



TITLE I, PART D: NEGLECTED AND DELINQUENT PROGRAMS

Guidance on Allowable and Unallowable Expenditures

Below is a sample list of allowable and unallowable expenditures to support Title I, Part D program planning activities. All allowable expenditures are not limited to the listing below:

Allowable Expenditures	Unallowable Expenditures
<ul style="list-style-type: none"> • Teachers, assistants and/or other staff providing supplemental instruction/services for the Title I, Part D Neglected and Delinquent program (N&D) may include: <ul style="list-style-type: none"> ○ Teacher for supplemental instruction, such as academic intervention services (AIS). <ul style="list-style-type: none"> ▪ All N&D funded staff must be appropriately certified. ○ Guidance counselor for N&D students(Supplemental) ○ Social workers for N&D students(Supplemental) ○ Career and technical educational instruction (Vocational) ○ Tutors ○ Transition coordinator and transition staff ○ Substitutes for allowable positions ○ Teacher assistant under the supervision of a teacher. ○ Teacher aids (providing non-instructional duties) ○ Data management staff (N&D focused) ○ Secretary and/or clerical position (N&D focused duties only) ○ Reasonable benefits costs (per usual district policies) proportionately linked with FTEs/salaries identified in Codes 15 and 16 (For N&D funded staff ONLY) • Cost related to the provision of ongoing,sustained professional development (PD): <ul style="list-style-type: none"> ○ Professional development opportunities for individuals that work with N&D students ○ Conference fees, travel and hotel costs, meal reimbursements, and mileage reimbursements that adhere to state and federal travel guidelines as detailed here: http://www.gsa.gov/portal/content/104877 ○ Stipends for N&D program staff attending appropriate professional development ○ Educational Consultants ○ Materials, supplies, and equipment for use in N&D program PD sessions that are reasonable and necessary to carry out PD. • Transition Services: <ul style="list-style-type: none"> ○ Transition coordinator/transition staff for intake and discharge activities 	<ul style="list-style-type: none"> • Staff not providing supplemental instruction or transitional services. Expenditures may not include: <ul style="list-style-type: none"> ○ Teachers providing core instruction ○ Base pay of principals ○ Special education related services (OT, PT, Speech) ○ Secretary and/or clerical position (with agency/facility focused duties) ○ Teacher assistant, when they are not performing duties that are under the supervision of a teacher. ○ Correctional/security officers (with agency/facility focused duties) ○ Benefits for any core or NON-N&D position • Professional Development: <ul style="list-style-type: none"> ○ Professional development not related to the N&D program ○ Professional development for NON-N&D staff or instructors ○ Single day stand-alone conferences • Supplies, materials and equipment: <ul style="list-style-type: none"> ○ Supplies and equipment for classes, activities and staff not paid with N&D funds, even if they work with N&D students at that time ○ Equipment for administration or business staff ○ Security monitoring equipment/software ○ Textbooks ○ Core reading series ○ Permanent structural items • BOCES Services: <ul style="list-style-type: none"> ○ BOCES services for core instruction ○ BOCES services for NON-N&D related activities • Travel: <ul style="list-style-type: none"> ○ Travel not related to the N&D program ○ Travel for NON-N&D staff or instructors not involved with the N&D program

Allowable Expenditures	Unallowable Expenditures
<ul style="list-style-type: none"> ○ Transitional services needed to ensure a successful transition of a student into, through and from the facility to further education or employment ○ Vocational instruction ○ Career and technical educational instruction (Vocational) ○ Career counseling • Supplies, materials and equipment that supplement the N&D program: <ul style="list-style-type: none"> ○ Materials, supplies, and equipment directly related and used by students and approved N&D staff, aligned with program goals (laptops, Smartboards, iPads, copiers, printers, etc.). ○ Computers for use by Title I students: <ul style="list-style-type: none"> ▪ All equipment must be inventoried and include the acquisition cost and date, item description, serial number, funding source, and item location ○ Classroom libraries ○ Minor classroom setting remodeling, which can include paint, carpeting, dividers • BOCES Services: <ul style="list-style-type: none"> ○ BOCES services for N&D allowable activities • Other: <ul style="list-style-type: none"> ○ Academic intervention services ○ Workbooks ○ Software Licenses ○ Diagnostic tests -FOR ON-GOING ASSESSMENT ONLY. ○ Materials, light refreshments, etc. for parent/family engagement activities. ○ Transporting parents/family members to meetings ○ After school and summer programs (non-credit-bearing). ○ Transportation for N&D students to attend N&D program activities 	<ul style="list-style-type: none"> • Other: <ul style="list-style-type: none"> ○ Credit-bearing after school and summer programs ○ Standardized screening tests to determine student eligibility ○ Fees, registration, and dues for non-allowable N&D activities/expenses such as, but not limited to <ul style="list-style-type: none"> ▪ YMCA/ YWCA memberships, ▪ mobile phone contracts, ▪ cable service, ▪ internet provider service ○ Costs not related to N&D supplemental activities

If you have any questions or concerns regarding Title I, Part D allowable/unallowable activities, please contact Mary Russman or David Coffey at (518) 473-0295.

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