



2018-19 Reference Guide to Allowable Title I & LCFF Expenditures

Title I Guidance

Federal law directs that Title I funds are to be used for the purpose of **raising the student achievement of low income students to proficient and above**. In addition, Title I Schoolwide Program can utilize funds to enhance the educational efficacy of the entire school. **Professional learning** to enhance teacher effectiveness and **parent engagement** to build parent capacity are considered critical to this primary intent.

When determining if expenditures are appropriate for Title I funding, ask the follow questions:

- Is this expenditure directly related to the high-need, core student achievement areas as identified in the SPSA and specifically described there?
- If the expenditure is for professional learning, is it aligned to student need and deliniated in the SPSA?
- If the expenditure is for parent engagement, does this expenditure increase the understanding of parents in how to support their students in being successful in school and is it specifically described in the SPSA?
- For all Title I funded expenditures: is the expenditure “reasonable and necessary”?
- For questionable expenditures, “is there a better resource to use”?

If you are unsure if a proposed expenditure meets guidelines, please call State and Federal Programs at 643-9051.

LCFF Guidance for Supplemental and Concentration Grant (S&C) Funds

California Education Code states that services funded by the Local Control Funding Formula (LCFF) targeted funds must be **principally directed towards, and effective in**, meeting the district’s goals for low income, English learner, homeless or foster youth (also referred to as “unduplicated”), and/or numerically-significant student groups. Schools with greater than 40% of “unduplicated” pupils may utilize the funds for schoolwide services, but those with less than 40% of these pupils may not include schoolwide use of the funds without citing research, experience, or theory as justification.

Supplemental and concentration funds allocated to school sites are unrestricted, but they are to be committed with a purpose: to increase or improve services to our district’s neediest students above what is provided to all students. Because LCFF services and expenditures are monitored for inclusion in the LCAP Annual Update, sites should ensure SPSA alignment to the LCAP goals, and to the intent of the Local Control Funding Formula.

For additional information about LCFF and the integration of the SPSA into the district’s LCAP, please call Cathy Morrison at 643-9222.

Expenditure Type: Items/Description	Title I	Title I – Allowable with Conditions	LCFF	LCFF – Allowable with Conditions
Advertising - Brochures informing parents of school achievement are allowable		X	X	
Advanced Placement courses: professional learning / materials			X	
AP Exam Fees (for low income students)	X		X	
Billboards, electronic signs or other strategies to promote enrollment (to attract unduplicated students to programs like CTE, IB, etc.)				X
Alcoholic beverages				
Appliances (stoves, refrigerators, microwaves, etc.)				
Art supplies or consumable materials			X	
Athletic Fees or Uniforms (supplied to low income, homeless or foster youth)				X
Banquets, award programs, luncheons, brunches, parties, picnics				
Bereavement or congratulatory cards, flowers or gifts				
Books (Supplemental texts)			X	
Building supplies, repairs or modifications to the school				X
Carnivals/fairs: decorations, expenses, or prizes				
Childcare for parents while attending school-sponsored events related to the Title I focus areas	X		X	
Communications expenses (specify: printing, postage, etc.)	X	Title I program purposes only	X	
Conferences (specify topic – not Special Education)	X		X	
Computers – Classroom student only for supplemental programs		X	X	
Contracts for outside services (specify provider and purpose)	X	Academic intervention, PL	X	
Copiers, postage meters, other office equipment				
Decorations				
Employee incentives or recognition gifts				
Family Literacy: Activities to promote family literacy are allowable and include strategies such as student/parent reading nights, support for lending library, workshops on parenting skills or other materials for parent education	X		X	
Field Trips: Admission fees or district transportation (provided as financial support to low income, homeless or foster youth)				X
Flat screen TV or home theater systems				
Food for parent meetings or workshops			X	
Food for staff or students				
Fundraisers – food, door prizes, equipment, or other fundraiser support				
Furniture may be allowable if reasonable and necessary to supplemental activity such as a Parent Resource Center			X	
GATE Professional Learning (substitutes, or extended day), materials			X	
Gift certificates / gift cards				
Graduation supplies or activities (financial support to low income, homeless or foster youth)			X	

