



**MILWAUKEE
PUBLIC SCHOOLS**

Title I

Every Student Succeeds

2024-25 Contracted Schools Title I Reimbursement Procedures

Schools must submit their annual Title I Preliminary Budget to the Title I Office by **September 20, 2024**. Title I supports supplemental instruction for students, professional development for teachers of Title I students, and parent involvement for parents of Title I students. The budget should be set up according to how the Title I funds will be expended during the school year. Instruction, professional development and parent involvement become the categories for budget planning.

Reimbursement will be made to schools three times a year. The Title I Expenditure Claim Report should be submitted on **December 15, 2024, March 15, 2025 and July 15, 2025**. When submitting the Title I budget, schools are to submit the name of the employee or contractor paid from Title I funds and indicate the academic area supported. Changes in this support should be reported to the Title I Office. Please note that the budget and claim forms are combined into the same Excel workbook and designated by tabs at the bottom of each sheet. Remember to change the date on the form when submitting for each claim period.

The claims on the Title I Expenditure Claim Report should match the amount of the line items from the annual Title I Budget submitted in September. If the claim amounts are not the same, the school must provide written justification for the change.

Title I staff will review the Title I Expenditure Claim Report for appropriate expenditures. If there are corrections or concerns regarding the expenditures, the school leader will be contacted immediately. ***Additional documentation may be requested from the Title I office or the Office of Finance at any time for further processing of expenditures.*** If there are no corrections or concerns, the ESEA Manager will forward the request for reimbursement to the Office of Finance for further review and processing. Once the reimbursement has been reviewed and processed by the Office of Finance, it will be returned to the Title I Office.

Please designate on the Title I reimbursement claim form the method for check distribution (pick up in Title I or certified USA mail). To pick up the reimbursement, the school leader must provide the Title I Office with identification to be copied and must sign off that he/she has received the reimbursement.

Document Checklist: Title I Claims - Requested Documentation

1st Claim: December		2nd Claim: March		3rd Claim: June	
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Requested documentation may include the following, but not limited to:

Activity

<input type="checkbox"/> Title I Supplemental Instruction <input type="checkbox"/> Payroll Registry bi-weekly (do not submit payroll per semester) <input type="checkbox"/> Purchased Items: Receipt/Invoice <input type="checkbox"/> Copy of cancelled check(s) front and back. If paid by credit card a copy of the credit card statement <p>Special Note: Time and effort reporting is required for positions of less than 1.0 FTE paid from Title I.</p>	<input type="checkbox"/> Title I Parent Involvement <input type="checkbox"/> Payroll Registry bi-weekly (do not submit payroll per semester) <input type="checkbox"/> Purchased Items: Receipt/Invoice <input type="checkbox"/> Copy of cancelled check(s) front and back. If paid by credit card a copy of the credit card statement <input type="checkbox"/> Parent workshop/training <input type="checkbox"/> Sign in sheet/s w/time & end time, date of event, and Agenda <p style="text-align: center;">Or</p> <input type="checkbox"/> Certificate of Participation/Completion (For Virtual Sessions)	<input type="checkbox"/> Title I Supplemental Support/Tutoring <input type="checkbox"/> Payroll Registry bi-weekly (do not submit payroll per semester) <input type="checkbox"/> Purchased Items: Receipt/Invoice <input type="checkbox"/> Copy of cancelled check(s) front and back. If paid by credit card a copy of the credit card statement <input type="checkbox"/> Name of Facilitator/or Vendor for tutoring <input type="checkbox"/> Attendance sheet of students participating with time/date for each day
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Type of PD

<input type="checkbox"/> Workshop/Training/Coaching Proof of payment (registration): <input type="checkbox"/> Invoice from workshop, training, etc. w/ payment shown <input type="checkbox"/> Copy of credit card w/name <p style="text-align: center;">Or</p> <input type="checkbox"/> Copy of front and back of processed personal/school check Proof of attendance: <input type="checkbox"/> Sign in sheet/s w/start time & end time, date of event and Agenda <p style="text-align: center;">Or</p> <input type="checkbox"/> Certification of Participation/Completion (For Virtual Sessions)	<input type="checkbox"/> Profession Development or Conference (1 day not allowed) Proof of payment (registration): <input type="checkbox"/> Invoice from conference, workshop, training, etc. w/ payment shown <input type="checkbox"/> Copy of credit card w/name <p style="text-align: center;">Or</p> <input type="checkbox"/> Copy of front and back of processed personal/school check Proof of attendance: <input type="checkbox"/> Certificate of Participation/Completion <p style="text-align: center;">And / Or</p> <input type="checkbox"/> Copy of nametag (if certificate is not available for conference) <p style="text-align: center;">And</p> <input type="checkbox"/> Copy of conference schedule/agenda Additional items for travel (if applicable): <input type="checkbox"/> Parking receipt <input type="checkbox"/> Taxi receipt (to and from airport/hotel only) <input type="checkbox"/> Zero balance hotel receipt with proof of payment <input type="checkbox"/> Proof of payment of airline ticket w/deduction shown <input type="checkbox"/> Boarding passes/ Itinerary <input type="checkbox"/> Luggage check receipt (1 bag limit)
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NOTE: Title I does not reimburse taxes. All Title I expenditures must be documented on the required documentation and supporting documentation must be provided with a detailed explanation of the Title I expenditures.