

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 **2024-25**. 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 served 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.**

Beginning July 1, 2024, schools with projected E-CAST enrollment of 600 students or more shall be provided a centrally District funded PSW position, (1 FTE, 5 days).

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)
13114	Itinerant Psych Social Worker (33D-4) 12200569	C	\$160,606	\$128,485	\$96,364	\$64,242	\$32,121	\$16,061
11072	Itinerant Psych Social Worker (33D-4) X-Time (weekly)*		\$3,320	\$2,656	\$1,992	\$1,328	\$664	\$332
	Itinerant Psych Social Worker (33D-4) (30 hours of X-time for crisis response or after-hours services)		\$2,490					

* 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.

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 1 day per categorical program.**

Table 1 – Budget Planning Programs

(minimum purchase is 1 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		
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 Regional School Mental Health Admin. Coordinator.

Region	Coordinator	Telephone	Email	Fax No.
North	Martha Marquez	(818) 654-3600	martha.marquez@lausd.net	(818) 252-5487
South	Lorena Valencia	(310) 354-3478	lxv9321@lausd.net	(310) 527-7763
West	Araceli May	(310) 415-7913	araceli.may@lausd.net	
East	Anne Marie Gauto	(323) 224-3307	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 22, 2024** to:
 Regional School Mental Health Admin. Coordinator.