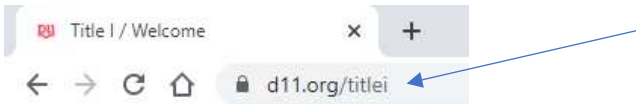


## Accessing your Title I Budget

- Go to the Title I page on the D11 website at D11.org/titlei



- Click on “Expense Reports” – this should link you directly to your school’s expense report. If it does not, then please contact Leslie Busick (Title I Elementary Schools) or Jim Bartelson (Title I Secondary Schools, Title II, Title III, Title IV) to be added to your school’s expense report
  - NOTE: The information on the Budget is CONFIDENTIAL because salaries are included. DO NOT share the information with anyone other than those who are authorized to view it.



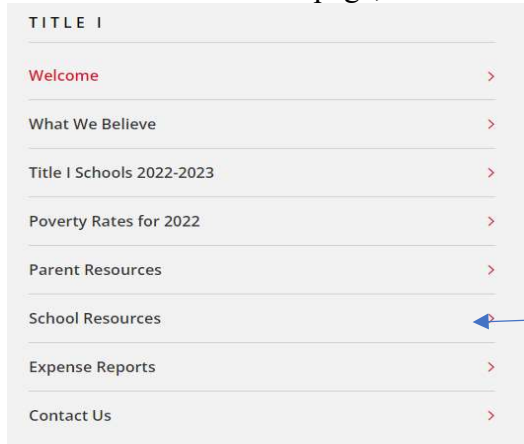
## Supplies & Materials Requisitions

### Pre-Approval

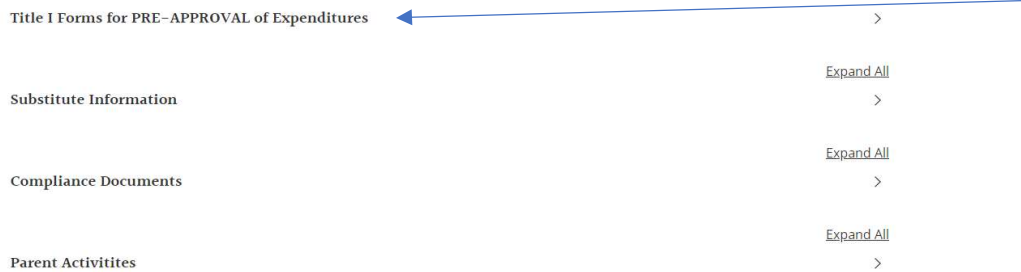
- Pre-Approval is REQUIRED for all Title I purchases. All Title I purchases MUST fall within your Title I budget that has been approved by the Colorado Department of Education.
  - o Title I CDE final approval typically comes mid to late September. Any purchases before final approval MUST be paid for out of a non-Title fund. Once the final approval is received, the cost of items already purchased MAY be refunded to the school through a Journal Entry. THIS IS NOT GAURANTEED (and is dependent on if the CDE gives final approval on the items that have already been bought).
    - NOTE: Should the CDE reject a certain purchase in the final CDE approval, the item WILL NOT be refunded and the school will be responsible for covering the cost.

### Pre-Approval Form

- From the Title I page, click on “School Resources”



- Click “Title I Forms for Pre-Approval of Expenditures”



- Click “Title I-IV Materials and Requisition Form” under “Supplies and Materials”

### Supplies and Materials:

**Title I-IV Materials and Requisition Form**

**\*NOTE: this is a Fillable Form! Please download and fill out the form then send it to your principal via e-mail for an e-signature.\***

- Once filled out, please submit the form through email according to the designation list below:
  - o TITLE I ELEMENTARY SCHOOLS:
    - Leslie Busick: [leslie.busick@d11.org](mailto:leslie.busick@d11.org)
  - o TITLE I MIDDLE AND HIGH SCHOOLS:
    - Jim Bartelson: [james.bartelson@d11.org](mailto:james.bartelson@d11.org)
  - o TITLE II, III, IV:

- Jim Bartelson: [james.bartelson@d11.org](mailto:james.bartelson@d11.org)
- Receive Approval – once approved, an email will be sent with the account string, approval, and type of payment (PO, P-Card, etc.) that should be used.
- Once the approval email has been received, you may make the purchase that has been requested.

