**MEMORANDUM**

TO: District Superintendents

Supervisors of Special Education

FROM: Robin Lemonis, State Director

Office of Special Education

DATE: September 16, 2019

SUBJECT: Positive Behavior Specialist Funding

2019-2020 School Year

The following forms are enclosed for the Positive Behavior Specialist funding for the 2019-2020 School Year:

* Requirements for the Positive Behavior Specialist
* Request for Positive Behavior Specialist
* Intent to Not Utilize form
* Allocations for Positive Behavior Specialist
  + State funds
  + Federal funds (must be accounted for separately)

Districts are to **upload their documents into SharePoint in the folder labeled “FY 20 Fiscal Documents”, sub folder labeled “PBS”.**

* If requesting funds upload the following:
* Request for Positive Behavior Specialist form
* Resumé
* Copy of a professional license/certification
* Transcript and/or training certificates
* If not requesting funds upload the following:
  + Intent to not Utilize form

Districts are also requested to **mail in** the Request for Positive Behavior Specialist form (if requesting funds) or the Intent to not Utilize form.

If the same Positive Behavior Specialist from the 2018-2019 school year will be used, list the individual’s name and submit only the information that requires updating, (i.e. current license).

All forms are due to the Office of Special Education by **September 30, 2019**. All districts must draw down all PBS allocated funds by **February 12, 2020**.

If you have any questions, please call Janika Cheers at (601) 359-3498.

Enclosures