

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

TO: CTPD Superintendents, Treasurers and Contacts

FROM: Dr. Raul Soto, Associate Director
Administrative Field Services

DATE: July 1, 2015

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

The intent of Perkins legislation is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs. Summed up briefly, Perkins funds must be used to support Ohio Department of Education approved career-technical education programs.

Uses of Funds:

Each school that receives Perkins funds must use those resources to improve Career-Technical education programs that directly impact students. The nine *requirements*¹ for the use of funds are:

1. Strengthen academic, career and technical skills through the integration of academics;
2. Link secondary and postsecondary education;
3. Provide a strong experience in and understanding of an industry;
4. Develop, improve and expand the use of technology;
5. Provide professional development;
6. Evaluate programs, including those that serve special populations;
7. Initiate, improve, expand and modernize programs;
8. Provide services of sufficient size, scope and quality; and
9. Provide activities to prepare special populations.

Additional *permissive* uses of funds include:

1. Involving parents, business and community in the design, implementation and evaluations of programs;
2. Career guidance and counseling for students;
3. Providing work-related experiences;
4. Providing programs for special populations;
5. Assisting student organizations;
6. Providing mentoring and support services;
7. Leasing, purchasing, upgrading or adapting equipment and instructional aides;
8. CTE Teacher preparation programs;

¹ Perkins Act of 2006, The Official Guide; pp. 86-87

9. Developing or expanding postsecondary accessibility;
10. Developing initiatives that overcome barriers and encourage enrollment and completion;
11. Providing activities that support entrepreneurship education;
12. Improving or developing new CTE courses
13. Developing and supporting small, personalized career-themed learning communities;
14. Providing support for Family and Consumer Sciences programs;
15. Providing programs for adults and dropouts;
16. Providing assistance for continuing education and job placement;
17. Supporting non-traditional training and employment activities;
18. Providing support for training in automotive technologies;
19. Pooling a portion of funds with other recipients for innovative initiatives; and
20. Supporting other vocational and technical education activities that are consistent with the purpose of the Perkins Act.

*****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 Administrative Field Services 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 purpose². 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.

² Perkins Act of 2006, The Official Guide; p. 139

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 the CTSO. 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 614-466-4835.

