




PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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MEMORANDUM

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools
Directors, State-Operated Programs

FROM: Sherry H. Thomas, Interim Director 
Exceptional Children Division

DATE: November 8, 2018

SUBJECT: Funding through PRC 118 for Recruitment & Retention of Related Service Personnel

The Exceptional Children Division is pleased to continue allocating PRC 118 funds to support retention, recruitment and Professional Learning (PL) of related service personnel.

These funds are intended to assist LEAs to recruit and retain related service personnel and develop Related Service programs for

- Occupational Therapists (OT)
- Physical Therapists (PT)
- Speech-Language Pathologists (SLP)
- School Psychologists
- Orientation and Mobility Specialists (O&M)
- Educational Audiologists

Related Service Retention

For FY 2018-19 each traditional LEA will receive \$4,500. Each charter school/state-operated program will receive \$900. These funds should be used to support school-based professionals' attendance at two statewide/lead meetings each school year (travel, lodging and subsistence). Through PRC 118, each Exceptional Children Director should identify an individual from each discipline to attend each meeting. The PRC 118 funds are also intended to support other professional learning (PL) and/or capacity building initiatives for all related services staff, such as participation in the Conference on Exceptional Children, Summer Institutes, national conferences or other PL opportunities. Representatives who attend PL sessions are responsible for disseminating information to colleagues and promoting best practices throughout the LEA. **These funds should not be used to fund positions, pay for service delivery contracts, or purchase classroom-specific or student-specific materials.**

Please find below additional suggestions for use of the PRC 118 allocation for Related Service Personnel:

- Reimbursement for state licensure
- Reimbursement for individual malpractice insurance
- Reimbursement for continuing competence activities
- Reimbursement for membership in professional organizations
- Professional journal subscriptions and other professional resources
- LEA library of professional resources (as above) and reference materials
- Administrative supports and technology for itinerant providers (e.g. laptops, communication equipment)
- Assessment and treatment materials

EXCEPTIONAL CHILDREN DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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All PRC 118 funds **should** be spent or encumbered by June 30, 2019. Expenditures **must** be reported in the mid-year Combined Expenditure Report (CER) by January 31, 2019. In addition, the end-of-year CER **must** be completed by July 15, 2019.

Questions regarding PRC 118 funding for Related Service Recruitment and Retention Support should be directed to Dreama McCoy, Section Chief, at dreama.mccoy@dpi.nc.gov or (919) 807-3920.

For questions regarding appropriate expenditure or content-specific meetings, please contact the appropriate consultant:

Lauren Holahan, Consultant for Occupational Therapy
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Lynn Makor, Consultant for School Psychology
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SHT/DM/lr