

Direct Cost Items	State Comp. <u>Allowable</u> Use of Supplemental Funds (162)	State Comp. <u>Unallowable</u> Use of Supplemental Funds (162)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Migrant Education (Title I-C) <u>Allowable</u> Use of Supplemental Funds (212)	Migrant Education (Title I-C) <u>Unallowable</u> Use of Supplemental Funds (212)	Federal Programs (Title II-A) <u>Allowable</u> Use of Supplemental Funds (255)	Federal Programs (Title II-A) <u>Unallowable</u> Use of Supplemental Funds (255)	Function – Object Use Code
Advertising	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Alcoholic Beverages	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Awards for Recognition or Incentives for Achievement	<u>Allowable</u> When reasonable in cost and when necessary to accomplish program objectives. Acceptable awards and incentives include certificates, ribbons, or inexpensive instructionally-related items such as pens/ pencils to be used in the classroom.	<u>Unallowable</u> Perfect attendance, birthday crowns, cards, t-shirts, baseball caps, and other motivational items.	<u>Allowable</u> When reasonable in cost and when necessary to accomplish program objectives. Acceptable awards and incentives include certificates, ribbons, plaques and small trophies cost not to exceed \$10.00 or inexpensive instructionally-related items such as pens/ pencils to be used in the classroom	<u>Unallowable</u> T-shirts, baseball caps or other similar motivational incentives for staff or students.	<u>Unallowable</u> For Migrant Students in the basic foundation curriculum, when reasonable in cost and when necessary to accomplish program objectives. Acceptable awards and incentives include certificates, ribbons, plaques and small trophies cost not to exceed \$10.00 or inexpensive instructionally-related items such as pens/ pencils to be used in the classroom	<u>Unallowable</u> T-shirts, baseball caps or other similar motivational incentives for staff or students.	<u>Unallowable</u>	<u>Unallowable</u>	11-6498
Award Ceremonies	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Capital Outlay	<u>Allowable</u> for the supplemental basic foundation curriculum instructional setting	<u>Unallowable</u> Library (12), Administration (23), Counseling (31), Health	<u>Allowable</u> Request must be submitted in a timely manner for inclusion /	<u>Unallowable</u> Any item(s) not requested on the Capital Outlay Form and	<u>Allowable</u> Request must be submitted in a timely manner for inclusion /	<u>Unallowable</u> Any item(s) not included or previously submitted for	<u>Unallowable</u>	<u>Unallowable</u>	11-6649 12-6649

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<p>Compensation for Personnel Services (includes salaries, wages, and fringe benefits): All personnel costs must be reflected in the campus improvement plan by number of FTEs with a description and total cost per position.</p> <p>Job descriptions must be signed and dated annually or when function or activity is added to or deleted from an existing job description applicable to the funding source(s) or cost objective, and must be maintained in the employee's personnel file. *Employees must receive an "Authority to Report to Work" before a change in assignment can occur.</p>	<p><u>Allowable</u> if costs are in the instructional basic foundation curriculum, supplemental, reasonable, comparable for similar work, and charges are supported with time distribution records or other documentation.</p> <p>Teacher English Language Arts and Reading, Mathematics, Science, Social Studies, STARS, credit recovery, class size reduction, computer-assisted instruction in foundation curriculum areas only, specialized reading and math programs, STAAR/EOC/TAKS remediation, supplement the dyslexia program, and extended day, week, or year foundation curriculum instruction for At-Risk students.</p> <p>Instructional Aide Assist supplemental</p>	<p><u>Unallowable</u> if positions are not used to provide support programs and/or services that supplement the regular education program so that At-Risk students can succeed in school.</p> <p>Unallowable Teacher Course assignments related to Career and Technology, G.T., Pre-AP/AP, Dual Enrollment, ESL/ESOL, in-school suspension, Bilingual programs, Special Education or other state or federally mandated programs, non-foundation curriculum, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, and UIL programs.</p> <p>Unallowable Instructional Aide</p>	<p><u>Allowable</u> if it's supplemental to the basic foundation curriculum, supplemental; reasonable, comparable for similar work, and charges are supported with time distribution records or other documentation.</p> <p>Teacher English Language Arts and Reading, Mathematics, Science, Social Studies, STARS, credit recovery, tutorials in foundation areas only, class size reduction, computer-assisted instruction in foundation areas only, specialized reading and math programs, TAKS/STAAR remediation, supplement the dyslexia program, and extended day, week, or year instruction for low performing students.</p>	<p><u>Unallowable</u> if positions are not used to provide support programs and/or services that supplement the regular education program so that low performing students, at minimum, can achieve proficiency on the state's challenging academic and performance standards.</p> <p>Unallowable Teacher In-School Suspension, CTE, G.T., Pre-AP/AP, Dual Enrollment, ESL/ESOL, Special Education, or other state or federal mandated programs, non-foundation curriculum courses such as the following: PE/Athletics, Music, Art, Choir or other Fine Arts programs, and UIL programs. As well as, Speech/Communication Applications/Professional</p>	<p><u>Allowable</u> if costs are supplemental to the instructional basic foundation curriculum</p> <p>Teacher Assigned to the Migrant Lab to ensure credit accrual opportunities in core subject areas, TAKS/STAAR remediation, and extended day, week, or year instruction for low performing migrant students at-risk of not meeting state academic standards and late entry migrant students.</p> <p>Migrant Counselor counselors and provides related services which help migrant students acquire skills in the social, personal, educational, and career areas that are necessary for living in a multicultural</p>	<p><u>Unallowable</u> if positions are not used to provide support services that supplement the regular education program so that migrant students at-risk of not meeting the State academic standards.</p> <p>Unallowable Teacher In-school suspension, Career and Technology courses, G.T., Pre-AP/AP,, Special Education or other state or federal mandated programs, non-foundation curriculum courses, P.E., athletic programs, Music, Art, Choir or other Fine Arts programs, and UIL programs.</p> <p>Unallowable Instructional Aide</p>	<p><u>Allowable</u> to pay only highly qualified teachers hired for the purpose of reducing class size in the fifth grade or to hire substitutes for teachers who are participating in Title II-A-funded "programs and activities that are designed to improve the quality of the teacher force, such as... innovative professional development programs ..." [Section 2123(a)(5)(A)]</p> <p>Teacher Class Size Reduction Teacher must be hired for the purpose of reducing class size in 5th Grade in order to increase the performance of all students.</p>	<p><u>Unallowable</u> if positions are not used to reduce class size in the fifth grade or substitutes who are not replacing teachers attending Title II-A-funded professional development activities.</p> <p>Unallowable Teacher Any teacher not hired for the purpose of reduction class size in 5th Grade</p>	<p>11-6119 11-6141 11-6142 11-6143 11-6145 11-6146</p>

