

## FS-10 & FS-10-A Cheat Sheet for HEOP

### Code 15 - Salaries for Professional Staff

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

### Code 16 - Salaries for Para-professional Staff (new category)

- **The hiring of students participating in an Arthur O. Eve opportunity for higher education work-study program (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 **up to 50 percent of the tuition charged for the academic program related to the student's program of study.**
- Room and board or a portion thereof
- Medical, **vision and dental** insurance.
- **Meals** for commuter students
- **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 **\$1000** per year

### Code 46 Travel Expenses

- Travel to and from the student's home, for both residential and commuter students **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.