



Title I - How to avoid having to do more!

Presented by Federal State Education Programs
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What is Title I?

The purpose of the federal Title I program is to meet the educational needs of academically at-risk students. The Title I program supplements services needed to raise the academic achievement level of students in grades Kindergarten - 12 in basic and advanced skills.

Title I funds are allocated to schools based on the number of students who qualify for free or reduced lunch. Schools operating in a school wide program (SWP) may provide services to all students, but priority must be given to low-achieving students and those at-risk of not meeting the state academic standards.

The Single Plan for Student Achievement

The Single Plan for Student Achievement (SPSA) is a written plan developed by the School Site Council, describing the school's program and how resources will be used to meet the supplemental educational and related needs of participating students. The SPSA is evaluated, monitored and modified (if necessary) on a yearly basis. All resources a school will be paying for **must** be addressed in the SPSA. If a school determines to fund a resource not listed in the SPSA, a SPSA modification must be developed explaining why the school has chosen to pay for this resource.

The holder of the plan is usually the Principal and/or the Title I/TSP Coordinator at your school.

Sample SPSA Pages

No.

<input type="checkbox"/> Student, Staff, Parent & Community Engagement	<input type="checkbox"/> Student, Staff, Parent Engagement									
<input type="checkbox"/> 100% Attendance, Suspensions/ Expulsions & Non-Cognitive Skills	<input type="checkbox"/> Student, Staff, Parent Communication									
	<input type="checkbox"/> Building Parent Capacity and Partnership									
	<input type="checkbox"/> PD, Lesson Planning, Data Analysis									
	<input type="checkbox"/> Social/Emotional Interventions									

De Buttersnaps

Type or Print Name of SSC Chairperson

De Buttersnaps

Signature of SSC Chairperson

8-1-16

Date

Domo Arigato

Type or Print Name of Principal

Domo Arigato

Signature of Principal

8/1/2016

Date

Type or Print Name of Local District Director

Signature of Local District Director

Date

Type or Print Name of Local District Title I Coordinator

Signature of Local District Title I Coordinator

Date

Type or Print Name of Local District EL Coordinator

Signature of Local District EL Coordinator

Date

Type or Print Name of Local District PACE Administrator

Signature of Local District PACE Administrator

Date

The SPSA Modification must be approved by the school's Director and reviewed by the appropriate Local District Program Coordinators/Administrators

