginning of the school year to increase student opportunities (see next section)

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Receipt of CDF Funds

LEAs, charters and special schools will receive most of their CDF allocation each July, so they can invest these funds to maximize student opportunities for the coming school year.

The July separate CDF remittance for districts and charter/special schools will include the greater of:

- A. Their minimum \$25,000/\$10,000 CDF allocation; or
- B. 75% of their previous year's CDF allocation.

Each February/March the final CDF allocation due districts and charter/special schools will be trued up based on actual student enrollments. Any additional CDF allocation due will be in a February or March separate CDF remittance. Any overpayment of CDF allocation will be reduced in the June MFP remittance.

Providing the majority of CDF allocations at the start of the school year will enable districts and charter/special schools to provide additional opportunities for students in all of the areas where CDF funds can be spent.

Allowable Expenses

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 regional or statewide high-demand industry sectors.
- Facilities, materials and equipment expenditures related to student attainment of statewide credentials and IBCs that are a part of a statewide bundle. This type of expenditure may include:
 - the cost of student statewide industry-based credentials;
 - the cost to license software related to statewide credentials
 - the cost to license software systems such as Nepris (and related training) that provide students with access to experts in high-demand industry sectors;
 - career counseling services and software (such as Career Compass and Kuder) that help students learn about how they can pursue the courses and industry credential for high-demand industry sectors;
 - facilities, materials and equipment expenditures related to obtaining statewide credentials (i.e., welding shops, computers for approved credentialing courses, medical uniforms, food for ProStart, supplies for construction crafts, etc.).
- Transportation of students and teachers to sites where high-value CTE courses and training are available. Qualifying sites such as community and technical colleges, school facilities, and industry training organizations. Transportation costs include all the costs schools incur for transportation, such as driver costs and benefits. Bus tokens are also allowable expenses.
- Expenses incurred by having a JAG-Specialist on staff, including salary and benefits.
- Expenses incurred by having CTE staff provide instruction or IBC testing outside of the school day
- Expenses for the new Career Readiness Quest for Success course.
- Expenses related to student internships not covered by partner business.

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Non-allowable Expenses

- Salaries or benefits for teachers, except for externship stipends in high-demand industry sectors and JAG specialist.
- Student tuition.
- Teacher training for credentials other than Jump Start statewide credentials.

CDF Reporting Requirements / Carrying Over Funds

- It is the LDOE's intent to make CDF reporting requirements minimal and intuitive.
- LEAs, charter, or special schools will not be penalized if their initial CDF paperwork submissions are incorrect or incomplete. No funds will be lost – the Jump Start team will simply contact you to make sure your submission is corrected and/or completed.
- At the end of the year LEAs, charter, and special schools should complete a one page report using the CDF End of Year Report that asks for an accounting of how funds were spent; in which Statewide and/or Integrated Pathways; and which statewide credential(s). The CDF end-of-year report will automatically calculate carry-over funds for your convenience.
- Additional resources regarding CDF funds are available on the [All Things Jump Start](#) website.
- CDF funds may be carried over from one fiscal year to the next. LDOE will track these funds. At some point, LEAs, charter schools and special schools will be required to spend accumulated CDF funds by a designated date.

CDF-Qualifying Courses

- The most current CDF-Qualifying Courses can be found on the [All Things Jump Start](#) website.
- This list changes each 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 qualifying courses is updated once each year.

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

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