



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

July 13, 2026

**MEMORANDUM**

**TO:** City and County Superintendents of Education

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

**RE:** Fiscal Year (FY) 2027 Mental Health Services Coordinator (MHSC) Application

In the Fiscal Year (FY) 2027 Educational Trust Fund (ETF) Budget, Alabama Act 2026-380, the Legislature appropriated \$9,250,000 to provide funds to local education agencies (LEAs), Charter Schools, and Independent Public Schools to employ MHSCs to facilitate and expand the coordination of mental health wellness supports throughout respective school systems.

Funds are allocated to LEAs, Charter Schools, and Independent Public Schools to employ a MHSC. To receive funding, LEAs must meet all assurances and guidelines outlined in the application. Each LEA will receive an award of \$48,000, to be distributed in quarterly payments. LEAs will be notified of application approval through receipt of a Docusign confirmation, and funding for the position will be available beginning October 1, 2026. The remaining MHSC allocation will be distributed according to a formula for LEAs with an Average Daily Membership (ADM) exceeding 7,500 students.

A fillable MHSC application is available through the [MHSC application link](#). In addition, applicants must complete the [2026-2027 MHSC Contact Log](#) as part of the application process. Completed applications must be submitted electronically no later than 5 p.m. on Thursday, July 30, 2026.

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

EGM/KAW/MSF

Attachment

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

FY26-2040

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## **DocuSign Instructions for PowerForm Completion Fiscal Year (FY) 2027 Mental Health Services Coordinator Application**

Before initiating the PowerForm, a best practice is to create a free DocuSign account ([DocuSign](#)). The account creation must occur prior to starting the PowerForm for the Fiscal Year (FY) 2027 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](mailto:dse_NA4@docusign.net)). The form will not be considered complete until all parties have signed. To check the status of signatures, login 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](mailto:meagen.anthony@alsde.edu).

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