

English Learner Expense Guidelines

The purpose of the EL Grant is to provide supplemental services and supplies to the district's English

- * The EL Title III grant obligation period begins July 1st thru June 30 of the following calendar year.
- * All services 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 created 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 with a supplier/service provider's signed **W-9 and quote**. Be sure to complete all sections of the form including ISBN numbers and item quantities. Include any shipping costs on the form to determine the total cost. Consortium Guidance & Forms are located: escoco.org/TitleIIIElConsortium.aspx

SFY 22-23 Procurement Procedure - the ESC of Central Ohio will issue the purchase order based on the District Purchase Order Requisition request form. Upon approval, ESCCO will be issued a Purchase order for the school district to request the vendor materials/supplies or register for the conference meeting. Upon the district receiving an invoice for payment, forward and confirm services/materials were received to: **Michelle.Savage@escoco.org** , who will ensure payment processing.

Title III - English Learner Budget Categories for Expenditure

Budget Categories	Description
Purchase Services(411)	*Vendor services for EL staffing (i.e. tutoring services).
Mileage / Meetings(430)	<p>*<i>Monthly Travel Expense Reports</i> - <u>submitted monthly</u>. *Travel (430) for EL services is only for a tutor who is traveling between buildings. (Public or Nonpublic buildings)</p> <p>*<i>The location must be specific and include address. Upon submission for reimbursement of mileage, the Title III 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></p> <p>* Professional Learning travel costs are to be expensed in the area of 412 of the budget appropriation.</p>
Instructional Materials(511)	*Items may include books(supplemental classroom support beyond instructional requirements- no assessment use), licenses (i.e. Rosetta Stone). If district purchases across the district for all students, Title III could not purchase the same materials for English Learners. Title III must be supplemental purchases to the curriculum materials.
Family/Community(419-purchase service or 519-supplies)	*Family/Community events beyond the school day, for parent/community 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 annual instructional software applications .
Equipment (600)	*The consortium will not purchase equipment.

<p>Professional Development(412)</p>	<p>*Consortium district registration costs for ELAN and Professional Learning opportunities such as Ohio TESOL/International TESOL Conference are charged to the consortium fee by using the purchase order requisition form. Other professional development expenses such as mileage must be paid to the district employee, reimbursed by the school district and the ESC of Central Ohio will reimburse the school district for the cost. Submission of original conference registration receipts/meeting invoice, and an attendance certificate/meeting agenda for reimbursement are required. Attendee mileage form must be submitted for the district to be reimbursed. For other attendee expenses reimbursed by the District such as meals, lodging, taxi, etc., submit the original receipts on the Reimbursement Request Form for district reimbursement. **See Instructions on the Reimbursement Request For reimbursement.** PD Days for Consortium District: Consortium districts may attend the ESCCO professional development half/full days for a fee charged from the district consortium fee of \$900. English Learner Administrator Network(ELAN) meetings are charged from the district consortium fee of \$900. Enter "ESC-EL" in the Purchase Order 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. Also, an annual initial school district consultation is supported by the consortium district fee.</p>
<p>Interpreters(419)</p>	<p>Written translation costs are a district expense. Interpreter costs are an allowable vendor service expense as long as it is not during school day or for the school's educational program day/school parent teacher conference or event required/negotiated on the district calendar. State Test interpreting would be a district expense.</p>
<p>Nonpublic Services/Supplies (419- Purchase Service and supplies) 519 PD</p>	<p>*EL student population attending nonpublic schools within your geographical area are provided an equitable per student calculated amount of Title III - EL for services. The consortium must budget service amounts for Nonpublic schools noted if the district has indicated service will be provided, per the CCIP Nonpublic Data System information approved by the public and nonpublic school official.</p>