



## TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES

### Guidance on Allowable and Unallowable Expenditures

Below is a general overview of allowable and unallowable activities to support Title I, Part A program planning activities.

Allowable Expenditures	Unallowable Expenditures
<ul style="list-style-type: none"> <li>• <b>Academic Support for At Risk Students (AIS, RTI, counseling, credit recovery, etc.):</b> <ul style="list-style-type: none"> <li>○ Certified teachers and teaching assistants</li> <li>○ Guidance counselors, social workers and other professionals providing supplemental services</li> <li>○ Proportional benefits for Title I salaries</li> <li>○ Equitable services for private school students</li> <li>○ Pre-K, summer and extended day programs</li> <li>○ Transportation for Title I extended day and summer programs if not otherwise available</li> </ul> </li> <li>• <b>Support Staff for Title I Programs:</b> <ul style="list-style-type: none"> <li>○ Teacher Aides (non-instructional services)</li> <li>○ Data management staff for Title I only</li> <li>○ Secretary and/or clerks for Title I only</li> <li>○ Title I Coordinators and administrators</li> <li>○ Stipends for principals outside contract hours</li> <li>○ Nurses for summer and extended day Title I programs</li> </ul> </li> <li>• <b>Title I program supplies and materials:</b> <ul style="list-style-type: none"> <li>○ Supplemental instructional materials</li> <li>○ Computer aided instruction software for AIS</li> <li>○ Diagnostic and progress monitoring materials</li> <li>○ Title I data management software</li> <li>○ Nutritional snacks for Title I students during extended day and summer programs</li> <li>○ Technology to upgrade the educational program of a SWP</li> </ul> </li> <li>• <b>Title I Parent and Family Engagement:</b> <ul style="list-style-type: none"> <li>○ Parent Liaison or Coordinator</li> <li>○ Consultants</li> <li>○ Stipends for staff to plan for or participate in Title I activities outside contract hours</li> <li>○ Costs for activities including materials, transportation, childcare, and light refreshments</li> </ul> </li> <li>• <b>Professional Development aligned with Title I:</b> <ul style="list-style-type: none"> <li>○ Stipends and/or substitutes for staff</li> <li>○ Educational Consultants</li> <li>○ Reasonable supplies and materials for PD</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Core instruction or mandated services:</b> <ul style="list-style-type: none"> <li>○ Teachers providing core instruction</li> <li>○ Base pay for principals (contract hours)</li> <li>○ Superintendents and Deputies with districtwide responsibilities</li> <li>○ Special Education services (OT, PT, Speech)</li> <li>○ Part 154 services for English Learners</li> <li>○ Mandated guidance counselors, social workers, nurses, etc.</li> <li>○ Direct reimbursements to private schools.</li> <li>○ Costs for standardized screening to determine student eligibility for AIS</li> <li>○ Cost for administering, scoring and reporting results for mandated state assessments</li> </ul> </li> <li>• <b>Supplies and materials:</b> <ul style="list-style-type: none"> <li>○ Food and refreshments for staff activities, including working lunches</li> <li>○ Costs for basic reading series or materials for core instruction</li> <li>○ Promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains</li> <li>○ Door prizes, movie tickets, gift certificates, pass to amusement parks, etc.</li> <li>○ Ceremonies, banquets, or celebrations</li> </ul> </li> <li>• <b>Professional Development:</b> <ul style="list-style-type: none"> <li>○ PD that is stand-alone, 1-day, or short-term workshops not aligned to a schoolwide plan or school improvement initiative</li> </ul> </li> </ul>

Allowable Expenditures	Unallowable Expenditures
<ul style="list-style-type: none"> <li>• Conference costs that meet state and federal guidelines <a href="https://www2.ed.gov/policy/fund/guid/uniform-guidance/fags-grantee-conferences.doc">https://www2.ed.gov/policy/fund/guid/uniform-guidance/fags-grantee-conferences.doc</a></li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>○ Field trips aligned with academic content or to access humanities experiences</li> <li>○ Costs for Concurrent or Dual Enrollment Programs (tuition, fees, books and instructional materials)</li> <li>○ Advanced humanities courses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Other:</b> <ul style="list-style-type: none"> <li>○ Field trips for entertainment or recreational purposes only</li> <li>○ Construction, Remodeling, or Renovation</li> <li>○ Costs that do not meet federal Supplement/Not Supplant guidelines</li> </ul> </li> </ul>

## Use of Funds in Targeted Assistance and Schoolwide Plan Schools

### Targeted Assistance Schools

Title I-A funds may only 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. In a targeted assistance program, all costs must be supplemental and limited to services for eligible students.

### Schoolwide Schools

Title I-A funds are used to upgrade the entire educational program in a school and, all students may benefit from the use of Title I-A funds. Activities must be part of the schoolwide plan and support an identified academic need through the school’s comprehensive needs assessment. In addition to supplemental services, schoolwide schools may provide elective courses to prepare or support low-achieving students to take advanced courses, preschool enrichment programs, and programs to improve outcomes for students with disabilities and English learners. For more information see the federal guidance regarding use of funds in a Schoolwide Program:

<https://www2.ed.gov/policy/elsec/leg/essa/essawpguidance9192016.pdf>

## Required Title I Reserves

### Homeless Reserve

All LEAs that receive Title I Part A funds must reserve funds for services for homeless students. LEAs should conduct a needs assessment to determine the reserve amount and clearly show these funds in the Title I budget.

### Parent and Family Engagement Reserve (Formerly Parent Involvement)

LEAs with Title I allocations greater than \$500,000 must reserve an amount equal to 1% of the Title I, Part A allocation and allocate 90% of those funds to Title I schools for Parent and Family Engagement activities. These funds must be clearly identified in the Title I budget.

### Additional Reserve Requirements

Additional reserves are required for LEAs with Neglected and Delinquent facilities, students attending private schools and Focus Districts with Focus and Priority Schools. See the 2017-2018 LEA Application for ESSA-Funded Programs web page for more information: <http://www.nysed.gov/essa/schools/consolidated-application>

**For additional assistance on allowable and unallowable Title I A costs districts may contact the Title I School & Community Services Office at (518) 473-0295.**