



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents  
District Instructional Leaders  
District Business Officials

**FROM:** John R. Payne  
Deputy Superintendent, Division of Federal Programs and Accountability

Tonia Mallett Smith  
Director, Office of Emergency Programs

**DATE:** March 1, 2022

**RE:** ARP ESSER Funds, Allowable Activities

Field trips may be an allowable use of American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Funds if they are properly documented and demonstrate a substantiated need. Districts must address how the field trip responds to and/or prepares for COVID-19 and addresses improving learning loss.

The district must include specific information that allows the South Carolina Department of Education (SCDE) to assess whether the field trip and its associated cost are reasonable, allocable and necessary (necessary details may include but are not limited to the cost of the field trip, the number of students attending, and how the field trip is linked to educational standards while addressing learning loss as outlined in the district's ESSER plan). Field trips that are social, entertaining, or similar in nature are prohibited under the Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulation.

If a district intends to use funds for a field trip not included in its currently approved ARP ESSER plan, the district must submit an amendment for review and approval.

If you have any questions, please e-mail [scesser@ed.sc.gov](mailto:scesser@ed.sc.gov).