

English Learner Expense Guidelines

The purpose of the EL Grant is not to supplant what the district would be providing to students, it's to enhance instruction.

* The EL Title III grant obligation period begins July 1st thru June 30 of the following calendar year.

* All expenses must occur during the approved grant period - July 1 - June 30th

* School districts can be reimbursed for expenses they pay on behalf of EL services but the expense must occur during the grant approval period and the invoice must be dated after the purchase order has been set up for the district by the ESC of Central Ohio.

* The **Title III – EL Grant – PO Requisition Form** must be completed to initiate a supply order request. Be sure to complete all sections of the form including ISBN numbers and item quantities. Also include any shipping costs on the form to determine the total cost.

SFY 19-20 Purchase Procedure - the ESC of Central Ohio will issue the purchase order based on the District Requisition or the Professional Meeting request and the district will complete the order or meeting registration using the PO number created. Upon receipt of the supply order or conference registration invoice submitted, the ESC of Central Ohio will issue payment to the vendor.

Explanation of budget dollar categories eligible for EL Grant

Budget Dollar Categories	Description
Purchase Services(411)	*Vendor provides services for EL staff (i.e. tutoring services).
	*Travel for EL services; travel to PD seminars.
	* <i>Monthly Travel Expense Report</i> form must be signed by the employee and their manager; and
	* <i>Monthly Travel Expense Reports</i> must be <u>submitted monthly</u> . *Payment for Travel must be within the month traveled.
Mileage / Meetings(430)	* <i>The location must be specific and include address, upon submission for reimbursement of mileage-the purchase order number must be indicated on the form, or the vendor number for the person being paid must be listed on the form, if applicable.</i>
Instructional Material(511)	*Items include books(must be for classroom support beyond instructional requirements- no assessment use), licenses (i.e. Rosetta Stone)
Family/Community purchase service or supplies) (419-519)	*Family/Community events beyond the school day, for parent/community awareness workshops can be supported with purchase services and/or supplies. Keep agendas and sign-in documentation to validate expenditures. Parent/community newsletters, communication costs are allowable. Note: No written translation expenses are allowed as these are services/products the district provides to all other families.
Software (519)	*Items include online instructional applications.
Equipment	*The consortium will not purchase equipment.
Professional Development(412)	*The top section of the Request for Professional Meeting Attendance form must be completed and submitted prior to the conference for approval and a PO to be originated. Registration costs to attend EL seminars within the ESC of Central Ohio's consortium are charged to the consortium reserve. Other professional development expenses such as: mileage must be paid to the district employee or their school district initially for the ESC of Central Ohio to reimburse the district for the cost. Original receipts such as an attendance certificate/meeting agenda submitted for a registration invoice to be paid. Attendee mileage form must be submitted for the district to be reimbursed. Other expenses such as meals, lodging, taxi, etc...submit the original receipts on the Reimbursement Request Form. **See Instructions on the Reimbursement Request Form . Consortium Advantage for PD Days: Multiple attendees from consortium districts may attend the ESCCO professional development half/full days for a "single" member district fee charged from the consortium \$900 reserve. English Learner Administrator Network(ELAN) meetings are charged a "per participant" member fee from the consortium \$900 reserve. Consortium district participants are to indicate each participant registration on My Learning Plan - "ESC-EL" in the PO box in order for the system to skip payment information. This expense is an internal ESC expenditure process from the district Title III consortium Instructional Improvement (PD) line item.
Interpreters(419)	*Written translation costs are a district expense. Interpreter costs are allowable vendor service expense as long as it is not during the school day or for the school day educational program/school parent teacher conferences or events required by the district. State Test interpretation would be a district expense.
Nonpublic Services/Supplies (419-Purchase Service and 519 PD supplies)	*EL student population attending nonpublic schools within your geographical area are provided Title III - EL district service amount. The consortium must budget service amounts for Nonpublic schools noted if the district has indicated service will be provided in the CCIP nonpublic school service page.