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<p>Compensation for Personnel Services (Continued)</p> <p>TIME & EFFORT Employees who work 100% performing Title I-C duties will sign a Time and Effort Certification Form twice annually.</p> <p>For employees who do not work 100 % under one funding source, employees are required to maintain time and effort records /logs in order to account for their time. Employees must prepare time and effort reports, at least weekly.</p>	<p>classroom instruction for English Language Arts and Reading, Mathematics, Science, Social Studies, computer-assisted instruction in foundation curriculum areas only, specialized reading and math programs, STAAR/EOC/TAKS remediation, supplement the dyslexia program, and extended year foundation curriculum instruction for At-Risk students.</p> <p>Dean of Instruction Coordinates the development, supervision, evaluation, and improvement of the campus instructional program to meet the needs and capabilities of students, especially for learners classified at-risk. Benchmark testing ONLY; Submit/maintain 162/211 funded tutorial documentation ONLY</p>	<p>Duties related to an office clerk, receptionist, hall monitor, mail room clerk, copy room clerk, attendance clerk, library aide, parent liaison, or substitute teacher.</p> <p>Course assignments related to Career and Technology, G.T., Pre-AP/AP, Dual Enrollment, ESL/ESOL, in-school suspension, Bilingual programs, Special Education or other state or federally mandated programs, non-foundation curriculum, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, and UIL programs.</p> <p>Unallowable Dean of Instruction 163, 166, 263, 164, 199 funded tutorials; discipline management,</p>	<p>Instructional Aide Assists with supplemental classroom instruction for the Three Year Old Program, PK, Kinder, English Language Arts, Reading, Mathematics, Science, Social Studies, library, computer-assisted instruction in foundation areas only, specialized reading and math programs, TAKS/STAARS remediation, supplement the dyslexia program, and extended year instruction for low performing students.</p> <p>Guidance and Counseling Clerical Assistants: Assist Counselors with meeting the scheduling and emotional needs of low performing students at risk of not meeting state academic standards.</p>	<p>Communications, Foreign Language, or any other equivalent course.</p> <p>Unallowable Instructional Aide 211 Funded FTE's : Must not carry out the duties of: office clerk, receptionist, hall monitors, mail room clerk, copy room clerk, attendance clerk, substitute, parent liaison, in-school suspension, Career and Technology courses, G.T., Pre-AP/AP, ESL, Bilingual programs, Special Education or other state or federal mandated programs, non-foundation curriculum courses, PE/ Athletics, Music, Art, Choir or other Fine Arts programs, and UIL programs. As well as, Speech/ Communication Applications/ Professional Communications, Foreign Language,</p>	<p>society; provides information that contributes to the development of effective learning environments through migrant students' advocacy;; is responsible for interpreting migrant student data, planning, implementing, and evaluating a comprehensive program of guidance for migrant students; assist with the consolidation of partial grades; gives priority to the needs of PFS migrant students; provide individual counseling on a need basis for all migrant students; coordinate college and CAMP trips; utilize NGS reports to provide migrant students with academic assistance and advocate for all migrant students to ensure on-time graduation and enrollment into a</p>	<p>Office clerk, receptionist, hall monitors, mail room clerk, copy room clerk, attendance clerk, library aide, parent liaison, in-school suspension, Career and Technology courses, G.T., Pre-AP/AP, ESL, Bilingual programs, Special Education or other state or federal mandated programs, non-foundation curriculum courses, P.E., athletic programs, Music, Art, Choir or other Fine Arts programs, and UIL programs.</p> <p>Unallowable Clerical Assistants may not be assigned to the assistant principal or any area of the</p>			

