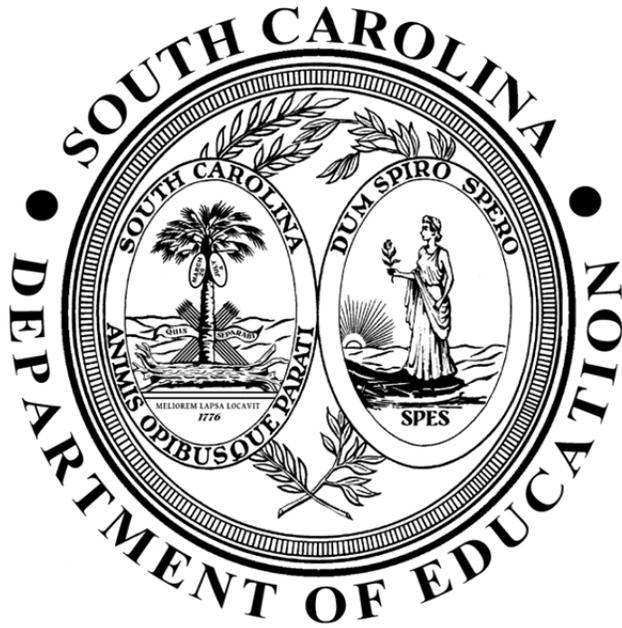


STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION



PERKINS FUNDS
Expenditure Guidelines

Office of Career and Technology Education

Fiscal Year 2018
School Year 2017-2018

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Office of Career and Technology Education South Carolina Department of Education

Guidelines for the Expenditure of Career and Technology Education Perkins Funds

The guidelines provided are non-inclusive. If you have a question about a specific use of Perkins funds for your district/multi-district center that is not addressed below, please contact Maria Swygert at 803-734-8456, nmswyger@ed.sc.gov or Melissa Benton at 803-734-8287, mbenton@ed.sc.gov.

Perkins Funds (Subfund 207) Federal Funds for FY18 (2017-2018 school year)

Perkins funds MUST be spent as approved in an LEA's CATE Local Plan and be spent in a manner to support the improvement of Career and Technology Education (CATE) programs, CATE students, and CATE instructors.

Failure to spend Perkins funds as approved in a CATE Local Plan could result in the LEA reimbursing the South Carolina Department of Education (SCDE) or the SCDE garnishing the LEA's Perkins funds.

REMINDERS

- Perkins funds CANNOT be used to SUPPLANT non-federal funds expended to carry out CATE activities.
- Perkins funds CANNOT be used to carry out requirements set forth by State laws.
- Perkins funds CANNOT be used to pay for services that are provided to **all** other students using state or local funds.
- Perkins funds CANNOT be used below the seventh grade level.
- Perkins funds DO NOT carry over. Any Perkins funds that are not encumbered by June 30 of any fiscal year will lapse. Every effort should be made to spend **all** Perkins funds as approved in the LEA's local plan.

GENERAL GUIDELINES

1. Perkins funds can ONLY be spent for an approved CATE course, which is a course that is listed in the Office of Career and Technology Education's (OCTE) current Student Reporting Procedures Guide, has an assigned four-digit Course Code, and is taught by a certified instructor.
2. Perkins funds may be spent for a State Board Approved (SBA) CATE course ONLY if an application for an Innovative CATE Course has been completed, submitted to the OCTE, reviewed, approved, and assigned a four-digit course code by the OCTE staff. In order to spend Perkins money for an approved Innovative CATE course, the Innovative CATE course must be taught by a certified instructor.

3. Perkins funds may be spent for CATE courses at the high school level (grades 9-12) and for middle school courses (grades 7-8).
 4. Perkins funds may not be used for food or meals, under any circumstances.
 5. Perkins funds may be spent *ONLY* for CATE courses that have students enrolled in them that same fiscal year.
 - a. **Example:** *FY18 Perkins funds (2017-2018 school year) cannot be used to purchase computers for a Project Lead The Way-Engineering course that will not have students actually in the PLTW-Engineering course until the following year, FY19 (the 2018-19 school year).*
 6. Perkins funds may be used for the salary/fringe of an instructor ONLY for the first year of a new State-approved CATE course (new to the district). Perkins funds CANNOT be used to pay the salary and/or fringe for an applied academic instructor.
 7. Perkins funds CANNOT be used for Local Board Approved (LBA) courses.
 8. Perkins funds CANNOT be used to purchase consumable items, which are defined by OCTE as items that support the day-to-day instructional program and have a shelf life of less than one (1) year. Examples of items that OCTE considers to be consumable are paper, printer cartridges, flash drives, CDs, soil, plants, and items used in the preparation of food in Culinary Arts/FACS courses such as flour, sugar, meat, etc.
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APPLIED ACADEMIC COURSES

Effective the 2018-2019 school year, the South Carolina Department of Education has phased out all Applied Academic courses. Therefore, Perkins funds can no longer be used to purchase instructional supplies/equipment for the following applied academic courses:

- Mathematics for the Technologies 1, 2, 3, 4 (3141, 3142, 3143, 3144);
 - Applied Biology 1, 2 (3226, 3227);
 - Physics for the Technologies 1 (3243); and
 - Chemistry for the Technologies 1 (3236).
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CATE CERTIFICATIONS

(Use Subprogram 05-Evaluation/Assessment)

Perkins funds may be used to pay for only those certifications recognized by OCTE, which are listed in the current CATE Student Reporting Procedures Guide, located on the Data Collection and Reporting page of the CATE Website at <http://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/cate-data-collection-and-reporting/>.

