



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

June 9, 2025

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II

RE: Fiscal Year (FY) 2026 Mental Health Services Coordinator (MHSC) Application

Kelly Mooney
District III

In the FY 2026 ETF Budget, Alabama Act 2025-270, the Legislature appropriated \$6,360,000 to provide funds to local education agencies (LEAs), Charter Schools, and Public Independent Schools to employ Mental Health Service Coordinators (MHSCs) to facilitate and expand the coordination of mental health wellness supports throughout respective school systems.

Yvette M. Richardson, Ed.D.
District IV

Funds are allocated for LEAs, Charter Schools, and Independent Public Schools to employ an MHSC, utilizing a minimum salary that would be comparable to other qualified persons providing mental wellness-related support in other public sectors throughout the state. The LEAs must meet all assurances and guidelines prescribed in the linked application for this funding opportunity.

Tonya S. Chestnut, Ed.D.
District V
Vice President

The MHSC awards will be approximately \$40,000 and distributed quarterly. LEAs will be notified of application approval by August 4, 2025, and funds for the position will be available beginning on October 1, 2025. A copy of the fillable MHSC application may be accessed at [FY2026 MHCS Application](#). In addition, a contact template is required as part of the application process and can be accessed at [2025-2026 MHSC Contact Form](#). The MHSC applications must be submitted electronically no later than 5 p.m. on Monday, June 30, 2025.

Marie Manning
District VI
President Pro Tem

If you have any questions or need clarification, please contact Dr. Kay A. Warfield by email at kaw@alsde.edu or by telephone at 334-694-4724 or Mrs. Tracey Goreed by email at tracey.goreed@alsde.edu or by telephone at 334-694-4723.

Allen Long, M.D.
District VII

EGM/SJS/KAW

Wayne Reynolds, Ed.D.
District VIII

Attachment

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

cc:	LEA Chief School Financial Officers	Dr. Melissa Shields
	Charter Schools	Mrs. Lynn Shows
	Independent Public Schools	Mr. Sean J. Stevens
	LEA Mental Health Services Coordinators	Dr. Kay A. Warfield
	Mrs. Angela Martin	Mrs. Tracey Goreed
	Mr. Arthur J. Watts, Jr.	

FY25-2050

DocuSign Instructions for PowerForm Completion FY 2026 Mental Health Services Coordinator Application

Before initiating the PowerForm, a best practice is to create a free DocuSign account (<https://www.docusign.com>). The account creation must occur prior to starting the PowerForm for the FY 2026 Mental Health Services Coordinator Application. Creating an account allows the originator to track the envelope as it progresses through each assigned recipient. After creating the account, please follow these steps:

1. Enter the name and email address of each person who will be assigned to one of the signing roles.
2. Once all names and emails are entered, click the “Begin Signing” icon. A new window will populate, informing the originator that an email notification was sent to access the form.
3. Access the email account used that was entered on the intake form. Click “Sign.” Then complete all required fields and select “Finish.”
4. Upon clicking the “Finish” button, the envelope will automatically be sent to the next signee until all signatures have been collected. All recipients will receive a fully executed copy of the form.

Please note that during the electronic signing process, all signers will receive an email invitation to sign the document (dse_NA4@docusign.net). The form will not be considered complete until all parties have signed. To check the status of signatures, log in to the created DocuSign account. Access the “Manage” tab to track the envelope. It will show the status of the envelope, such as whose signature has been collected and whose signature is still needed.

For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush at meagen.anthony@alsde.edu

For questions regarding the content of the grant application, please contact Dr. Kay Atchison Warfield at kaw@alsde.edu or Mrs. Tracey Goreed at tracey.goreed@alsde.edu or via telephone at (334) 694-4768.