



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
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## MEMORANDUM NO. 2015-059

**TO:** District Superintendents  
School Principals  
Business Managers

**FROM:** Tracy Stibitz, Instructional Facilitator Program Manager  
Jed Cicarelli, School Foundation Program Supervisor

**DATE:** May 11, 2015

**SUBJECT:** Award Letter for 2015-16 Financial Supplemental Assistance for IFs

## AWARDS FOR 2015-16 FINANCIAL SUPPLEMENTAL ASSISTANCE FOR INSTRUCTIONAL FACILITATORS

Attached are the revised estimated grant award amounts for 2015-2016 supplemental financial assistance for Instructional Facilitators (IF). In accordance with W.S. 21-13-335, eligible districts are to be notified by May 1, one year before the school year that appears on their application.

Final grant awards are calculated when 2014-2015 Average Daily Membership (ADM) data are finalized. Grant amounts will be distributed by August 15, 2015.

District IF grant amounts are calculated and awarded by school. Districts may reallocate funds from one school to another, but this decision must be in consultation with the district administration and the Board of Trustees. The Wyoming funding model generates resources to utilize IFs in schools that do not qualify.

Allowable IF grant expenditures only include salaries and benefits for IFs. Other resources needed to implement this program are generated by the Wyoming funding model (e.g., professional development, supplies and materials, technology and equipment, and assessments).

*For questions regarding the Financial Supplemental Assistance Program for IFs, please contact Tracy Stibitz at (307)777-8979 or [tracy.stibitz@wyo.gov](mailto:tracy.stibitz@wyo.gov).*

**Attachments:**  
2015-16 IF Grant Workbook