

**Title I Guidelines
Fiscal Year 2009-10**

Targeted Assistance Programs

In a Targeted Assistance Program, Title I funds may be used for activities to support only those children identified as “at-risk” of not meeting the State’s standards and served by the Title I program.

Some Title I expenditures must be approved in advance by the Title I office, as specified in the Financial Procedures Manual distributed by the Title I/Funded Programs department.

Permitted Uses

1. Title I funds are used to support assistance in helping specifically identified students reach, at a minimum, proficiency on challenging State academic achievement standards in the core curriculum areas.
2. Expenditures must supplement (go beyond) what the district provides to all schools/students.
3. Expenditures must be linked to the approved School Comprehensive Improvement Plan (SCIP) for increasing academic achievement.
4. Supplemental licensed and non-licensed staff may be hired. All must meet the “highly qualified” standards of No Child Left Behind (NCLB).
5. Taxicabs may be used for Title I parents to attend conferences or other events at school related to Title I.
6. Expenditures for student incentives must be educational.
7. Field trips must satisfy all of the following conditions: explicitly educational in nature; tied directly to a Title I classroom activity and supported prior to and after the activity occurs; impact a significant number of Title I students; and be linked to the approved SCIP.
8. Supplemental instructional materials (beyond what the district provides) may be purchased for use in the Title I program.
9. Food may be purchased with Title I funds to promote parental involvement in activities with an explicit academic focus designed specifically for Title I families.
10. Substitutes may be used for professional development purposes for Title I funded staff.

Prohibited Uses

1. Long term substitutes for Title I funded staff on paid leave of absence. (Discuss your situation with a Title I funded administrator prior to use).
2. Casual substitutes for Title I funded staff absences.
3. Regular classroom teachers.
4. General clerical staff salaries.
5. Decorations (flowers, plants, balloons, etc.) to make things “look nice”.
6. Gift certificates of any kind.
7. School furniture for regular classroom use (student/ teacher desks, office furniture, etc.).
8. Lease or purchase of copy machines.
9. Total monthly copy costs for the entire school.
10. Fax machines for the general school use.
11. Special Education supplies and equipment related to a student’s IEP.
12. Regular textbooks normally provided by the district.
13. Athletic programs and equipment for the regular school program.
14. One session workshop registrations or conferences unless directly linked to the school’s SCIP.
15. Routine supplies for the daily functioning of the school (cleaning supplies, teacher plan books, hall passes, etc.).
16. Food for staff.
17. Tips for delivery persons.
18. Taxicabs for students excluded from the school bus for disciplinary reasons.
19. Taxicabs for parents on non-school business.

Schoolwide Programs

The Schoolwide Program option provides flexibility in spending Title I funds. Schoolwide programs have significant latitude in determining how to spend their Title I funds. Schoolwide programs do not have to identify particular children as eligible for services. Title I schools operating a Schoolwide program may pay for supplemental services that would otherwise not be provided that benefit the student population broadly. Schoolwide programs use Title I funds in coordination with other funds, as long as they engage in reform strategies that increase the amount and quality of learning time and help provide a high-quality curriculum for all children, according to a comprehensive plan to help children meet the State's challenging standards.

Some Title I expenditures must be approved in advance by the Title I office, as specified in the Financial Procedures Manual distributed by the Title I/Funded Programs department.

Permitted Uses

- Expenditures must supplement (go beyond) what the district provides to all schools/students.
- Expenditures must be linked to the approved School Comprehensive Improvement Plan (SCIP) for increasing academic achievement.

Permitted Uses (if in support of SCIP Strategies)

1. Supplemental licensed and non-licensed staff may be hired. All must meet the “highly qualified” standards of No Child Left Behind (NCLB).
2. Expenditures for student incentives must be educational.
3. Field trips must satisfy all of the following conditions: explicitly educational in nature; tied directly to a Title I classroom activity and supported prior to and after the activity occurs; impact a significant number of Title I students; and be linked to the approved SCIP.
4. Food may be purchased with Title I funds to promote parental involvement in activities with an explicit academic focus.
5. Regular classroom teachers (explicitly part of the school improvement initiative) and supplemental in nature.
6. Curriculum support personnel (curriculum coordinator, reading & math coaches) if part of the school improvement initiatives.
7. Supplemental curricular materials, including supplemental technology purchases.
8. One session workshop registrations or conferences may be supported if directly linked to the school’s SCIP and tied to a high quality professional development plan. Short-term conferences and workshops must have plans for follow-up and support in order to be approved.

Prohibited Uses

1. Food for staff or food for activities that do not have an academic focus.
2. Decorations (flowers, plants, balloons, etc.) to make things look nice.
3. Tips for delivery persons.
4. Long term substitutes for Title I funded staff on paid leave of absence. (Discuss with a Title I funded administrator prior to use).
5. Casual substitutes for Title I funded staff absences.
6. General clerical staff salaries.
7. Gift certificates of any kind.
8. School furniture for regular classroom use (student/ teacher desks, office furniture, etc.).
9. Lease or purchase of copy machines, monthly copy costs for the school, or fax machines for school use.
10. Special Education supplies and equipment related to a student’s IEP.
11. Regular textbooks normally provided by the district.
12. Athletic programs and equipment for the regular school program.
13. Materials and costs associated with other prep classes, including art and music.
14. Routine supplies for the daily functioning of the school (cleaning supplies, teacher plan books, hall passes, etc.).
15. Taxicabs for students excluded from the school bus for disciplinary reasons.
16. Taxicabs for parents on non-school business.

Special Note on Personnel Charged to Title I

Title I is governed by the requirements of OMB Circular A-87, which has established documentation requirements for personnel activity reports. All staff whose time is solely or partially paid out of Title I funds must have regularly completed personnel activity reports submitted on a regular basis. For staff paid solely by Title I, the employee's supervisor must complete a semi-annual certification twice a year, not less than once every 6 months. For staff paid partially out of Title I and partially out of any other, state, local, federal, or private funding source, the employee must document time and effort every pay period. Please go to www.title1.spps.org for up-to-date information on these requirements.

For questions, or assistance in complying with this requirement, contact Matthew Mohs, Director of Title I/Funded Programs for the district at 651-632-3787, or matthew.mohs@spps.org