



WISCONSIN DEPARTMENT OF **Public Instruction**

General

Aid for School Mental Health Programs 2024-25 School Year (Submitted in Spring 2026)

Program Information

Eligible [school districts](#), [Private School Choice Programs](#), and [independent charter schools](#) may receive partial reimbursement for salary and fringe benefits paid to employ, hire, or retain social workers or the costs to contract for the services of a social worker when the eligible entity increased its expenditures in the prior school year compared to the immediately preceding school year.

"Eligible expenditure" means the salary and fringe benefits an entity pays to employ, hire, or retain a licensed or certified social worker or the costs to contract for the services of a licensed or certified social worker.

"Social worker" means an individual licensed or certified as a school social worker by the Department of Public Instruction under s. PI 34.062 or an individual licensed or certified as a social worker under s. 457.08 (2) to (4), Stats.

Note: Licensure or certification under s. 457.08 (2) to (4), Stats. requires a minimum of a master's degree in social work.

Submitting this form to the Department of Public Instruction (DPI) satisfies the reporting requirement per Wis. Admin. Code sec. PI 31.04 related to Aid for School Mental Health Programs.

Claim forms must be submitted to the Department by **March 16, 2026**, to receive reimbursement for eligible expenditures made in the 2024-25 school year.

Please note that DPI only has the total reported expenditures as entered by your school from previous years as found on the [Aid for School Mental Health Programs](#) page. Internal calculations for how your school arrived at these expenditures was locally developed. New for 2024-25 reporting: DPI is providing a [Template.xlsx](#) to help districts/schools document the information which will be submitted via this process. If the district/school chooses to use this file, it will be for their own files and will not be submitted.

Relevant Law

- 2017 Wisconsin Act 59 created [Wis. Stat. § 115.364](#) to provide aid for school mental health programs beginning in the 2018-19 school year
- [Aid for School Mental Health Programs Wis. Stat. § 115.364](#)
- [Aid for School Mental Health Programs Administrative Code sec. PI 31\[IJMD1\]](#)

Information Needed

The business office will need to complete this form in one session. Before beginning, please make sure you have access to the following information:

- The total amount of expenditures your entity paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the 2023-24 and 2024-25 school years.
- If applicable, the total amount paid or owed to your entity by other eligible entities for any shared expenditures on eligible expenditures in the 2023-24 and 2024-25 school years.

If your entity received aid under this program last year, expenditures for school year 2023-24 may be found on the [Aid for School Mental Health Programs](#) webpage, using the 2024-25 *Aid for Mental Health Programs Aid Amount (June 16, 2025)* Excel document.

You will also need your [agency code](#) (6 digits, or 5 if leading zero) and Unique Entity Identifier (UEI).

Identify and Contact

Type of Entity

Which of the following describes your entity?

Select one.

- Public School District
- Independent Charter School
- Private Choice Program School **

*** Only Choice Schools are eligible, not all private schools qualify.*

Eligible Private Choice Program School

Reimbursement through the Aid for School Mental Health Program claim form is only available for entities who were Private School Choice Programs in both school years in which the reimbursement amount is calculated. Even though you were not eligible this year, please keep any documentation and calculations you have to help determine eligibility next year. Please select one of the statements below.

- By checking this box, I hereby certify that our school met the definition of Private Choice School in both years included in this claim form.*
- Our Private Choice School was eligible per the definition of Private Choice School in only one or no years included in this claim form.*

Please select your Public School District from the dropdown below.

District

Please select your Independent Charter School from the dropdown below.

School

If you are an Independent Charter School not listed in the above list, please state your school name and city.

School Name

School City

Please select your Private Choice Program School from the dropdown below.

School

If you are a Private Choice Program School not included in the above list, please state your school name and city.

School Name

School City

Please enter the following contact information for your entity.

Street Address

City, State

Zip

Administrator's Name

First & Last

Administrator's Email

[Agency Code](#)

Unique Entity Identifier (UEI)

Please provide your contact information.

Name (First & Last)

Title/Position

Email **

** A copy of this completed form will be emailed to this address.

Phone Number

Licensed Social Worker Checks

Licensed Social Worker

Check one.

Social worker means an individual licensed or certified as a school social worker by the Department of Public Instruction under s. PI 34.062 or an individual licensed or certified as a social worker under s. 457.08 (2) to (4), Stats.

Note: Licensure or certification under s. 457.08 (2) to (4), Stats. requires a minimum of a master's degree in social work.

- By selecting this box, I hereby certify that each social worker included in our calculations of eligible expenditures maintained a valid social work license or certificate at all times expenditures were included in calculations for that individual.
- The social workers included in our calculations DID NOT hold valid certificates or licenses during the school years in question.

Affirmations/Confirmations

Certification Statements Related to Calculations

To proceed with this form, you must select each box and agree to each of the statements below.

By selecting each of the boxes below, I hereby certify:

- The salary and fringe included in our calculations of eligible expenditures was paid to **credentialed social workers only**, and does not include expenditures on counselors, psychologists, or other credentialed professionals.
- The salary and fringe included in our calculations of eligible expenditures was paid to **credentialed social workers regardless of role or position**.
Note: The role or position of the credentialed social worker is not relevant in calculating eligibility of expenditures for this aid program. For example, the salary and fringe of a licensed school social worker in the role of PBIS coach or Student Services Director should be included in the eligible expenditures.
- The calculations of eligible expenditures includes all salary and fringe of credentialed social workers regardless of fund category.
- The calculations of eligible expenditures includes all salary and fringe of credentialed social workers regardless of revenue streams.
- I did **not** subtract local, state, or federal grants or aids received that may have contributed towards expenditures.

