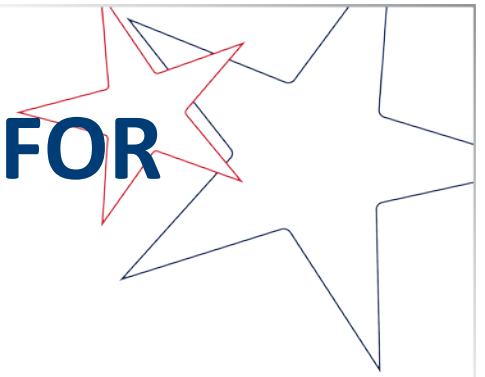


MDE REIMBURSEMENT FOR ACT WORKKEYS

2023-2024 Application



Directions

In accordance with Mississippi House Bill 1388, funds appropriated annually by the State Legislature shall be for exam costs for ACT WorkKeys and the National Career Readiness Certificate (NCRC).

The school districts or charter schools shall request reimbursement based on the following priorities:

- **Priority One:** Districts and charter schools shall be reimbursed the full cost of the ACT WorkKeys assessment for Career & Technical Education (CTE) students enrolled in the final course of their CTE program who have taken the assessments during the current school year.
- **Priority Two:** Districts and charter schools shall be reimbursed for students in grades 10-12 who have taken the ACT WorkKeys assessments during the current school year. In the event that funds are not adequate to cover the full amount of the assessment for Priority Two testers, funds shall be allocated on a per pupil basis.

School districts and charter schools participating in the statewide agreement are eligible to receive grant funds for students in grades 10-12 for one administration of the WorkKeys assessment series.

School districts and charter schools shall be required to submit testing rosters and documentation of current fiscal year expenditures for the above activities prior to requesting reimbursement. All documentation of expenditures and request for reimbursement must be received by the first week of June of the fiscal year for reimbursements to be processed.

Process for submitting documentation for reimbursement:

1. Complete Section A and Section B, noting student numbers for reimbursement from priorities listed above.
2. Upload form and supporting paid invoices to Professional Development SharePoint (<https://mdek12.sharepoint.com/sites/GuestUserPortal> and select Professional Development)



3. For questions regarding SharePoint contact the Help Desk at 601.359.2837. For any questions concerning reimbursement contact Mandy Hackman at ahackman@mdek12.org no later than June 7, 2024.
4. MDE will verify reimbursement total per school district and work through the Office of School Financial Services to make reimbursement available.

Each participating school district and charter school shall receive an allocation based on a per-pupil basis amount. The per pupil amount shall be calculated as follows:

Per Pupil Amount = Funds remaining after Priority One reimbursement ÷ SY 23-24 Month 1 Total Number of Enrollment of grades 10-12 in participating school districts and charter schools

Allocation = Per Pupil Amount x Participating School District's or Charter School's SY23-24 Month 1 Enrollment of grades 10-12.



MDE REIMBURSEMENT FOR ACT WORKKEYS

2023-2024 Application Cover Page

Section A

District Information

School District _____

Contact Person _____

Contact Position _____

Contact E-mail _____

Contact Phone _____

Contact Person Signature _____

Business Manager Signature _____

Superintendent Signature _____

Application Checklist:

- Cover Sheet
- Excel Form
- Testing Rosters
- Paid Invoices



Section B
ACT WorkKeys Testing Information

| District Name | School Name | Priority | # of Students | Amount of Reimbursement |
|------------------|------------------|----------|---------------|-------------------------|
| Example District | Example School A | One | 25 | \$975 |
| Example District | Example School A | Two | 50 | \$1,950 |
| Example District | Example School B | One | 15 | \$585 |
| Example District | Example School B | Two | 40 | \$1,560 |
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| | | | 130 | \$5,070.00 |

To access the application and the excel spreadsheet, log onto <https://www.mdek12.org/CTE> and click on ACT WorkKeys under links on the right side of the page.

NOTE: Paid invoices MUST be provided for each expense in order to be considered for reimbursement.