Expenditure Type: Items/Description	Title I	Title I – Allowable with Conditions	LCFF	LCFF – Allowable with Conditions
Homeless student supplies (including emergency clothing)	X		X	
International Baccalaureate registration, exam fees	X		X	
Incentives or rewards for students (e.g. perfect attendance pencils)			X	
Instructional materials: additional or supplemental textbooks and workbooks, not adopted textbooks	X	ELD, CCSS, Early Literacy	X	
Licenses for software or curriculum used by school	X		X	
Library Books	X	To supplement literacy program	X	
Lodging for conferences – follow district protocol	X	within Title I focus areas	X	
Mailings: informational to parents, includes newsletters, testing information	X		X	
Non-classroom furniture (see Furniture, above)				
Parent meeting supplies	X	Title I Parent Engagement	X	
Parent recognition luncheon or other recognition events				
Positive Behavior Interventions and Supports (PBIS) materials	X		X	
Parent-Student dinners / Parent-Staff dinners				
Parent training or educational services: Workshops or other trainings around school's high-need areas such as tutoring skills for math and/or English, attendance, monitoring student performance through on-line grade book, understanding student planners, child advocacy, etc.	X		X	
Physical Education (PE) equipment to meet state standards				
Professional Learning fees – (Title I) may include coursework costs for an individual teacher if the coursework meets the following criteria: 1) the course taken is directly related to the teacher's assignment; 2) the coursework is related to instructional strategies to meet the needs of struggling students; and 3) in a school wide school, that the course aligns with the professional learning needs identified in the needs assessment process.	X		X	
Raffles/door prizes				
School supplies (provided to low-income, homeless or foster youth)	X	Supplemental to core program to enhance instruction	X	
Six Flags Great America Admissions Pass or other amusement/water park admissions.				
Software Licenses – Check with district's Instructional Technology Coordinator	X	For supplemental programs		X
Student Incentives			X	
Technology: Hardware	X	Supplemental; no more than 15%	X	
Theater Systems				X Portable PA only
Travel: School employees or parents only. Follow district guidelines. Only costs directly associated with the permissible travel will be reimbursed. No costs for tours or souvenirs offered by the event will be reimbursed.	X			

Expenditure Type: Items/Description	Title I	Title I – Allowable with Conditions	LCFF	LCFF – Allowable with Conditions
T-shirts, book bags, baseball caps, athletic uniforms, letter sweaters or other school spirit apparel with school or district logos				
Transportation for parents	X	For Parent Education events	X	
Uniforms - School uniforms or staff uniforms				
Water Coolers / Water Systems				

Expenditure Type: Personnel	Title I	Title I - Allowable with Conditions	LCFF	LCFF – Allowable with Conditions
Academic Counselor	X	for struggling students	X	Targeted outreach to LI, EL, FY
Administrators – Principal, Assistant Principal			X	
Bilingual Instructional Assistant	X		X	
Campus Supervision (campus monitors, crossing/walking guards, security, yard duty)				X
Child Care	X	Parent Engagement Mtgs.	X	
Classroom teachers – basic instruction				
Custodian (for Expanded Day program, Saturday School, Summer Program)				X
Instructional Assistant (for Intervention, EL support)	X		X	
Instructional Assistant (for Special Education)				
Interpreter for Parent Meetings (IEPs, SSTs, or Workshops)			X	
Learning Support Specialist	X		X	
Library Media Tech	X		X	
Parent Advisor	X		X	
Resource Teacher	X	Intervention/EL support	X	
Nurse	X	Beyond basic nursing		X
School Community Liaison	X		X	
School Psychologist	X	Supplemental to SPED		X
Site Instructional Coordinator	X		X	
Social Worker	X		X	
Student Outreach Worker	X		X	
Teacher per diem	X	Intervention; Prof. Learning	X	
Teacher Substitutes for academic conferencing; professional learning; collaborative time	X		X	
Training Specialist	X		X	
Translation Services for Parent Communication			X	