



District School Board of Pasco County

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Student Services Department

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MEMORANDUM

SS 004A 12/13

DATE: July 25, 2012

TO: All Principals

FROM: Lizette Alexander, Director of Student Services *LA*
David Chamberlin, Supervisor of Student Services *DC*

RE: Revised ABC Guidelines

The District ABC Committee came together at the end of the 2011-2012 school year to review the existing ABC guidelines, along with survey data from the ABC coordinators at the schools. Attached is the revised ABC guidelines and supporting documents. In order ensure that ABC funds are expended appropriately please refer to this guide when establishing your ABC committee for the 2012 – 2013 school year.

Should you have any questions regarding the ABC program please contact David Chamberlin at 4-2442.

Thank you.

cc: Dr. John Mann, Assistant Superintendent for Curriculum & Instructional Services
Dr. Dave Scanga, Assistant Superintendent for Elementary Schools
Tina Tiede, Assistant Superintendent for Secondary Schools
Renalia DuBose, Assistant Superintendent for Administration
Olga Swinson, Chief Financial Officer
All Instructional Directors

Thomas E. Weightman ABC PROGRAM



PROGRAM GUIDELINES

Revised March 2012

Thomas E. Weightman ABC Program

The following program guidelines were developed with involvement from the District ABC Committee to assist schools with implementing and developing the ABC Program at their school. The following individuals were a part of the committee that assisted in putting together this manual.

David Chamberlin, Supervisor of Student Services (Social Work) Chair

Judy Cosh, Principal PVES

Marcia Barber, Counselor FHES

Julie Bradley, Internal Audits

Stacey Brazier, Supervisor of Student Services (School Guidance)

Judy Brooks, School Social Worker

Lisa Peart, Counselor NWES

Angela Porterfield, Supervisor Pre-Kindergarten

Susan Reed, School Social Worker

Sue Samuelson, Teacher NWES

Kim Stratman, Parent Involvement Assistant RES

Patricia Turcotte, Teacher PRMS

Thomas E. Weightman ABC Program

RATIONALE:

There are children in the Pasco County community who attend school everyday lacking in the most basic needs such as adequate clothing, shoes that do not fit, and eating only the food served to them during the school day. These hardships experienced by our children can have a significant impact on the student's academic progress.

PURPOSE:

The ABC (Assist, Believe and Care) program was founded by former Pasco County Schools Superintendent Thomas E. Weightman and is officially called the Thomas E. Weightman ABC program. The overarching goal of the program is to try and address those barriers that may interfere with the educational success of the child. The program is designed to provide support to students and their families that are experiencing economic hardship or in an immediate family crisis. This guide has been developed to help schools organize their ABC program and clarify procedures to ensure that ABC funds are utilized to support the mission of program.

PROGRAM DESCRIPTION:

The ABC program is voluntary for both school and community members. Although the overall intent of the program is to be consistent throughout the county, individual schools may personalize it to meet their own school community needs. The school's ABC program should focus on the **purpose** of the ABC program. Many schools partner with community agencies and private individuals to assist children and families during the holidays. ***This holiday assistance should be viewed separately from the ABC program.***

Each school will designate a contact person who is responsible for chairing the ABC Committee and for coordinating efforts at the site. The Supervisor of Student Services (Social Work) coordinates the program at the District level. A master list of ABC school contact personnel will be provided annually to each school's ABC coordinator.

ABC COMMITTEE:

The services provide for each child varies depending on the child and/or family's need. The assistance provided to a student and/or family can come in the form of in-kind services, i.e. school supplies, clothing, etc. In emergencies, ABC funds may also be used to purchase services, which may include transportation, rental assistance or utility assistance. In order to ensure that the purchase and assistance provided fall within the District guidelines it is important that an ABC committee be developed at the school to review all ABC activities and expenditures (See Sample ABC expenditure log).

Thomas E. Weightman ABC Program

At the start of each school year the ABC school committee should meet and determine the agreed expenditures and services that may be considered, the criteria for determining when ABC funds can be accessed, and the limits established for each area. Since the a child and/or family's need may be identified when there is not an opportunity to consult with the whole committee, establishing these parameters ahead of time will ensure accountability and guidance for the individual assisting the child and/or family. Other ABC requests may require the whole committee's input prior to the authorization of the request. Therefore the delivery of ABC services may be considered on two tiers at the school level.

TIER ONE

Tier one services are those items that are needed by the child attending your school to address an immediate need, for example: school supplies, clothing, etc. The items may be directly provided to the child and/or family from donations received, or the family may be given a gift certificate to obtain the items. (**Please review guidelines related to gift cards.**)

Gift Card guidelines – Gift cards to grocery stores, gas stations, and some department stores can be purchased with ABC funds, however the following procedures **must** to be followed.

