MDE REIMBURSEMENT FOR ACT WORKKEYS
Application

Directions

In accordance with Mississippi House Bill 1388, funds appropriated annually by the State Legislature shall be for exam costs for ACT WorkKeys and the National Career Readiness Certificate (NCRC).

The school districts or charter schools shall request reimbursement based on the following priorities:

- **Priority One:** Districts and charter schools shall be reimbursed the full cost of the ACT WorkKeys assessment for Career & Technical Education (CTE) program completers who have taken the assessment during the current school year.

- **Priority Two:** Districts and charter schools shall be reimbursed for students in grades 10 – 12 who have taken the ACT WorkKeys assessments during the current school year. In the event that funds are not adequate to cover the full amount of the assessment for Priority Two testers, funds shall be allocated on a per pupil basis.

School districts and charter schools participating in the statewide agreement are eligible to receive grant funds for students in grades 10-12 for one administration of the WorkKeys assessment series.

School districts and charter schools shall be required to submit testing rosters and documentation of current fiscal year expenditures for the above activities prior to requesting reimbursement. All documentation of expenditures and request for reimbursement must be received by the first week of June of the fiscal year for reimbursements to be processed.

Process for submitting documentation for reimbursement:

1. Complete Section A and Section B, noting student numbers for reimbursement from priorities listed above.

Upload fillable form and supporting paid invoices to SharePoint (https://mdek12.sharepoint.com/sites/GuestUserPortal and click on Professional Development Navigator)
2. For SharePoint questions contact the Help Desk at 601.359.2837. For questions concerning reimbursement contact Mandy Hackman at ahackman@mdek12.org no later than June 9, 2023.

3. MDE will verify reimbursement total per school district and work through the Office of School Financial Services to make reimbursement available.

Each participating school district and charter school shall receive an allocation based on a per-pupil basis amount. The per pupil amount shall be calculated as follows:

\[
\text{Per Pupil Amount} = \frac{\text{Funds remaining after Priority One reimbursement}}{\text{Total Previous School Year’s Month 1 Total Number of Enrollment of grades 10-12 in participating school districts and charter schools}}
\]

\[
\text{Allocation} = \text{Per Pupil Amount} \times \text{Participating School District’s or Charter School’s Previous School Year’s Month 1 Enrollment of grades 10-12.}
\]
MDE REIMBURSEMENT FOR ACT WORKKEYS
Application Cover Page

Section A
District Information

School District ________________________________ School Year ______________

Contact Person _____________________________________________________________

Contact Position ___________________________________________________________

Contact E-mail ______________________________________________________________

Contact Phone __________________________________________________________________

______________________________________             ______________________________________
Superintendent Signature                 Business Manager Signature

______________________________________             ______________________________________
Contact Person Signature                  Wendy Clemons, MS Dept of Education
### Section B
ACT WorkKeys Testing Information

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
<th>Reimbursement Options</th>
<th>Amount of Reimbursement</th>
<th>Rosters Included</th>
<th>Invoice Included</th>
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To access the application and the excel spreadsheet, log onto [https://www.mdek12.org/CTE](https://www.mdek12.org/CTE) and click on ACT WorkKeys under links on the right side of the page.

**NOTE:** Paid invoices **MUST** be provided for each expense in order to be considered for reimbursement.