CATE STUDENT ORGANIZATIONS (CTSO)

(Use Subprogram 10-Student Organization)

Perkins funds may be used to **ONLY** pay for CTSO student and CTSO advisor travel, lodging, and registration to State and/or National conferences, only for the nine (9) state-recognized CATE student organizations listed below.

- BPA—Business Professionals of America;
- DECA—Distributive Education Clubs of America;
- EdRising—Educators Rising (formerly Future Educators Association [FEA]);
- FBLA—Future Business Leaders of America;
- FCCLA—Family, Career, and Community Leaders of America;
- FFA—Future Farmers of America;
- HOSA—Health Occupations Students of America;
- SkillsUSA; and
- TSA—Technology Student Association.

REMINDER:

- Perkins funds ***CANNOT*** be used to purchase the following:
 - Food or meals—under any circumstance—are not allowable expenses.
 - The purchase of jackets/clothing required for participation in any of the student organizations is **NOT** allowable.

NOTE: *FIRST Robotics, FIRST Tech Challenge, and Vex Competition are not CATE student organizations.*

CATE STUDENT COMPETITIONS

FIRST Robotics, FIRST Tech Challenge, VEX Competition

(Use Subprogram 03-Technology Training)

Perkins funds may be used to support FIRST Robotics at the high school level and may also be used to support FIRST Tech Challenge and VEX Competition at the high school or middle school levels in the following ways:

- A maximum of \$7,500 per team can be spent for FIRST Robotics;
- A maximum of \$2,500 per team can be spent for FIRST Tech Challenge and/or VEX Competition;
- The majority of team members (FIRST Robotics, FIRST Tech Challenge, VEX Competition) are required to be CATE students;
- **ONLY** the kit can be purchased and/or State/Regional competition registration can be covered.
- Participation in a State/Regional competition is **REQUIRED** to claim funds for reimbursement. State/Regional competition participation will be verified.

REMINDER:

- Perkins funds CANNOT be used to purchase the following:
 - Travel expenses are **NOT** allowable.
 - Food or meals—under any circumstance—are not allowable expenses.
 - The purchase of jackets/clothing required for participation in any of the student organizations is NOT allowable.
 - Funding for FIRST LEGO League is **NOT** allowable.
 - Food or meals—under any circumstance—are not allowable expenses.

OTHER STUDENT COMPETITIONS

(Use Subprogram 06-Initiate/Improve Programs)

Requests for using Perkins funds for competitive events other than those listed above will be addressed on a request-by-request basis.

EQUIPMENT FOR CATE COURSES

(Use Subprogram 06-Initiate and Improve Programs or Subprogram 11-Equipment)

Equipment lists should be used to determine appropriate and allowable equipment purchases for CATE courses. Written justification must be submitted to the appropriate program education associate for approval to purchase an item that is not on an equipment list. Equipment lists can be found on the CATE Web site (see *Career and Technology Education Course Standards*). ALL equipment purchased must support the CATE course standards.

- Perkins funds may be used to purchase promethean boards, Smart boards, and LCD projectors.
- Perkins funds may be used to lease computers.

REMINDER: Some of the items listed on the equipment lists are considered to be consumable supplies, those supplies that are used in the day-to-day operations of the instructional program, and are NOT allowable purchases with Perkins funds.

POSITIONS

Perkins funds may be used for the salary/fringe of an instructor ONLY for the first year of a new State-approved CATE course (new to the district).

REMINDER:

- Perkins funds CANNOT be used to purchase the following:
 - Perkins funds CANNOT be used to pay the salary and/or fringe for an applied academic instructor.
 - Perkins funds CANNOT be used to supplement the salary of any position required by the Education and Economic Development Act (EEDA), such as a Regional Workforce Advisor (formerly Regional Education Center director), career specialist, or career development facilitator. The EEDA is a state law and Federal funds cannot be used to carry out requirements of a state law.

- Perkins funds CANNOT be used to supplement the salary of a Regional Career Specialist, a position required by the Education and Economic Development Act (EEDA), a state law.
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PROGRAM PARTICIPATION FEE

(Use Subprogram 06-Initiate and Improve Programs)

1. Gateway to Technology

Perkins funds may be used to pay the annual Program Participation Fee for Gateway to Technology.