- Whenever possible gift cards or certificates need to be purchased that restrict the purchase of alcohol and tobacco products.
- Gift cards or certificates need to be handled the same as cash at the school. They should be kept locked up and there should be a log of all cards with the card number listed.
- Gift cards or certificates **CAN NOT** be given to employees.
- The individual receiving the gift card or certificate must sign a receipt and this receipt should be kept with the gift card log.
- The individual receiving the gift card or certificate must sign a statement indicating the individual understands that the gift card or certificate can not be used to purchase alcohol or tobacco products and that it can not be transferred or sold.

Tier one services would be services that an individual at the school could make the determination of need and distribute based on the directions that committee determined at the beginning of the school year.

TIER TWO

Tier two services are those items or services needed by a child and/or family that require a committee or group of individuals to authorize the expenditure. Examples of this type of service would be the paying of utility bills. If the ABC committee determines that the school fund will assist with utility bills at the beginning of the year; authorization to make this expenditure should still be a committee decision. (Please review guidelines related utility bills.)

Thomas E. Weightman ABC Program

Utility Bill guidelines – Utility bills are identified as electric and/or water bills. This does **NOT** include the payment of TV, cable, or phone bills. Whenever possible school personnel should explore alternatives to providing assistance with utility bills. For example, if the school can provide assistance in another area, such as food or clothing, the money freed up may allow the family to address the utility bill; or a call to the electric company by the school to advocate on behalf of the family may get the debt lowered. Should the school ABC committee choose to assist with utility bills the following should be in place:

- Limit ABC funds to one time use only.
- Define how verification of need is to be determined.
- Allow access to ABC funds only when attempts to access other funds or community programs have been exhausted.

DISTRICT LEVEL - TIER THREE

Tier three services are those expenditures that fall outside of the guidelines identified as Tier one and two level of service. At times a family and/or child may present a need that the school feels falls outside these guidelines. For example the family may need assistance unique to address an educationally relevant issue of the student that extends beyond the capacity of the school to support. When presented with situations such as these the school needs to seek direction and approval from the District office by contacting the student services department (4-2442). Also, District ABC funds can be accessed to supplement the school's ABC funds. Please use the ABC Request for District Funding form (attached below) to request these funds.

Other Guidelines

- ABC funds should be used for one time critical needs of the child and/or family.
- ABC funds **cannot** be used to purchase medications for a student.
- ABC funds **cannot** be used for gifts or holiday basket.

Thomas E. Weightman ABC Program

IDENTIFICATION & MANAGEMENT PROCESS:

1. ABC Brochures (sample attached) will be included in the registration packets and application forms (sample attached) are made available to the parents upon request.
2. Staff recommendation and/or family self-request can be used to identify children in need of ABC assistance.
3. Completed application forms will be returned to the principal or his/her designee.
4. The school contact person will be responsible for monitoring the list of children.
Children's names are to be kept confidential.
5. Each school will establish a committee of at least an administrator, school contact person and other school personnel may include the nurse, guidance counselor, and school social worker to prioritize students' needs and match to available sponsors. All purchases will be made in accordance with School District guidelines.
6. Any cash donations will be placed in an internal account with the understanding that 100% of the funds will go directly to the students in need.

DISTRICT LEVEL PROCEDURES

It is recognized that at times the needs of a particular student and/or family is greater than the school-based ABC funds are able to support. In this event the school can make a request to the Department of Student Services through the Supervisor of Student Services (Social Work) to access District level funds.

IMPLEMENTATION PROCESS:

1. A District steering committee will meet annually to review the program guidelines and make revisions as needed.
2. The District student services office will monitor a District budget account that can be accessed directly by school administrators or school social workers.
3. The Student Services Department will make arrangements for the distribution of District ABC funds and maintain records on all disbursements, receipts, etc. A written request will be made on the ABC Request for District Funds form (see attached) and will be required for each disbursement.

DISTRIBUTION PROCESS:

1. School personnel becomes aware of or receives a request from a family that exceeds the level the school-based ABC fund is able to support.
2. School personnel should involve the School Social Worker to determine if other community-based programs maybe able to assist.
3. School personnel can request assistance from the District ABC fund using the ABC Request for District Funds form.

Thomas E. Weightman ABC Program

DISTRIBUTION PROCESS: (cont.)

