



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

PERKINS FUNDS
Expenditure Guidelines

Office of Career and Technology Education

Fiscal Year 2017
School Year 2016-2017

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State Superintendent of Education

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Office of Career and Technology Education
South Carolina Department of Education

Guidelines for the Expenditure of Career and Technology Education Perkins Funds

The guidelines provided are non-inclusive. If you have a question about a specific use of Perkins funds for your district/multi-district center that is not addressed below, please contact Merri Long at 803-734-8451.

PERKINS Funds (Subfund 207)
Federal Funds for FY17 (2016-2017 school year)

Perkins funds MUST be spent as approved in an LEA's CATE Local Plan and be spent in a manner to support the improvement of Career and Technology Education (CATE) programs, CATE students, and CATE instructors.

Failure to spend Perkins funds as approved in a CATE Local Plan could result in the LEA reimbursing the South Carolina Department of Education (SCDE) or the SCDE garnishing the LEA's Perkins funds.

REMINDERS

- Perkins funds CANNOT be used to SUPPLANT non-federal funds expended to carry out CATE activities.
- Perkins funds CANNOT be used to carry out requirements set forth by State laws.
- Perkins funds CANNOT be used to pay for services that are provided to **all** other students using state or local funds.
- Perkins funds CANNOT be used below the seventh grade level.
- Perkins funds DO NOT carry over. Any Perkins funds that are not encumbered by June 30 of any fiscal year will lapse. Every effort should be made to spend **all** Perkins funds as approved in the LEA's local plan.

General Guidelines

1. Perkins funds can **ONLY** be spent for an approved CATE course, which is a course that is listed in the Office of Career and Technology Education's (OCTE) current Student Reporting Procedures Guide, has an assigned four-digit Course Code, and is taught by a certified instructor.
2. Perkins funds may be spent for a State Board Approved (SBA) CATE course **ONLY** if an application for an Innovative CATE Course has been completed, submitted to the OCTE, reviewed, approved, and assigned a four-digit course code by the OCTE staff. In order to spend Perkins money for an approved Innovative CATE course, the Innovative CATE course must be taught by a certified instructor.
3. Perkins funds may be spent for CATE courses at the high school level (grades 9-12) and for middle school courses (grades 7-8).
4. Perkins funds may not be used for food or meals, under any circumstances.
5. Perkins funds may be spent **ONLY** for CATE courses that have students enrolled in them that same fiscal year.
For example--FY17 Perkins funds (2016-2017 school year) cannot be used to purchase computers for a Project Lead The Way-Engineering course that will not have students actually in the PLTW-Engineering course until the following year, FY18 (the 2017-18 school year).
6. Perkins funds may be used for the salary/fringe of an instructor **ONLY** for the first year of a new State-approved CATE course (new to the district). Perkins funds **CANNOT** be used to pay the salary and/or fringe for an applied academic instructor.
7. Perkins funds **CANNOT** be used for Local Board Approved (LBA) courses.
8. Perkins funds **CANNOT** be used to purchase consumable items, which are defined by OCTE as items that support the day-to-day instructional program and have a shelf life of less than one (1) year. Examples of items that OCTE considers to be consumable are paper, printer cartridges, flash drives, CDs, soil, plants, and items used in the preparation of food in Culinary Arts/FACS courses such as flour, sugar, meat, etc.

Applied Academic Courses

Effective the 2018-2019 school year, the South Carolina Department of Education will phase out all Applied Academic courses. Therefore, Perkins funds can no longer be used to purchase instructional supplies/equipment for the following applied academic courses:

- Mathematics for the Technologies 1, 2, 3, 4 (3141, 3142, 3143, 3144);
- Applied Biology 1, 2 (3226, 3227);
- Physics for the Technologies 1 (3243); and
- Chemistry for the Technologies 1 (3236).

CATE Certifications

Perkins funds may be used to pay for only those certifications recognized by OCTE, which are listed in the current CATE Student Reporting Procedures Guide, located on the Data Collection and Reporting page of the CATE Website at <http://ed.sc.gov/instruction/career-and-technology-education/performance-accountability/cate-data-collection-and-reporting/>.

Use Subprogram 05-Evaluation/Assessment.