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Compensation for Personnel Services (Continued)	(recommendations, composites, timesheets, attendance, lesson plans, etc.)	Parental Involvement, LPAC Administrative duties, ARD Administrative duties, tardy roundup, state assessment testing, AP/EOC testing, PEIMS related duties, and any other administrative duties.		or any other equivalent course. Unallowable: Clerical assistants may not be assigned to the assistant principal or any area of the office to assist with the normal, everyday activities of the campus.	higher education program. Campus Migrant Clerk assist with non-instructional supplemental support services for migrant students and their parents at the secondary campus. Recruiter state certified personnel that assist with Identification and Recruitment of migrant families and housed at the MEP Office, only. NGS System Clerk state trained personnel that are responsible for entering data into the New Generation System for migrant students. Migrant Parent Liaison responsible for all migrant parent initiatives (PAC,	office to assist with the normal, everyday activities of the campus.			

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<p>Compensation for Personnel Services (Continued)</p>					<p>cohort meetings, migrant parent trainings, etc.)</p> <p>Migrant Secretary Responsible for the smooth and efficient operation of an administrative department and provides specific, migrant clerical services to the MEP Coordinator, NGS clerks, recruiters, and campuses.</p> <p>Migrant Computer Operator Performs routine monitoring of NGS system and eSchool for comparison, performs preventative maintenance on computer systems; responds to computer console messages.</p> <p>Migrant Data Entry Clerk Reviews all NGS data for accuracy, completeness and</p>				

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Compensation for Personnel Services (Continued)					timelines in accordance with federal regulations, agency guidelines and Local Education Agency that is submitted by Migrant Clerk and Migrant Recruiters on a daily basis.				
Conferences & Meetings Staff will provide evidence of participation in conferences, workshops, or meetings. Evidence for in-district conferences, meetings or workshops may include but are not limited to a certificate of completion. For out-of-district conferences, workshops, or meetings, evidence may include but is not limited to handouts of program activities.	Allowable Cost of meetings and conferences supplemental to the basic foundation curriculum including transportation, room rental charges, and items incidental to these meetings/conferences. Only use function 13 (professional development) in the basic foundation curriculum. See district memorandum "Revised Travel Procedures" dated November 15, 2010, from the Chief Financial Officer. Professional development includes, but is not limited to	Unallowable Professional Development sessions related to Career and Technology, G.T., Pre-AP/AP, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, non-foundation curriculum courses, UIL, Special Education, ESL/ESOL, Bilingual and/or other state or federally mandated programs. The following travel expenses are not allowable: First-Class air fare; per diem	Allowable Cost of meetings and conferences supplemental to the basic foundation curriculum including transportation, room rental charges, and items incidental to these meetings/conferences. Use only function 13 (staff development) in the basic foundation curriculum. See district memorandum "Revised Travel Procedures" dated March 19, 2012 from the Chief Financial Officer.	Unallowable sessions related to Career and Technology courses, G.T., Pre-AP/AP, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, non-foundation curriculum courses, UIL, Special Education, ESL, Bilingual and/or other state or federal mandated programs. The following travel expenses are not allowable: First-Class air fare; per diem (meals and lodging) for meeting, conference, or workshop participants who live in the same	Allowable The Migrant Office will initiate all purchase orders to cover costs for Migrant Program meetings and conferences. See district memorandum "Employee & Student Travel Procedures Manual 2014-2015" Revised February, 2014 from the Finance Department	Unallowable sessions related to Career and Technology courses, G.T., Pre-AP/AP, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, non-foundation curriculum courses, UIL, Special Education, ESL, Bilingual and/or other state or federal mandated programs. The following travel expenses are not allowable: First-Class air fare; per diem (meals and lodging) for meeting,	Allowable Cost of meetings and conferences supplemental to the basic foundation curriculum including transportation, room rental charges, and items incidental to these meetings/conferences. Use only function 13 (staff development) in the basic foundation curriculum. See district memorandum "Revised Travel Procedures" dated March 19, 2012 from the Chief Financial Officer.	Unallowable sessions related to Career and Technology courses, G.T., Pre-AP/AP, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, non-foundation curriculum courses, UIL, Special Education, ESL, Bilingual and/or other state or federal mandated programs. The following travel expenses are not allowable: First-Class air fare; per diem (meals and lodging) for meeting,	13-6411 13-6497 6411-00 (in District) 6411-13 (out of District) 21-6411 (Loc. 926 only)

