

2016-2017 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 math and reading?
- 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 OMB Circular A-87. 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 and partnership schools – Martha Kreitzman at 414-773-9820; for 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 runs over a normal meal time and is longer than two hours. 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	

**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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Expenditure Type	Allowable	Allowable with Conditions	Allowable with Prior Approval	Not Allowable	Reasonable and Necessary
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	
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 focus and priority schools, testing dates, newsletters, mailing school newspapers, etc.	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 coursework 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 not be used to pay for any technology items required/needed for course.	X				

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Raffles/door prizes				X	
Salaries/fringes for: core instructional staff at public Title I schoolwide schools only; Title I instructional staff hired or contracted by the school district serving Title I students only at Title I Targeted Assistance schools (including non-public schools)	X				
Six Flags Great America or other amusement/water park admissions				X	
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 (including non-public 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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