



Office of  
Adult Education  
& Literacy

# **ISAEP PROGRAM APPLICATION**

**Individual Student Alternative Education Plan Program**

**ISAEF Program**  
**Individualized Student Alternative Education Plan**  
**Commonwealth of Virginia**  
**Department of Education**  
**Office of Adult Education and Literacy**

**APPLICATION COVER PAGE**

School Division: \_\_\_\_\_ Code: \_\_\_\_\_

Total State Funds requested for 2001-2002:       \$ \_\_\_\_\_

Project Director or Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: (required) \_\_\_\_\_

In signing below, the applicant agrees to comply with all appropriate federal and state laws and regulations.

Financial Officer

Superintendent, Agency Head or  
Chief Officer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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**STATE USE ONLY**

\_\_\_\_\_  
State Funds to be Appropriated

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Adult Education and Literacy

\_\_\_\_\_  
Date

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

# Individual Student Alternative Education Plan (ISAEP) Program

## Application Narrative

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**The submission of a program narrative that describes the division's ISAEP program and need for ISAEP funds is required. Please develop a narrative description of your program, which includes the following:**

1. Identify the need(s) for an ISAEP program in your division.

2. What are the goal(s) of your ISAEP program?

Sample Goal: One hundred percent of all 18-year-old students in the program will complete career, technical, or occupational training and will pass the GED test before their nineteenth birthday.

3. What are the objective(s) of your ISAEP program?

Sample Objective: \_\_\_\_\_ (school division name) will identify the 18-year-old population eligible for the ISAEP program.

4. How will you measure progress in achieving your goal(s) and objective(s)?

5. What is the projected number of eligible students for the 2001-2002 program? How many students do you plan to serve by June 30, 2002?

6. Describe how the ISAEP program will meet the needs not addressed by alternative education services in your division.

7. Describe other alternative services in your division. Describe how the ISAEP program is coordinated with other educational and alternative programs available to your students.

8. How and where do you place students who are referred for the ISAEP program but do not meet the entrance requirements?

9. Describe how ISAEP program funds will supplement, not supplant, existing program services.

10. Describe your procedures for implementing the ISAEP program by commenting on each of the five steps in the process:

- Initial Parent-Student-Principal Meeting  
(Please attach the planning document/form used.)
- Student Evaluation/Assessment
- Development of the student plan (Second Principal-Parent-Student Meeting)

- ISAEP Program Ongoing Activities
  - Exiting the ISAEP Program
11. Describe the following components of your program:
- Vocational assessment/evaluation for each student--Please list the instrument(s) your program uses.
  - Career, technical or occupational training for students not gainfully employed
  - Career guidance counseling
  - Counseling on the economic impact of failing to complete high school
12. When will your program meet?
- During school hours at the high school site
  - During school hours at a site other than the school
  - After school hours
13. How many hours a week will your program meet? (Do not count time that students are working.)
14. Does your locality offer a GED testing center? If not, where are students tested?
15. Does your school division help support a testing center in another locality? If so, which center?
16. Please provide the following budget information:
- A budget narrative describing how the funds will be used
  - A budget worksheet detailing how the funds will be spent by expenditure categories (See sample enclosed)
  - A budget summary sheet listing the total of the request for each of the expenditure categories

**Virginia Department of Education  
Office of Adult Education and Literacy  
P.O. Box 2120  
Richmond, VA 23218-2120**

**ISAEP Program Budget Summary Sheet  
Fiscal Year 2001-2002**

School Division: \_\_\_\_\_ Code \_\_\_\_\_

Expenditure Categories	State Funds
1000 Personal Services	
2000 Employee Benefits	
3000 Purchased Services	
4000 Internal Services	
5000 Other Charges	
6000 Materials & Supplies	
8000 Equipment	
Total	

## **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 entries).

**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 or miscellaneous. (Mileage, lodging, and meals will be limited to no more than the current State approved rate.)

**6000      Materials and Supplies**

Includes articles and commodities, which are consumed or materially altered when used and minor equipment (less than \$1,000) which is not capitalized.

**8000      Equipment**

Includes computers, furniture and fixtures, and equipment in excess of \$1,000.

SAMPLE BUDGET WORKSHEET

**Object Code**

1000	<u>Personal Services</u>		
	Project director (@ 10 % of time)	\$5,000.00	
	Administrative support (@ 10% of time)	<u>2,100.00</u>	
			7,100.00
2000	<u>Employee Benefits</u>		
	FICA	465.00	
	Insurance	<u>150.00</u>	
			615.00
3000	<u>Purchased Service</u>		
	Consultants ( <u>2 @ \$200</u> X 2 days)	<u>800.00</u>	
			800.00
4000	<u>Internal Service</u>		
	Printing	<u>200.00</u>	
			200.00
5000	<u>Other Charges</u>		
	Staff travel (in-state) (not to exceed state allowable rate)	500.00	
	Postage	25.00	
	Participant's travel	<u>500.00</u>	
			1,025.00
6000	<u>Materials and Supplies</u>		
	Resource materials	<u>2,000.00</u>	
			2,000.00
8000	<u>Equipment</u>		
	Computer	1,500.00	
	Printer	<u>900.00</u>	
			<u>2,400.00</u>
	Total		<b>\$14,140.00</b>

