

## FS-10 HEOP guidelines

### Code 15 - Salaries for Professional Staff

- Salaries for Professional Staff, including the HEOP Director
- HEOP grant and/or institution budget is paying the salary of the course instructor for remedial/compensatory/summer courses

### Code 16 - Salaries for Non-Professional Staff

- Salaries for of enrolled students participating in an Arthur O. Eve opportunity for higher education work study program for HEOP students comprised of peer tutoring, peer counseling, peer mentoring and activities related to HEOP and/or the administration of HEOP at the institution.

### Code 40 Purchased Services

- Costs of consultants and other contractual services
- Remedial courses, developmental or compensatory courses and summer classes
- Student is enrolled in a remedial or developmental course in which a tuition charge is based only on the credit portion of the course
- Tuition Assistance
- Room and board or a portion thereof for resident students AND **Meals for commuter students.**
- Medical, **vision and dental** insurance
- Expenses related to helping students apply for and prepare for graduate or professional school; including preparation materials, guides, classes, fees for exams for graduate and professional schools and for professional licensure.

### Code 45 Supplies and Materials

- Textbooks and instructional materials **as deemed necessary by the program of study**
- Personal expenses, used for students to purchase needed school related materials, with a limitation of **\$1,000** per year

#### Code 46 Travel Expenses

- Travel to and from the student's home, for both residential and commuter students AND **including study abroad as deemed necessary by the academic course of study**
- **Student travel for academic activities and conferences related to the student's course of study.**
- **Student travel to and from test centers for taking exams for graduate and professional schools and for professional licensure.**

#### Code 80 Employee Benefits

- The rate for fringe benefits cannot exceed the actual rate paid by the institution

#### Code 90 - Indirect Cost

- Section 6451 of the Education Law does not allow for the use of HEOP funds for indirect costs, therefore payment of an Indirect Cost, Code 90, is not allowed.
- Indirect expenses, if included in the institutional match budget, may not exceed twenty percent (20%) of the total institutional matching funds.