



## TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATION AGENCIES - USE OF FUNDS

All costs must be:

- (1) **Reasonable**: consistent with prudent business practice and comparable current market value;
- (2) **Necessary**: required to carry out the intent and purpose of the Title I, Part A program; and,
- (3) **Allocable**: chargeable or assignable in accordance with relative benefits received.

In addition, costs must be aligned with generally accepted accounting principles, adequately documented and budgeted within the grant.

### TARGETED ASSISTANCE

Title I, Part A funds must be used to meet the needs of children identified as being in the greatest need of services. Students must be selected using multiple, educationally related objective criteria. All costs must be supplemental and limited to services for eligible students in a targeted assistance program.

### SCHOOLWIDE

Title I, Part A funds may be used to upgrade the entire educational program in a school so that all students benefit from the use of these funds. Activities must be included in the schoolwide plan and support an identified academic need through the school's comprehensive needs assessment. Supplemental services may be used to support low-achieving students taking advanced courses or participating in preschool enrichment programs or programs designed to improve outcomes for students with disabilities and English Learners.

### REQUIRED SET ASIDES

- **Homeless**: LEAs that receive Title I Part A resources must reserve funds for services to serve homeless students. LEAs should conduct a needs assessment to determine the reserve amount.
- **Parent and Family Engagement**: LEAs with Title I allocations greater than \$500,000 must reserve an amount equal to 1 percent of the Title I, Part A allocation and distribute 90 percent of those funds to Title I schools for parent and family engagement activities.
- **Neglected and Delinquent**: LEAs that receive Title I Part A resources must reserve funds for services to serve neglected and delinquent students. Supplemental services may be used to serve neglected and/or delinquent children in local institutions and community day school programs. Private schools do not receive an equitable share of this set aside.

Note: Required set asides must be clearly identified in the Title I budget.

### OPTIONAL SET ASIDES

- **District Administration** – Costs for administering the program for public and private schoolchildren (generally limited to 5 percent of the grant).
- **Indirect Costs**
- **Salary Differentials** – Costs include salary and benefit differentials above the base salary.
- **Comprehensive Improvement School Support** – Up to 10 percent of the LEA's Title I allocation may be set aside for this purpose.
- **Targeted Improvement School Support** – Up to 20 percent of the LEA's Title I allocation may be set aside for this purpose.
- **Professional Development** (districtwide) -- Only instructors working with Title I students may participate. In schoolwide buildings, this includes all instructors/staff in the school. In targeted buildings, this includes instructors/staff working with targeted students.

Note: Schools not served under Title I cannot benefit from professional development paid for with Title I funds.

- **Early Childhood Programs** (districtwide) – This includes costs for operating a preschool.
- **Summer School** (districtwide) – The programs and intersession programs for students who attend Title I participating school attendance areas.

### SUPPLEMENT, NOT-SUPPLANT (SNS)

SNS requires the LEA to use Title I funds only to supplement the funds that would, in the absence of such Title I funds, be made available from State and local sources for the education of students participating in Title I programs, and not to supplant such funds. *ESEA section 118(b)(1)*

*Examples of allowable and unallowable expenditures under Title I, Part A.*

Note: Targeted assistance and schoolwide guidelines may differ.

| <b>Academic Support for At Risk Students</b>  |  |
|---|--|
| <b>Allowable Expenditures</b>   | <b>Unallowable Expenditures</b>                                    |
| <b>Programs/Services</b>  |  |
| Certified teachers' salaries and benefits   | Incentives (small items such as certificates or books are allowed) |
| Pre-K, summer, and extended day programs; educational weekend/afterschool/extended day programs"                    | Identification or screening of at-risk students                    |
| Concurrent or dual enrollment programs (tuition, fees, books, and instructional materials)                          | Direct reimbursement to private, nonpublic schools                 |
| Equitable services for private school students  |  |
| AP courses  |  |
| Documented instructional field trips  |  |
| Supplemental instruction  |  |
| Support for homeless students   |  |
| Saturday programs   |  |
| Home tutoring conducted by LEA  |  |
| Services provided for neglected or delinquent children  |  |
| School improvement activities   |  |
| Direct student services, such as credit recovery, academic acceleration courses, that lead to diploma               |  |
| Transportation for Title I extended day and summer programs if not otherwise available                              |  |
| LEA contracts with third-party providers in accordance with the Title I program                                     |  |
| Nutritional snacks for Title I students during extended day and summer programs                                     |  |
| State assessment and other diagnostic tools   |  |
| Support staff for Title I programs  |  |
| Paraprofessionals both public and nonpublic   |  |
| Salaries/stipends for school counselors   |  |
| School Psychologist; Speech Pathologist   |  |
| Data management staff and software  |  |
| Computer technology teacher, coordinator, and services  |  |
| <b>Materials/Supplies/Equipment</b>   |  |
| Computer-aided instruction software   | Home-based internet services                                       |
| Technology to upgrade the educational program   |  |
| Supplemental instructional materials, equipment, and software (limited to identified students in targeted programs) |  |
| Take-home computers (LEA should ensure that families and students are properly trained in computer software usage)  |  |
| Technology for private, non-public schools (District is fiscal agent and retains ownership)                         |  |
| Periodicals, online subscriptions, and software license fees  |  |
| Homeless student uniforms, materials, clothing, and hygiene   |  |

| <b>Parent and Family Engagement</b>  |  |
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| Parent and family engagement coordinator   | Food or complete meals for social activities, gatherings, or meetings during non-meal periods (light refreshments are allowable) |
| Parent University  | Ceremonies, banquets, and celebrations   |
| Guest speakers for family night events   |  |
| Light refreshments   |  |
| Activities and supplies for parent and family engagement activities  |  |
| <b>Professional Development</b>  |  |
| Stipends or substitutes for staff PD   | Food, meals  |
| Educational consultants  |  |
| PD supplies and materials  |  |
| Conference costs that meet state and federal guidelines  |  |
| Regional Offices of Education and public universities  |  |
| Travel costs for allowable grant activities that adhere to the district travel policy (out-of-state travel)  |  |
| <b>Other</b>   |  |
| Stipends for administration staff, outside contract hours, to administer the implementation of the Title I program (not to exceed 5% of current year allocation) | Social events, (e.g., recreation, entertainment, non-educational field trips, passes to amusement parks, etc.)                   |
| Guidance counselors, social workers, and other professionals providing supplemental services   | Fundraising, raffles, door prizes, movie tickets, and gifts  |
| Evaluations  | Employee awards  |
| Educational support personnel, (e.g., secretaries, clerks, coordinators, and administrators) (not to exceed 5% of current year allocation)                       | Promotional items, such as T-shirts, caps, tote bags, imprinted pens and key chains, souvenirs, and certificates                 |
| Social-emotional concerns and socialization activities that address behavior viewed as social issues, PBIS, bullying and suicide prevention, etc.                | Alcohol  |
| Grant manager, auditor, analyst, and manager of nonpublic Programs not to exceed 5% of current year allocation)  | Construction, remodeling, and renovation   |
| Career and college readiness activities and services   | Cell phones for personal use   |
| Field trips to college campuses for orientation and guided tours   | Non-educational games and devices  |
| Equipment, devices for school safety/security  |  |
| School nurse, emergency medical supplies, and materials  |  |