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<p>Conferences & Meetings (Continued)</p>	<p>activities that:</p> <ul style="list-style-type: none"> * Increase the academic achievement and reduce the dropout rate of At-Risk students; * Improve and increase teachers' knowledge of basic foundation subjects and enable teacher to become highly qualified; * Are an integral part of broad at-risk school-wide and district-wide educational improvement plans; * Give teachers and principals the knowledge and skills to help students meet challenging state academic standards; * Are sustained, intensive, and classroom-focused and are not one-day or short-term workshops; * Advance teacher understanding of effective instructional strategies that are based on scientifically based research; and * Are developed 	<p>(meals and lodging) for meeting, conference, or workshop participants who live in the same city where the event is held; The following travel expenses are not allowable: tips or gratuities of any kind; alcoholic beverages; recreation, or social events; any expense for other persons; automobile mile or taxi fares for other than official business; personal accident insurance, or personal effects coverage for rental cars; rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop; travel allowances (e.g. per diem paid regardless of participant's actual expenses).</p>		<p>city where the event is held; tips or gratuities of any kind; alcoholic beverages; entertainment, recreation, or social events; any expense for other persons; automobile mile or taxi fares for other than official business; personal accident insurance, or personal effects coverage for rental cars; rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop; travel allowances (e.g. per diem paid regardless of participant's actual expenses).</p>		<p>conference, or workshop participants who live in the same city where the event is held; tips or gratuities of any kind; alcoholic beverages; entertainment, recreation, or social events; any expense for other persons; automobile mile or taxi fares for other than official business; personal accident insurance, or personal effects coverage for rental cars; rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop; travel allowances (e.g. per diem paid regardless of participant's actual expenses).</p>		<p>conference, or workshop participants who live in the same city where the event is held; tips or gratuities of any kind; alcoholic beverages; entertainment, recreation, or social events; any expense for other persons; automobile mile or taxi fares for other than official business; personal accident insurance, or personal effects coverage for rental cars; rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop; travel allowances (e.g. per diem paid regardless of participant's actual expenses).</p>	

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Field Trips	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> High school migrant students may visit college and university College Assistance Migrant Program (CAMP) providing all required documentation has been filed, approved, and submitted to the Migrant Office	<u>Unallowable</u> : Field trips that are not part of a teacher’s lesson plan or that do not meet the instructional objective of the grant program; Field trips for social, entertainment , or recreational purposes; field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program.	<u>Unallowable</u>	<u>Unallowable</u>	11-6411
Food Cost	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> (specific to TEA grants) OMB Circular A-87 Parent involvement activities where refreshments are necessary to encourage participation / attendance by parents, such as low-income areas, and thus meet program activities. Full meals for	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	61-6499-53

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Food Cost (Continued)					<p>parents and/or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable, in cost, necessary to accomplish program objectives, and an integral part of the instructional program.</p> <p>No other food costs, including beverages and other refreshments, breaks, or snacks, are permitted</p> <p>(1) Refreshments of any kind, including beverages, breaks, and snack foods except as described above for parental involvement activities and nutritional snacks for children</p> <p>(2) Refreshments or meals at an awards banquet /</p>				

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Food Cost (Continued)					<p>function</p> <p>(3) Any foods costs not necessary to accomplish the objectives of the grant program</p> <p>(4) Any event in which a “guest speaker” or other individual conducts a presentation.</p> <p>(5) Breakfast</p> <p>TEA reserves the right to restrict a grantee from expending any funds on food costs or disallow expenditures on food costs should the TEA determine that the grantee expended grant funds on food costs that are not reasonable or necessary to meet the intent and objective(s) of the grant.</p>				

