

Caregiver Affidavits

Adopted March 25, 1999

Education Code Section 48204 (d)
Family Code Sections 6550 and 6552
Statutes of 1994, Chapter 98

Mandate Summary

Eligible Claimants

The eligible claimants are any "school district," as defined in Government Code section 17519, except for community colleges.

Mandate Background

The Commission adopted the parameters and guidelines for this claim on September 24, 1998.

The test claim statute adds a new method for students to enroll in school. The Commission approved the following reimbursable state mandated activities:

- The one-time activity of preparing and adopting policies, procedures, and forms (other than the caregiver affidavit form) to implement the mandated program;
- The continuing activity of accepting and reviewing for completeness the caregiver affidavit form submitted by the caregiver on an annual basis;
- The continuing activity of monitoring and tracking students enrolled under a caregiver affidavit for annual expiration and renewal; and
- The continuing activity of performing administrative tasks associated with enrollment and transfer of students.

Costs for Education Code section 48204, subdivision (d), and Family Code sections 6550 and 6552, as added by Statutes of 1994, Chapter 98, are eligible for reimbursement on or after July 1, 1994.

Reimbursable Mandated Activities

The direct and indirect costs of labor, materials and supplies, contracted services, equipment, travel, and training incurred for compliance with the following mandate components are eligible for reimbursement:

Component 1: Preparation and Adoption of Policies, Procedures and Forms

- The one-time activity of preparing, amending, and adopting policies, procedures, and forms (other than the caregiver affidavit form) to implement the mandated program. This includes forms related to enrollment of pupils to incorporate provisions referring to caregiver affidavits and enrollment on caregiver status.
- Incorporating the statutory caregiver affidavit form into other school district policies, procedures, and forms.

Component 2: Annual Acceptance and Approval of Caregiver Affidavits and Monitoring Students

- The continuing activity of accepting and reviewing for completeness the caregiver affidavit form submitted by the caregiver on an annual basis. This includes review of the caregiver affidavits upon receipt to verify completion of items and the signature line on the form.
- The continuing activity of monitoring and tracking students enrolled under a caregiver affidavit for annual expiration and renewal of the affidavit.

Component 3: Administrative Tasks Associated with Enrollment and Transfers

- The continuing activity of performing administrative tasks associated with enrollment and transfer of students under the caregiver affidavit program.

Component 4: Training

- The one-time activity of developing training regarding the requirements of the subject mandate.
- The continuing activity of conducting and attending training regarding the requirements of the subject mandate.

Activities associated with training school district personnel about the requirements related to enrollment of pupils living with caregivers are eligible for reimbursement. This component includes, but is not limited to, the labor time of administrators and other school district personnel involved with preparation of training sessions and the labor time of administrators and other school district personnel who conduct or attend training sessions. The cost of materials and supplies used or distributed in training sessions is eligible for reimbursement under this component.

Statewide Cost Estimate

Following is a breakdown of estimated total costs per fiscal year:

| Fiscal Year | Total |
|------------------------|--------------------|
| 1994-95 | \$160,534 |
| 1995-96 | \$170,487 |
| 1996-97 | \$186,900 |
| 1997-98 | \$217,563 |
| 1998-99 | \$221,479 |
| 1999-00 | <u>\$227,016</u> |
| Total | \$1,183,979 |
| Total (rounded) | \$1,184,000 |