Title I Checkpoint 1



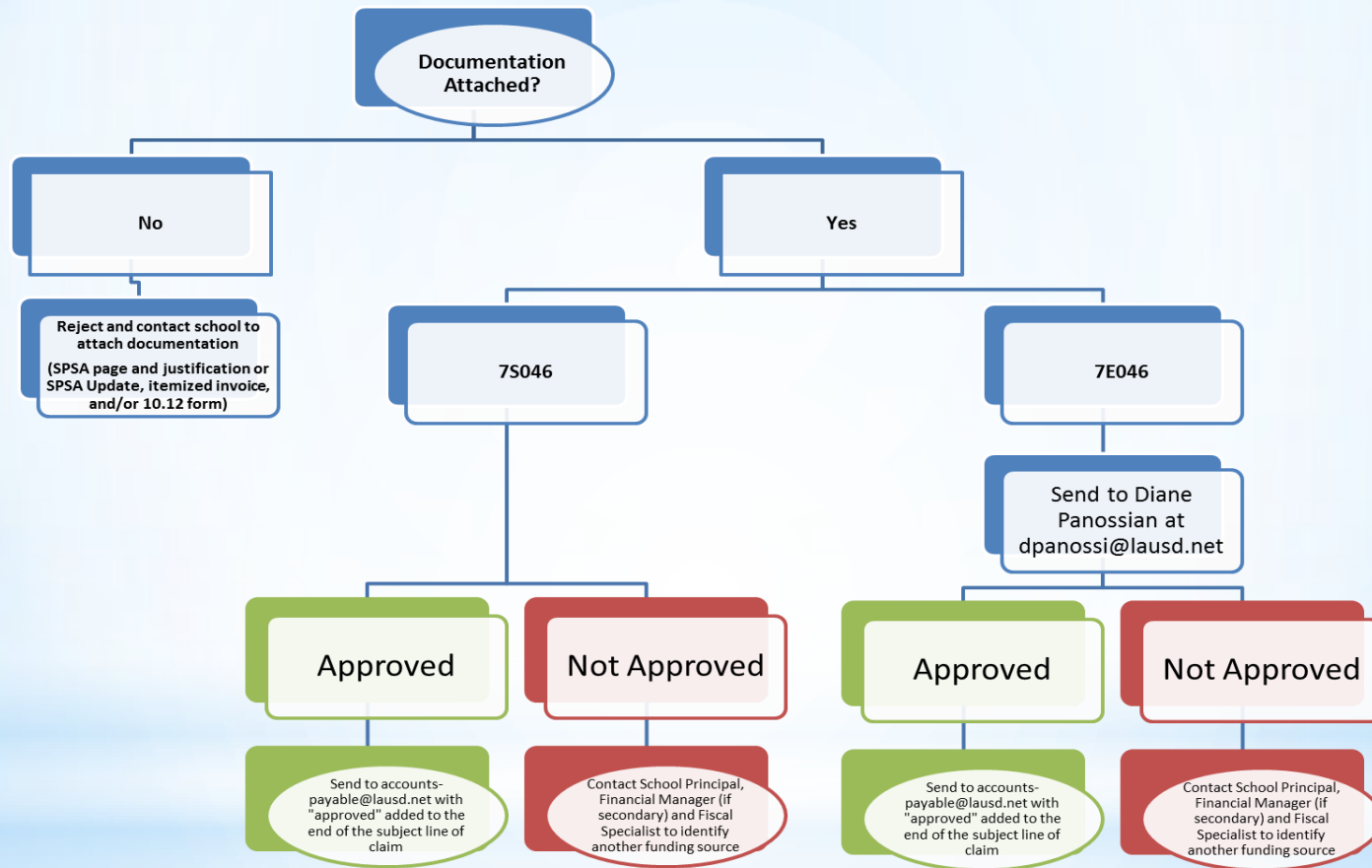
Using Imprest in Title I

REF-1706.4

The following are the only allowable Title I expenditures when using a school's Imprest account. *These expenditures must be specifically described in the school's SPSA.*

- Admission Fees to approved educational activities -Ref-2111.0 and Ref-2191.4
- Conference Registration Fees to Title I-allowed conferences for staff and parents – BUL-5525.1
- Allowable parent training and parent travel expenses
- Contract Bus Services – to locations approved by LAUSD- Bul-1521.1
- Supplemental Instructional Materials - <http://achieve.lausd.net/Page/8647> & for items described in the Program and Budget Handbook p. A-37

Title I Imprest Review Process



To expedite the process, ensure all required supporting documents are attached to email, e.g. SPSA or SPSA Modification, itemized receipt/invoice for the purchase and approved 10.12.1 travel form or Form 34-EH-57 trip form (if applicable).

Using P-Card In Title I

BUL-6518

The only P-Card expenditures that can be reconciled with Title I funds are:

- Admission Fees to approved locations
- Conference Registration Fees
- Supplementary Instructional Materials for items described in the Program and Budget Handbook p. A-37

Other expenditures, not named above, charged to the school's P-card, even if they are allowed by Title I and in the SPSA, could be subject to payback.

Using P-Card In Title I

BUL-6518

New for 2016-2017

- *Before the P-Card can be reconciled, the charge will be reviewed by a Title I program reviewer to approve or reject.*
- *The item will be rejected if the proper documents are not included.*
- *Submit Title I purchases separate from other expenditures charged to other accounts.*

Using the Toshiba Ghost Card in Title I

New for 2016-2017

- No more than 50% of the monthly copier charges can be billed to Title I.
- Schools will be required to enter another program or programs to pay for the additional 50%.

Shopping Carts - Additional Approver Process BUL-6517.0

New for 2016-2017

Starting the 2016-2017 school year, the following object /commitment items will require a additional approver before the order will be processed. The additional approver will be your LD Title I Coordinator or Central Title I Approver depending on whether the school enters the Shopping Cart or the Shopping Cart Unit enters the order.

Commitment Item	Commitment Description for Title I Purposes	Commitment Item	Commitment Description for Title I Purposes
420010	Other Books-Gen Purp., reference books, etc.	520002	Travel/Conf. Attendance
430001	General Supplies-Technology	580001	Prof. Services Contract-Non-Inst.
430003	M&O –Supplies (custodial supplies for Title I Interventions)	580005	Admission Fees
430010	Supplemental Instructional Materials (including first time purchases of software licenses and selected Stores Warehouse Items)	580012	Contract Bus Services
440001	Non-Cap Equipment.- All Other	580020	Software Licenses Maintenance – Renewal of Licenses
		580030	Prof. Services Contract-Inst.

Not allowable through Title I

General Supplies- Title I funds are not allowed to purchase general supplies **such as tissues, copy paper, pens, pencils, markers, soap, coloring pencils, paint, folders, binders, health office supplies, hand sanitizer, mops, brooms, furniture, etc.** This restriction includes items appearing in the District's Supplies and Equipment Catalog.

Exception

Allowable Instructional Tools from the General Stores Warehouse Under SIM
(Commitment Code 430010)

<http://achieve.lausd.net/Page/8647>

Title I Allowable Expenditures with Restrictions

General Supplies Technology 430001... Expenditures for General Supplies Technology are restricted to items of equipment with a total final cost of less than \$500 (including tax, shipping and other ancillary charges) when funded with Title I resources. These items may be used in the classrooms and parent centers.

Examples include laptops, iPads, iPods, netbooks, LCD projectors, printers, graphing calculators, Chromebooks, document cameras, e-readers, etc.

All other general supplies expenditures remain unallowable when funded with Title I resources.

Title I Allowable Expenditures with Restrictions

Curricular Trips- Title I will only pay for field trips that supplement the core instructional program and improve academic achievement for at-risk students. These trips must be addressed in the school's SPSA.

