

# 2024-2025 Jump Start Funding Guidance

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This document covers the following funding sources:

- [MFP Career Development Funds \(CDF\)](#)
- [MFP Career and Technical Education \(CTE\) Weighted Funding](#)
- [MFP Supplemental Course Allocation \(SCA\) Also called: Course Choice](#)
- [TOPS Tech Early Start](#)
- [Carl D. Perkins Funding](#)
- [Registered Apprenticeship](#)
- [Work-based Learning Internship](#)

Funding Source	What is it?	How can the money be spent?	How and when will the funds be distributed?	Reporting Requirements
<p><b>MFP Career Development Funds (CDF)</b></p>	<p>Each qualifying student course enrollment for grades 9 through 12 is provided 6% of the MFP State and Local Base Per Pupil. The FY2024-2025 amount is \$241.</p> <p><a href="#">CDF qualifying courses</a></p> <p>Source Data: October 1 EdLink course data submission</p>	<ul style="list-style-type: none"> <li>• Teacher training or certification, including externship stipends, and course tuition</li> <li>• Equipment and facilities aligned to pathways (includes the cost of student industry-based credentials as well as career awareness and career counseling software and services)</li> <li>• Nepris licenses or other technology licenses / equipment necessary to implement CDF-qualifying courses</li> <li>• Transportation to facilities where students will be taking a CTE course related to a <a href="#">Jump Start statewide credential</a></li> </ul>	<ul style="list-style-type: none"> <li>• In July, school systems and schools will receive a Initial total allocation of their CDF funding based on the greater of: a) Their minimum \$25,000/\$10,000 CDF allocation; or b) 75% of their previous year's CDF allocation.</li> <li>• The balance of CDF funds will be distributed in the spring based on actual October 1 student course enrollments. Any overpayment of the CDF allocation will be reduced in the June MFP payment.</li> <li>• Please email <a href="mailto:LDOEMFPHelpdesk@la.gov">LDOEMFPHelpdesk@la.gov</a> with any CDF questions.</li> </ul>	<ul style="list-style-type: none"> <li>• CDF Year-End Report due on August 31</li> <li>• CDF Technical Review Response (in Aug/Sept, if there are questions from the LDOE)</li> </ul>
<p>For complete information about Career Development Funds please see the updated version of <a href="#">Guidelines for Use of CDF Allocation</a></p>				

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<p><b>MFP Career and Technical Education (CTE) Weighted Funding</b></p>	<p>Each secondary career and technical education course unit per student for both the fall and spring semesters are provided a weight of 6%. Exact per pupil amounts vary by school system.</p> <p>Source Data: October 1 EdLink course data submission</p>	<ul style="list-style-type: none"> <li>School systems or schools are required to expend the weighted student funds on personnel, professional services, instructional materials, equipment, and supplies for the unique courses that generate such funds.</li> <li>The MFP Team verifies that CTE expenditures in the Weighted Student Funding Verification Process.</li> </ul>	<ul style="list-style-type: none"> <li>The FY2024-25 state average per unit amount is \$158. The school system and school specific per unit amounts and allocations for FY2024-2025 will be available in the <a href="#">MFP Library</a> under the FY2024-2025 MFP Budget Letter section (FY2024-2025 Weighted Student Funding Calculation).</li> <li>The CTE Allocation is included in the monthly MFP payment.</li> <li>Please email <a href="mailto:LDOEMFPHelpdesk@la.gov">LDOEMFPHelpdesk@la.gov</a> with any MFP questions.</li> </ul>	<ul style="list-style-type: none"> <li>CTE expenditures must be reported in the Annual Financial Report (AFR) submitted each fall under the following Key Punch Codes: 16820-17280, 30215-30595, and 33665-34075. Contact school system business manager for more information.</li> </ul>

The MFP resolution, adopted by BESE, recognizes that the cost of providing materials and equipment, and teacher credentialing and training, for Career and Technical Education courses is above and beyond the cost of traditional academic education. Each secondary career and technical education course in which a student is scheduled, in both the fall and spring semesters, is provided a weight of 6%.

Only Career and Technical Education courses which can be taken for a high school Carnegie unit will receive a CTE weight. The school year 2024-2025 courses that qualify for the CTE weighted MFP formula will be identified as such in the master course list posted on the department's website.

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<p><b>MFP Supplemental Course Allocation (SCA)</b></p> <p><b>Also called: Course Choice</b></p>	<p>Supplemental Course Allocation provides funding for the cost of coursework provided by BESE approved Course Choice providers. Initial funding for FY2024-2025 is \$70 per student.</p> <p>Source Data: February 1 MFP student count of the previous academic year submitted in EdLink</p>	<ul style="list-style-type: none"> <li>• Cost of supplemental course tuitions provided by BESE approved course providers (<a href="http://www.lacourses.net">www.lacourses.net</a>)</li> <li>• Tuition for dual enrollment coursework at a public Louisiana college, university, or LCTCS campus</li> <li>• Courses that make students TOPS-eligible</li> <li>• Enhanced services for SWD</li> <li>• Remediation services to help struggling students graduate on time</li> <li>• Courses that enable students to graduate with a Jump Start Career Diploma or Fast Forward Pathway</li> </ul>	<ul style="list-style-type: none"> <li>• Must commit funds by January 24, 2025 (either enrollments or an email to <a href="mailto:sca@la.gov">sca@la.gov</a> indicating plans for Spring enrollments).</li> <li>• SCA funds not spent or reserved for Spring enrollments by March 7 ,2025 will be reallocated</li> <li>• If you are unable to register for all Dual Enrollment Courses during the Fall semester please contact <a href="mailto:sca@la.gov">sca@la.gov</a>.</li> <li>• SCA funds are included in the monthly MFP remittance. Please email <a href="mailto:LDOEMFPHelpdesk@la.gov">LDOEMFPHelpdesk@la.gov</a> with any MFP questions.</li> </ul>	<ul style="list-style-type: none"> <li>• LEAs must use the LCTCS (Ellucian) system for LCTCS enrollments</li> <li>• LEAs can arrange for public university enrollments directly</li> <li>• LEAs register students directly with Course Choice providers</li> <li>• LEAs must use the SCA/Course Choice Reporting System enrollments</li> </ul>