**\*IF FUNDS ARE SPENT BEFORE APPROVAL IS RECEIVED THE TITLE I OFFICE MAY REJECT THE PURCHASE AND THE SCHOOL WILL BE RESPONSIBLE FOR THE PAYMENT\***

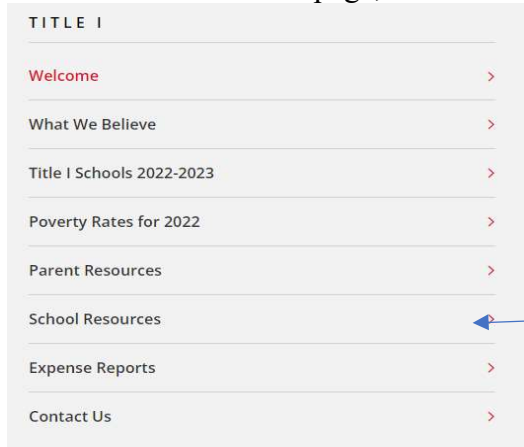
# Parent and Family Engagement Activity Request

## Pre-Approval

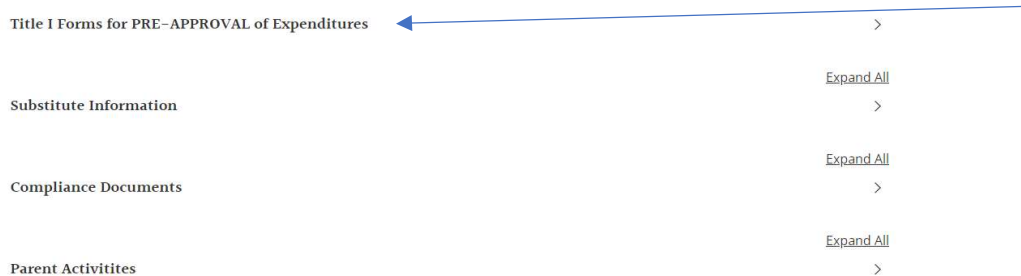
- Pre-Approval is REQUIRED for all Title I purchases. All Title I purchases MUST fall within your Title I budget that has been approved by the Colorado Department of Education.
  - o Title I CDE final approval typically comes mid to late September. Any purchases before final approval MUST be paid for out of a non-Title fund. Once the final approval is received, the cost of items already purchased MAY be refunded to the school through a Journal Entry. THIS IS NOT GAURANTEED (and is dependent on if the CDE gives final approval on the items that have already been bought).
    - NOTE: Should the CDE reject a certain purchase in the final CDE approval, the item WILL NOT be refunded and the school will be responsible for covering the cost.

## Pre-Approval Form

- From the Title I page, click on “School Resources”



- Click “Title I Forms for Pre-Approval of Expenditures”



- Click “Parent and Family Engagement Activity Request” under “Parent and Family Engagement”

### Parent and Family Engagement:

Parent and Family Engagement Activity Request Form 

**\*NOTE: this is a Fillable Form! Please download and fill out the form then send it to your principal via e-mail for an e-signature.\***

- Once filled out, please submit the form through email according to the designation list below:
  - o TITLE I ELEMENTARY SCHOOLS:
    - Leslie Busick: [leslie.busick@d11.org](mailto:leslie.busick@d11.org)
  - o TITLE I MIDDLE AND HIGH SCHOOLS:
    - Jim Bartelson: [james.bartelson@d11.org](mailto:james.bartelson@d11.org)

- TITLE II, III, IV:
  - Jim Bartelson: [james.bartelson@d11.org](mailto:james.bartelson@d11.org)
- Receive Approval – once approved, an email will be sent with the account string, approval, and type of payment (PO, P-Card, etc.) that should be used.
- Once the approval email has been received, you may make the purchase that has been requested.

