

Title IV-A

Student Support and Academic Enrichment

School Mental Health Funding

Expenses 101 Quick Guide

ALLOWABLE EXPENSES

Personnel:

- Salaries and fringe for licensed school-based mental health staff.
- If using the funds for school-based mental health staff working with students (school psychologist, school social worker, school counselor), they must be licensed by DPI.
- Mental health navigators (MHN) to manage referral pathways and assist students and families to access services. MHN who have no direct contact with students are not required to have a DPI license.
- Salaries, stipends, and hourly rates for school staff to attend meetings and training during non-paid time.

Non-Capital Objects:

- [Social and Emotional Learning & Mental Health Evidence-Based Strategies](#)
- Non-consumable materials to support curriculum (E.g., books, puppets, or manipulatives).
- Items for calm down spaces that are necessary for the project goal and reasonable in cost and quantity.
- Screening forms or technology (may require active parental consent).
- Tele-therapy technology.
- Books for staff development.
- Training manuals or materials required for staff training.
- Consumables such as posters, coloring books, or student workbooks.
- Supplies for training such as poster paper, markers, pens, pencils, and other office supplies.
- Items to create confidential therapy spaces (E.g., furniture, lighting, or rugs).
- Large mechanical items such as bicycle desks and standing desks.
- Mindfulness supplies that are consumable.

Purchased Services:

- Consultation with community mental health providers.
- Training and coaching with non-district entities. For staff, students, and families.
- Motivational speakers and “one and done” student events (limited to \$1000 per day).
- [Understanding the Differences: Social and Emotional Learning \(SEL\) Competence Assessment and Social, Emotional, and Behavioral \(SEB\) Screening and Assessment](#)
 - Social and Emotional Learning Competency Assessment (active parental consent not required). Social, Emotional, Behavioral Screening Services (active parental consent required).

- Services of a community mental health navigator.
- Portion of costs for contracts with community provider for [student and family assistance programs](#) (active parental consent required).
- Mileage reimbursement.
- Co-led mental health related groups with DPI licensed school-based mental health staff (active parental consent required).
- Relevant conferences and expenses related to that conference.

Note: If a mental health assessment or service is purchased with Title IV-A funds, federal statute requires active consent.¹ Active consent means that a signature from a parent or guardian must be obtained prior to administering the assessment or service. A mental health assessment is a screener that identifies gaps in social emotional behaviors. Please review [Social, Emotional, Behavioral Screening services](#) for more information.

Community Provider Services Allowable with Title IV-A Funds

- Consultation with educational staff and families.
- Co-leading groups with DPI licensed school-based mental health staff (active parental consent required).
- Mental health navigation services not including direct treatment of students.
- Providing training to staff, families, or community members.
- Reimburse for time spent planning with a school-based mental health team for activities such as developing and implementing a referral pathway, planning family events, etc.
- Reimbursement for travel to the school for services provided there.

Expenses Not Allowed with Title IV-A Funds

- Direct therapy services not provided on school district property.
- The use of Title IVA funds may supplement but not supplant existing funded programs.²
- Incentives for students, staff, or families to participate in a program or event.
- Programs that do not meet [ESSA Tiers of Evidence](#).

When using state or federal funds, *all Wisconsin Statutory License requirements must be met.*

¹ SEC. 4001.  20 U.S.C. 7101; GENERAL PROVISIONS. (a) PARENTAL CONSENT.— (1) IN GENERAL.— (A) INFORMED WRITTEN CONSENT.—A State, local educational agency, or other entity receiving funds under this title shall obtain prior written, informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under this title and conducted in connection with an elementary school or secondary school under this title. (B) CONTENTS.—Before obtaining the consent described in subparagraph (A), the entity shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last

² SEC. 4110.  20 U.S.C. 7120; SUPPLEMENT, NOT SUPPLANT. Funds made available under this subpart shall be used to supplement, and not supplant, non-Federal funds that would otherwise be used for activities authorized under this subpart

DPI Licensing & School-based Mental Health Services

Licensing Requirements

State statutes require that school district employees, providing direct services to students, require DPI licensing. The relevant statutes are:

Wisconsin Statute [118.19\(1\)](#): Except as provided in subs. [\(1b\)](#) and [\(1c\)](#) and s. [118.40 \(8\) \(b\) 1](#) and [2](#), any person seeking to teach in a public school, including a charter school, or in a school or institution operated by a county or the state shall first procure a license or permit from the department.