4. The Supervisor of Student Services (Social Work) will review the request and approve or disapprove the expenditure. Generally requests will be approved with the expectation that the cost will be shared with the school.
5. If approved the school personnel can pay the expense and send a copy of the receipt to the Department of Student Services.
6. Supervisor of Student Services (Social Work) will send notice to the finance department to reimburse the school-based ABC fund for the amount requested using District ABC funds.

FORMS



Our School District is able to help families in need on a limited basis with specific items such as school supplies, clothes, shoes, food and other emergency needs. Our district is able to provide this assistance through donations made by private citizens, community organizations and School Board employees. **Please understand that specific needs may not be met due to unavailability of supplies or lack of funding.** If the school is unable to meet your needs the ABC representative will direct you to appropriate resources in the community. Please list only school aged children in your family currently living in your home on one form and return it to the **ABC Coordinator or School Social Worker.**

Date Completed: _____

Parent/Guardian's Name: _____

Address: _____

Telephone: _____

| Child's Name | Gender | Age | Grade | School | School Supplies | Clothes/Shoes | Food | Specific Need |
|--------------|--------|-----|-------|--------|-----------------|---------------|------|---------------|
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I give my permission for my child(ren) to receive help.

Print Name: _____

Signature: _____

Parent/Signature



I do not need support, but I would like to sponsor a family.

LOG OF SERVICES

[illegible]

ABC COMMITTEE AGREED EXPENDITURES

[illegible]

District School Board of Pasco County
ABC Request for District Funding
"Assist, Believe, Care"

Student Services Department
Attention: David H. Chamberlin, Supervisor
Phone: 42442 FAX: 42120

Date: _____

From: _____
(Contact Person) (School)

Purpose: _____

Amount requested: _____
(Signature of Principal or Designee)

Date: _____

_____ Request approved (_____ amount)

After purchase is made, submit copies of this form, vendor invoice or receipt, and a copy of the school check to Student Services. School ABC account will be reimbursed after processing the aforementioned.

_____ Request denied.

Funds are not available at this time. Your request will be kept on file and processed as soon as possible.

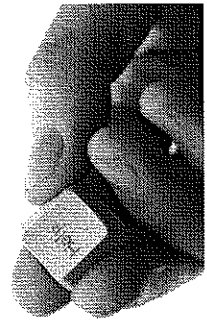
(Signature, Student Services Department)

FOR DISTRICT USE ONLY:
PROCESSED FOR REIMBURSEMENT BY _____ DATE _____



Purpose of the ABC Program

The overarching goal of the program is to try and address those barriers that may interfere with the educational success of the child. The program is designed to provide support to students and their families that are experiencing economic hardship or an immediate family crisis.



*Our vision is to create a community
which works together so all Pasco
County students will reach their
highest potential*

School Board

Joanne Hurley,

Chairwoman

Allen Altman

Cynthia Armstrong

Alison Crumbley

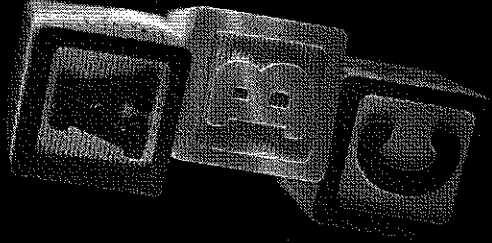
Steve Luikart



School Name

School Address
[City], [State][Postal Code]

School Web Address



Supporting Pasco's
Children for a
Better Tomorrow

District School Board of
Pasco County
Heather Fiorentino,
Superintendent



What is the ABC Program?

The ABC (Assist, Believe and Care) program was founded by former

Pasco County Schools
Superintendent Thomas E.

Weightman and is officially called the Thomas E. Weightman ABC program. The overarching goal of the program is to try and address those barriers that may interfere with the educational success of the child. The program is designed to provide support to

students and their families that are experiencing economic hardship or in an immediate family crisis.

The ABC program is voluntary for both school and community members.

Although the overall intent of the program is to be consistent throughout the county, individual schools may personalize their ABC program to meet their own school community needs.



Q & A

How do I access the ABC program?

An ABC request form is available at the school your child attends.

Complete this form and return it to the ABC coordinator at the school. If you have children at more than one school in the District complete the form at each of the schools your children attend.

What is the ABC program able to assist with?

Since each individual circumstance varies how the ABC program can help varies as well. However, the primary mission is to assist with those things that are barriers to learning, so most often the program assists with school supplies, clothing, and other student needs that result from economic hardship or family crisis.

What if the ABC program cannot assist my child?

The ABC program is not designed to assist with all social service needs. The school's student services staff have information on community resources to assist beyond the ABC program. You can also call 2-1-1 to receive information on community resources in the area.