



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents

FROM: Molly Spearman
State Superintendent of Education

DATE: July 27, 2020

RE: 2020–21 Public Elementary School Nurse Funding Program (SNFP)

The South Carolina Department of Education (SCDE) is pleased to announce the availability of funds for the 2020–21 Public Elementary School Nurse Funding Program (SNFP). As required per S.C. Code Ann. § 59-10-210 Student Health and Fitness Act (SHFA), the General Assembly annually appropriates funds to the SCDE to provide licensed nurses for public elementary schools. The Office of Health and Nutrition administers these funds to school districts for the sole purpose of employing licensed nurses in public elementary schools to improve the school health infrastructure.

School districts must submit a complete application to receive funding. Applications for the SNFP must be submitted online **no later than 4:30 p.m., September 30, 2020**. See the attached Application Instructions for directions on how to complete and submit the application.

To apply, go to the SNFP web site: <http://ed.sc.gov/districts-schools/nutrition/wellness-resources/school-nurse-program/snfp/>.

If you have any questions or require assistance, please contact Victoria Ladd at 803-734-0753 or vladd@ed.sc.gov.



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

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2020–21 Public Elementary School Nurse Funding Program (SNFP)

Application Instructions

Eligibility

Any South Carolina public school district with at least one elementary school, including charter schools, is eligible to apply. School districts must submit a complete application to receive funding. To be eligible, the school must be a registered entity with the South Carolina Department of Education (SCDE). Programs are not considered schools.

Definitions of Terms Used

Elementary School—A school that provides instruction in grades K–5. A school that has one school identification number and serves students in an elementary grade is considered an elementary school for the purposes of this program.

Licensed Nurse—A person to whom the South Carolina Board of Nursing has issued an authorization to practice either as an Advanced Practice Registered Nurse, a Registered Nurse, or a Licensed Practical Nurse.

Registered Nurse (RN)—A person to whom the South Carolina Board of Nursing has issued an authorization to practice as a Registered Nurse.

Licensed Practical Nurse (LPN)—A person to whom the South Carolina Board of Nursing has issued an authorization to practice as a Licensed Practical Nurse.

Estimated Available Funds

The South Carolina General Assembly makes appropriations to fund elementary school nurses in its annual Appropriations Act. Funds for public elementary school nurses for the 2020–21 school year are appropriated through two line items—Aid to School Districts: Student Health and Fitness and Education Improvement Act: Student Health and Fitness Act Nurses. The combined appropriations designated for elementary school nurses will be disbursed to school districts through the application process as outlined in this document.

The formula for the funding cycle is based on a per school allocation and will be determined by dividing the amount appropriated by the total number of eligible schools for which funding is requested. To determine each school district's funding, the individual school allocation will be multiplied by the number of eligible schools for which the district requests funding. No district

will receive more funding than requested. Any funds remaining after awards have been made will be distributed to districts that were not fully funded initially.

Use of Funds

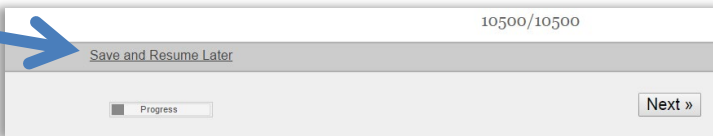
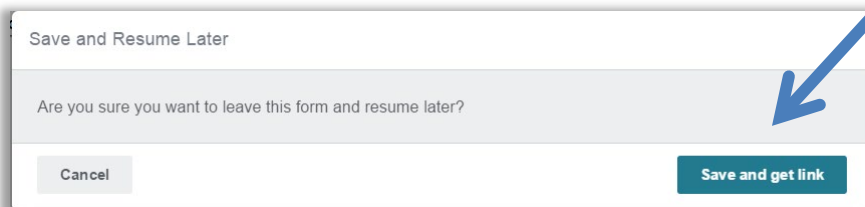
Funds must be used to improve the school health services infrastructure by employing licensed nurses in public elementary schools. The SNFP funds are *restricted to salaries and fringe benefits* for licensed nurses employed to work in public elementary schools. Licensed practical nurses may be employed to supplement the recommended number of registered nurses to assure that each school has immediate access to nursing services. Indirect costs are not allowable.

