



# Wyoming Department of Education

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Date: May 31, 2006  
To: Members, Joint Education Committee  
From: Fred Hansen  
Subject: Block Grant Model Administration

House Bill 139, Enrolled Act 23, assigned the administration of the block grant funding model to the Wyoming Department of Education. Specifically, the Department was directed to develop procedures through rules and regulations to make technical corrections to the model in order to ensure the model's operations are in compliance with law. The Department has divided corrections to the funding model into three categories: technical corrections, data corrections, and format changes.

(a) The draft definition of a technical correction in the Chapter 8 Rules and Regulations is, "a correction necessary to ensure model operation and current school year district payments are in accordance with law and the model is properly computing school foundation program payments to school districts as required by law." The Department is recommending the following steps to be taken when making technical corrections to the model:

(i) Evaluate suggested correction in consultation with school finance advisers and state agencies as necessary. If suggested correction is deemed necessary, then proceed with the following steps.

(ii) Notify Department staff, LSO, and outside school finance consultants;

(iii) Fill out a Department technical correction form;

(iv) Send corrected education resource block grant model to outside school finance consultants for their review;

(v) Request letter from outside school finance consultants certifying that the technical changes made by the Department are in compliance with Wyoming law;

(vi) Inform the School Finance Data Advisory Committee of the correction;

(vii) Notify all school districts in a memo format; and

(viii) Finalize technical correction and send updated education resource block grant model to secretary of state's office along with certification letter.

(b) The Department has also determined the model may need data corrections from time to time. A draft definition of a data correction is "A correction necessary to ensure model operation and current school year district payments are using the correct data supplied by school districts, other state agencies, and outside Department consultants to properly compute school foundation program payments to school districts as required by law." The following procedure is our recommended steps for data corrections:

- (i) Notify Department staff;
- (ii) Fill out a Department data correction form; and

(iii) If data correction is made after the WDE-100 is released to school districts or while the statewide payment model is being created, notify district(s) affected.

(c) The Department has also determined that format changes may be needed from time to time in the model. A draft definition of a format change is defined as, "any change to the funding model that results in a different appearance or layout and maintains the integrity and functionality of the model. Examples include, but are not limited to: bolding, underlining, color and font change." The recommended procedure for format changes is:

- (i) Notify Department staff;
- (ii) Fill out a Department format correction form; and
- (iii) Print off a before and after worksheet to show change(s).

Attached you find an example of each correction that Department has already completed. Attachment A is a technical correction, Attachment B is a data correction, and Attachment C is a format correction.