**\*IF FUNDS ARE SPENT BEFORE APPROVAL IS RECEIVED THE TITLE I OFFICE MAY REJECT THE PURCHASE AND THE SCHOOL WILL BE RESPONSIBLE FOR THE PAYMENT\***

## **Compliance Documents**

In order to maintain our federal grants, the Title I Office is required to obtain compliance documents for proof of funds spent.

These documents are REQUIRED to be sent in to the Title I Office:

- \* **UMB Bank Statements** (required monthly with Title I expenses highlighted)
  - This is only required to be sent to the Title I Office if Title I expenses have been used during the month
  - Please include ALL documentation that was turned in on the UMB site as well as the UMB statement that lists the amounts spent
  
- \* **Parent Event Documentation** (sign in sheets, worksheet examples, PARENT EVENT receipts, etc.)
  
- \* **Receipts** (for NON-PARENT Involvement/Events Payments)
  
- \* **Parent Compacts and Annual Letters** (Note: If these were distributed in hard copy form, you MUST also send in one of the copies of the planner/other means of distribution. If distributed electronically, a copy of the email MUST be included in this submission)
  - In the case of items that cannot be electronically submitted, please pony the items to the Title I Office.
    - Example: Parent Compact and Annual Letter that were distributed in Planners – a hard copy of the planner must be submitted

## **GUIDELINES FOR Title I FIELDTRIPS:**

***Field trips will be well-planned in terms of logistics, educational objectives and accountability measures for learning. A field trip is of significant educational value if both the quality and quantity of the educational experience provided surpasses that which could be experienced in the classroom setting.***

1. Field trips may be planned for the purpose of building prior student knowledge of content only; culminating field trips, reward field trips, or trips for any other reason than prior knowledge building are not permitted with Title I funds.
2. The Title I Field Trip Attestation must be filled out and signed by the principal. The principal's signature indicates that all federal guidelines regarding field trips are being followed.
3. All District 11 field trip policies must be followed.
4. Written approval of parent or guardian is required for participation of students on field trips.
5. If transportation is being requested as a Title I expense, the transportation request must accompany the completed, signed Attestation.
6. It is the responsibility of the teacher who arranges the field trip to ensure that all educational objectives are met, assessed and evaluated.
7. Title I cannot pay for any field trips during the month of May. CDE considers any field trips in May to be culminating activities that do not meet the field trip guidelines.

## FAQs

### • How to Access Your Title I Funds

Title I is a federal grant and as such, subject to many audits, at the district, state, and federal levels. We must be able to provide evidence that each expenditure was approved and allocable to the grant.

Please see the Title I School Resources webpage for required documentation:

<https://www.d11.org/Page/2361>

### • Salaries and Benefits

- Salaries and Benefits are pre-approved in the grant. The Title I account code is put into PeopleSoft- HR for those staff members paid from Title I funds.
- The Principal will enter a Personnel Requisition into PeopleSoft- HR for any new or replacement hires, then the Title I office will review and provide the initial approval. This ensures the correct position and corresponding account code is being used when it is a Title I funded position. The approval will then go through the designated approval process and end in HR for final approval.

### • Extra Duty and Substitutes

- Extra Duty for Teachers – Pre-approval for teachers to work additional time is not necessary IF it is in the Title I budget for the school. At the end of each month, send in the Teacher Extra Duty form (half sheet or electronic) to the Title I office. The “duties performed” line MUST state Title I Tutoring, parent night, etc.
- Tutoring/Intervention – please be sure that the Title I office has temp worker forms on file for the current year. If there are not current forms, it could delay payroll.
- Substitutes – Please contact the Title I office prior to calling in for subs to obtain the correct sub code. Once subs have been in the building, the Title I office will email the Principal for approval and then clear them in the sub system.
- ESP staff working extra hours must keep track of hours in Time Clock Plus.

