

The KIT Program can cover fees & fines that create a barrier to full participation in school.

Some general guidelines:

- If the student is currently active and the fee is **education-related or an event/activity that is directly connected to the school/district**, KIT can pay for fees, **after other sources have been exhausted**. The fee/fine must be “education-related” or directly related to school success -- We cannot cover dances, senior party, freshman t-shirts, school pictures, club conferences, NSF checks paid by the parent, or damage caused by the student (broken windows, etc...). If there are items we cannot cover, KIT staff may help by referring to other sources or brainstorming solutions.
- The student must have been in the KIT program when the fee occurred (unless the fee/fine is preventing them from accessing a high school diploma).
- Past accrued fees/fines are usually held until the student’s senior year, at which time they would be covered by KIT in order to ensure access to their diploma.
- **Schools cannot withhold official transcripts, deny a KIT student full access to do business with the district (use of the library, walk at graduation, purchase a prom ticket, etc...) due to fines/fees.**
- **KIT cannot refund personal staff funds used for KIT students (do not use your own money or credit card to purchase KIT items.)**
- **HB1660 requires some items to be waived at the school level for youth eligible for FRL (all KIT students are Eligible for Free meals)**
Student fees that are eligible to be waived: • ASB cards • Plays • Trips • Dances • Home games • Dues • Competitions and conferences • Uniforms – barrier to participation

Item	Covered by KIT?	Notes	Additional Tips
Active Student --Lost/Damaged Textbooks/Library Books/lost ORCA Card/Accessories for 1:1 Devices	YES, but might be held until senior year.	KIT Students frequently move and lose items. KIT students are held to the same expectation as other students and should be asked if they have their books and where they think they might be. You may discover that the textbook was lost due to fleeing a situation or fire/flood damage and must be replaced to currently participate in a class.	<i>If you know that the item was lost or damaged due to their housing situation or high mobility, please notify the KIT office ASAP so we can authorize the expense. Once authorized, your OM or Treasurer can submit the request to the KIT office.</i>
ASB Card/ Uniform/Planners/ Supplies/Accessories for 1:1 Devices- Active Student	YES-- First <u>Waive at building</u> under HB1660	After exhausting all other resources, should be billed to KIT at the reduced-rate price if offered to other students who are F/R eligible.	<i>Your OM or Treasurer (depending on the school) can send the required accounting paperwork to be processed to the KIT office.</i>
Birth Certificate/State ID/Driver License	Not typically-see notes	Unless emergent need to participate in a school-related activity (like a birth certificate for Kindergarten registration). KIT does not pay for Driver’s Ed or Licensing.	<i>Consider resources such as Cocoon Advocates, or make a “Special Request” through granted wishes.</i> <ul style="list-style-type: none"> • Foster may have help through Treehouse

Field Trips/Athletic Fees/Class Fees- Active Student	YES-- First <u>Waive at building under HB1660</u> If not eligible for a waiver, then must be education-related or an event/activity that is directly connected to the school/district.	After all other resources are exhausted. If there are scholarships/waivers for other students in need, KIT students should access those first. Anything not covered by funds/waivers within the school, can be billed to KIT.	Your OM or Treasurer (depending on the school) can send the required accounting paperwork to be processed to the KIT office. <i>*Out of state field trips not covered through KIT</i>
Inactive Student-- Textbooks/Library Books/ORCA Card/Accessories for 1:1 Devices	NO	KIT students are held to the same expectation as other students and should be held accountable for their books when they withdraw.	<i>Ask the student if they have the books and can return them to the closest school or if we can have them shipped and pay the shipping costs. These fines should be handled in the same way as any other withdrawn student except that you cannot withhold their transcript or grades.</i>
ORCA Card-Active Student	If HS age-YES*	*Not ALL KIT students get an ORCA card. Only if they live out of a regularly served area and we know they need it for transportation: education-related or an event/activity that is directly connected to the school/district	<i>If a student needs an ORCA card for job-related activities and is not enrolled in Career Choices or getting credit at school for their job, explore options through Youth Worksource or Cocoon House.</i>
School Pictures	No	Many of the companies taking the pictures offer scholarships. Check with your office.	<i>May be able to do a special request through Granted Wishes.</i>
1:1 Devices Lost/Stolen/Damaged	No	If the loss or damage is not "intentional," the district has a procedure that does not cost the student.	<i>Ask your building 1:1 device designee about the process for your student and also find out if there is a plan in your building for students who do not want to take their devices home (either regularly or on a case by case basis)</i>
Yearbook, cap & gown	In Some cases, see notes	Only if it is the senior year, and they are on track to graduate.	<i>Check in with KIT Seniors early in the year and ongoing to identify needs and make sure their items have been ordered. Non-seniors may be able to get a yearbook through a special request with Granted Wishes.</i>

Thank you for your understanding, please call me if you have questions.

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How do I bill the 'Kids in Transition' program? Guide for OM's and Treasurers

Accounting Office

The "Kids in Transition" grant is a General Fund program. When the KIT program buys a good or service that a school 'sells' to its general student populace, certain paperwork needs to be completed. Schools must initiate paperwork to properly charge the KIT program and keep revenue intact for the school. Billings to the KIT program involve using either a "Debit-Credit Transfer Voucher" form or an "Interfund Transfer" form.

General Fund: Use a " Debit-Credit Transfer Voucher " Form:	ASB Fund: Use a " Interfund Transfer " Form:
<p>When the transaction is General Fund (school account code) with General Fund (KIT) use the "Debit-Credit Transfer Voucher" form.</p> <p>Some examples may include:</p> <ul style="list-style-type: none"> Textbook fines Library fines Planners (if sold out of general fund) <p>First should be Waived at building under HB1660 if applicable</p>	<p>An "Interfund Transfer" form is used to generate an "Interfund Billing" when KIT needs to pay for something that is sold or provided through the ASB.</p> <p>First should be Waived at building under HB1660 if applicable</p> <p>Some examples include:</p> <ul style="list-style-type: none"> ASB Cards Yearbooks

What is the process?

1. The School's Office Manager or ASB Treasurer prepares the appropriate form (Debit Credit Voucher or Request for Invoice) and sends it to the KIT program (CRC-Categorical/KIT) along with receipt or Customer fine ledger described in step 2.
2. The school simultaneously rings a zero-dollar sale on the students account with KIT in the memo OR, depending, obligates the student's account with a fee/fine. Then attaches the receipt or Customer fine ledger to one of the forms above and submits to KIT.
3. KIT program provides the KIT code and budget authority signature on the Debit Credit Voucher form or the Request for Invoice form and sends it to Accounting.

What is the difference between the Debit Credit Voucher form and the Interfund Transfer form?

From a school's perspective, the account code an item is sold under in the Point of Sale drives the form.

- The Debit-Credit Voucher form is processed as a journal entry, all within one fund.
- The "Interfund Transfer" form is processed as in interfund billing. It involves legally separate funds. Accounting issues a warrant (check) moving money out of General Fund (KIT) and into the ASB Fund.

What about the fee or fine in the Point of Sale? Accounting relieves the fee/fine, if applicable, on the students account once the Journal Entry or Interfund Billing Invoice is finalized, approved and processed.

More Questions? Accounting: 425-385-4170

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