

**TITLE I, PART A:  
IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES  
Guidance on Allowable and Unallowable Expenditures**

LEAs should take the following steps to determine if a proposed program or activity is allowable under Title I, Part

1. Ensure the activities are 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;
2. Verify that proposed Title I, Part A activities are **reasonable, necessary, and allocable**, considering the amount of money being spent and the needs of the program.
  - Reasonable: consistent with prudent business practice and comparable current market value. (2 CFR 200.404)
  - Necessary: required to carry out the intent and purpose of the Title I, Part A program. (2 CFR 200.403)
  - Allocable: A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received (2 CFR 200.405).
3. Ensure that the identified needs are listed in the Title I, Part A section of the Consolidated Application, and that the proposed program or activity addresses the identified needs.
  - For nonpublic schools, confirm that the LEA Affirmation of Private School Consultation Form indicates the ne6 ( )m(Tdm P)2 (r)14 (E1

allocation and allocate 90% of those funds to Title I schools for Parent and Family Engagement activities. These funds must be clearly identified in the Title I budget.

### **Additional Reserve Requirements**

Additional reserves are required for LEAs with Neglected and Delinquent facilities and students attending private schools. Please see the [Consolidated Application for ESSA-Funded Programs web page](#) for more information.

### **Optional Reserves**

In addition to the required reserves, LEAs may elect to reserve funds at the central level for administrative costs, professional development for Title I schools, Title I Pre-K services, and school improvement initiatives to support Targeted Support and Improvement (TSI), and/or Comprehensive Support and Improvement (CSI) schools.

For Title I, administrative costs must be “reasonable and necessary”. Additionally, please reach out to NYSED if your LEA’s administrative costs exceed 5% of the LEA’s share of the Title I allocation, including any funds transferred to Title I from another program.

Examples of administrative costs could include:

- Overall program management, program coordination, and office management functions, including the salaries and related costs of the project director and/or project evaluator;
- Preparing program plans, budgets schedules, and related amendments;
- Coordination, oversight, and management of equitable services at private schools;
- Monitoring of programs, projects, and related systems and processes;
- Developing systems and procedures, including management information systems, for assuring compliance with program requirements;
- Preparing reports and other documents related to the program requirements; and
- Evaluating program results against stated objectives.

**Allowable Expenditures****Supports for Title I Students:**

- AIS, RTI, and credit recovery services
- Certified teachers and teaching assistants
- Proportional benefits for Title I salaries
- Counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas; these must be aligned to a Schoolwide Program Plan or meet an identified need for eligible students in a Targeted Assistance program
- Equitable services for private school students
- Pre-K, summer, and extended day programs
- Transportation for Title I programs if not otherwise available

**Support Staff for Title I Programs:**

- Teacher aides (non-instructional services)
- Data management staff for Title I only
- Secretary and/or clerks for Title I only
- Title I coordinators and administrators
- Stipends for principals outside of contract hours
- Nurses for summer and Title I programs

**Title I Program Supplies and Materials:**

- Instructional materials for Title I programs
- Computer aided instructional software for Title I programs
- Diagnostic and progress monitoring materials for Title I programs
- Title I data management software
- Nutritious snacks for Title I students
- Technology to upgrade the educational program of a SWP

**Title I Parent and Family Engagement:**

- Parent liaison or coordinator
- Family engagement consultants
- Stipends for staff to plan for or participate in Title I activities outside contract hours
- Costs for activities including materials, transportation, childcare, and light refreshments

**Unallowable Expenditures****General Expenditures**

- Base pay for principals (contract

Professional Development aligned with Title I:

- Stipends and/or substitutes for staff
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## Use of Funds in Targeted Assistance and Schoolwide Plan Schools

### Targeted Assistance Schools

In Targeted Assistance schools, Title I, Part A funds may only be used to meet the specific needs of children, as well as teachers or staff who provide services to those children, who are identified as being in the greatest academic need. Students must be identified as eligible using multiple, educationally related, objective criteria.

### Schoolwide Programs

In Schoolwide programs (SWP), Title I, Part A funds are used to upgrade the entire educational program in a school, and all students in the school may benefit from the use of Title I, Part A funds. Activities must be part of the schoolwide plan and support an identified academic need through the school's comprehensive needs assessment. In addition to supplemental services, SWPs may provide elective courses to prepare or support low-achieving students to take advanced courses, preschool enrichment programs, and programs to improve outcomes for students with disabilities and English learners. For more information see the [Federal guidance regarding use of funds in a Schoolwide Program](#).

The chart below highlights common ways Title I, Part A spending has been used in a more limited way, as compared to what is allowed under ESSA. Understanding and addressing these limitations is important so that LEAs can ensure that Title I, Part A funds are used to their full potential.

Misunderstanding	Explanation of Law
Title I funds may be used only to support reading and mathematics instruction.	Title I funds may be used in a schoolwide program to support all academic areas that the school's needs assessment identifies as needing improvement.
Title I funds may be used only to provide remedial instruction.	

	<p>knowledge and skills, by offering an elective course to prepare them to take advanced courses or providing them with after-school tutoring while they are taking advanced courses.</p>
<p>Title I funds may be used only to serve low-achieving students.</p>	<p>Title I funds may be used to upgrade the entire educational program in a schoolwide program school and, in doing so, all students may benefit from the use of Title I funds. However, consistent with the purpose of Title I, the reason to upgrade the entire educational program in a school is to improve the achievement of the lowest-achieving students.</p>
<p>If a school does not consolidate funds through a schoolwide program, Title I funds may be used only to provide services in a pull-out setting.</p>	<p>Regardless of whether funds are consolidated, a schoolwide program school need not use Title I funds to provide services only in a pull-out setting, although this practice is not prohibited. Title I funds may be used to upgrade the entire educational program in a schoolwide program school and serve all students, even if the school does not consolidate Title I funds with its other funds. However, the primary purpose of a schoolwide program is to raise the achievement of the lowest-achieving students by upgrading the entire educational program, which can best be achieved by consolidating funds.</p>
<p>Title I funds may be used only for instruction.</p>	<p>Title I funds may be used for activities and strategies designed to raise the achievement of low-achieving students identified by a schoolwide program school's comprehensive needs assessment and articulated in the school's comprehensive needs assessment.</p>

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	bullying, provide counseling, mentoring, and school-based mental health programs, or provide positive behavioral interventions and supports.
Title I funds may not be used to support preschool-aged children.	A schoolwide program school may use Title I funds to operate, in whole or in part, a preschool program to improve cognitive, health, and social-emotional outcomes for children from birth to the age at which the LEA provides a free public elementary education. Such programs are designed to prepare children for success in kindergarten. All preschool-aged children who reside in the school's attendance area are eligible to participate.
Individuals with Disabilities Education Act (IDEA) Part B funds may not be consolidated in a schoolwide program.	A schoolwide program school may consolidate funds received under Part B of the IDEA. A school that consolidates funds under Part B may use those funds in its schoolwide program for any activities under its comprehensive schoolwide plan but must comply with all other requirements of Part B of the IDEA.

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