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## **CTE Federal Perkins V Guidelines**

A reference guide for administering the Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Office of Career Readiness

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Updated June 2026

*South Carolina Department of Education*

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## **Perkins V General Authority**

The Career and Technical Education (CTE) Local Application is a requirement of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) which amended the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and was signed into law on July 31, 2018.

The Act represents many years of work on the part of Congress and the U.S. Department of Education, in cooperation with other federal agencies and state and local agencies affected by its policies, to provide continuing Federal support for rigorous CTE programs that prepare students for today's competitive workforce. It envisions that all students will achieve challenging academic and technical standards and be prepared for high-skill, high-wage, or high-demand occupations in current or emerging professions.

Perkins V also provides an increased focus on the academic achievement of CTE students, an emphasis on improving state and local accountability, and strengthens the connections between secondary and postsecondary education. The primary use of Perkins funds received by the eligible recipient is to develop, coordinate, implement or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in section 134(c). Perkins V cannot be used to maintain career education programs.

## **Allocations**

The formula for determining the allocation of Perkins V funds is established in Federal legislation. Federal (Perkins) funds under Title I of the Basic Grant for Secondary Programs are allocated to eligible local educational agencies (LEAs). The formula for the secondary subrecipients is comprised of 70% distributed based on the number of individuals aged 5-17 residing in a school district who are from families living below the poverty line. The remaining 30% of the funds are allocated based on the total number of individuals aged 5-17 residing within the school district, regardless of their poverty status.

Those LEAs desiring to receive Perkins Title I federal funds must submit a Local Application to the South Carolina Department of Education (SCDE), through the Office of Career and Technical Education (OCTE), for the use of these funds. Local Applications are required to align with the regional Comprehensive Local Needs Assessment (CLNA) and contain a description of the CTE programs to be funded and how the program satisfies the use of funds specified in the Act. LEAs receiving Perkins funds will also be required to have at least one state approved career and technical education Program of Study.

## **Local Application and Monitoring**

The approved CTE Local Application establishes eligibility and is the basis for the reimbursement of federal and state funds to eligible recipients. The CTE Local Plan is a web-based application located on the SCDE Member Center under Grants Accounting Processing System (GAPS). The Office of Career Readiness has updated the Perkins V sections of GAPS to reflect the framework outlined in section 134 of the Perkins V legislation. Section 134 outlines the specifics of the local application and the CLNA. One of the most significant changes to the local uses of funds section is the link to the local needs assessment, and the requirement that the allocation of resources be aligned with the results of that assessment. Specifically, the section requires that funds be spent “to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in section 134(c).”

If a grantee or subgrantee materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

- 1) Temporarily withhold cash payments pending corrective action of the deficiency by the grantee or subgrantee or more severe action by the awarding agency.
- 2) Disallow (that is deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance.
- 3) Wholly or partly suspend or terminate the current award for the grantee’s or subgrantee’s program.
- 4) Withhold further award for the program, or
- 5) Take other remedies that may be legally available.

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](mailto:nmswyger@ed.sc.gov) or Melissa Benton at 803-734-8287, [mbenton@ed.sc.gov](mailto:mbenton@ed.sc.gov).

## **Local Use of Perkins (Federal) funds**

Under Perkins V the Local Use of Funds (Sec. 135) are more streamlined than in the previous Perkins IV. In addition to the overall requirement that local funds be used to support CTE programs of sufficient size, scope, and quality to be effective, the law includes six areas of focus:

- 1) provide career exploration and career development activities through an organized, systematic framework;
- 2) provide professional development for a wide variety of CTE professionals;

- 3) provide within CTE the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations;
- 4) support integration of academic skills into CTE programs;
- 5) plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement; and develop and implement evaluations of the activities funded by Perkins.

Key activities such as purchasing equipment and supporting CTSOs, work-based learning, and dual and concurrent enrollment, among numerous others, are included under the elements that support implementation of programs and programs of study. Finally, the 5% percent limit on administrative costs at the local level has been carried over in Perkins V.

## Funding and Budget Development

### Function Numbers and Object Codes

**Function code 100** is used for activities that directly support **instruction** such as activities dealing directly with the teaching of students or the interaction between teacher and students.

**Function code 200** is used for **support services**. Support services are those services that provide administrative, technical, personal (such as guidance, health), and logistical support to facilitate and enhance instruction. Support services should sustain and enhance instruction.

