

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.¹ 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 strategies²
- Supporting programs that reach parents and family members at home, in the community, and at school³
- Disseminating information on best practices focused on parent and family engagement, especially for increasing engagement of economically disadvantaged parents and family members⁴
- Collaborating with community-based organizations or employers with a record of success in improving and increasing parents and family engagement⁵
- Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with the LEA Parent and Family Engagement Policy⁶

See the [NYSED Title I, Part A Website](#) for further guidance on Parent and Family Engagement requirements under Title I, Part A.

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

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

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

For additional assistance, contact the Office of ESSA-Funded Programs at (518) 473-0295 or email Conappta@nysed.gov.

Citations

¹ ESSA section §1116(a)(3)(D)

² ESSA section §1116(a)(3)(D)(i)

³ ESSA section §1116(a)(3)(D)(ii)

⁴ ESSA section §1116(a)(3)(D)(iii)

⁵ ESSA section §1116(a)(3)(D)(iv)

⁶ ESSA section §1116(a)(3)(D)(v)