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Fundraising	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u> : 1. Costs of organized fund raising and similar expenses incurred to raise capital or obtain contributions 2. Training on fund raising	<u>Unallowable</u>	<u>Unallowable</u> : 1. Costs of organized fund raising and similar expenses incurred to raise capital or obtain contributions 2. Training on fund raising	<u>Unallowable</u>	X
Gifts or items that appear to be gifts	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Goods or Services for Gratuities or Tips	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Hospitality Rooms	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Maintenance Operations & Repairs	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> For maintenance of copiers, computers & printers	<u>Unallowable</u> All other would be considered supplanting.	<u>Allowable</u> For maintenance of copiers, computers & printers at Migrant Office	<u>Unallowable</u> All other items would be considered supplanting.	<u>Unallowable</u>	<u>Unallowable</u>	X
Materials & Supplies: Campus Improvement Plan (CIP) Activity number(s) & the Comprehensive Needs Assessment (CAN) page number(s) where	<u>Allowable</u> must be supplemental to instruction for the basic foundation curriculum instructional setting; such items must improve student performance through direct instructional services; such items	<u>Unallowable</u> banquets, ceremonies, celebrations, door prizes, proms, pep rallies, food, drug dogs, drug testing, drug treatment, red ribbons, PA systems, mirrors, cameras,	<u>Allowable</u> Must be supplemental to instruction for the basic foundation curriculum instructional setting; such items must improve student performance through direct	<u>Unallowable</u> Office Equipment (electric pencil sharpeners, hole punchers, and staplers, desk calendars, hanging folders, mechanical pencils) Capital outlay items , banquets,	<u>Allowable</u> Must be supplemental to instruction for the basic foundation curriculum instructional setting; such items must improve student performance through direct	<u>Unallowable</u> Capital Outlay items, proms, banquets, ceremonies, celebrations, door prizes, pep rallies, food, drug dogs, drug testing, drug treatment, red ribbons, mirrors,	<u>Allowable</u> Must be reasonable and necessary for the provision of specific high quality professional development activities that meet the criteria in Title IX,	<u>Unallowable</u> Items not directly related to a specific high quality professional development activity, including in most cases, consumable supplies and	11-6399

Direct Cost Items	State Comp. <u>Allowable</u> Use of Supplemental Funds (162)	State Comp. <u>Unallowable</u> Use of Supplemental Funds (162)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Migrant Education (Title I-C) <u>Allowable</u> Use of Supplemental Funds (212)	Migrant Education (Title I-C) <u>Unallowable</u> Use of Supplemental Funds (212)	Federal Programs (Title II-A) <u>Allowable</u> Use of Supplemental Funds (255)	Federal Programs (Title II-A) <u>Unallowable</u> Use of Supplemental Funds (255)	Function – Object Use Code
the need for the PR was identified must be included	<p>must demonstrate a scientific research-based proven outcome to the goal/objective; and such items must be reasonable and necessary to the intent and purpose of the At-Risk program. Examples include: tutorials, Mentoring Minds, "Measuring Up", specialized EOC/STAAR/ TAKS supplemental software, specialized computer-assisted supplemental instruction in the foundation curriculum. ** require a detailed plan for use of materials and prior approval by the State Compensatory Education Administrator.</p> <p>Campus Improvement Plan Activity number(s), Comprehensive Needs Assessment page number, and/or SRN must be included with all purchase requisitions under this funding source.</p>	<p>defibrillators, furniture, door mats, murals, banners, display cases, clinic/nurse's supplies, rock climbing walls, bike racks, custom or outdoor signs, scantrons, laminating machines, library equipment, lamps, bulbs, library supplies or yearly campus library budget, entertainment, recreation, social events, gifts, promotional items, memorabilia, souvenirs, art supplies, glitter, paints, tempa paints, t-shirts, caps, tote bags, key chains, imprinted pens, name plates/tags, lanyards, bordette, staplers, sharpeners, duplicating paper, smart boards, flat screens, televisions, filing cabinets, furniture, school marquee, athletic</p>	<p>instructional services; such items must demonstrate a scientific research-based proven outcome to the goal/ objective; and such items must be reasonable and necessary to the intent and purpose of the Title I-A program.</p>	<p>ceremonies, celebrations, door prizes, proms, pep rallies, food, drug dogs, drug testing, drug treatment, red ribbons, mirrors, defibrillators, furniture, door mats, murals, banners, display cases, rock climbing walls, bicycles, bike racks, custom or outdoor signs, library equipment, library supplies or yearly campus library budget, entertainment, recreation, social events, gifts, promotional items, memorabilia, souvenirs, t-shirts, caps, tote bags, key chains, imprinted pens, name plates/tags, lanyards, bordette, filing cabinets, furniture, school marquee, athletic expenses, meals, trophies, plaques, kleenex, washers, dryers, walkie talkies, water coolers, ice machines, indoor/outdoor paint, roller skates,</p>	<p>instructional services; such items must demonstrate a scientific research-based proven outcome to the goal / objective; and such items must be reasonable and necessary to the intent and purpose of the Title I-C program.</p>	<p>defibrillators, furniture, door mats, murals, banners, display cases, clinic/nurse's supplies, rock climbing walls, bicycles, bike racks, custom or outdoor signs, scantrons, library equipment, library supplies or yearly campus library budget, gifts, entertainment, recreation, social events, promotional items, memorabilia, t-shirts, souvenirs, caps, tote bags, key chains, imprinted pens, name plates/tags, lanyards, bordette, filing cabinets, furniture, school marquee, athletic expenses, meals, trophies, plaques, washers, dryers, walkie talkies, water coolers,</p>	<p>Section 9101(34) of ESEA.</p>	<p>materials. Materials for student use.</p>	

