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MEMORANDUM

TO: CFP Team Leaders, Homeless Liaisons
FROM: Consolidated Federal Program Team
SUBJECT: May, 2014 Technical Assistance Alert
DATE: May 9, 2014

It is the goal of the CFP team at the Agency of Education to provide high quality technical assistance and support to LEA's while fulfilling federal requirements.

Items Included in this Technical Assistance Alert:

- **Serving Homeless Children and Youth**
- **Clarification on Use of Federal Funds to Cover Costs of Teacher Stipends**
- **Using Federal Funds for Tuition**

Serving Homeless Children and Youth

Serving homeless children and youth has long been an integral part of the Title I, Part A program. All LEAs have been required to set aside funds to provide Title I services to homeless students in non-Title I schools as well as educationally related services to all homeless children in the LEA. With the Consolidated Appropriations Act of 2014, LEAs received a new authority to use Title I, Part A funds to pay for services not ordinarily provided to other students. This includes paying for the services of a homeless liaison and for transportation to and from the school of origin for homeless students. For transportation, the costs that may be charged to Title I are the incremental costs to transport a homeless child or youth to his or her school of origin that are above what the LEA would otherwise provide to transport the student to his or her assigned school.

This new authority starts July 1, 2014 (our FY 15) and LEAs may use FY 15 funds as well as any funds the LEA is carrying forward from FY14. Please keep in mind that while the Title I reservation is mandatory, these new provisions are optional. Schools must enroll homeless students, arrange for transportation to and from their school of origin if practicable, and if needed, provide Title I services to homeless students in non-Title I schools. It is the LEA's option if they choose to use Title I funds to pay for a homeless liaison or the above described transportation costs.

If a LEA wishes to use the new authority, please include those costs in the *Title I Worksheet* in the FY15 Consolidated Federal Programs Application in the *Services to Homeless Students* line. In the *Investments* section, the LEA must have separate investments – one for the mandatory reservation and then one or more for a liaison and transportation.

If you need assistance in calculating the “incremental costs” of transportation or in including your plans in the FY 15 application, call Mary Mulloy at 479-1226 or Andy Snyder at 479-1237.

Clarification on Use of Federal Funds to Cover Costs of Teacher Stipends (Including Use for Mentors)

Stipends are intended to “buy time” beyond the existing teacher’s contract (normal contracted work and contracted day) and may be provided to teachers who attend after-school, weekend or summer trainings or meetings. Recently auditors have found that some teachers were receiving stipends for work done during their contracted hours. Under no circumstances shall Federal funds be used to compensate teachers during their normal contract day for stipend work.

“*Beyond contractual obligations*” means that the stipend covers the cost of after-school, weekend, or summer hours not covered under their current contract. In addition, not only must the work be done outside the contracted time but must also be work that is outside the duties listed in their contracts. LEAs should include terms within the stipend agreements that clearly state the duties must be performed outside of normal contracted work and work day.

When a stipend is paid, schools and LEAs should have documentation to reflect the above requirements. Contact MC Moran at MC.Moran@state.vt.us if you have any questions.

Using Federal Funds for Tuition

Approval for IIA funds for tuition is done so with the express purpose of producing teacher leaders who will have a positive role to play in improving their colleague’s capacity to impact instruction and subsequent student academic achievement. It is expected that the professional learning will benefit the system rather than the individual teacher who is taking the course.

In the FY15 applications and subsequent amendments, LEAs will be asked to submit brief plans of how the LEA or school intends to utilize the teacher leader(s) that are to be funded with federal funds. The plan should include what the role of the teacher leader will be, who will be impacted, and how the LEA will measure outcomes.

This article may be of help in articulating roles and responsibilities: [*Ten Roles for Teacher Leaders*](#) by Cindy Harrison and Joellen Killion. (Educational Leadership/ASCD, September 2007).

Contact MC Moran at MC.Moran@state.vt.us if you have any questions.