School districts will receive notification of the amount of funding each school will receive and the SCDE will disburse funds monthly.

How to Apply

School districts must submit the SNFP application online at https://scde.formstack.com/forms/2020_snfp by 4:30 p.m., September 30, 2020.

Applicants have the option to save work in progress and return to an incomplete application. Click the “Save and Resume Later” button located at the bottom of the page to save your progress.

A screenshot of a web form titled "10500/10500". At the bottom, there is a button labeled "Save and Resume Later" with a blue arrow pointing to it from the left. Below this button is a "Progress" indicator and a "Next »" button.A screenshot of a confirmation dialog box. The title is "Save and Resume Later". The text inside asks, "Are you sure you want to leave this form and resume later?". At the bottom, there are two buttons: "Cancel" and "Save and get link". A blue arrow points to the "Save and get link" button from the right.

You will receive a message asking if you want to proceed. Click the “Save and get link” button to continue.

You will have two options for obtaining and saving the hyperlink to the partially completed application:

1. copy the hyperlink and save it in a secure location, or

2. have an e-mail containing the hyperlink sent to you.

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<https://scde.formstack.com/forms/?i-1542565-Fhe17Zforl>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

Send save and resume link

Make sure you received the e-mail prior to closing the browser. The SCDE *does not* have access to saved applications that have not been submitted.

Note: A saved application is *not* a submitted application. You *must* use the hyperlink to return to the incomplete

application and continue. Once completed, click the “Submit Application” button in order to submit the completed application.

Prior to going online to submit the application,

- compile the information to be entered online (see screenshots below), and
- complete and save the required application forms as outlined in the Required Application Attachments section.

Screenshots of Online Application

Use the following screenshots to compile the information to be completed online.

2019–2020 Public Elementary School Nurse Funding Program

Applicant Information

District Name

Street Address

City State Zip

Number of Qualifying Elementary Schools Number of Full Time Elementary School Nurses

Provide the total number of qualifying elementary schools and full-time elementary school nurses to be served.

District-Level Contact Person

Title First Name Last Name
select one

Position

Address

City State Zip

Phone Number Cell Number Fax Number

E-mail *

Confirm E-mail*

The district level contact person will receive the e-mail confirming submission of this application.

School Nurse Program Advisory Committee (SNPAC) Representative
 Enter the name and contact information for the district's SNPAC representative. The SNPAC representative must be a registered nurse.
 Use the *legal name* as registered with the SC Board of Nursing.

Title First Name Last Name
select one

Position

Address

City State Zip

Phone Number

E-mail

Confirm E-mail*

Prepare and save the application attachments as follows:

Proposal Attachments

Budget Narrative Form
Choose File No file chosen
Upload the completed Excel Spreadsheet.

Application Agreement
Choose File No file chosen
Upload the scanned PDF document.

Save and Resume Later

Previous Next

Required Application Attachments

Budget Narrative Form

The 2020–21 Public Elementary School Nurse Funding Program Budget Narrative Form (see sample on page **Error! Bookmark not defined.**) is located on the SNFP web page at <http://ed.sc.gov/districts-schools/nutrition/wellness-resources/school-nurse-program/snfp/>. Use the Budget Narrative Form Excel spreadsheet to complete the budget narrative to upload into the online application.

Complete all columns of the budget narrative form for each elementary school for which funds are requested. (Each column of the Budget Narrative Form is explained below.) Manually enter the total number of elementary schools for which funds are requested. Insert additional rows as needed. The spreadsheet will automatically total the columns associated with salary and fringe benefits. Once completed, save the budget narrative as an Excel spreadsheet to upload online where indicated.

Elementary School: List the name of the elementary school for which nurse funding is requested. Each school must meet the definition of elementary school (see the Definitions of Terms Used section).