Direct Cost Items	State Comp. <u>Allowable</u> Use of Supplemental Funds (162)	State Comp. <u>Unallowable</u> Use of Supplemental Funds (162)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Migrant Education (Title I-C) <u>Allowable</u> Use of Supplemental Funds (212)	Migrant Education (Title I-C) <u>Unallowable</u> Use of Supplemental Funds (212)	Federal Programs (Title II-A) <u>Allowable</u> Use of Supplemental Funds (255)	Federal Programs (Title II-A) <u>Unallowable</u> Use of Supplemental Funds (255)	Function – Object Use Code
Materials & Supplies (Continued)	Items must be reasonable and necessary.	expenses, meals, trophies, plaques, washers, dryers, walkie talkies, water coolers, ice machines, indoor/outdoor paint, roller skates, skate boards, bicycles, moonwalks, parade floats or costumes, special dietary expenses, floral arrangements, clothing vouchers, coffee, pastries, UIL materials, fine arts materials, cheerleading, equipment supplies, library magazines, book/magazine racks, shelves, custodial supplies and day care supplies. *This is NOT an inclusive listing.		skate boards, moonwalks, parade floats or costumes, special dietary expenses, floral arrangements, coffee, pastries, UIL materials, fine arts materials, cheerleading, equipment supplies, colored paper as required by TLI and RTI, magazine /book racks, shelves, custodial supplies and day care supplies.		ice machines, indoor/outdoor paint, roller skates, skate boards, moonwalks, parade floats or costumes, special dietary expenses, coffee, pastries, floral arrangements, UIL materials, fine arts materials, cheerleading, equipment supplies, book/magazine racks, shelves, custodial supplies and day care supplies, USB Flash Drives, colored paper, (TLI Required), mechanical pencils, & backpacks. *This is NOT an inclusive listing.			
Memberships	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> Membership in business, technical, and professional organizations related to the program’s intent and purpose. Membership must	<u>Unallowable</u> Memberships in the name of Individual(s)	<u>Unallowable</u> Membership in any social organization of organizations substantially engaged in lobbying	<u>Unallowable</u>	<u>Allowable:</u>	<u>Unallowable</u>	X

Direct Cost Items	State Comp. Allowable Use of Supplemental Funds (162)	State Comp. Unallowable Use of Supplemental Funds (162)	Federal Programs (Title I-A) Allowable Use of Supplemental Funds (211)	Federal Programs (Title I-A) Allowable Use of Supplemental Funds (211)	Migrant Education (Title I-C) Allowable Use of Supplemental Funds (212)	Migrant Education (Title I-C) Unallowable Use of Supplemental Funds (212)	Federal Programs (Title II-A) Allowable Use of Supplemental Funds (255)	Federal Programs (Title II-A) Unallowable Use of Supplemental Funds (255)	Function – Object Use Code
			be in the name of the grantee organization and not in the name of an individual.						
Memorabilia	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Plant & Homeland Security Costs	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Professional & Consultant Services: Professional/consulting services are delivered by an independent contractor (Individual, entity, or firm) on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas that supplement the expertise of the district. Includes evaluation, professional development/training, etc.	<u>Allowable</u> Staff Development should be designed to assist students at-risk of dropping out of school and only when provided by non-employees and/or when the district does not possess the expertise. Such services must be documented in the campus improvement plan's comprehensive needs assessment and specific activity; must be research-based, supplemental, and connected to compensatory, intensive, and accelerated instruction in the foundation curriculum (function 13 only). Campuses MUST be able to demonstrate and document that school personnel	<u>Unallowable</u> Motivational speakers, clowns, and magicians	<u>Allowable</u> Staff Development should be designed to assist teachers to close the gap between low performing students and higher performing peers only when provided by non-employees and/or when the district does not possess the expertise. Such services must be documented in the campus improvement plan's comprehensive needs assessment; must be research-based, supplemental, and connected to compensatory, intensive, and accelerated instruction in the foundation	<u>Unallowable</u> Motivational speakers, clowns, and magicians	<u>Allowable</u> With prior specific approval from the TEA.	<u>Unallowable</u> Motivational speakers, clowns, and magicians	<u>Allowable</u> Staff Development provided by consultants must meet the definition of "high quality professional development" as defined on ESEA. See "Conferences and Meetings" above for examples of allowable activities. All professional and consultant services must include an Agenda, Minutes, Sign-in Sheets, and Certificate of Completion for all participants.	<u>Unallowable</u> Motivational speakers, clowns, and magicians	11-6291 13-6291 13-6239

