

# 2018-2019 TITLE I ALLOWABLE EXPENDITURE GUIDELINES

The purpose of Title I is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. Federal law directs that Title I funds are to be used for the purpose of student achievement, professional development and to build parent capacity to better support their child's educational attainment.

In general, Title I funds are to be used to enhance the regular school program and should be consistent with the School Improvement Plan. When determining if expenditures are appropriate, ask the following questions:

- How is this expenditure helping improve student's academic achievement in core subject areas, especially reading and mathematics?
- How is this expenditure providing supplemental support to students most at risk of failing?
- Does the expenditure support student instruction, professional development or parent involvement related to the high-need, core student achievement areas identified in the annual school improvement plan?
- How does this expenditure increase the participation of parents in educating their child or assist parents to support student achievement? MPS recognizes the importance of regular, consistent two-way communication with parents.

The Milwaukee Public Schools follows expenditure guidelines for federal programs as set forth in the Office of Management and Budget's Uniform Grant Guidance. The district adheres to a standard that all expenditures charged to federal grants must be reasonable, ordinary and necessary in order for a cost to be reimbursed. Some expenses not reimbursable with federal funding may be supported with other local or school resources. In all instances, whether or not a specific expenditure is allowable under a grant, district policies must be followed.

The attached chart provides a partial listing of expenditure purposes for which schools have requested guidance in the past under Title I guidelines. **All expenditure requests must provide documentation, such as explanations, fliers, agendas, etc. showing the appropriateness (see bullets above) and alignment to the purpose of Title I (see above).**

If you are unsure if a proposed expenditure meets guidelines, please contact the following depending on the school type: for public schools – the budget analyst assigned to your school; for non-instrumentality charter schools, partnership schools and non-public – Shelley Perkins at 414-475-8122.

| REFERENCE GUIDE TO ALLOWABLE TITLE I EXPENDITURES  |           |                           |                               |               |                          |
|--|-----------|---------------------------|-------------------------------|---------------|--------------------------|
| Expenditure Type   | Allowable | Allowable with Conditions | Allowable with Prior Approval | Not Allowable | Reasonable and Necessary |
| Advertising - brochures informing parents of school achievement, rules, regulations, etc. are allowable. Billboards or other strategies to promote enrollment opportunities are not allowable.   |           | X                         |                               |               | X                        |
| Alcoholic beverages  |           |                           |                               | X             |                          |
| Appliances (stoves, refrigerators, microwaves, etc.)   |           |                           |                               | X             |                          |
| Athletics/athletic awards/yearbooks  |           |                           |                               | X             |                          |
| Banquets/award programs/carnivals/fairs/luncheons/brunches/parties/picnics   |           |                           |                               | X             |                          |
| Bereavement or congratulatory cards, flowers or gifts.   |           |                           |                               | X             |                          |
| Building supplies/repairs/modifications  |           |                           |                               | X             |                          |
| Childcare for parents while attending school-sponsored events (Contact your budget analyst/the ESEA Division)  |           | X                         |                               |               | X                        |
| Computers – classroom, student use only <i>*see below</i>  |           | X                         |                               |               | X                        |
| Copiers, postage meters, other office equipment  |           |                           |                               | X             |                          |
| Decorations/flowers  |           |                           |                               | X             |                          |
| Employee incentive or recognition gifts  |           |                           |                               | X             |                          |
| Equipment (non-capital)  |           |                           | X                             |               | X                        |
| Family literacy: Activities to promote family literacy are allowable and include strategies such as student/parent reading nights, support for lending library on parenting skills or other materials for parent development   | X         |                           |                               |               |                          |
| Field trips - educational in nature only. No overnight trips. No amusement or water parks. Trips taken during non-school periods require the approval of Risk Management   |           | X                         |                               |               | X                        |
| Flat Screen TVs/home theater systems   |           |                           |                               | X             |                          |
| Food for staff activities or trainings   |           |                           |                               | X             |                          |
| Food for parent activities – Only if the training or activity is at least two hours in length and runs over a normal meal time. Title I allows light snacks/light meal to be served. An agenda showing parent activities that support the academic achievement of students must be submitted along with the sign-in sheet. |           | X                         |                               |               | X                        |
| Fund raisers - No food, door prizes, equipment or other fundraiser support   |           |                           |                               | X             |                          |
| Furniture – usually not allowed (supplanting) since the district provides general classroom and administrative furniture and fixtures. Contact the Title I office/your budget analyst before purchasing. Non-classroom furniture will not be allowed.  |           |                           | X                             |               | X                        |
| Gift certificates/gift cards   |           |                           |                               | X             |                          |

