



## **Title I, Part A Allowable Uses**

### **Use of this Document**

This document is designed to support local education agencies (LEAs), schools, and sub-grantees in identifying potential allowable uses of Title I, Part A funds. It is important to note that while this document lists strategies and activities commonly funded, this should not be considered an exhaustive list, nor does it guarantee that an activity listed will be considered allowable for each sub-grantee; allowability is also based on a data-driven assessment of local needs.

### **Purpose of Title I, Part A**

The purpose of Title I, Part A is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Title I, Part A funds may be used for children from preschool through grade 12. LEAs target the Title I funds they receive to public schools with the highest poverty rates. Public schools with poverty rates of at least 40 percent may use Title I, Part A funds, along with other federal, state, and local funds, to operate a schoolwide program to upgrade the entire educational program. Schools with poverty rates below 40 percent, or those choosing not to operate a schoolwide program, offer a targeted assistance program. In a targeted assistance program, the school serves Title I-eligible students who are failing, or most at risk of failing, to meet challenging state academic standards. The school then designs, in consultation with parents, staff, and district staff, an instructional program to meet the needs of those students. Both schoolwide and targeted assistance programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement.

## **General Considerations**

Programs and activities supported by Title I funds must:

- Be consistent with the purpose of Title I, Part A.
- Be necessary, addressing identified needs on the Local Education Agency (LEA)'s Comprehensive Needs Assessment (CNA) and supportgoals outlined on the LEA's Schoolwide Plan
- Be reasonable, considering breadth of impact and associated costs
- Address the learning needs of all students, including children with disabilities, English Learners (ELs), Homeless, and gifted and talented students
- Be utilized to supplement local and state funds, not supplant them; and
- Be coordinated with other available funds and resources to maximize the effectiveness and efficiency of spending

## Title I, Par A Allowable and Unallowable Uses

Strategy	Allowable Uses	Unallowable Uses
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Direct administrative costs of carrying out responsibilities of the grant including</li> <li>• Administrative staff salaries and benefits</li> <li>• Supplies necessary to administer the grant</li> <li>• Equipment necessary to administer the grant</li> <li>• Travel necessary to administer the grant</li> <li>• Indirect Cost</li> </ul>	<ul style="list-style-type: none"> <li>• Reserving more than 20 % of the allocation for direct administration (including indirect cost)</li> </ul>
<p><b>District Set-Asides</b></p> <p><i>Note: More flexibility if funding is in the School Wide Plan</i></p>	<ul style="list-style-type: none"> <li>• Districtwide staff to work at Title I schools</li> <li>• Supplemental nurses/social workers</li> <li>• District interventions at Title I schools</li> <li>• Job embedded PD (for example, Instructional Coaches) at Title I schools</li> <li>• Extended learning time for Title I schools</li> <li>• Other – Summer school, pre-school programs, intersession programs, additional professional development, English Language programs, etc.)</li> <li>• Activities must be in Title I schools only, except pre-school programs</li> <li>• Increasing the availability and enrollment in accelerated learning courses, dual or concurrent enrollment, and early college high school courses</li> </ul>	<ul style="list-style-type: none"> <li>• Use of federal funds to provide services that the LEA was required to make available under federal, state, and local law.</li> </ul>

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<p><b>Student Incentives</b></p>	<ul style="list-style-type: none"> <li>• Have clearly established school award criteria in place</li> <li>• Are reasonable and necessary to carry out the Title I program</li> <li>• Do not exceed 1% of school’s Title I allocation for the school year</li> <li>• Are supplemental in nature</li> <li>• Are awarded for academic progress in core subjects, attendance, and/or behavior</li> <li>• Non-monetary rewards of nominal value</li> <li>• Books</li> <li>• Instructional supplies/materials</li> <li>• Plaques</li> </ul>	<ul style="list-style-type: none"> <li>• Cash awards</li> <li>• Gift cards</li> <li>• Incentives which advertise a product or a brand</li> <li>• Incentives used as an inducement to participate in a program</li> </ul>
<p><b>Parent Engagement</b></p>	<ul style="list-style-type: none"> <li>• Parent Engagement coordinators and liaisons salaries and/or benefits</li> <li>• Supplies necessary to operate an effective PFE program</li> <li>• Assistance and training for parents</li> <li>• Parent literacy and education</li> <li>• Assistance for parents to work with their children</li> <li>• Parent volunteers in classrooms</li> <li>• Training for school staff to increase collaboration with parents</li> </ul>	<ul style="list-style-type: none"> <li>• Reserving less than 1 % of the Title I allocation for Parent Engagement activities. (For LEAs receiving more than \$500,000.00)</li> <li>• Allocating less than 90% of the required set aside to served schools</li> </ul>

Strategy	Allowable Uses	Unallowable Uses
<b>Homeless Students</b>	<ul style="list-style-type: none"> <li>• Items of clothing, especially those necessary to meet a school’s dress code</li> <li>• Clothing and shoes necessary for participation in physical education classes</li> <li>• Student fees that are necessary to participate in the general education program</li> <li>• Personal school supplies such as backpacks and notebooks</li> <li>• The acquisition of birth certificates and other pertinent records</li> <li>• Immunization records</li> <li>• Medical and dental services</li> <li>• Eyeglasses and hearing aids</li> <li>• Counseling services</li> <li>• Outreach services</li> <li>• Extended learning time</li> <li>• Tutoring services, especially in shelters or other locations where homeless students are residing</li> <li>• Parent Engagement training</li> <li>• Fees for AP (for students who are ineligible for the waiver) and IB testing</li> <li>• Fees for SAT/ACT testing (for students who are ineligible for the waiver)</li> <li>• GED testing</li> </ul>	<ul style="list-style-type: none"> <li>• Rent or temporary lodgings</li> <li>• Class rings</li> <li>• Cost of drivers’ test fees</li> <li>• Extra-curricular activity fees</li> </ul>

