

WA State GEAR UP Annual GEAR UP Work Plan and Budget Summary



What is the Work Plan and Budget?

It is the template of required and optional services schools may provide to GEAR UP students. School administrators and GEAR UP staff receive the template each spring to plan for the following school year.

WSAC will lead a workshop each spring to assist school staff in understanding the requirements and completing the template.

The final template is included in the contract and becomes the district's contractual obligation to complete.

What is a Statement of Work?

The Statement of Work is an attachment to the district's GEAR UP contract that outlines the responsibilities for complying with GEAR UP requirements.

It is available here: (insert link).

How is the Work Plan and Budget different from the Statement of Work?

The Work Plan and Budget describe HOW the district will implement the program's requirements, including the Statement of Work.

The plan's details ensure agreement between the school district, GEAR UP staff, and school administration about how GEAR UP services will be provided.

What is the timeframe for the Work Plan and Budget?

The Work Plan and Budget follow the contract cycle. Year 1 will be December 1, 2024, through August 31, 2025.

In subsequent years, it will be September 1 through August 31. Funding continues through August 31, 2031.

Can I revise the Work Plan and Budget?

Yes, both activities and funding may be revised if the changes are within GEAR UP's allowable activities and expenditures. Revisions may be submitted up to four times each year: September 30, December 31, March 31, and June 30.

You may add, delete, and revise activities with approval. The WSAC Associate Director and Budget Analyst review changes for allowability within 10 days.

Revised work plans are updated and sent to principals and GEAR UP staff within 10 days. The form is available here: (insert link to form).

What if the school already provides something that GEAR UP requires?

Sometimes, the school may already be providing the service GEAR UP requires. If that is the case, it will be removed from the plan to avoid supplanting existing resources with GEAR UP resources.

You may consider how GEAR UP might enhance or supplement that activity by providing additional time or resources.

Is the Work Plan, Budget, and Scope of Work the same yearly?

WSAC reviews the templates each year and will update them if needed to reflect our efforts for continuous improvement and the evolving needs of our GEAR UP schools, students, and families. All changes will be communicated to GEAR UP staff and district leadership during the annual planning workshop and the contracting process.

Funding allotments and match requirements are also reassessed each year and may be adjusted based on funding available, staffing costs, and school needs, including past spending and match collection.