

**Michigan Department of
Education Office of Field
Services**

Title III , Part A (LEP)

Allowable Expenditure Guidelines and MEGS Function Codes

Title III funds are supplemental and are to be used over and above the district's basic services and alternative language programs designed to meet the educational needs of all language minority students (*Title VI of the Civil Rights Act of 1964; Lau v. Nichols, Castañeda Standards and OCR Policy*). The main objective of Title III is to accelerate students' English language proficiency and academic achievement in the core academic subjects. Funds are utilized to bring high quality language instruction educational programs, improve instruction and assessment, and provide research-based professional development and engage parents in the educational process of their children.

Questions to ask when considering whether Title III Funds can be used without violating the Supplement, not Supplant Requirement:

1. What is the instructional program/service provided to all students?
2. What does the Local Educational Agency (LEA) do to meet the alternative language program as required by *Lau v. Nichols, Title VI of 1964*?
3. What services is the LEA required by other Federal, State, and local laws or regulations to provide?
4. Was the program/service previously provided with State, local, and Federal funds?

When using Title III federal funds, the cost must meet the following requirements:

Reasonable

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Allocable

A cost is allocable to a cost objective if the goods or services involved are chargeable or assignable to the cost objective in accordance with the relative benefits received.

Allowable

A cost is allowable if it is necessary and reasonable for proper and efficient performance of the award and allocable to the award.

When meeting all three requirements, would the proposed funds be used to provide an instructional program/service that is in addition to or supplemental to an instructional program/service that would otherwise be provided to Limited English Proficient (LEP)/English Learner (EL) students (or be required to be provided by other laws/ regulations such as OCR or state laws) in the absence of a Title III grant?

(Office of Management & Budget (OMB) Circular A-87)

Here are some sample uses of Title III funds, which may be allowable **IF** they are determined to be supplemental:

- Extended day/year quality programs and interventions
- Supplemental personnel to support rigorous language and content area instruction and interventions **throughout the instructional day**
- Supplemental research-based, sustainable and job embedded professional development
- Supplemental instructional materials and supplies
- Supplemental and Title III-related parent notification, parent engagement and outreach-activities.

The following Function Code chart provides a partial listing of allowable expenditures commonly used by LEAs along with some examples of non-allowable items under Title III, Part A guidelines. This document is not intended to be exhaustive.

120 Instruction-Added Needs:

125 Compensatory Education: Costs for supplementary instructional services provided to eligible Title III LEP students.

Examples:

- EL supplemental instructional assistance in the form of resource teachers who provide individualized support to struggling ELs.
- Paraprofessional/teacher aides to supplement local and OCR requirements.
- Expenditures for supplemental educational field trips that are aligned to program goals, objectives and strategies.
- Supplemental educational supplies, outside of those provided by general funds.
- Reasonable and necessary supplies and snacks for before and after school programs for eligible ELs.

220 Instructional Staff Services:

221 Improvement of Instruction: Costs for supplementary professional development for instructional staff/leaders designed to benefit eligible Title III LEP students/ELs.

Examples:

- Instructional bilingual/ESL coaches to train teachers working with ELs using research-based second language acquisition best practices and assessments.
- Reasonable professional development fees for trainers/consultants including travel, meals, and lodging.
- Cost for conference registration, workshops and in-services.
- Travel expenses and mileage of staff attending in-services. Training materials.
- Substitute cost for bilingual/ESL staff attending professional development that is focused on second language acquisition theory and practice.
- Stipends for completing and obtaining bilingual/ESL endorsements.

222 Educational Media Services: Costs for acquiring and planning the use of educational media for instruction of eligible Title III LEP/EL students; use of technology and evidence-based software for language acquisition.

224 Educational Television: Costs for acquiring, planning and presenting educational programs by way of television for instruction of eligible Title III LEP/EL students.

225 Computer Assisted Instruction: Costs for Title III LEP instructional activities when a computer is the principal medium of instruction.

Example:

- Any supplemental media tools or resources, including scientifically researched based instructional DVDs, CDs, hardware, software, computer labs, and workstations.

226 Supervision and Direction of Instructional Staff: Cost necessary to direct and manage the Title III LEP program (administrative and indirect cost **may not exceed 2% cap**).

Examples:

- Title III, LEP/EL Director or Coordinator
- Clerical support staff
- Technician to enter/maintain Title III-related data and program information

227 Academic Student Assessment: Supplemental diagnostic assessment of eligible Title III LEP/EL students and other assessment necessary to evaluate the Title III program. Such tests must be over and above the state English Language Proficiency Assessment (ELPA) and content assessments.

- 230 Support Services-General Administration:**
- 231 Board of Education:** Costs for external audits of the Title III LEP program. *(Administrative and indirect cost may not exceed 2% cap).*
- 250 Business Support Services:**
- 252 Fiscal Services:** Costs necessary for Title III LEP program budgeting, accounting and purchasing. *(Administrative and indirect cost may not exceed 2% cap).*
- 270 Pupil Transportation Services:**
- 271 Pupil Transportation Services:** Cost for pupil transportation necessary for Title III LEP program operation.
Examples:
- Supplement extended day/year educational program.
 - Transporting students to and from a supplemental Title III-funded summer school program.
- 330 Community Activities:**
- 331 Community Activities:** Costs for Title III, LEP/EL parental involvement activities.
Examples:
- Parent Advisory Committee (PAC) meeting reasonable refreshments, incentives, handouts, instructional materials, brochures.
 - Family literacy services and instructional materials.
 - Parent outreach activities such a bilingual/English as a Second Language (ESL) parent engagement educator or a bilingual liaison.
 - Parent training activities.
 - Postage cost for mailing notices to notify Title III required notices.
 - Translation of written notices specific to Title III.
 - Translation company to provide Title III required notices.
 - Interpreters for Parent meetings specific to Title III-related topics.
- 370 Non-Public School Pupils:**
- 371 Non-Public School Pupils:** Costs of providing services and language assessments to eligible Title III LEP students attending private schools and professional development, and parent engagement activities for private school staff.
- 410 Payments to Other Public Schools:**

411 Payments to Other Public Schools: DO NOT USE THIS FUNCTION CODE. Payments to other school districts (including intermediate school districts) for Title III LEP services, supplies, and materials should be reported in the appropriate function code and object code 82xx.

440 Payments to Other Governmental Entities:

441 Payments to Other Governmental Entities: Costs of Title III LEP services provided by other government entities (e.g., Family Independence Agency).

Two percent (2%) is the maximum allowed for administrative and indirect costs that are directly related to the Title III, Limited English Proficient (LEP) program. Administrative costs include budget items in the following function codes included in this document: 226, 231, 252 *and* the amount budgeted for indirect costs.