

Re: FY 19 Title III ESC of Central Ohio Consortium Guidance and Requisition Information

I'm sure your districts are close to finishing their FY 19 Consolidated Federal Funding application. The Title III budget details page in your FY 19 CCIP application will appear when the Ohio Department of Education loads your district's allocation into our agency's allocation notice. If your district has already submitted your FY 19 CCIP application, make note of Title III consortium funds in the history log by letting your ODE consultant know you will complete the Title III budget details page upon submission of the next budget revision. The budget details page includes purchase service amounts, supply descriptions, and personnel Full Time Equivalent percentages to be indicated. The district does not complete the Title III program budget in the Title III area of the CCIP funding application.

This is the English Learner Web Link to our meeting and Guidance & Forms: <http://www.escco.org/programs-services/english-language-learners-administrators-network-ellan/>

This is where the upcoming and past English Language Learners Administrators Network (ELLAN) meetings will be posted. All consortium district contacts will be receiving meeting/professional development notifications and "Fund Focus" newsletters. Jill Kraemer, EL Coordinator will soon be posting the 5 ELLAN meeting dates to include in your meeting calendar.

The LEP Expense Guidelines provide the parameters of allowable expenditures for supplemental services and materials from these grant monies. As described earlier the district will have an indirect costs and a consortium professional development purchase service fee of \$800 to budget for consortium initiatives with the remaining funds being used possibly for the state or national TESOL conference and student support. Quarterly budget revisions will start in October as the state re-allocation information is loaded plus January and March to end the fiscal year expenditures. If instructional supplies are appropriated for your district, keep in mind the end of October as a deadline for these appropriations to be expended. As instructional supplies should be utilized in the fiscal year of the funds awarded.

The expenditure request process should be initialized by using the 2018-19 P.O. Requisition form & sample provided and/or the Request for a Professional Meeting attendance for approval of the expenditure. Professional development travel costs appropriated and expended can be in the professional development purchase service area. The only time travel/mileage expenditures should be appropriated and expended would be for a supplemental tutor who may travel between buildings to provide instructional services. If possible, try to submit Purchase Orders and Professional Meeting requests a few weeks ahead of needing your items or services. Remember to provide receipts, invoices, and proof of payment for reimbursements. Online orders are handled as reimbursements but file the P.O. Requisition for your district's obligation to receive approval of expenditure.

The consortium will allow supply items under \$1,000. All items bought under \$1,000 are considered a supply appropriation and expenditure.

Further English Learner program information will be posted here: <http://www.escco.org/programs-services/support-and-intervention/english-learners/>

Look forward to receiving your preliminary budget this Monday, June 25th.....otherwise, I'll use the appropriation areas in the last FY 18 budget used by the district.

If questions, let me know-

Have a great summer!

Regina



Regina Lukich ○●●

Director of Program Resources

Educational Service Center of Central Ohio

2080 Citygate Drive | Columbus, OH 43219

O: 614-542-4172 C: 614-580-8767

E-Mail: regina.lukich@escoco.org

www.escoco.org