

OFFICE OF ACCOUNTABILITY PARTNERS

Dear Administrators, School Staff, and District Employees,

Before submitting paperwork to the Office of Accountability Partners department to expend Title I funds, there are some key steps to take to ensure your request is processed smoothly. Below is a list of the individual forms with the suggested best practices to take prior to submitting to the Office of Accountability Partners. In all cases, any use of Title I funds must be approved prior to the service or activity start date.

Best Practices for Use of Title I Funds

Contracts Funded by Title I:

- All contracted services must be in your Single Plan for Student Achievement (SPSA) and follow Title I guidelines. Examples of these include:
 - ✓ Provide extended learning time, e.g. before/after school programs; intervention; focused instruction and extended day tutorial services
 - ✓ Professional Development (PD) for teachers to better serve TI students in meeting state academic achievement standards
 - ✓ Parent training to build skills for increasing their child's academic achievement
- Contracted services should supplement the regular classroom experience and not duplicate functions of a pre-existing district job.
- Make sure your contract comes to the Office of Accountability Partners for review prior to submission to your network area superintendent.

Extended Contracts:

- Submit extended contracts **prior** to the start of any services provided by teachers. Make sure the stated services are in your SPSA or have your SSC approve any changes in the plan to match the services provided. Direct services to students, refers to tutoring before or after school and is not the same as curriculum development. In both cases, the service provided must appear in your SPSA strategic actions.

Travel Request Pre-Approval:

- Submit any travel request for conference attendance **at least two weeks prior** to the event start date. Provide the specific strategic action item in the SPSA that correlates to the request. Title I can only be used for PD related purposes not for attending professional associations or union conferences.

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Purchase Requisitions:

- When submitting an online requisition to purchase supplies or equipment, indicate on the requisition in the description field what Title I strategic action from the SPSA the purchase request aligns with. Only listing product codes or vendor quote numbers will delay the processing of these items as your accountability partner will need to research what the individual items are before approval.

Special Event Forms:

- Please submit supporting documentation (agendas for parent meetings, conference descriptions and justifications etc...) along with the required forms with all the required signatures. No food may be purchased with Title I funds for School Site Council meetings and only light refreshments (coffee, tea, cookies) may be provided for parent meetings such as back to school nights and your Title I Annual meeting. **In order to mitigate audit findings, open and blanket POs will not be processed.**

Field Trips

- Submit any field trip form using Title I funds to your Office of Accountability partner at least two weeks prior to the date of the event. If the trip is overnight or out of state, the request should be submitted a month in advance to allow for Risk Management to review after your Office of Accountability partner has signed off. Title I funded field trips should enhance classroom instruction and tie into the curriculum students are being taught. Recreational events or end of year celebrations do not meet the criteria for Title I funding.

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