



# LOUISIANA DEPARTMENT OF EDUCATION

## 2021-2022 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 2021-2022) 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;

### 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.

### CDF Reporting Requirements / Carrying Over Funds

- It is the LDOE's intent to make CDF reporting requirements minimal and intuitive.
- At the end of the year school systems will complete and submit the CDF End of Year Report.
- CDF funds may be carried over from one fiscal year to the next.

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## CDF-Qualifying Courses

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

## Allowable Expenses

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

- Facilities, materials, equipment, and transportation expenditures related to student's identified on a Fast Forward pathway who are enrolled in a required Fast Forward pathway course.
- 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 [Jump Start 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 that provide students with access to experts in high-demand industry sectors;
  - career counseling services and software 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.

## 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.

Please send any questions, concerns or recommendations to [jumpstart@la.gov](mailto:jumpstart@la.gov)

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