Wisconsin Statute [121.02\(1\)\(a\)](#):

1. Ensure that every teacher, supervisor, administrator and professional staff member holds a certificate, license or permit to teach issued by the department before entering on duties for such position.

[PI 8.01\(2\)\(a\)](#) : *Licensure*.

1. Each school district board shall certify annually that every teacher, supervisor, administrator, and other professional staff member has been issued a valid certificate, license or permit by the department for the position for which he/she is employed before entering on duties for such position and that a copy of the valid certificate, license, or permit is on file in the district.

While Title IV-A funds may be used to pay for positions, doing work specifically of Title IV-A, these positions must comply with state statute licensing requirements. By state statute, a school district cannot hire a person to do the job of the school counselor, school social worker or school psychologist, if they don't have the required DPI license for that position.

Qualified individuals may apply for a "1-year license with stipulations" if they don't currently hold the required license for the role they will be filling. At this time, the initial request for a 1-Year license with stipulations for school social workers and school counselors requires the applicant has a master's degree or has a bachelor's and evidence that he/she is enrolled in an approved program leading to endorsement for that license as required under WI Admin. Code sec. PI 34.028 (f)1. A 1-year license with stipulations may also be granted to an applicant who has not met all of the requirements for a tier II license but has completed all of the coursework at an approved program or a program approved in another state leading to licensure in a school setting. Additionally, a 1-year license with stipulations in school social work may be granted to an individual who holds a master's degree in social work and a valid social work certificate or license issued by the social worker section of the marriage and family therapy, professional counseling, and social work examining board. The school psychologist rule requires that the individual have a master's degree and that they are enrolled in a program that will lead to a school psychologist license.

Mental Health Navigators

The mental health navigator position does not require a license, as long as the navigator is not providing direct services with students. This position did not exist until recently. It became an allowable expense due to the needs of districts in managing the mental health referral pathway and acting as a liaison between schools, districts, and community providers. *If your mental health navigator will be working with students, they must, by state statute, have the required DPI license to do so.*

For licensing questions, please contact Julie.hagen@dpi.wi.gov.

Guidelines for the use of funds to support Student and Family Assistance Programs (equivalent to Employee Assistance Programs)

Student and Family Assistance Programs (SFAP) are becoming more common across the state of Wisconsin. These programs provide all students and families access to mental health services. The service delivery model for these programs are short-term general services and planning for students and families. These services are not billed to third party insurers.

SFAP programs are generally provided through a contract between a school district and a licensed clinical provider network. This network provider is responsible for paying the providers in the network and providing all necessary supervision as required by licensing laws. The contract is based upon a per student cost that is paid to the provider by the district. The provider then agrees to provide an agreed upon number of sessions for students and families. These sessions are available to all students and families in the school district.

The services provided to students and families are not duplicative of those provided by school-based counselors, social workers, and psychologists. The services are also not long-term therapy. Districts and families will need a plan to maintain needed services for students when these services are deemed to be essential.

In order to use state and federal funds to support SFAP:

- Grant funds can be used to cover up to 50% of the total cost. It cannot fund the entire contract.
- The services must be available to all students.
- District must have a plan to provide continued services to students, if deemed appropriate, after the contracted number of sessions is reached. This plan must address providing these services for students who do not have a billable third party insurer or who have family insurance deductibles that may prevent families from continuing services. This may be a provider contracting to provide a certain percentage or number of pro-bono sessions.
- The services provided by the SFAP cannot be services that would be provided by DPI licensed school counselors, school social workers, school psychologists, or school nurses.
- The services must be student focused mental health services only.
- Family mental health supports must be connected to the child's mental health needs (cannot be adult therapy or job skills training).
- All community mental health providers must be licensed by the Department of Safety and Professional Services to provide these services.