

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS STATE OF LOUISIANA

JEFF M. LANDRY
GOVERNOR



GARY E. WESTCOTT
SECRETARY

TO: All Postsecondary Institutions

From: The Louisiana Department of Public Safety and Corrections

Re: Guidelines for Drafting and Submitting a Prison Education Program Proposal

INTRODUCTION:

The need for post-secondary programming in correctional facilities is needed for successful reentry into society which improves the overall workforce, and improves public safety. The purpose of the application is to propose programs that provide valuable credentials, certifications, degrees, etc. that are funded utilizing various funding sources. The funding source of the proposed program will be addressed in the application.

PURPOSE:

The purpose of this guide is to provide direction and assistance to postsecondary institutions who wish to offer a PEP in DPS&C facilities. All oversight entities are tasked with providing prior approval, including drafting a Memo of Understanding (MOU), to postsecondary institutions who wish to provide programming within our facilities and who demonstrate that they will operate in the best interest of the students. The required best interest criteria include the items listed on the DPS&C PEP Application.

REVIEW PROCESS:

The review process consists of the following phases:

- initial review by DPS&C,
- final review and evaluation by the DPS&C Pell Advisory Committee using the standardized DPS&C PEP Rubric,
- if applicable: request for additional information/programmatic changes,
- formal notice will be sent to proposer with proposal decision.

MEMORANDUM OF UNDERSTANDING (MOU) PROCESS:

Once the PEP is approved, a standardized MOU will be sent for signatures from all parties.

QUESTIONS:

For questions concerning the PEP Proposal Process, or about providing a PEP within the Louisiana Department of Public Safety & Corrections, please contact DPS&C Education Director, Kelsey Osman kelsey.osman@la.gov.

Kelsey Osman, Education Director
Louisiana Department of Public Safety & Corrections