*\*The definition of computers now includes additional interactive devices such as an iPad or iPod touch, laptop, interactive whiteboard, interactive TV, Mimio, kindle and chrome books.*

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| Graduation activities/materials  |           |                           |                               | X             |                          |
| Homeless student supplies, educational fieldtrip admissions, and emergency clothing, including uniforms, if uniforms are required. The Homeless Office recommends budgeting \$25.00 per homeless student for this purpose  | X         |                           |                               |               |                          |
| Incentives or rewards for students, parents or staff. Monetary incentives or rewards are never allowable. Kindles, iPads, apps, etc. are not allowable as giveaways for students, parents or staff   |           |                           |                               | X             |                          |
| Instructional materials (additional or supplemental textbooks and workbooks, not adopted textbooks)  | X         |                           |                               |               |                          |
| Licenses for software or curriculum used by school (Examples: Plato software license and Upward Bound membership)  | X         |                           |                               |               |                          |
| Leases for copiers, postage meters   |           |                           |                               | X             |                          |
| Lodging and per-diem - follow district guidelines. No hotels for conferences or trainings held within 100 miles of Milwaukee. Pre-approvals must be submitted 30 days prior to travel  |           | X                         |                               |               | X                        |
| Mailings – informational to parents, mailings on <b>ESSA identified schools, testing dates, newsletters, mailing school newspapers, etc.</b>   | X         |                           |                               |               |                          |
| Parent training or educational services: Workshops or other trainings around school high-need areas such as tutoring skills for math and/or English, attendance, monitoring student performance through on-line grade book, understanding student planners, the special education IEP process, child advocacy, etc.  | X         |                           |                               |               |                          |
| Parent recognition luncheon or other recognition events  |           |                           |                               | X             |                          |
| Parent-student dinner/Parent-staff dinners   |           |                           |                               | X             |                          |
| Professional development – including <b>coursework</b> costs for an individual teacher of Title I students if the coursework meets the following criteria: 1) is directly related to the teacher’s assignment; 2) is related to instructional strategies to meet the needs of struggling students and 3) aligns with the professional development needs identified in the needs assessment process. Title I funds may <b>not</b> be used to pay for any technology items required/needed for course. | X         |                           |                               |               |                          |
| Raffles/door prizes/gift cards   |           |                           |                               | X             |                          |
| Salaries/fringes for: core instructional staff at public Title I schoolwide schools only; Title I instructional staff serving Title I students only at Title I Targeted Assistance schools   | X         |                           |                               |               |                          |
| Six Flags Great America or other amusement/water park admissions   |           |                           |                               | X             |                          |

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| Student Fees - annual student activity fees (homeless children only)   |                  |                                  |                                      | X                    |                                 |
| Student incentives - cash or gifts   |                  |                                  |                                      | X                    |                                 |
| School supplies - educational supplies including replacement and special program textbooks and teacher guides  | X                |                                  |                                      |                      | X                               |
| Substitute teachers for core academic program at Title I schoolwide schools and substitute teachers for Title I teachers at Title I targeted assistance schools  | X                |                                  |                                      |                      |                                 |
| Translation Services: Translation of school notices for parent notifications and parent-student conference translation services  | X                |                                  |                                      |                      |                                 |
| Theater systems/auditorium installations   |                  |                                  |                                      | X                    |                                 |
| Transportation for students from after-school programming that includes an academic component  | X                |                                  |                                      |                      |                                 |
| Travel: MPS staff or parents only following district guidelines. Only costs directly associated with permissible travel within the continental United States will be reimbursed. No costs for tours/souvenirs offered by the event will be reimbursed. |                  | X                                | X                                    |                      | X                               |
| Tutoring: MPS hired or contracted teachers may be paid to provide before or after-school tutoring for students.  | X                |                                  |                                      |                      |                                 |
| Transportation for parents (Contact your budget analyst/Title I office)  | X                |                                  |                                      |                      | X                               |
| T-shirts, book bags, baseball caps, water bottles, athletic uniforms, letter sweaters or other school "Spirit" apparel or marketing items with school, vendor or district logos  |                  |                                  |                                      | X                    |                                 |
| Uniforms - staff or student (schools that require uniforms may purchase uniforms for homeless children)  |                  |                                  |                                      | X                    |                                 |
| Water coolers/Water systems  |                  |                                  |                                      | X                    |                                 |

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