Funding will not be approved for trips to entertainment or sporting events. Nor will funding be approved for trips that do not have a tie-in to the schools academic program. Additional information may be required before an approval is granted.

Procurement deadlines for purchases with Title I funds.

New for 2016-2017

For planning purposes, please be aware of the following changes:

- New cut-off date for all Imprest requests through Title I is May 5, 2017. All Title I requests must come to our office to be approved before they can be processed.
- The cut-off date for all orders placed through shopping cart or paid for with P.O.s is May 5, 2017.
- Software License Maintenance- All software renewals must be in place by May 5, 2017.
- All equipment purchases through General Supplies-Technology (430001) or Non-Capitalized Equipment (440001) must be received by May 5, 2017.

These new cut-off dates ensure that this year's funding benefits the students who generated the funds.

Title I Checkpoint 2



Title I Internal Audits

The Title I office will conduct internal audits of all schools who reconcile accounts using Title I funds.

- Imprest claims are reviewed as soon as they are received by our office.
- P-Card and Purchase Orders are reviewed three times a year (fall, winter and spring).
- Shopping Cart orders are reviewed as they are entered into the system.
- In addition, Simpson and Simpson firm (District's single auditor) conducts yearly reviews of random schools' Title I programs and budgets.

Common Findings during Title I Audits

Based on our reviews, we have found the following;

- **SPSA documentation not being submitted during reconciliation of accounts**
- SIM, available through the School's Warehouse, is not being purchased through the Warehouse
- Items being charged to the wrong line (ex. SLM instead of SIM)
- Expenditures not in compliance with Title I regulations (ex. non-curricular trips, general supplies, school website maintenance, toner)
- Expenditures purchased **last school year** were not reconciled by the end of that school year.

Common Findings during Title I Audits on Payroll Expenditures

Based on our reviews we have found the following;

- Schools are not clearing payroll negatives whether the overdrafts are because funds were not budgeted in the commitment line or the funds have exceeded the budgeted amount.
- **Misconception:** Because you have unspent funds in other commitment lines, the negatives will be offset. Wrong, Title I funds are under the purview of School Site Council (SSC) and therefore SSC is the only approving body that can move these funds to the various lines.

Additional Audit Findings Issues:

Lack of Time Reporting Documentation

- All personnel who are paid from Title I funds whether fully or partially, must complete time reporting documentation (see Bulletin BUL-2643.6). This requirement includes not just Title I-funded staff but also includes staff attending a Title I-funded professional development or providing Title I-funded intervention.
 - If the person is funded 100% from Title I, he/she must complete a Semi-Annual certification (SAC) **two times during the school year** (one covering the first half of the school year and the other covering the last half of the school year).
 - If the person is funded less than 100% from Title I, he/she must complete a **monthly** Multi-funded Personnel time-reporting (MFTR) record sheet.
- If proper time-reporting documentation is not maintained, schools will be asked to pay back the Title I program with general funds.
- The school's time reporter is required to maintain the time-reporting documentation.

What Else is New in Title I

- The following restricted items have been unrestricted but is subject to additional approver process and as mentioned earlier, requires documentation to be attached (SPSA page and quote/invoice/flyer, etc.). Please refer to the Program and Budget Handbook for specific details.
 - NonCapitalized Equipment (equipment costing \$500 or more but less than \$5,000)
 - General Supplies Technology (equipment costing less than \$500)
 - Admission Fees
 - Other Books
 - Custodial Supplies for Title I Intervention (\$1 per student per Title I Intervention session)
- The following restricted item has been unrestricted but requires that the school maintain documentation [agenda for the PD or flyer for the Intervention including the signed and approved Extra Duty Pay for Certificated Administrators (see HR Inter-Office Correspondence dated 6/27/13) for each individual]
 - Administrator X-time for Professional Development and Intervention on unassigned days and/or Saturdays only

What Else is New in Title I

- SPSA will be an online process in 2017-2018 which will require all Title I budget adjustments to be submitted electronically with the plan modifications.
- There are 20 schools piloting this online process in 2016-2017. The schools are listed below. If you are from one of these schools, please contact your principal if you have any questions regarding the new procedures.

LD Northeast	LD Northwest	LD South	LD East	LD West	LD Central
Burbank ES	Lemay ES	Fleming MS	Boyle Heights HS	Dorsey SH	Arroyo Seco SPAN
Byrd MS	Northridge Academy HS	King Drew Magnet	HPIAM @ Marquez HS	Grant ES	Contreras LC Social Justice
Sylvan Park ES	Taft SH		Miles ES	West Hollywood CDS	Delevan ES
			Southeast MS		Early College Academy HS
					Studio School

Paying Back the Title I Program for Unallowed Expenditures

If it is determined that expenditures, including salaries and benefits, are unallowable or overdrawn due to the school's error, the school will be required to pay back with site-based general funds.

What to do if you are unsure on the use of Title I funds?

- **Contact your School's Categorical Program Advisor (Title I Coordinator)**
- **Contact your Local District Title I Coordinators or Federal and State Education Programs Branch**
- **Use unrestricted funds**

Title I Program Contact Information

Office	Contact	Email Address	Phone Number
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Federal and State Education Programs			213.241.6990