Direct Cost Items	State Comp. <u>Allowable</u> Use of Supplemental Funds (162)	State Comp. <u>Unallowable</u> Use of Supplemental Funds (162)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Migrant Education (Title I-C) <u>Allowable</u> Use of Supplemental Funds (212)	Migrant Education (Title I-C) <u>Unallowable</u> Use of Supplemental Funds (212)	Federal Programs (Title II-A) <u>Allowable</u> Use of Supplemental Funds (255)	Federal Programs (Title II-A) <u>Unallowable</u> Use of Supplemental Funds (255)	Function – Object Use Code
<p>Professional & Consultant Services (Continued)</p> <p>Professional leaves must be submitted to the funding source 30 working days prior to the event if travel arrangements must be made by the Travel Department. Professional leaves that do not require travel arrangements made through the Travel Department must be submitted 15 days in advance.</p>	<p>have received staff development designed to assist students at-risk of dropping out of school; expense MUST be reasonable and necessary; training MUST be related and beneficial to the campus At-Risk program and not a "one time event; the campus must maintain documentation to ensure that the training was evaluated for effectiveness, evaluated for attendance, how each professional development activity was related to the priority areas needing improvement, and how these activities assisted in improving At-Risk student achievement. (e.g. ERO Session Roster Report, ERO Session Evaluation Responses Report, agenda, conference program, etc.)</p> <p>All professional and consultant services must include an</p>		<p>curriculum (function 13 only). Campuses MUST be able to demonstrate and document that school personnel have received staff development designed to assist low performing students; expense MUST be reasonable and necessary; training MUST be related and beneficial to the campus and not a "one time event; the campus must maintain documentation to ensure that the training was evaluated for effectiveness, evaluated for attendance, how each professional development activity was related to the priority areas needing improvement, and how these activities assisted in improving the achievement of low performing students. (i.e. ERO Session</p>						

Direct Cost Items	State Comp. <u>Allowable</u> Use of Supplemental Funds (162)	State Comp. <u>Unallowable</u> Use of Supplemental Funds (162)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Migrant Education (Title I-C) <u>Allowable</u> Use of Supplemental Funds (212)	Migrant Education (Title I-C) <u>Unallowable</u> Use of Supplemental Funds (212)	Federal Programs (Title II-A) <u>Allowable</u> Use of Supplemental Funds (255)	Federal Programs (Title II-A) <u>Unallowable</u> Use of Supplemental Funds (255)	Function – Object Use Code
Professional & Consultant Services (Continued)	Agenda, Minutes, Sign-in Sheets, and Certificate of Completion for all participants.		Roster Report, Session Evaluations, agenda, conference program, etc.)						
Promotional Items i.e.: T-shirts, caps, tote bags, key chains, imprinted pens, etc.	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Publication & Printing Costs	<u>Allowable</u> Must be supplemental to the basic foundation curriculum to increase and improve academic achievement for At-Risk students. Copy paper only for tutorial services (per academic year) Enrollment 600<: 50 Cases Enrollment 601-800: 60 Cases Enrollment 801-1000: 70 Cases Enrollment 1001-2000: 80 Cases Enrollment 2001-3000: 90 Cases	<u>Unallowable</u> Promotional printing (e.g. clubs, logos, etc.)	<u>Allowable</u> Enrollment 600<: 50 Cases Enrollment 601-800: 60 Cases Enrollment 801-1000: 70 Cases Enrollment 1001-2000: 80 Cases Enrollment 2001-3000: 90 Cases	<u>Unallowable</u> Promotional printing (e.g. clubs, logos, etc.)	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u>	<u>Unallowable</u> Promotional printing, i.e. club logos, etc.	11-6399-16

Direct Cost Items	State Comp. <u>Allowable</u> Use of Supplemental Funds (162)	State Comp. <u>Unallowable</u> Use of Supplemental Funds (162)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Federal Programs (Title I-A) <u>Allowable</u> Use of Supplemental Funds (211)	Migrant Education (Title I-C) <u>Allowable</u> Use of Supplemental Funds (212)	Migrant Education (Title I-C) <u>Unallowable</u> Use of Supplemental Funds (212)	Federal Programs (Title II-A) <u>Allowable</u> Use of Supplemental Funds (255)	Federal Programs (Title II-A) <u>Unallowable</u> Use of Supplemental Funds (255)	Function – Object Use Code
Reference Materials	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> When related to the Title I-A program's intent & purpose		<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Allowable</u>	-	
Refreshments	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> ONLY nutritional refreshments for parent involvement activities	<u>Unallowable</u> Under ALL other functions.	<u>Unallowable</u> (see Food Costs) Except for parent involvement activities to encourage parents in low-income areas to attend.	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	61-6499-53 11-6291 13-6291
Souvenirs	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Specialized Service Facilities	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Student Activity Costs	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	X
Stipends for Non-Employees	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Subscriptions	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u>	<u>Unallowable</u>	<u>Allowable</u>	<u>Unallowable</u>	<u>Allowable</u>	<u>Unallowable</u>	X
Taxes	<u>Unallowable</u>	<u>Unallowable</u> State taxes should be exempt	<u>Allowable</u> Except for self assessed taxes.	<u>Unallowable</u> State taxes should be exempt	<u>Allowable</u> Except for self assessed taxes.	<u>Unallowable</u> State taxes should be exempt	<u>Allowable</u> Except for self assessed taxes.	<u>Unallowable</u> State taxes should be exempt	X
Tip & Gratuities	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Training & Education	<u>Unallowable</u>	<u>Unallowable</u> College/University level course training	<u>Allowable</u> Training for teachers under function 13	<u>Unallowable</u> College/University level course training	<u>Allowable</u> Training for employee development is allowable.	<u>Unallowable</u>	<u>Allowable</u> Training for Teachers under function 13.	<u>Unallowable</u>	13-6411
Transportation Costs (see Field Trips for specific costs)	<u>Unallowable</u>	<u>Unallowable</u> for transportation costs incurred for transporting students to and from the regular school day. This	<u>Allowable</u> For before and after school, and extended week tutorial ONLY.	<u>Unallowable</u> for transportation costs incurred for transporting students to and from the regular school day. This	<u>Allowable</u> for transportation costs to or from grant activities, initiated by the MEP office only.	<u>Unallowable</u> for transportation costs incurred for transporting students to and from the regular	<u>Unallowable</u>	<u>Unallowable</u>	11-6494

