

COMMONWEALTH OF VIRGINIA  
OFFICE OF CAREER, TECHNICAL AND ADULT EDUCATION SERVICES  
**Original to State** DEPARTMENT OF EDUCATION  
RICHMOND, VA 23218-2120

\_\_\_\_\_/\_\_\_\_\_  
Division Code

**ISAEP APPLICATION**

**2000-2001**

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The following person is appointed the Division ISAEP contact:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

Area Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

I hereby apply for funds to provide instructional services to meet the needs as set forth in the ISAEP Application Narrative.

State allocation requested is \$ \_\_\_\_\_.

\_\_\_\_\_  
Division Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

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**STATE USE ONLY**

\_\_\_\_\_  
State Funds App.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director for Adult Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grants Manager

# Individual Student Alternative Education Plan

## Application Narrative

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A program narrative that describes the division's ISAEP program and need for ISAEP funds is required. After you have carefully reviewed the ISAEP guidelines, please respond briefly to the following questions:

1. Identify the need for an ISAEP program in your division.
2. What is the goal(s) of your ISAEP program? How are you measuring progress in achieving your goal?
3. What is the projected number of eligible students for the program? How many students do you plan to serve by June 30, 2001?
4.
  - A. Describe how the ISAEP program will meet needs not addressed by other alternative education services in your division.
  - B. Describe how ISAEP funds will supplement, not supplant, existing services.
  - C. Describe how the ISAEP program is coordinated with other educational programs and alternatives available to your students.
5. Describe your procedures for implementing the ISAEP by commenting on each of the five steps in the process (Please refer to the attached guidelines):
  - Initial Principal-parent-Student Meeting
  - Student Evaluation/Assessment
  - Development of the ISAEP (Second Principal-Parent-Student Meeting)
  - ISAEP Ongoing Activities
  - Exiting the ISAEP Process
6. Attach a budget narrative. For each object code in the budget summary sheet, describe your plans for each expenditure.

Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120

**ISAEP Budget Summary Sheet**

For Fiscal Year 2000-2001

School Division:

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Expenditure Account	State Funds
1000 Personal Services	
2000 Employee Benefits	
3000 Purchased Services	
4000 Internal Services	
5000 Other Charges	
6000 Materials & Supplies	
8000 Equipment	
<b>Total</b>	

## EXPENDITURE CATEGORIES

### 1000 **Personal Services**

(Salaries & Wages) All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees full-and part-time work, including overtime, shift differential, and similar compensation. Also includes payment to time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.

### 2000 **Employee Benefits**

Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, death, disability income, etc.) and employee allowances.

### 3000 **Purchased Services**

Services acquired from outside sources (i.e., private vendors, tuition, client/participant travel, day care, public authorities or other governmental entities). The Evaluation required by Even Start is covered under this section.

### 4000 **Internal Services**

Charges from an Internal Service Fund to other activities or elements of the local government (i.e., data processing, automotive/motor pool, central purchasing, or print shop).

### 5000 **Other Charges**

Utilities, communications, insurance, leases/rentals, staff/consultant travel, indirect cost (cannot be claimed against Capital Outlay), or miscellaneous.  
**Indirect costs cannot be considered for reimbursement or local match.**

### 6000 **Materials and Supplies**

Includes articles and commodities, which are consumed or materially altered when used and **minor equipment (less than \$300)** which is not capitalized.

### 8000 **Equipment**

Outlays which result in the acquisition of or additions to fixed assets except outlays for major capital facilities which are constructed or acquired (i.e., machinery and equipment, furniture and fixtures, motor vehicles and equipment, and communications equipment).