Subprogram Number	Function Code	Subprogram Name	Source of Funds
01	100/200	Integration of Academic and Technical Skills	Perkins Title I
02	100/200	Career Exploration/Work-based Learning	Perkins Title I
03	100/200	Post-secondary and Career Readiness	Perkins Title I
04	100/200	Professional Development	Perkins Title I
05	100/200	Evaluation/Assessment	Perkins Title I
06	100/200	Initiate/Improve Programs	Perkins Title I
11	100	Equipment	Perkins Title I
15	200	Administration	Perkins Title I

**Subprogram Codes:**

- Subprogram 01- Integration of Academic and Technical Skills
- Subprogram 02- Career Exploration/Work-based Learning
- Subprogram 03- Post-secondary and Career Readiness
- Subprogram 04- Professional Development
- Subprogram 05- Evaluation and Assessment
- Subprogram 06- Initiate and Improve Programs
- Subprogram 11- Equipment
- Subprogram 15- Administrative Costs

*REMINDER: If you are using Perkins funds to fund a position, a district job description must be uploaded. The percentage of time devoted to each job duty should be indicated beside the job duty in the job description. A list of job duties/responsibilities is not acceptable.*

*When completing the Activity Description (in the Finance Section), include the name of the person in the position and include the FTE supported with the funds.*

**Subprograms and Uses of Funds**

<b>Subprogram</b>	<b>Uses of Funds</b>
<b>01- Integration of Academic and Technical Skills</b>	Strengthen the academic and career and technical skills of students participating in CTE programs and programs of study by strengthening the academic and CTE components of such programs through the integration of academics with CTE program through a coherent sequence of courses such as a CTE Program of Study to ensure learning in the core academic subjects and career and technology education subjects.
<b>02- Career Exploration/Work-based Learning</b>	Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career

	opportunities and programs of study.
<b>03- Post-secondary and Career Readiness</b>	provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations;
<b>04-Professional Development</b>	provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.
<b>05-Evaluation/Assessment</b>	To develop and implement evaluations of the CTE programs carried out with funds under this title, including an assessment of how the needs of special populations students are being met.
<b>06-Initiate/Improve Programs</b>	Plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113.
<b>11-Equipment</b>	To lease, purchase, or upgrade equipment designed to strengthen and support CTE course standards.
<b>15-Administration</b>	To support administrative costs associated with the administration of CTE activities. Funds budgeted for this subprogram are limited to no more than five percent of the <b>total</b> Title I Basic Grant (Perkins) funds received.

**Object Code**

Object 100—Salary,

Object 200—Fringe Benefits,

Object 300—Purchased  
Services, Object 400—  
Instructional Supplies,  
Object 500—Capital Outlay (Equipment),  
Object 600—Other, and  
Object 700—Indirect Costs.

### **Indirect Cost**

Indirect cost can be budgeted ONLY as a part of administrative costs which is Subprogram 15-Administration. Therefore, indirect cost is limited to the lesser of five percent (administrative limit), actual restricted indirect cost rate, or administrative indirect cost (five percent minus administrative direct cost). Direct administration costs include salaries, benefits, office supplies, postage, office equipment, and official travel costs for program administration, budgeting and planning, monitoring, evaluation, and divisional level administrative services such as program specific accounting, auditing, or legal services. Generally, direct administration costs differ from indirect charges in that the indirect charges are considered organization-wide costs.

If claiming indirect cost, enter the restricted indirect cost rate for your district as a percent (%) at the top of the indirect cost column (top of column). Use the format: whole number and two decimal places (example: 1.34%).

All allowable indirect cost should be shown only on the administration line (Subprogram 15-Administration). Indirect cost is calculated by multiplying the restricted indirect cost rate times the total Title I budget for federal salaries, fixed charges, purchase services, and supplies (no equipment). This is the maximum amount that may be taken, subject to the restrictions outlined in the first paragraph above. Remember that you can only claim indirect cost for federal expenditures and that you cannot budget or claim indirect cost for equipment.

### **Using Perkins Funds to build Your Budget**

#### **CTE Certifications and Credentials**

Perkins funds may be used to pay for those certifications approved by the state, which are listed on the [Office of Career Readiness website](#). In June 2025, the South Carolina Education Oversight Committee (EOC) unanimously approved the

state's Tiered Certification System, a structured framework designed to align student certification attainment with workforce priorities, employer demand, and long-term career advancement opportunities.

The system classifies industry-recognized certifications into three tiers:

- Tier 1 – Introductory
- Tier 2 – Intermediate
- Tier 3 – Career Ready

*Each tier reflects the certification's relevance to high-demand, high-wage occupations and its impact on future employability.*

### **CTE Student Competitions**

Perkins funds may be used to pay for participating CTE student and advisor travel, lodging, and registration to State, National and/or International Competitions.

- Participation in a competition is **REQUIRED** to claim funds for reimbursement. Competition participation will be verified.

*Reminder: Perkins funds CANNOT be used to purchase the following:*

- *Food or meals—are NOT allowable expenses.*
- *The purchase of personal jackets/clothing for participation is NOT allowable.*

### **Equipment for CTE Courses**

Equipment lists should be used to determine appropriate and allowable equipment purchases for CTE 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 OCR Website (see *Career and Technical Education Course Standards*).

**ALL** equipment purchased must support the CTE course standards. Perkins funds may be used to purchase or lease technology needed for CTE courses. Perkins funds may be used to purchase instructional software (related to a specific CTE course). If a program has been phased out or the equipment is no longer needed, please complete an equipment disposition form. These resources are available on the OCR Website.

