

**DATE:** August 2011

**TO:** District Administrators, UW Institutions, Technical Colleges, Private Non-Profit Colleges/Universities, and Tribally Controlled Colleges

**FROM:** Beth Lewis, Youth Options Coordinator

**SUBJECT:** Youth Options Reminders and Update

All of the material you may need to administer the youth options program during the 2011-12 school year is located at the department's web page for youth options: <http://dpi.wi.gov/youthoptions> Please feel free to bookmark the site as your first source for youth options information.

Let me highlight a few of the enclosed documents and their relevance to the administration of the program:

**Contact Person Designation:** Please complete the designation form and return it to the department no later than September 15, 2011. This designation is required by Wisconsin Administrative Code PI 40.04 (3)(b) which states "annually, by September 1, each school board shall notify the department of the contact person in the school district responsible for administering the youth options program." School districts are limited to one contact person per district. The school district contact person will be identified on the DPI website: <http://www.dpi.wi.gov/youthoptions/yocontpers.html>

**Brochure:** The brochure may be downloaded from the website and copied. Sharing this brochure with all students satisfies the requirements of Wisconsin Administrative Code PI 40.04 (3)(a), which specifies that "annually, by October 1, each school board shall provide information about the youth options program to all pupils enrolled in the school district in the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades." The brochure can be found at: <http://dpi.wi.gov/youthoptions/> click on "youth options brochure."

**Estimated Cost of Tuition Memo:** For school district budgeting purposes, the cost for tuition at private schools for the 2011-12 school year is *estimated* at \$333 per semester credit and \$222 per quarter credit (based on last year's budget). The actual cost for tuition per credit at a private college or university will be provided, if different, prior to the end of the fall semester. The information will be posted on the department's website as soon as it is available. Please check: <http://dpi.wi.gov/youthoptions/> click on "private credit reimbursement amount."

**Youth Options Application Form (PI 8700A):** The form has been updated with the new financial qualifications and requires the student's signature even if the student is under 18. All students must use this form to apply for youth options. Forms created by other sources have proven very troublesome to the administration of the program by school districts and will no longer be accepted. A copy is enclosed and it may be downloaded and copied for students from the DPI forms website: <http://www2.dpi.state.wi.us/datacoll/default.asp> I recommend the 5<sup>th</sup> dropdown menu which uses the form number (PI 8700 A). The form may also be found on the main youth options website: <http://www.dpi.wi.gov/youthoptions/index.html>

**Youth Options Transportation Reimbursement Claim Form (PI 8701):** While school districts are not responsible for transportation reimbursement, the enclosed form should be available to all students participating in the youth options program. Students/parents are responsible for completing and mailing their own forms directly to the DPI address provided on the form within 30 days after completion of the college semester. The student must also include a signed copy of the PI 8700A Program Plan and Report with their transportation reimbursement claim form. Signatures from school district staff are required to verify approved participation in youth options courses. The updated form can be accessed at the DPI forms website: <http://www2.dpi.state.wi.us/datacoll/default.asp> Again, I recommend the 5<sup>th</sup> dropdown menu which uses the form number (PI 8701).

Due to the continuing increase in the number of transportation aid claims received, funds appropriated for transportation are likely to be insufficient. Wisconsin Administrative Code PI 40.06(4)(b) provides that when this situation occurs, the DPI is required to prorate available funds among claimants. Proration rates over the last few years have resulted in a reimbursement rate of 35 to 45%.

**Timeline:** A copy of the timeline for youth options is enclosed. It may also be accessed at: <http://dpi.wi.gov/youthoptions>; click on “timelines.”

**Answers to Frequently Asked Questions:** A copy of this document is enclosed and may be accessed through the DPI website at: <http://dpi.wi.gov/youthoptions>; click on: Frequently Asked Questions. Feel free to share it with families. If you have additional questions that you’d like added and answered, please let me know.

**Statutes and Administrative Code:** A copy of the Wisconsin statute, (§118.55) that governs youth options is enclosed and may be accessed at by clicking on s.118.55 at: <http://dpi.wi.gov/youthoptions> A copy of the administrative code, PI 40, that governs youth options is enclosed and may be accessed at: <http://www.legis.state.wi.us/rsb/code/pi/pi040.pdf>

For questions and concerns about any aspect of the youth options program, please call me at 608/267-1062, email me at [beth.lewis@dpi.wi.gov](mailto:beth.lewis@dpi.wi.gov) or visit the youth options page located on the DPI website at: <http://dpi.wi.gov/youthoptions/>