### • Supplies and Materials; Electronic Media, Capital Outlay

- Pre-approval from the Title I office is REQUIRED. Please send in a Title I Supplies & Materials Requisition Form with a quote for the pricing on what will be purchased from the website.
- The Title I office will code with the appropriate account number and send an approval email with instructions for purchasing.
- Electronic media purchases are coordinated with IT.
- Capital Outlay expenses are coordinated with Procurement so materials are barcoded for inventory purposes.
- <https://www.d11.org/Page/2361>

### • Printing

- Printing may be sent directly to the Print Shop using the school's Title I print code. Please contact the print shop to obtain Title I print code associated to the school.
- **Copies of what is being printed must be kept, along with the print job request order, in a place where the copies can be accessed in the event of an audit.**
- Remember, curriculum needs cannot be printed with Title I funds, only supplemental materials.
- Invoices should be sent to the Title I office to be tracked on the expense reports sheets.

### • Transportation

- Field Trips – please fill out the Field Trip Attestation form on the Title I School Resources webpage and send to the Title I office for pre-approval.
- When the bus request is entered into the system, please put in the "Notes" box that Title I will be paying for the bus.
- After school busing – when requesting from transportation, be sure to indicate Title I is paying for the transportation. Transportation will then contact the Title I office for an account number.



- <https://www.d11.org/Page/2361>
- **Purchased Services**
  - If there are purchased services (e.g. consulting, training, professional development coming into a D11 building, etc.) in the Title I budget for the school/program, please take the following steps:
  - Schools/programs complete the Contract Requirements for Consultants form **at least two weeks before** the start of services and/or before a consultant enters a D11 facility. Submit the form to the Title Office (Leslie Busick for Title I Elementary and Jim Bartelson for Title I Middle and High, Title II and IV). Be sure to submit the Statement of Work or Memorandum of Understanding, with the Contract Requirement for Consultants form.
  - After approval from the Title Office, the form will be forwarded by the Title Office to the Procurement and Contracting Office. The submission by schools/programs two weeks prior allows sufficient time for the Procurement and Contracting Office to complete the required processes with vendors.
  - After services have been completed, schools/programs send any invoices to the Title Office (Leslie Busick for Title I Elementary and Jim Bartelson for Title I Middle and High, Title II and IV). The Title office will review invoices and forward to the appropriate offices for payment processing.
  - <https://www.d11.org/Page/2361>
- **Travel and Registration**
  - Use the District 11 Travel Request Form found on the District Intranet page under “Travel Documents”.
  - Please fill out the travel form and send it to the Title I office, including all back up documents: registration for the conference, any travel expenses, per diem calculator, and any mileage incurred.
  - Do not pay for registration until the approval email from the Title I office has been sent. Out of state travel requests must be signed by the Superintendent, so please allow extra time. One month prior to the travel date is required.
  - Registration confirmation will need to be sent to the Title I office before the travel request to Accounting for per diem distribution to participants can be sent.
  - Parking or bag fees cannot be paid in advance. Receipts will need to be submitted after staff returns.
- **Parent Involvement**
  - Please submit Title I Parent and Family Engagement Request Form TWO weeks prior to the event. Just like supplies requests, please do not purchase anything until the approval email from the Title I office has been sent.
  - It is understood that numbers may be an estimate.
  - **Invitations with RSVPs are a MUST.** Food is to be purchased based on the RSVPs that were received. Otherwise, Title I funds may not be able to pay for purchased food.
  - **Sign in sheets are a MUST.** Templates are available on the Title I School Resources webpage.
  - **Some kind of evaluation form is a MUST.** Use the template on the Title I School Resources webpage or a dot chart will suffice.
  - Documentation requirements will be included in the approval email. If the appropriate documents are not submitted after the event, charges will be JE’d back to the school's general fund account.
- **P-Card Statements**
  - Any purchase made on the school p-card using Title I funds, must be accounted for by the Title I office.
  - Send the same p-card statement that was uploaded into the system and be sure to mark any Title I specific purchases.