Nurse’s Name: List the name of the licensed nurse assigned to provide health services for the listed school. If a licensed nurse has not yet been hired to provide health services, enter “TBH” (to be hired).

RN or LPN: Indicate whether the nurse listed (or to be hired) is a registered nurse (RN) or licensed practical nurse (LPN).

Salary (not including fringe): List the salary using the district’s current salary structure for school nurses. Do not include fringe benefits. For nurses to be hired, enter the maximum salary that the district will pay an entry-level nurse.

Fringe Benefits: List the cost of fringe benefits for the nurse using the district’s current fringe benefits multiplier. For nurses to be hired, enter the maximum fringe benefits estimated for an entry-level nurse.

Totals: Follow the directions for each column in the bottom row:

- Elementary School—enter the total number of schools for which funds are requested.
- Salary (not including fringe)—column totals automatically; do not overwrite.

- Fringe Benefits—column totals automatically; do not overwrite.
- Total Salary & Fringe Benefits—column totals automatically; do not overwrite.

Application Agreement

Print the Application Agreement on page 10 and obtain the appropriate signatures. The applicant agrees to carry out its SNFP responsibilities and that the funds from the SNFP are *restricted to salaries and fringe benefits* for licensed nurses employed to work in public elementary schools.

Scan the completed Application Agreement as a PDF document to be uploaded online where indicated.

Application Review and Submission

Click the “Next” button once everything is entered and attached. You will be directed to the Application Review and Submission page to review all information entered and attached *prior* to submitting the application.

Click the “Previous” button at the bottom of the page to return to the form and enter any changes. *Note:* You will *not* be able to return to an application that has been submitted, so verify the data and make any necessary changes at this time. If you need to make changes after the application has been submitted, you must start another submission and enter the information again. Once the application has been verified, click on the “Submit Application” button to submit the completed application. Remember, a saved application *is not* a submitted application.

Once the submission is complete, you will receive the confirmation message below.



Thank you for submitting your district's request for funding for the **2019–20** School Nurse Funding Program.

The District-Level Contact Person will receive the confirmation e-mail with the data submitted. Please retain the confirmation e-mail with your records.

**2020–21 Public Elementary School Nurse Funding Program
Budget Narrative Form
SAMPLE**

*For informational purposes only
Go to the SNFP web page
at <http://ed.sc.gov/districts-schools/nutrition/wellness-resources/school-nurse-program/snfp/>
to obtain and complete the required Excel spreadsheet.*

2020–21 SNFP Budget Narrative Form

School District Name:	
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Elementary School	Nurse's Name	RN or LPN	Salary (not including fringe)	Fringe Benefits	
Insert rows above this line only.					Total Request
Enter total # Elementary Schools:			\$0.00	\$0.00	\$0.00



Application Agreement

Application Agreement

I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant's governing body has duly authorized this application and documentation, and the applicant will comply with the School District Responsibilities listed below and understand that SNFP funds provided are *restricted to salaries and fringe benefits* for licensed nurses employed to work in public elementary schools.

School District Responsibilities:

Declaration of District and School Orientation: **The school district will provide each school nurse with a district-level and school-level orientation that includes policies and procedures related to school health services.**

Declaration of Clinical Supervision for Nurses: **The school district will provide all nurses with appropriate clinical supervision and licensed practical nurses will be supervised by a registered nurse as required by the SC Board of Nursing.** Clinical supervision differs from administrative supervision in that clinical supervision focuses on supporting and evaluating a nurse's knowledge, skills, and decision-making abilities related to safe and competent nursing practice.

Declaration of Responsibility for Individual Health Care Plans: **The school district will provide all nurses with time during the work day to complete individual health care plans for students** pursuant to S.C. Code Ann. § 59-63-80.

District Superintendent

Name:	
E-mail:	
Telephone:	Fax:
Signature of District Superintendent:	
Signature of Financial Official:	
Date Signed:	Date Signed:

Please complete, print, and obtain signatures prior to submission. Include the signed, scanned form in the attachments as directed on page 7.