

**Los Angeles Unified School District**  
INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PSYCHIATRIC SOCIAL WORKER

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Budget Planning is now taking place for Fiscal Year **2025-26**. Your school has the option of purchasing a **PSYCHIATRIC SOCIAL WORKER** as Support Services Personnel. Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds. **All school purchases must be reflected in the budget system during budget development.** Schools can purchase support services in the new year on a first come first served basis. Please inform us of your school’s intent to purchase Psychiatric Social Worker time by completing this form. **Purchases may not be canceled after Budget Development.**

In 2025-26, schools with an enrollment of 600 students or more will receive a full-time Psychiatric Social Worker (PSW), and schools with an enrollment of 1,200 or more will receive an additional PSW allocation (2 FTEs total), as required by the UTLA contract.

During budget development, allocations will be based on E-CAST enrollment. Allocations may be adjusted based on Norm Day Enrollment. Schools may experience no change, an increase, or a decrease in resources.

There is no flexibility allowed on this resource.

**Estimated cost for a PSYCHIATRIC SOCIAL WORKER.**

| Item No. | Position   | Basis | 5 Days (1.0 FTE) | 4 Days (0.8 FTE) | 3 Days (0.6 FTE) | 2 Days (0.4 FTE) | 1 Day (0.2 FTE) | 1/2 Day (0.1 FTE) |
|----------|--|-------|------------------|------------------|------------------|------------------|-----------------|-------------------|
| 13114    | Itinerant Psych Social Worker (33D-4)<br>12200569  | C     | \$164,199        | \$131,359        | \$98,519         | \$65,680         | \$32,840        | \$16,420          |
| 11072    | Itinerant Psych Social Worker (33D-4)<br>X-Time (weekly)*  |       | \$3,368          | \$2,695          | \$2,021          | \$1,347          | \$674           | \$337             |
|          | Itinerant Psych Social Worker (33D-4)<br>(30 hours of X-time for crisis response<br>or after-hours services) |       | \$2,526          |                  |                  |                  |                 |                   |

\* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

\* Use Budget Item Number when processing budget adjustments.

**FUNDING OPTIONS AND REQUIREMENTS:**

Your school may purchase additional Psychiatric Social Worker time from school-based budget programs.

***Budget Planning Programs*** – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is 1 day per categorical program.\*\*

**Table 1 – Budget Planning Programs**

**(\*\*minimum purchase is 1 day per categorical program)  
(\*\*allowable to purchase is C Basis only)**

| Program Code | Program Name                        | Program Code | Program Name                    |
|--------------|-------------------------------------|--------------|---------------------------------|
| 10947        | Academic Excellence                 | 13027        | General Fund School Program     |
| 10948        | Joy & Wellness                      | 11141        | Off Norm Schools                |
| 10949        | Engagement and Collaboration        | 11142        | School Community Budget-Reg Sc  |
| 13723        | Charter Sch Categorical Blk Grant   | 14873        | BSAP-Sch Clim Wellness Pers Su  |
| 13724        | Chrtr Sch Alloc In Lieu Of EIA      | 11266        | Community Schools Resolution    |
| 13938        | SDEP-Donations                      | 10368        | Options (Cont S)                |
| 14242        | SDEP-Proceeds Film/Photo Rental     | 7S046**      | CE-NCLB T1 Schools              |
| 10673        | Equity Multiplier-SB114 Operational | 7T691**      | ESSA-Comprehensive Sup & Improv |

For questions regarding any of the information provided above, please contact your Mental Health Regional Admin Coordinator.

| Region | Coordinator                | Telephone      | Email  |
|--------|----------------------------|----------------|--|
| North  | Veronica Real              | (818) 654-3619 | <a href="mailto:veronica.real@lausd.net">veronica.real@lausd.net</a> |
| South  | Lorena Valencia Barsoumian | (310) 354-3478 | <a href="mailto:lxv9321@lausd.net">lxv9321@lausd.net</a>             |
| West   | Araceli May                | (213)332-5235  | <a href="mailto:araceli.may@lausd.net">araceli.may@lausd.net</a>     |
| East   | Anne Marie Gauto           | (323) 224-3307 | <a href="mailto:anne.gauto@lausd.net">anne.gauto@lausd.net</a>       |

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\_\_\_\_\_ School Name \_\_\_\_\_ Location Code \_\_\_\_\_

is purchasing a **PSYCHIATRIC SOCIAL WORKER** as follows:

Requested Staff: \_\_\_\_\_ or  New Position:

|                         |  |  |  |  |  |
|-------------------------|--|--|--|--|--|
| Funding Program         |  |  |  |  |  |
| Number of Days          |  |  |  |  |  |
| Cost                    |  |  |  |  |  |
| Percent if multi-funded |  |  |  |  |  |

Total Days: \_\_\_\_\_

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

\_\_\_\_\_ Print Principal's Name \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please **email** this form **no later than** February 7, 2025 to:

✓ *Regional School Mental Health Field Coordinator.*