Direct Cost Items	State Comp. Allowable Use of Supplemental Funds (162)	State Comp. Unallowable Use of Supplemental Funds (162)	Federal Programs (Title I-A) Allowable Use of Supplemental Funds (211)	Federal Programs (Title I-A) Allowable Use of Supplemental Funds (211)	Migrant Education (Title I-C) Allowable Use of Supplemental Funds (212)	Migrant Education (Title I-C) Unallowable Use of Supplemental Funds (212)	Federal Programs (Title II-A) Allowable Use of Supplemental Funds (255)	Federal Programs (Title II-A) Unallowable Use of Supplemental Funds (255)	Function – Object Use Code
		also includes field trips and tutorials.		also includes field trips.		school day. This also includes field trips.			
Shipping	<u>Unallowable</u>	<u>Unallowable</u> Any other transporting costs.	<u>Allowable</u> Only for Shipping Costs	<u>Unallowable</u> Any other transporting costs.	<u>Allowable</u> For transporting goods purchased with grant funds.	<u>Unallowable</u> Any other transporting costs.	<u>Allowable</u> Only for shipping costs.	<u>Unallowable</u> Any other transporting costs.	X
Travel of Non-Employees	<u>Unallowable</u>	<u>Unallowable</u> No other Non-Employees or Non-Students	<u>Allowable</u> in certain instances for consultants, students, and under function 61	<u>Unallowable</u> No other Non-Employees or Non-Students	<u>Allowable</u> Only to cover costs for Migrant Parents attending Regional, State, or National Conferences.	<u>Unallowable</u> No other Non-Employees or Non-Students	<u>Allowable</u> for Non-Profit Schools Only	<u>Unallowable</u>	11 13 61-6419
Trustees & Board of Directors	<u>Unallowable</u>	<u>Unallowable</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Unallowable</u>	<u>Unallowable</u>	X
Tuitions and Fees related to Tuitions	<u>Unallowable</u>	<u>Unallowable</u>	<u>Allowable</u> As it pertains specifically to the Title 1-A Program	<u>Unallowable</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Allowable</u>	<u>Unallowable</u>	11-6229
Tutorials Courses for tutorials must be entered in the Student Management System with the following course number: 211-970020, 212-970100. Attendance / grade flags must be marked to monitor daily as needed in the evaluation process. Lesson Plans and grades must be	<u>Allowable</u> Such instruction must be scientifically research-based, supplemental, compensatory, intensive, accelerated, and connected to the basic foundation curriculum. Services must be prior to and after the scheduled instructional day. Tutorial costs include: 6118: \$30.00 6141: \$30.00 X 1.45% 6142: \$30.00 X 7.00% 6146: \$30.00 X 5.35%	<u>Unallowable</u> Tutorial sessions related to Career and Technology, G.T., Pre-AP/AP, Dual Enrollment, P.E., Athletic Programs, Music, Art, Choir or other Fine Arts programs, non-foundation curriculum courses, UIL, Special Education, ESL/ESOL, Bilingual and/or other state or federal mandated	<u>Allowable</u> Such instruction must be research-based, supplemental, compensatory, intensive, accelerated, and connected to the basic foundation curriculum. Services must be prior to and after the scheduled instructional day. Tutorial costs include: 6118: \$30.00 6141: \$30.00 6142: \$30.00 x1.45% 6142: \$30.00		<u>Allowable</u> Such instruction must be research-based, intensive, accelerated, and connected but supplemental, to the basic foundation curriculum. Services must be prior to and after the scheduled instructional day. Tutorial Costs include: 6118: \$30.00, 6141: x1.45%, 6142: x 7.0%, 6146: x 9.85%	<u>Not Addressed</u>	<u>Not Addressed</u>	<u>Not Addressed</u>	11-6118 11-6141 11-6142 11-6146

