

Mike DeWine, Governor  
Paolo DeMaria, Superintendent of Public Instruction

**TO:** CTPD Superintendents, Treasurers and Contacts

**FROM:** Office of Career-Technical Education

**DATE:** January 27, 2020

**RE: GUIDELINES FOR COMPLIANCE WITH PERKINS V  
REGULATIONS**

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The purpose of funding under the Strengthening Career and Technical Education for the 21<sup>st</sup> Century (Perkins V) Act is to develop more fully the academic knowledge and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs. Perkins funds must be used to support Ohio Department of Education approved career-technical education programs.

**This is not a complete list of allowable/unallowable costs as it relates to Perkins.** The allowability of an expenditure should be determined by considering the grant's purpose, requirements of the Perkins V, and any pertinent Federal cost guidelines.

**Uses of Funds:**

Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the Comprehensive Local Needs Assessment described in section 134(c).

The six *requirements*<sup>1</sup> for the use of funds are:

1. Career Exploration and career development activities through an organized systematic framework,
2. Professional development for career-technical education professionals,
3. Provide within career-technical education the skills necessary to pursue high-skill, high-wage, or in-demand sectors or occupations;
4. Support integration of academic skills into career-technical education programs and program of study;
5. Plan to carry out elements that support implementation of career-technical education program and programs of study that result in increased student achievement, and;
6. Develop and implement an evaluation of the activities funded by Perkins including evaluations necessary to complete the comprehensive needs assessment.

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<sup>1</sup> Perkins V: The Official Guide; p. 146

**\*\*\*It is important to remember that Perkins funds are used to supplement, not supplant state and local funds for CTE activities.**

One of the goals of the Office of Career-Technical Education is to provide recipients with technical assistance support concerning Perkins-related issues. Please consult with your education program specialist if you have questions. The following guidelines have been developed as a quick reference:

### **Secretarial & Administrative Costs**

Administration is defined as “activities necessary for proper and efficient performance of eligible agency or eligible recipient’s duties under this act.” The definition further stipulates that administration includes supervision but does not include curriculum development activities, personnel development, or research activities.

Five percent of your total Perkins dollars can be designated for this purpose<sup>2</sup>. Secretarial and clerical support and any supplies associated with administrative functions should be funded from this five percent administrative allotment.

*Examples of secretarial and administrative costs include clerical support staff, supervisors, and directors.*

### **Salaries and Benefits**

Salaries and benefits may be paid to a CTE counselor, a substitute teacher while the teacher is attending professional development, or as a stipend to a teacher serving as a CTSO advisor. A teacher initiating a new program in an emerging program area may qualify as an allowable expense for a *maximum of three years*. Academic or ongoing teacher salaries are not allowable expenses.

### **Student Incentives/Awards**

The intent of the Perkins legislation is to “develop more fully the academic and career and technical skills of secondary education students and postsecondary education students.” Perkins allocations must be used to fund career-technical *programs*, not individual student activities, efforts or outcomes. It is not permissible to use Perkins money to fund student incentives, awards, membership fees, or to pay stipends for student employment.

### **Supplies**

Instructional supplies and materials may be purchased using Perkins funds. Examples of allowable expenses include minor equipment such as tools, gloves and other safety gear. Upgrading technology, such as Smart boards, software, computers, etc. may also be allowable, provided they do not exceed \$4,999 per unit.

### **Student Organizations**

Perkins permits the use of grant funds to support Career-Technical Student Organizations (CTSO) and related activities if the CTSO is an integral part of a career-technical program. Funds can be used to purchase supplies or equipment for the organization or to fund activities if the activity is made available to all students in a program without regard to membership in

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<sup>2</sup> Perkins V: The Official Guide; p. 146

the CTSO. Including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula. Perkins funds cannot be used to pay for individual student membership, contest participation fees or associated student travel costs such as transportation, food, clothing, or accommodations. Teacher expenses, such as travel, professional dues, and stipends may be paid out of Perkins funds.

### **Promotion/Marketing**

Marketing and promoting career-technical and adult programs through publications and advertisements is a permissible use of Perkins funds. ***Allocations for these purposes should be reasonable in light of the law's intent.*** Promotional materials such as coffee mugs, pens, rulers, T-shirts, thumb drives, or other items of personal property are not an allowable expenditure under Perkins.

### **Equipment**

Equipment must be ***essential*** to develop the students' occupational skills. Every school district should have an approved definition of equipment. If there is none, the federal definition is as follows:

*Equipment is defined as a tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.*

A district may define equipment with a lower minimum acquisition cost, such as \$500 or \$1,000. Digital cameras and projectors may be classified as equipment, provided they are used for CTE students and programs.

Items of a consumable nature are classified as supplies, not equipment. Primary textbooks are not a permissible expense, but books purchased as supplemental resources may be permissible.

Furniture is generally not considered equipment, unless it is specific to training for a particular career field. Examples of permissible expenses in the furniture category would be a barber's chair or a medical bed. The purchase of desks, filing cabinets, shelving, etc. is not a permissible use of Perkins funding.

If you need further assistance, please contact Administrative Field Services at 614-387-6001.