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<p><b>Staff Salaries</b></p>	<ul style="list-style-type: none"> <li>• Hire additional teachers</li> <li>• Hire additional interventionists</li> <li>• Supplemental instructional, curriculum, and data coaches</li> <li>• Supplemental guidance counselors can be hired to provide supplemental guidance services</li> <li>• Supplemental paraprofessionals to support instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Using Title I funds to pay for teacher, guidance counselor, or paraprofessional whose salary would normally be paid for with general funds</li> </ul> <p><i>For equitable services</i></p> <ul style="list-style-type: none"> <li>• <i>Salaries of Class-size reduction teachers</i></li> <li>• <i>Replacing class time instruction for tutoring</i></li> <li>• <i>Counseling services paid for with Title I equitable share for non-Title I students.</i></li> </ul>
<p><b>Teacher Incentives</b></p>	<ul style="list-style-type: none"> <li>• Financial incentives and rewards may be provided to teachers in Title I schools identified as CSI, TSI, and/or ATSI.</li> <li>• The purpose of these financial incentives and rewards must be to attract and retain qualified and effective teachers in those schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Using more than 5 percent of Title I, Part A allocation for financial incentives and rewards.</li> </ul> <p><i>For equitable services</i></p> <ul style="list-style-type: none"> <li>• <i>Financial incentives/rewards to attract/retain private school teachers, who may only provide services outside regular employment hours</i></li> </ul>

Strategy	Allowable Uses	Unallowable Uses
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Conferences including registration, room, food, travel for district and school level personnel</li> <li>• Consultants</li> <li>• Stipends for educators attending professional development activities during non-contractual days</li> <li>• Professional development supplies and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development outside of educational context</li> <li>• Professional development for which the district is using general funds to pay costs for non-Title I schools</li> </ul>
<p><b>Substitute Teachers</b></p>	<ul style="list-style-type: none"> <li>• Funds to pay substitutes to allow school staff in Title I schools to attend professional development as provided for in the school plan</li> </ul>	<ul style="list-style-type: none"> <li>• Using Title I funds to pay for substitute teachers not provided for in the approved school plan</li> <li>• Using Title I funds to pay for substitute teachers instead of using other funds given to the schools to pay for substitutes</li> </ul> <p><i>For equitable services</i></p> <ul style="list-style-type: none"> <li>• <i>Pay for substitute teachers at private schools is generally unallowed.</i></li> </ul>

Strategy	Allowable Uses	Unallowable Uses
<p><b>Technology</b></p>	<ul style="list-style-type: none"> <li>• Computer hardware to support student instruction, such as laptops, Smart boards, mobile computer labs</li> <li>• Computer software to support student instruction</li> <li>• Technology supplies such as hot spots, laptops carts, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Hardware or software for which the district is using state or local funds to pay for in non-Title I schools</li> <li>• Technology that is not tied to an allowable activity, program, or intervention</li> </ul> <p><i>For equitable services</i></p> <ul style="list-style-type: none"> <li>• <i>Allowance of all students and staff access to Computer equipment funded by Title I-A equitable share.</i></li> <li>• <i>Use/instruction of religious, bias, and ideological programs</i></li> <li>• <i>Private school maintains and control equipment/property (LEA must maintain control)</i></li> </ul>

Strategy	Allowable Uses	Unallowable Uses
<b>Instruction</b>	<ul style="list-style-type: none"> <li>• Funds used to increase the participation of low-achieving students in advanced coursework.</li> <li>• Summer school classes for low-achieving students</li> <li>• Before, after, and/or Saturday school tutoring.</li> <li>• Development and use of formative and interim assessments to track progress of low-achieving students</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional costs for which the district is using General funds to pay costs for non-Title I schools</li> <li>• Field trips which have no clear ties to classroom instruction</li> </ul>
<b>Equitable Services</b>	<p>For identified at risk students:</p> <ul style="list-style-type: none"> <li>• Tutors</li> <li>• Interventionists</li> <li>• Counselors</li> <li>• Paraprofessionals</li> <li>• Professional Development including travel, registration, lodging, and meals associated with PD for teachers of the identified at risk students</li> <li>• Computer Assisted Instruction</li> <li>• Equipment</li> <li>• Summer School Programs</li> <li>• Family Literacy Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Class size reduction teachers</li> <li>• Providing Direct Funds to Private Schools (Services Only)</li> </ul>

Strategy	Allowable Uses	Unallowable Uses
<b>English Learners</b>	For students identified as English Learners <ul style="list-style-type: none"> <li>• Tutors</li> <li>• Interventionists</li> <li>• Summer School Programs</li> <li>• Family Literacy Programs</li> <li>• Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Translation Services</li> <li>• Supplanting</li> </ul>

**Contact Information:**

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