Increase Expenditure

Increase in Expenditure

Check one.

"**Eligible expenditure**" means the salary and fringe benefits an entity pays to employ, hire, or retain a licensed or certified social worker or the costs to contract for the services of a licensed or certified social worker.

Typically, expenses will be identified by WUFAR Codes 100 (salary), 200 (fringe benefits), and/or 300 (purchased services).

- Our eligible entity increased our eligible expenditures from the 2023-24 school year to the 2024-25 school year.
- Our eligible entity **DID NOT** increase our eligible expenditures from the 2023-24 school year to the 2024-25 school year.

Expenditures

2024-25 Expenditures

Enter the total amount of expenditures paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the **2024-25** school year.

"Social worker" means an individual licensed or certified as a school social worker by the Department of Public Instruction under s. PI 34.062 or an individual licensed or certified as a social worker under s. 457.08 (2) to (4), Stats.

Note: Licensure or certification under s. 457.08 (2) to (4), Stats. requires a minimum of a master's degree in social work.

"Eligible expenditure" means the salary and fringe benefits an entity pays to employ, hire, or retain a licensed or certified social worker or the costs to contract for the services of a licensed or certified social worker.

Number of Social Workers

Please identify the total number of social workers included in the expenditure calculation. If the entity contracts for services and the contract does not specify a specific number of social workers to perform the work, please list "N/A".

Expenditures Shared with Another Entity in the 2024-25 School Year

Check One

- Our eligible entity shared expenditures with another eligible entity paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the 2024-25 school year.
- Our eligible entity DID NOT share expenditures with another eligible entity paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the 2024-25 school year.

Enter the total amount paid or owed to your eligible entity by other eligible entities for any shared expenditures on eligible expenditures in the 2024-2025 school year.

2023-24 Expenditures

Enter the total amount of expenditures paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the 2023-24 school year.

If your entity received aid under this program last year, expenditures for school year 2023-24 may be found on the [Aid for School Mental Health Programs webpage](#) using the "2024-25 Aid for Mental Health Programs Aid Amount (June 16, 2025)" Excel document.

"Social worker" means an individual licensed or certified as a school social worker by the Department of Public Instruction under s. PI 34.062 or an individual licensed or certified as a social worker under s. 457.08 (2) to (4), Stats.

Note: Licensure or certification under s. 457.08 (2) to (4), Stats. requires a minimum of a master's degree in social work.

"Eligible expenditure" means the salary and fringe benefits an entity pays to employ, hire, or retain a licensed or certified social worker or the costs to contract for the services of a licensed or certified

social worker.

Expenditures Shared with Another Entity in the 2023-24 School Year

Check One

- Our eligible entity shared expenditures with another eligible entity paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the **2023-24** school year.
- Our eligible entity **DID NOT** share expenditures with another eligible entity paid to employ, hire, or retain licensed or certified social workers or the costs to contract for the services of a licensed or certified social worker in the **2023-24** school year.

Enter the total amount paid or owed to your eligible entity by other eligible entities for any shared expenditures on eligible expenditures in the **2023-24** school year.

I confirm that the **expenditures for 2023-24** as reported in this form match the amount listed within the [2024-25 Aid for Mental Health Programs Aid Amount \(June 16, 2025\) document](#).

- Yes
- No (*did not match*)
- Our entity did not submit a claim form last year

If the amounts did not match, please enter the values listed in your survey and the spreadsheet for expenditures in 2023-24.

Amount entered for 2023-24

Amount in [Aid for School Mental Health Page](#) (for 2023-24 expenditures)

Please provide a brief summary regarding why these amounts did not match. DPI will follow up with you for more information after the form is submitted.

Tier 1 Reimbursement

Expected Tier 1 Reimbursement

Your 2024-25 eligible expenditures: $\$\{e://Field/2024_total_amount\}$

Your 2023-24 eligible expenditures: $\$\{e://Field/2023_total_amount\}$

Total increase in eligible expenditures from 2023-24 to 2024-25: $\$\{e://Field/2024_difference\}$

Based on the entered amounts, and provided sufficient funds are in the state budget allocation to pay all Tier 1 reimbursements, your expected Tier 1 Reimbursement is: $\$\{e://Field/reimburse_estimate\}$

Tier 1 reimbursement amounts equal 50% of the total amount of increase in eligible expenditures from 2023-24 to 2024-25.

If the appropriation in any fiscal year is insufficient to pay the full amount of aid under this section, the state superintendent shall prorate state aid payments among the eligible entities. If moneys remain in the appropriation account after all initial aid payments are made, an eligible entity will be reimbursed an additional amount in accordance with Wis. Stat. § 115.364.

If, after making the payments required under tier 1, moneys remain in the appropriation from the state budget, the state superintendent shall reimburse eligible entities for an amount equal to expenditures made by the school entity in the preceding school year to employ, hire, or retain social workers less the amount of increased expenditures for which the entity was reimbursed under tier 1. However, if the state budget appropriation in any fiscal year is insufficient to pay the full amount of aid under tier 2, the state superintendent shall prorate state aid payments among entities eligible for the aid.

Certification

I, [\\${q://QID108/ChoiceTextEntryValue/7}](#), CERTIFY, by selecting this box, that I have signed this document electronically, all of the information in this form is complete and accurate to the best of my knowledge, and I understand and agree to comply with all of the provisions and requirements set forth in this document.

Designee's Signature

SIGN HERE

clear

Date Digitally Signed (mm/dd/yyyy)

Please click "Submit" to send your completed form to DPI and to have a copy of your responses sent to [\\${q://QID108/ChoiceTextEntryValue/8}](#).

PI-00575

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

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