



DATE: May 27, 2022

TO: District Administrators and School Business Officials

FROM: Mark Elworthy, Director
School Financial Services Team

SUBJECT: Group and Foster Home Membership Adjustment – Due June 30th

Existing law permits school districts to apply for and receive an adjustment to their equalization aid membership for resident students living in group or foster homes that were not counted for membership purposes on the PI-1563 Pupil Count Report. Report any such students who attended your school district in 2021-2022 on the fill-enabled (PDF) [PI-1589](#) log. Additional copies of the PDF (PI-1589 log) form can be found on the [Group and Foster Home Membership](#) webpage.

To apply for a Group and Foster Home Membership adjustment your district will need to email katelynn.lambert@dpi.wi.gov to request an invitation for submission through DPI's secure Kiteworks email system. Original claims must be submitted through Kiteworks; no claims submitted by standard email will be accepted. You can send the completed PI-1589 log by US Mail to the attention of Katelynn Lambert at the at the Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841. Should you have questions, please contact Kate at (608) 224-5385.

Observe the following guidelines when submitting student data:

1. The group or foster home must have been on taxable property. Students on nontaxable property should not be counted because you may request state tuition for these students.
2. Submit counts only for those students who attended your district but were not included on the PI-1563 Pupil Count Report. For example, if a student attended your district from November 1 thru May 30 during the 2021-22 school year, you would do the following:
 - Submit the number of days the student was present between the 3rd Friday in September and the 2nd Friday in January count dates, since the student *was not included* on the September 2021 PI-1563 Pupil Count Report (reported on the PI-1589 Report column "Days Enrolled between 3rd Friday in September and 2nd Friday in January Count Dates" starting on November 1st until the 2nd Friday in January count date.)
 - Because the student was enrolled on the 2nd Friday in January 2022 and would have been included in the January 2021 PI-1563 Pupil Count Report, no days would be reported on the PI-1589 Report column "Days Enrolled post- 2nd Friday in January Count Date."
 - Data should not be entered into more than one of the "Days Enrolled" columns on the PI-1589 Report (except in the unusual circumstance of a student enrolling and withdrawing at multiple points during the school year).

NOTE: A student was placed among relatives under Kinship Care: If a student is placed by the State or local foster care system or courts with relatives as a foster child, then in order to be included in the PI-1589 report, the State must retain legal custody of the child.

Your district is not required to submit this form. If you choose to submit this form, it must be completed and returned to the School Financial Services (SFS) Team prior to June 30, 2022. Foster/Group Home adjustments do not affect revenue limit calculations of either the sending or receiving school district; however, these adjustments do figure into the district's 2021-22 membership for 2022-23 General Aid. Forms received after June 30, 2022, will not be accepted.

"Days of Instruction as Reported on the 2021-2022 Calendar Report (PI-1505)" will be used in the calculation process.

If another district claims a student who previously attended your district, you will be asked for the number of days that student was a member in your district on a separate reporting document, which will be sent to you by the SFS team. Based on this information, there could be a downward adjustment to your district's 2021-22 membership for 2022-23 General Aid. If this situation applies to your district, you will be notified by the SFS team after June 30, 2022.

Instructions for Completing the PI-1589 Group and Foster Home FTE Log.

Please save the fill-enabled PDF PI-1589 log form and complete electronically on your computer. Additional copies of the PDF PI-1589 log can be found on the [Group and Foster Home Membership](#) webpage if needed. Districts should submit a paper copy by mail to the address on the form or you can e-mail the form through Kiteworks as described on the first page.

Column *Full-time Equivalency (FTE)*: FTE refers to weighting for membership purposes.

- For three-year-olds use 0.5 FTE (Special Education).
 - For four-year-olds (if not in the pre-school Special Education program) use the appropriate weight based on your district's 4K program: 437 (0.5 FTE) or 524.5 (0.60 FTE) hour level.
- For 5K programs: Half-time kindergarten students are counted at 0.5 FTE; three-day kindergarten students are counted at 0.6 FTE, and four-day kindergarten students are counted at 0.8 FTE.
- Full-time 5K and all grades 1 through 12 have a membership FTE of 1.0.
- Remember, include only those students in group and foster homes on taxable property.
- Column *From public or nonpublic school*: If the student attended a public school, enter "public school" in this column. If the student came to your district from a private school, detention center, or medical facility, enter "nonpublic school" unless the public school provided all the educational services. If the child was homeschooled, you can put "homeschooled" in this column.
- Column *District or Nonpublic School from Which Student Transferred*: If the student came from a public school, enter the district from which the student came. It is important that you indicate correctly the name of the school district, not the school building within the district. If the student came from a private school, detention center, or medical facility, please provide the name of the facility. For example: if a student transfers from a private

school located within the boundaries of Madison, do not list "Madison" as the school; rather provide the name of the private school.

- Columns *Date Enrolled and Date Withdrawn*: List the date the student enrolled into and/or withdrew from your school district. If the student did not withdraw you may leave that column blank. If the student is residing in a group or foster home that is on taxable property and enrolled before the 3rd Friday September, that student will be included in your 3rd Friday September pupil count and not included on the PI-1589.
- Column *Days Enrolled between 3rd Fri. September and 2nd Fri. January Count Dates*: Indicate here the number of days the student was enrolled during the time frame between the September and January pupil count dates, if that student was not counted on the September PI-1563 Pupil Count Report. If the student was counted, ignore this column. Entry is required only for those pupils enrolled after the September count date but prior to the January count date. Count only days of instruction between the September (third Friday) and January (second Friday) count dates.
- Column *Days Enrolled After 2nd Friday Jan. Count Date*: Indicate here the number of days the student was enrolled after the 2nd Friday in January count date, if that student was not counted on the January PI-1563 Pupil Count Report. If the student was counted, ignore this column.

Entry is required only for those pupils enrolled after the January (second Friday) count date. Count only days of instruction between the January count date and the end of the school year or departure. The number of days when school was in session/all students were receiving educational instruction in 2021.

Contact the School Financial Services team at 608-267-9114, leave a message, or by e-mail at dpifin@dpi.wi.gov if you have questions.