



ARIZONA DEPARTMENT OF EDUCATION

Prorating Funded Services

Please keep the following in mind regarding the use of funds:

- Title I-A funds may only be used for Title I eligible students who have been **verified** by the LEA
 - Students may enter/exit the program throughout the funding period, but the LEA may not pay for participation until they have verified the student's home address is in a Title I funded boundary *and* that they have an academic need
 - The number of students who qualified for funds does not necessarily equal the number of students who are eligible for services
 - Students only need to live in one of the LEA's Title I funded school's boundary and have an academic need to qualify to receive services
- Purchasing supplies alone does not qualify as an instructional program, therefore does not meet the ESEA Equitable Service requirement
 - Supplies may be purchased to support the targeted instructional program, but may only be used for the LEA's eligible Title I participants
 - Supplies should be itemized in the grant to reflect the size and need of the targeted instructional program
 - Supplies must supplement anything that the private school would provide for all students without Federal funds
- Funds may be braided across Federal programs if the activity is allowable under that fund
 - Ex: Title I-A may fund a portion of PD for teachers of eligible Title I students and Title II-A may fund the cost for the remaining staff
- When prorating, invoicing should align to the LEA's eligible participants only
- When to prorate
 - When one service provider is providing services using multiple Federal funding sources
 - Ex: EANS funded summer program, Title I, Title II
 - When one provider is providing services to participants from multiple LEAs
 - Ex: Small group Title I services with students who live in different LEA boundaries
 - When conferences contain both secular and non-secular content
 - Federal funds may not be used for software, online access, or subscription-based access that contains non-secular content - the public entity cannot monitor/verify that only secular content will be accessed
 - Have the attendee complete a plan stating which sessions they plan to attend and then a follow-up attestation or evidence of what they actually attended



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Example 1 – Total Cost (Summer School)

- How many hours will teachers teach?
- What is the hourly rate/teacher?
- How many teachers will teach summer school?
- How many total students will attend summer school?
- How many of those students are the LEA's Title I eligible students?

Ex:

5hrs x 4 days x 4 weeks = 80 hours x \$31.00/hr. = \$2,400.00 x 10 teachers = \$24,800.00
\$24,800.00/150 total SS students = \$165.33 per student
\$165.33 x 20 LEA TI eligible students = \$3,306.60 = LEA/PNP's TI portion for SS staff

Example 2 – Per LEA Rate (Instructional Services/Three LEAs)

- How many hours will the teacher/para teach?
- What is the teacher's/para's hourly rate?
- How many students will the teacher/para teach?
- How many LEA TI eligible student(s) will the teacher/para teach per LEA?

Ex:

2 hrs. x 180 days = 360 hours x \$31.00/hr. = \$11,160.00
\$11,160.00/12 students = \$930.00
\$930.00 x 6 Achieve LEA TI eligible students = \$5,580.00 = Achieve LEA/PNP's TI portion of that teacher/para's pay
\$930.00 x 2 Reach LEA TI eligible students = \$1,860.00 = Reach LEA/PNP's TI portion of that teacher/para's pay
\$930.00 x 4 Excel LEA TI eligible students = \$3,720.00 = Excel LEA/PNP's TI portion of that teacher/para's pay

Example 3 – Session Percentage (Secular and Non-Secular PD Conference)

- How many sessions are offered at the conference?
- How many sessions are secular/non-ideological?

Ex:

6 secular sessions/8 total sessions = 75%
Registration = \$450.00 x 75% = \$337.50 = LEA/PNP's TII portion of registration
Airfare = \$375.00 x 75% = \$281.25 = LEA/PNP's TII portion of the airfare
Meals = \$64.00 x 2 days = \$128.00 x 75% = \$96.00 = LEA/PNP's TII portion for meals
\$714.75 = Total LEA/PNP's TII portion for the conference



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Example 4 – Hourly Rate (Secular and Non-Secular PD Conference)

- How much is registration?
- How many hours is the conference?
- How many hours of the conference are secular/non-ideological?

Ex:

Registration = $\$375.00/12 \text{ hours} = \31.25
 $\$31.25 \times 8 \text{ secular sessions} = \$250.00 = \text{LEA/PNP's TII portion of registration}$
 $\$250.00/\$375.00 = 66\% \text{ (rounded)}$
Airfare = $\$425.00 \times 66\% = \$280.50 = \text{LEA/PNP's TII portion of the airfare}$
Meals = $\$64.00 \times 2 \text{ days} = \$128.00 \times 66\% = \$84.48 = \text{LEA/PNP's TII portion for meals}$
 $\$614.98 = \text{Total LEA/PNP's TII portion for the conference}$

Example 5 – Per Federal Program (I-A, IV-A After School Mentor Program)

- How many teachers are needed for the program?
- How many off contract hours will be needed for the program?
- What is the hourly off contract rate?
- How many students will attend?
- How many LEA TI eligible students will attend?

Ex:

$8 \text{ teachers} \times 3 \text{ hrs./week} \times 14 \text{ weeks} \times 2 \text{ semesters} = 672 \text{ hrs.}$
 $672 \text{ hrs.} \times \$35.00 = \$23,520.00$
 $15 \text{ LEA TI eligible students}/40 \text{ total students} = 37.5\%$
 $\$23,520.00 \times 37.5\% = \$8,820.00 = \text{LEA/PNP's TI portion of the program}$
 $\$23,520.00 - \$8,820.00 = \$14,700.00 = \text{LEA/PNP's TIV portion of the program}$