*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.*

### **Textbooks and Workbooks**

- Perkins funds may be used to purchase a classroom set (minimum of 25) of textbooks for a CTE 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.

### **Positions**

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

*Reminder:*

- Perkins funds CANNOT be used to purchase the following:
  - *the salary and/or fringe for an applied academic instructor.*
  - *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.*
  - *supplement the salary of a Regional Career Specialist, a position required by the EEDA, a state law.*

### **Substitutes**

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

<b>WORK-BASED CREDIT COURSES</b>	<b>CIP CODES</b>
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

This is not a complete list of unallowable costs as it relates to Perkins. The allowability of a particular expenditure should be determined by considering the Perkins V grant's purpose, and any pertinent Federal cost guidelines. All costs must be directly tied to the CTE program as approved in the local Perkins application plan. *When in doubt, please ask.*

### Perkins funds are **NOT** to be used for the following:

- 1) Purchase of a copier, unless listed on a CTE 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) Directly reimbursing a student for gas or travel expenses;
- 7) Organization memberships;
- 8) Food or meals;
- 9) Magazine subscriptions;
- 10) Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
- 11) Entertainment, plaques, recognition awards, or memorabilia;
- 12) GED supplementary materials;
- 13) Alcohol;
- 14) Installation of equipment, to include labor;
- 15) Lease, renovation, or building of classroom facilities;
- 16) Upgrade of classroom wiring or to network a classroom or facility; and
- 17) Standard classroom furniture, files, and equipment not specific and unique to the instructional program (tables, chairs, desks)

### **Important Perkins Reminders**

- 1) **PLEASE NOTE** any expenditures encumbered prior to **June 30** must be claimed by **August 15** - there is no exception to this date. Any expenditures from **July 1** through **September 30** must be claimed by **December 15** at the latest. Every effort should be made to spend **all** Perkins funds as approved in the LEA's local plan.
- 2) Perkins funds can ONLY be spent for an approved CTE course, which is a course that is listed in the OCTE current Student Reporting Procedures Guide, has an assigned four-digit Course Code, and is taught by a certified instructor.
- 3) JROTC has not yet been approved as a state CTE program. At this time, it is not eligible for Perkins funds EXCEPT travel and registration to attend CTE specific meetings and conferences.
- 4) Perkins funds may be spent for a State Board Approved (SBA) CTE course ONLY if an application for an Innovative CTE 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 CTE course, the Innovative CTE course must be taught by a certified instructor.
- 5) Perkins funds may be spent for CTE courses at the high school level (grades 9–12) and for middle school courses (grades 6–8).
- 6) Perkins funds may not be used for food or meals unless part of prior approved and documented allowable travel regulations.

- 7) Perkins funds may be spent ONLY for CTE courses that have students enrolled in them that same fiscal year.
- 8) Perkins funds CANNOT be used to pay the salary and/or fringe for an applied academic instructor.
- 9) Perkins funds CANNOT be used for Local Board Approved (LBA) courses.
- 10) 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 year.
- 11) Perkins funds MUST be spent as approved in an LEA's CTE Local Plan and be spent in a manner to support the improvement of CTE programs, CTE students, and CTE instructors.
- 12) Failure to spend Perkins funds as approved in a CTE Local Plan could result in the LEA reimbursing the SCDE or the SCDE garnishing the LEA's Perkins funds.
- 13) Perkins funds CANNOT be used to **SUPPLANT** non-federal funds expended to carry out CTE activities.
- 14) Perkins funds CANNOT be used to carry out requirements set forth by state laws.
- 15) Perkins funds CANNOT be used to pay for services that are provided to **all** other students using state or local funds.
- 16) Perkins funds CANNOT be used below the 6th grade level.
- 17) Perkins funds DO NOT carry over. The Perkins federal funds are a fifteen-month grant.

### **SCDE CTE Personnel Contact Information**

If you encounter an issue in completing a page of the CTE Local Application or Finance Section or in submitting to the OCTE, please contact Maria Swygert at 803-734-8456, [nmswyger@ed.sc.gov](mailto:nmswyger@ed.sc.gov) or Melissa Benton at 803-734-8287, [mbenton@ed.sc.gov](mailto:mbenton@ed.sc.gov).

If you have a question about a specific use of federal Perkins funds for your district/multi-district center in regards to CTE equipment needs that is not addressed, please contact Maria Swygert at 803-734-8456, [nmswyger@ed.sc.gov](mailto:nmswyger@ed.sc.gov) or Melissa Benton at 803-734-8287, [mbenton@ed.sc.gov](mailto:mbenton@ed.sc.gov)

For Work-Based Learning Activities, please contact Kama Staton at 803-734-8415, [kstaton@ed.sc.gov](mailto:kstaton@ed.sc.gov).

For all other questions please reach out to the Office of Career Readiness [careerreadiness@ed.sc.gov](mailto:careerreadiness@ed.sc.gov) .