

# 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 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 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](http://escoco.org/TitleIIIElConsortium.aspx)

**SFY 23-24 Procurement Procedure** - the ESC of Central Ohio will issue the purchase order based on the District Purchase Order Request and ESCCO approval. Upon approval, the district will be issued a Purchase order to request the vendor materials/supplies or purchase service. The district is to submit the Purchase Order Request Form for approval and Invoice upon receiving supplies/materials to: **Susan.Cronin@escoco.org** , who will ensure payment to the vendor is processed.

## Title III - English Learner Budget Categories for Expenditure

Budget Categories	Description
<b>Purchase Services(411)</b>	*Vendor provides services for EL staff (i.e. tutoring services). Per the approval of the provider services purchase order request form and after purchase order is created, the school district hires and/or contracts a provider. Monthly service salary/benefits payment documentation is provided and charged against the purchase order.
<b>Mileage / Meetings(430)</b>	* <i>Monthly Travel Expense Reports</i> - submit monthly (430) for EL services is only for a tutor who is traveling between buildings. (Public or Nonpublic buildings) * <i>The location must be specific, date, and address from and to. District will be reimbursed for compensating the traveling teacher between sites.</i> * <b>Professional Learning travel costs are to be expensed in the area of the 412 budget appropriation.</b>
<b>Instructional Materials(511)</b>	*Items may include books(supplemental classroom support beyond instructional requirements- no assessment use), licenses (i.e. Rosetta Stone).
<b>Family/Community(419-purchase service or 519-supplies)</b>	*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. <b>Note:</b> No written translation expenses are allowed as these are services/products the district provides to all other families.
<b>Software (519)</b>	*Items include online annual instructional software applications .
<b>Equipment (600)</b>	*The consortium will not purchase equipment.

<p><b>Professional Development(412)</b></p>	<p>Consortium district registration costs for ELAN and Professional Learning opportunities offered by the ESC of Central Ohio are charged to the consortium fee with no need to submit a purchase order requisition form for ESC of Central Ohio's scheduled consortium events. <b>Other professional development expenses such as mileage must be paid to the district employee by the school district and the ESC of Central Ohio will reimburse the school district for the cost.</b> Upon a purchase order request submitted with conference agenda, quote per attendee and attendee names, the ESC of Central will approve a purchase order for conference attendance and expenses. Upon conference attendance, the district may submit their conference registration receipts/meeting invoice, and an attendance certificate/meeting agenda for reimbursement. 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 with district proof of payment. <b>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.</b></p>
<p><b>Interpreters(419)</b></p>	<p><b>*Written translation costs are a district expense.</b> Interpreter costs are an 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 interpreting would be a district expense.</p>
<p><b>Nonpublic Services/Supplies (419-519 PD Purchase Service and supplies)</b></p>	<p><b>*EL student population attending nonpublic schools within your geographical area are provided Title III - EL district service amount.</b> The consortium must budget service amounts for Nonpublic schools noted if the district and nonpublic official have indicated service in the CCIP Nonpublic Data System (NPDS) information.</p>