2. Project Lead The Way-Biomedical

Perkins funds may be used to pay the annual Program Participation Fee for Project Lead The Way-Biomedical.

3. Project Lead The Way-Engineering

Perkins funds may be used to pay the annual Program Participation Fee for Project Lead The Way-Engineering.

4. Virtual Enterprise

Perkins funds may be used to pay the annual Program Participation Fee for Virtual Enterprise.

SOFTWARE FOR CATE COURSES

(Use Subprogram 06-Initiate and Improve Programs)

Perkins funds may be used to purchase instructional software (related to a specific CATE course).

TECHNICAL SKILL ASSESSMENTS

(Use subprogram 05-Evaluation/Assessment)

Perkins funds may be used to pay for those CATE course/program assessments which measure technical skill attainment and are recognized by OCTE. See list of allowable assessments on the Technical Skill Assessments page located on the CATE Website at <http://ed.sc.gov/instruction/career-and-technology-education/>.

TEXTBOOKS AND WORKBOOKS

(Use Subprogram 06-Initiate and Improve Programs)

- Perkins funds may be used to purchase a classroom set (minimum of 25) of textbooks for a CATE course. The textbooks must remain in the classroom and are NOT assigned to students for them to take home.
 - Workbooks are considered a consumable item and not an allowable purchase with Perkins funds.
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INNOVATIVE INITIATIVES:

(Use Subprogram 17-Innovative Initiatives)

Perkins funds may be transferred to one of the six (6) Perkins IV Title I Alliances to support local partnership activities such as collaborating with postsecondary institutions, workforce development organizations, and local businesses to provide career development support services to school districts and multi-district career centers. A copy of the signed Memorandum of Understanding (MOU) in support of this transfer must be submitted with the Local Plan.

The six Perkins IV Title I Alliances are:

- Greenville Education and Economic Development Alliance (GEEDA);
 - Lower Savannah Education and Business Alliance (LSEBA);
 - Midlands Education and Business Alliance (MEBA);
 - Northeastern Education and Business Alliance (NEBA);
 - Piedmont Education and Business Alliance (PEBA); and
 - Upstate Education and Business Alliance.
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SUBSTITUTES

Perkins funds may be used to cover the cost of a substitute for a CATE instructor when the instructor is required to attend CATE related professional development opportunities or CATE student competitions.

WORK-BASED CREDIT COURSES

Perkins funds CANNOT be spent for instructional supplies/equipment for the work-based credit (WBC) courses listed below; however, funds may be budgeted under Subprogram 02-Work-Based Activities to support a district's work-based learning opportunities. Perkins funds CANNOT be used to reimburse a student for mileage and gas to travel to a worksite.

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|--|------|
| • Agriculture, Food and Natural Resources, (WBC) | 5690 |
| • Architecture and Construction, (WBC) | 6690 |
| • Arts, Audio-Video Technology and Communications, (WBC) | 5290 |
| • Business Management and Administration, (WBC) | 5490 |
| • Education and Training, (WBC) | 6390 |
| • Finance, (WBC) | 6190 |

• Health Science, (WBC)	5590
• Sports Medicine, (WBC)	5591
• Hospitality and Tourism, (WBC)	5190
• Family and Consumer Sciences, (WBC)	5890
• Human Services, (WBC)	5790
• Information Technology, (WBC)	5390
• Law, Public Safety, Corrections and Security, (WBC)	6590
• Manufacturing, (WBC)	6490
• Marketing, (WBC)	5091
• Pre-Engineering/Engineering & Industrial Technology Education, (WBC)	6090
• Science, Technology, Engineering and Mathematics, (WBC)	6890
• Transportation, Distribution and Logistics, (WBC)	6790

EXPENDITURES THAT ARE NOT ALLOWED WITH PERKINS FUNDS

Perkins funds are NOT to be used for the following:

1. Purchase of a copier, unless listed on a CATE course's equipment list;
2. Training of career development facilitators;
3. Activities conducted by a Regional Workforce Advisor (formerly Regional Education Center Coordinator);
4. Student expenses or direct assistance to students such as scholarships, student tuition, fees, or costs for graduation;
5. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
6. Reimbursing a student for gas or travel expenses;
7. Paying a stipend to a CATE instructor to sponsor a CATE student organization;
8. Organization memberships;
9. Food or meals—under any circumstance;
10. Magazine subscriptions;
11. Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
12. Entertainment, plaques, recognition awards, or memorabilia;
13. GED supplementary materials;
14. Alcohol;
15. Repair/Maintenance of existing equipment;
16. Installation of equipment, to include labor;
17. Lease, renovation, or building of classroom facilities;
18. Upgrade of classroom wiring or to network a classroom or facility;
19. Purchase of a bus or any type of vehicle to transport CATE students;
20. Furniture such as teacher/student desks, teacher/student chairs, bookcases, display cases, storage buildings, units, containers, file cabinets, unless the item is listed on a CATE course's approved equipment list;
21. WorkKeys or related materials.