

## 400.14L Grow Your Own (GYO) Grant Stipend/Reimbursement Guidelines

### I. PURPOSE

The purpose of this Policy is to establish procedures for paying stipends/reimbursements to those participating in the GYO.

### II. GENERAL STATEMENT OF POLICY

The Freshwater Education District is hereby recognizing a procedure to compensate/reimburse the GYO Grant participants.

### III. DEFINITIONS

#### A. College Credits

All stipends are based on a **minimum enrollment of 12 credits per semester** (unless enrolled in the DLiTE Program at BSU, which is a minimum of 9 credits). If enrolled in fewer than 12 credits, the stipend will be prorated accordingly. If more than one household member is enrolled, only ONE can claim a stipend, except for Classroom Materials and Mileage (if driven separately).

#### B. Child Care Expenses:

GYO Grant recipients are eligible for reimbursement of child care expenses for each dependent enrolled in a child care program. The grant recipient must provide proof of enrollment for each dependent (monthly receipt(s)).

Monthly Reimbursement, per eligible dependent, enrolled in a daycare program: **not to exceed \$500.00**

#### C. Food Expenses:

GYO Grant recipients are eligible for monthly food reimbursements based on the following matrix for the total number of family members in the household. Family members in the household are defined as yourself, a spouse, and any claimed dependents.

	Single	2 Family Members	3 Family Members	4 Family Members	5+ Family Members
Monthly Stipend	\$250	\$450	\$650	\$850	\$1,000

#### D. Housing mortgage/Rent:

GYO Grant recipients are eligible for monthly housing/rent reimbursements based on their **actual expenses**. If a recipient rents, the actual cost of rent shall be reimbursed at the actual cost, **not to exceed \$1,000**. If a recipient owns a home and makes monthly mortgage payments, the recipient shall be reimbursed at the actual cost of the mortgage payment, **not to exceed \$1,000**. The grant recipient shall submit a rental agreement or monthly mortgage statements for reimbursement. The rental agreement or

mortgage shall be in the recipient's name. The GYO program will not reimburse for non-recipient rentals or mortgages.

**E. Supplemental Classroom Materials:**

GYO Grant recipients shall be reimbursed for any classroom materials related to obtaining licensure. The recipient shall submit receipts for reimbursement of actual expenses.

**F. Travel Expenses:**

- **Mileage** - GYO Grant recipients shall be reimbursed for mileage on a per-mile basis for any travel to and from campus. The mileage reimbursement rate shall be equivalent to the federal IRS rate. The recipient shall document trips to and from campus and report them for reimbursement on a monthly basis. (reimbursement documentation form)
- **Car payment** - GYO Grant recipients are eligible for monthly vehicle loan reimbursements based on their **actual expenses, not to exceed \$200.**

**G. Utilities:**

GYO Grant recipients shall receive the following monthly reimbursement upon request. The recipient shall **submit receipts** for reimbursement of **actual expenses, not to exceed:**

- **Electric** - \$50
- **Internet** - \$75
- **Propane/natural gas/fuel oil** - \$50
- **Cell phone/phone** - \$25

**H. Miscellaneous Fees (related to applying for teacher preparation and licensure):**

GYO Grant recipients are eligible for reimbursement of all teacher-related fees for preparation courses and obtaining licensure. The recipient shall **submit receipts** for reimbursement of actual expenses.

**I. Other Expenses:**

All other expenses related to the GYO Grant may be approved at the discretion of the GYO Coordinator. Grant recipients requesting reimbursement for other expenses shall submit a reason to justify why the expense would be eligible under the GYO Grant.

**IV. PROCEDURES, IMPLEMENTATION, AND MODIFICATIONS**

**A. The GYO Grant Participants will follow this procedure following Board adoption**

**B. This Policy may be revised by the Freshwater Education District Governing Board at any time.**