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<p><b>TOPS Tech Early Start</b></p>	<p>The TOPS Tech Early Start award provides up to \$600 per academic year for any eligible 11th or 12th grade student attending a Louisiana PUBLIC high school who wishes to concurrently enroll for up to six credit hours per semester in order to pursue certification in an Eligible Program at a public or nonpublic college or an approved training provider.</p>	<p>A TOPS-Tech Early Start Award may be used to fund any technical or applied course leading to an Industry-Based Certification, a Certificate of Applied Science, and a Certificate of Technical Sciences offered at a Louisiana Public or nonpublic postsecondary education institution or by any Louisiana training provider recognized by the Louisiana Workforce and approved by the State Board of Elementary and Secondary Education when such certification or certificate is approved by the Workforce Investment Council.</p>	<p>TOPS Tech Early Start payment requests are submitted by the postsecondary school or approved provider and once processed, those funds are sent to the college or approved provider. Funds will be distributed after the school's census date. The fall billing deadline is October 15. The spring billing deadline is April 1. TOPS Tech Early Start is not available during the summer.</p> <p>In cases where the dates above fall on a weekend or declared a holiday, the deadline will be the next working day.</p>	<ul style="list-style-type: none"> <li>• Remain in “Good Standing” as an 11th or 12th grade student in a Louisiana public high school.</li> <li>• Maintain a 2.00 GPA on a 4.00 scale on all high school courses attempted.</li> <li>• Continue to pursue one or more courses leading to a credential in an Eligible Program.</li> <li>• Remain in “Good Standing” with the public or nonpublic college or approved training provider.</li> <li>• Maintain steady academic progress.</li> </ul>

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<p><b>Carl D. Perkins Funding</b></p>	<p>Federal grant. <a href="#">Perkins Funding</a> is a long-standing source of CTE funds with substantial administrative requirements. <a href="#">LCTCS</a> is the fiscal agent.</p>	<ul style="list-style-type: none"> <li>• All expenditures for Perkins funding must be identified in the <a href="#">comprehensive local needs assessment</a> (CLNA).</li> <li>• There are 6 <a href="#">required uses of funds</a>.</li> <li>• A <a href="#">flow chart</a> has been created to help determine if expenses are allowable.</li> </ul>	<ul style="list-style-type: none"> <li>• A description of how awards are determined for <a href="#">Secondary allocation</a> are on the LEA GANs.</li> <li>• Funds are distributed using a <a href="#">federal formula</a>.</li> <li>• The Perkins allocation is included in the eGMS Super App.</li> </ul>	<ul style="list-style-type: none"> <li>• Systems are required to submit the Perkins budget and CLNA in eGMS for approval and any subsequent amendments as needed for award amount changes or changes in the original approved budget.</li> <li>• Systems are required to submit Quarterly Periodic Expenditure Reports (PERs) in eGMS. These are required no later than 15 days after each following PER date: 9/30, 12/31, 3/31 and 6/30.</li> <li>• Systems should submit Reimbursement Claim at least once quarterly; however, it is recommended these are submitted on a monthly basis in eGMS.</li> </ul>

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<p><b>Registered Apprenticeship</b></p>	<p>Per SCR2 of the 2024 Legislative Session, for the 2024-2025 school year, each city, parish, or other public school district or school shall receive an allocation based on the number of students enrolled in either fall or spring semester in an eligible apprenticeship course up to 500 student enrollments annually.</p>	<ul style="list-style-type: none"> <li>The allocation shall be utilized to support all of the costs associated with delivery of the apprenticeship services to the students.</li> </ul>	<ul style="list-style-type: none"> <li>If a school system or school is defined as rural by the United States Census Bureau, an allocation of \$3,500 shall be provided times the number of students enrolled in eligible apprenticeship programs.</li> <li>If a school system or school is identified as non-rural, an allocation of \$2,500 shall be provided times the number of students enrolled in eligible apprenticeship programs.</li> </ul>	<ul style="list-style-type: none"> <li>Reporting will occur via the SCA portal School systems will report the student LASID and choose the correlating apprenticeship course code in which the student is enrolled to receive the funding in the fall and spring.</li> <li>Once the funds have been utilized, school systems will document the expenditure by filling out a form that lists eligible categories and the corresponding amounts spent on each.</li> </ul>

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<p><b>Work-based Learning Internships</b></p>	<p>Per HB1 of the 2024 legislative session, for the 2024-2025 school year, each city, parish or other public school district or school shall be eligible to receive an allocation of \$1,000 per each eligible student up to a max of \$1 million.</p>	<ul style="list-style-type: none"> <li>The allocation shall be utilized to support all of the costs associated with delivery of services of the approved internship services to the students.</li> </ul>	<ul style="list-style-type: none"> <li>Allocations for eligible-enrolled students will be distributed in January and June for the 2024-2025 school year once eligibility has been confirmed via reporting.</li> <li>The fall reporting window will close in November; the spring reporting window will close in April.</li> </ul>	<ul style="list-style-type: none"> <li>School systems will report the student LASID via the SCA portal and choose the correlating work-based learning internship course code in which the student is enrolled to receive the funding in the fall and spring.</li> <li>Once the funding is spent, school systems will provide documentation confirming student payment to then receive the allocation.</li> </ul>