

Los Angeles Unified School District
INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PSYCHIATRIC SOCIAL WORKER

Budget Planning is now taking place for Fiscal Year **2023-24**. Your school has the option of purchasing a **PSYCHIATRIC SOCIAL WORKER** as Support Services Personnel. Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds. **All school purchases must be reflected in the budget system during budget development.** Schools can purchase support services in the new year on a first come first serve basis. Please inform us of your school's intent to purchase Psychiatric Social Worker time by completing this form. ***Purchases may not be canceled after Budget Development.***

Estimated cost for a PSYCHIATRIC SOCIAL WORKER.

Item No.	Position	Basis	5 Days (1.0 FTE)	4 Days (0.8 FTE)	3 Days (0.6 FTE)	2 Days (0.4 FTE)	1 Day (0.2 FTE)	1/2 Day (0.1 FTE)
12119	Itinerant Psych Social Worker (33D-5) 12200569	A	\$ 170,721	Must be purchased full time (5 days)				
12105	Itinerant Psych Social Worker (33D-5) 12200569	B	\$ 148,006	Must be purchased full time (5 days)				
13114	Itinerant Psych Social Worker (33D-5) 12200569	C	\$ 138,352	\$ 110,682	\$ 83,011	\$ 55,341	\$ 27,670	\$ 13,835
12117	Itinerant Psych Social Worker (33D-5) 12200569	E	\$ 155,388	Must be purchased full time (5 days)				
11072	Itinerant Psych Social Worker X-Time (weekly)*		\$ 2,839					
	Itinerant Psych Social Worker (33D-5) (30 hrs. of z-time for crisis response or after hours services)		\$ 2,129					

* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

* Use Budget Item Number when processing budget adjustments.

FUNDING OPTIONS AND REQUIREMENTS:

Your school may purchase additional Psychiatric Social Worker time from school-based budget programs. Purchases **other than C Basis** must be full-time (5 days a week).

Budget Planning Programs – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. **Minimum purchase is ½ day per categorical program.****

Table 1 – Budget Planning Programs

(**minimum purchase is ½ day per categorical program)
 (**allowable to purchase is C Basis only)

Program Code	Program Name	Program Code	Program Name
10947	Academic Excellence	10948	Joy & Wellness
10949	Engagement and Collaboration	11141	Off Norm Schools
13027	General Fund School Program	11456	School Staffing Equity Grant
13723	Charter Sch Categorical Blk Grant	7S046**	CE-NCLB T1 Schools
13938	SDEP-Donations	7T691**	ESSA-Comprehensive Sup & Improv

For questions regarding any of the information provided above, please contact your Local District School Mental Health Field Coordinator.

Region	Coordinator	Telephone	Email	Fax No.
North	Martha Marquez	(818) 252-5417	martha.marquez@lausd.net	(818) 252-5487
South	Lorena Valencia	(310) 354-3478	lxv9321@lausd.net	(310) 527-7763
West	April Jones	(310) 914-2182	april.p.jones@lausd.net	(310) 759-2697
East	Anne Marie Gauto	(323) 224-3100	anne.gauto@lausd.net	(323) 224-3393

School Name _____

Location Code _____

is purchasing a **PSYCHIATRIC SOCIAL WORKER** as follows:

Requested Staff: _____ or ☐ New Position:

Funding Program					
Number of Days					
Cost					
Percent if multi-funded					

Total Days: _____

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

Print Principal's Name _____

Principal's Signature _____

Date _____

Please email this form **no later than March 24, 2023** to:

✓ Local District School Mental Health Field Coordinator.