ISAEP  
Allocation  
s  
FY 2001 -  
Available  
Funds

<u>Payee Code</u>	<u>Locality</u>	<u>2000-2001</u>
001	ACCOMACK	16,111
002	ALBEMARLE	24,168
003	ALLEGHANY	No Program
004	AMELIA	8,056
005	AMHERST	16,111
006	APPOMATTOX	8,056
007	ARLINGTON	32,223
008	AUGUSTA	16,111
009	BATH	8,056
010	BEDFORD	16,111
011	BLAND	8,056
012	BOTETOURT	8,056
013	BRUNSWICK	8,056
014	BUCHANAN	24,168
015	BUCKINGHAM	8,056
016	CAMPBELL	16,111
017	CAROLINE	16,111
018	CARROLL	16,111
019	CHARLES CITY	8,056
020	CHARLOTTE	8,056
021	CHESTERFIELD	48,335
022	CLARKE	8,056
023	CRAIG	8,056
024	CULPEPER	16,111
025	CUMBERLAND	8,056
026	DICKENSON	8,056
027	DINWIDDIE	8,056
028	ESSEX	8,056
029	FAIRFAX	104,725
030	FAUQUIER	16,111
031	FLOYD	8,056
032	FLUVANNA	8,056
033	FRANKLIN	24,168
034	FREDERICK	24,168
035	GILES	8,056
036	GLOUCESTER	16,111
037	GOOCHLAND	8,056
038	GRAYSON	8,056
039	GREENE	8,056
040	GREENSVILLE	8,056
041	HALIFAX	24,168
042	HANOVER	24,168
043	HENRICO	48,335
044	HENRY	32,223
045	HIGHLAND	No Program

046	ISLE OF WIGHT	16,111
047	JAMES CITY	With Williamsburg City
048	KING GEORGE	8,056
049	KING QUEEN	8,056
050	KING WILLIAM	8,056
051	LANCASTER	8,056
052	LEE	16,111
053	LOUDOUN	32,223
054	LOUISA	8,056
055	LUNENBURG	8,056
056	MADISON	8,056
057	MATHEWS	8,056
058	MECKLENBURG	16,111
059	MIDDLESEX	8,056
060	MONTGOMERY	16,111
062	NELSON	16,111
063	NEW KENT	8,056
065	NORTHAMPTON	8,056
066	NORTHUMBERLAND	8,056
067	NOTTOWAY	8,056
068	ORANGE	8,056
069	PAGE	16,111
070	PATRICK	8,056
071	PITTSYLVANIA	24,168
072	POWHATAN	16,111
073	PRINCE EDWARD	8,056
074	PRINCE GEORGE	8,056
075	PRINCE WILLIAM	48,335
077	PULASKI	16,111
078	RAPPAHANNOCK	8,056
079	RICHMOND	8,056
080	ROANOKE	16,111
081	ROCKBRIDGE	24,168
082	ROCKINGHAM	No Program
083	RUSSELL	16,111
084	SCOTT	8,056
085	SHENANDOAH	16,111
086	SMYTH	24,168
087	SOUTHAMPTON	16,111
088	SPOTSYLVANIA	32,223
089	STAFFORD	32,223
090	SURRY	8,056
091	SUSSEX	8,056
092	TAZEWELL	24,168
093	WARREN	16,111
094	WASHINGTON	24,168
095	WESTMORELAND	8,056
096	WISE	24,168
097	WYTHE	16,111
098	YORK	16,111
101	ALEXANDRIA	32,223
102	BRISTOL	8,056
103	BUENA VISTA	8,056
104	CHARLOTTESVILLE	16,111
105	CLIFTON FORGE	With Alleghany County
106	COLONIAL HEIGHTS	8,056

107	COVINGTON	8,056
108	DANVILLE	24,168
109	FALLS CHURCH	8,056
110	FREDERICKSBURG	16,111
111	GALAX	8,056
112	HAMPTON	32,223
113	HARRISONBURG	8,056
114	HOPEWELL	16,111
115	LYNCHBURG	24,168
116	MARTINSVILLE	16,111
117	NEWPORT NEWS	48,335
118	NORFOLK	64,446
119	NORTON	8,056
120	PETERSBURG	24,168
121	PORTSMOUTH	40,279
122	RADFORD	No Program
123	RICHMOND CITY	48,335
124	ROANOKE CITY	40,279
126	STAUNTON	16,111
127	SUFFOLK	24,168
128	VIRGINIA BEACH	64,446
130	WAYNESBORO	16,111
131	WILLIAMSBURG	16,111
132	WINCHESTER	16,111
134	FAIRFAX CITY	With Fairfax County
135	FRANKLIN CITY	8,056
136	CHESAPEAKE CITY	48,335
137	LEXINGTON	With Rockbridge County
138	EMPORIA	With Greensville County
139	SALEM	8,056
140	BEDFORD CITY	With Bedford County
142	POQUOSON	8,056
143	MANASSAS CITY	24,168
144	MANASSAS PARK	8,056
202	COLONIAL BEACH	8,056
207	WEST POINT	8,056
	<b>TOTAL</b>	<b>2,247,581</b>