**ISAEP Allocations**

**FY 2001-2002**

<b>Payee Code</b>	<b>Locality</b>	<b>Available Funds 2001-2002</b>
001	ACCOMACK	16,405
002	ALBEMARLE	24,609
003	ALLEGHANY	No Program
004	AMELIA	8,203
005	AMHERST	16,405
006	APPOMATTOX	8,203
007	ARLINGTON	32,811
008	AUGUSTA	16,405
009	BATH	8,203
010	BEDFORD	16,405
011	BLAND	8,203
012	BOTETOURT	8,203
013	BRUNSWICK	8,203
014	BUCHANAN	24,609
015	BUCKINGHAM	8,203
016	CAMPBELL	16,405
017	CAROLINE	16,405
018	CARROLL	16,405
019	CHARLES CITY	8,203
020	CHARLOTTE	8,203
021	CHESTERFIELD	49,217
022	CLARKE	8,203
023	CRAIG	8,203
024	CULPEPER	16,405
025	CUMBERLAND	8,203
026	DICKENSON	8,203
027	DINWIDDIE	8,203
028	ESSEX	8,203
029	FAIRFAX	106,636
030	FAUQUIER	16,405
031	FLOYD	8,203
032	FLUVANNA	8,203
033	FRANKLIN	24,609
034	FREDERICK	24,609
035	GILES	8,203
036	GLOUCESTER	16,405
037	GOOCHLAND	8,203
038	GRAYSON	8,203

<b>Payee Code</b>	<b>Locality</b>	<b>Available Funds 2001-2002</b>
041	HALIFAX	24,609
042	HANOVER	24,609
043	HENRICO	49,217
044	HENRY	32,811
045	HIGHLAND	No Program
046	ISLE OF WIGHT	16,405
048	KING GEORGE	8,203
049	KING AND QUEEN	8,203
050	KING WILLIAM	8,203
051	LANCASTER	8,203
052	LEE	16,405
053	LOUDOUN	32,811
054	LOUISA	8,203
055	LUNENBURG	8,203
056	MADISON	8,203
057	MATHEWS	8,203
058	MECKLENBURG	16,405
059	MIDDLESEX	8,203
060	MONTGOMERY	16,405
062	NELSON	16,405
063	NEW KENT	8,203
065	NORTHAMPTON	8,203
066	NORTHUMBERLAND	8,203
067	NOTTOWAY	8,203
068	ORANGE	8,203
069	PAGE	16,405
070	PATRICK	8,203
071	PITTSYLVANIA	24,609
072	POWHATAN	16,405
073	PRINCE EDWARD	8,203
074	PRINCE GEORGE	8,203
075	PRINCE WILLIAM	49,217
077	PULASKI	16,405
078	RAPPAHANNOCK	No Program
079	RICHMOND	8,203
080	ROANOKE	16,405
081	ROCKBRIDGE	24,609
082	ROCKINGHAM	No Program
083	RUSSELL	16,405
084	SCOTT	8,203
085	SHENANDOAH	16,405
086	SMYTH	24,609

<b>Payee Code</b>	<b>Locality</b>	<b>Available Funds 2001-2002</b>
087	SOUTHAMPTON	No Program
090	SURRY	8,203
091	SUSSEX	8,203
092	TAZEWELL	24,609
093	WARREN	16,405
094	WASHINGTON	24,609
095	WESTMORELAND	8,203
096	WISE	24,609
097	WYTHE	16,405
098	YORK	16,405
101	ALEXANDRIA	32,811
102	BRISTOL	8,203
103	BUENA VISTA	8,203
104	CHARLOTTESVILLE	16,405
105	CLIFTON FORGE	With Alleghany
106	COLONIAL HEIGHTS	8,203
107	COVINGTON	No Program
108	DANVILLE	24,609
109	FALLS CHURCH	8,203
110	FREDERICKSBURG	16,405
111	GALAX	No Program
112	HAMPTON	32,811
113	HARRISONBURG	8,203
114	HOPEWELL	16,405
115	LYNCHBURG	24,609
116	MARTINSVILLE	16,405
117	NEWPORT NEWS	49,217
118	NORFOLK	65,622
119	NORTON	8,203
120	PETERSBURG	24,609
121	PORTSMOUTH	41,014
122	RADFORD	No Program
123	RICHMOND CITY	49,217
124	ROANOKE CITY	41,014
126	STAUNTON	16,405
127	SUFFOLK	24,609
128	VIRGINIA BEACH	65,622
130	WAYNESBORO	16,405
131	WILLIAMSBURG/JAMES CITY COUNTY	16,405
132	WINCHESTER	16,405
134	FAIRFAX CITY	with Fairfax County

<b>Payee Code</b>	<b>Locality</b>	<b>Available Funds 2001-2002</b>
135	FRANKLIN CITY	8,203
136	CHESAPEAKE CITY	49,217
137	LEXINGTON	With Rockbridge
140	BEDFORD CITY	With Bedford County
142	POQUOSON	8,203
143	MANASSAS CITY	24,609
144	MANASSAS PARK	8,203
202	COLONIAL BEACH	8,203
207	WEST POINT	8,203
	<b>TOTAL</b>	<b>2,247,581</b>