

## **Title I Part A: Parent and Family Engagement Guidance on Allowable and Unallowable Expenditures**

### **Purpose of Title I Part A: Parent and Family Engagement**

The purpose of the Title I parent and family engagement reservation is to assist Local Educational Agencies (LEAs) and schools in carrying out activities and strategies consistent with the LEA Parent & Family Engagement Policy.<sup>1</sup> Reserved funds must be used for at least one of the following:

- Supporting schools and nonprofit organizations in providing professional development for LEA and school personnel regarding parent and family engagement strategies<sup>2</sup>
- Supporting programs that reach parents and family members at home, in the community, and at school<sup>3</sup>
- Disseminating information on best practices focused on parent and family engagement, especially for increasing engagement of economically disadvantaged parents and family members<sup>4</sup>
- Collaborating with community-based organizations or employers with a record of success in improving and increasing parents and family engagement<sup>5</sup>
- Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with the LEA Parent and Family Engagement Policy<sup>6</sup>

### **General Considerations**

Parent and Family Engagement programs and activities supported by Title I funds must be:

- Be consistent with the purpose of Title I, which is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps;
- Be necessary, addressing identified needs and supporting goals outlined in the Parent and Family Engagement Policy;
- Be reasonable, considering breadth of impact and associated costs;
- Address the learning needs of all students, including students with disabilities (SWD) and English Language Learners (ELLs); and
- Be used for evidence-based activities.

## Allowable and Unallowable Expenditures

Strategy	Allowable Expenditures	Unallowable Expenditures
<p><b>Administration</b></p>	<p>Parent and Family Liaison/Family and Community Coordinator:</p> <ul style="list-style-type: none"> <li>• Coordinates communication between parents, families, schools, districts, etc.</li> <li>• Organizes volunteer programs to improve parent involvement</li> <li>• Acts as liaison to parents and families in order to remove barriers to students' success</li> <li>• Empowers parents to become active partners in children's education</li> <li>• Designs/provides trainings, workshops, and classes to parents</li> <li>• Develops/implements parent, family, and community engagement programs/activities</li> <li>• Provides translations</li> </ul>	<p>Any administration costs that do not align with the intent of Title I Parent and Family Engagement as outlined in ESSA section 1116</p>
<p><b>Professional Development</b></p>	<p>Trainings provided jointly to teachers, principals, paraprofessionals, early childhood educators, and parents and family members:</p> <ul style="list-style-type: none"> <li>• How to reach out to, communicate with, and work with parents as equal partners</li> <li>• How to build ties between parents and the school</li> <li>• How to create welcoming schools</li> </ul>	<p>Any training or professional development costs not aligned with Title I Parent and Family Engagement as outlined in ESSA section 1116</p>

Strategy	Allowable Expenditures	Unallowable Expenditures
<b>Policy Development</b>	<ul style="list-style-type: none"> <li>• Mailings/Invitations/Newsletters</li> <li>• Surveys</li> <li>• Light refreshments (pizza, salad, pastries, coffee) for parents and family members</li> <li>• Transportation and childcare costs to enable parents to participate in policy-related meetings</li> <li>• Staff stipends to plan/participate in policy-related meetings outside contract hours</li> <li>• Outside contractors/guest speakers</li> <li>• Translation services</li> </ul>	<ul style="list-style-type: none"> <li>• Stipends for parents or family members</li> <li>• Food/refreshments for staff</li> <li>• Promotional items, door prizes, gift cards</li> <li>• Gas cards</li> <li>• Alcoholic beverages</li> </ul>
<b>Parent Outreach and Education</b>	<ul style="list-style-type: none"> <li>• Costs associated with meaningful, two-way communication regarding children’s achievement, including: <ul style="list-style-type: none"> <li>○ Providing meetings at a variety of times for parents unable to attend during the regular school day</li> <li>○ Home visits for parents unable to attend meetings/events</li> </ul> </li> <li>• Materials and trainings that: <ul style="list-style-type: none"> <li>○ Enable parents to work with their children to improve academic achievement</li> <li>○ Provide assistance in understanding the State’s academic standards, assessments, how to monitor their child’s progress and work with educators to improve achievement</li> </ul> </li> <li>• Academic program night/activity materials</li> </ul>	<ul style="list-style-type: none"> <li>• Stipends for parents or family members</li> <li>• Food/refreshments for staff</li> <li>• Alcoholic beverages</li> <li>• Promotional items, door prizes, gift cards</li> <li>• Gas cards</li> <li>• Alcoholic beverages</li> <li>• Fund-raising activities</li> </ul>

Strategy	Allowable Expenditures	Unallowable Expenditures
<b>Parent Outreach and Education</b>	<ul style="list-style-type: none"> <li>• Evidence-based classes, workshops, trainings, and programs for parents and family members <ul style="list-style-type: none"> <li>○ Outside contractors/consultants</li> <li>○ Registration fees for parents attending local and in-state workshops and conferences</li> </ul> </li> <li>• Transportation and childcare costs to enable parents to participate in school-related meetings and training sessions</li> <li>• Light refreshments (pizza, salad, pastries, coffee) for parents and family members</li> <li>• Newsletters/Mailings/Invitations</li> <li>• Translation services</li> <li>• Parent Resource Center</li> <li>• Kindergarten readiness program</li> <li>• Staff stipends to plan/participate in Title I activities outside contract hours</li> </ul>	

*For additional assistance, contact the Office of ESSA-Funded Programs at (518) 473-0295.*

## Citations

<sup>1</sup> ESSA section §1116(a)(3)(D)

<sup>2</sup> ESSA section §1116(a)(3)(D)(i)

<sup>3</sup> ESSA section §1116(a)(3)(D)(ii)

<sup>4</sup> ESSA section §1116(a)(3)(D)(iii)

<sup>5</sup> ESSA section §1116(a)(3)(D)(iv)

<sup>6</sup> ESSA section §1116(a)(3)(D)(v)