REMINDER: Perkins funds CANNOT be used to purchase the following:
Certification #40-American Red Cross-Babysitting exam; and
Certification #44-First Aid/CPR/AED.

CATE Student Organizations (CTSOs)

Perkins funds may be used to ONLY pay for CTSO student and CTSO advisor travel, lodging, and registration to **State and/or National conferences**, only for the nine (9) state-recognized CATE student organizations listed below. Use Subprogram 10-Student Organizations.

Food or meals—under any circumstance—are not allowable expenses.

The purchase of jackets/clothing required for participation in any of the student organizations is NOT allowable.

- BPA—Business Professionals of America;
- DECA—Distributive Education Clubs of America;
- EdRising—Educators Rising (formerly Future Educators Association [FEA]);
- FBLA—Future Business Leaders of America;
- FCCLA—Family, Career, and Community Leaders of America;
- FFA—Future Farmers of America;
- HOSA—Health Occupations Students of America;
- SkillsUSA; and
- TSA—Technology Student Association.

NOTE: FIRST Robotics, FIRST Tech Challenge, and Vex Competition are *not* CATE student organizations.

CATE Student Competitions

1. FIRST Robotics, FIRST Tech Challenge, VEX Competition

Perkins funds may be used to support FIRST Robotics at the high school level and may also be used to support FIRST Tech Challenge and VEX Competition at the high school or middle school levels in the following ways:

- A maximum of \$7,500 per team can be spent for FIRST Robotics;
- A maximum of \$2,500 per team can be spent for FIRST Tech Challenge and/or VEX Competition;
- The majority of team members (FIRST Robotics, FIRST Tech Challenge, VEX Competition) are required to be CATE students;
- ONLY the kit can be purchased and/or State/Regional competition registration can be covered. Travel expenses are **NOT** allowable.
- Participation in a State/Regional competition is **REQUIRED** to claim funds for reimbursement. State/Regional competition participation will be verified.
- Funding for FIRST LEGO League is **NOT** allowable.

Food or meals—under any circumstance—are not allowable expenses.

Perkins funds budgeted for FIRST Robotics, FIRST Tech Challenge, and/or VEX Competition should be budgeted under Subprogram 03-Technology Training.

2. Other Student Competitions

Requests for using Perkins funds for competitive events other than those listed above (such as ProStart, etc.) will be addressed on a request-by-request basis. Funds should be budgeted under Subprogram 06-Initiate/Improve Programs.

Equipment for CATE Courses

1. Equipment lists should be used to determine appropriate and allowable equipment purchases for CATE courses. Written justification must be submitted to the appropriate program education associate for approval to purchase an item that is not on an equipment list. Equipment lists can be found on the CATE Web site (see *Career and Technology Education Course Standards*). ALL equipment purchased must support the CATE course standards.

REMINDER: Some of the items listed on the equipment lists are considered to be consumable supplies, those supplies that are used in the day-to-day operations of the instructional program, and are NOT allowable purchases with Perkins funds.

2. Perkins funds may be used to purchase promethean boards, Smart boards, and LCD projectors. Use Subprogram 06-Initiate and Improve Programs or Subprogram 11-Equipment.
3. Perkins funds may be used to lease computers. Use Subprogram 06-Initiate and Improve Programs or Subprogram 11-Equipment.

Positions

1. Perkins funds may be used for the salary/fringe of an instructor ONLY for the first year of a new State-approved CATE course (new to the district).
2. Perkins funds CANNOT be used to pay the salary and/or fringe for an applied academic instructor.
3. Perkins funds CANNOT be used to supplement the salary of any position required by the Education and Economic Development Act (EEDA), such as a Regional Workforce Advisor (formerly Regional Education Center director), career specialist, or career development facilitator. The EEDA is a state law and Federal funds cannot be used to carry out requirements of a state law.
4. Perkins funds CANNOT be used to supplement the salary of a Regional Career Specialist, a position required by the Education and Economic Development Act (EEDA), a state law.

Program Participation Fee

1. Gateway to Technology
Perkins funds may be used to pay the annual Program Participation Fee for Gateway to Technology. Use Subprogram 06-Initiate and Improve Programs.
2. Project Lead The Way-Biomedical
Perkins funds may be used to pay the annual Program Participation Fee for Project Lead The Way-Biomedical. Use Subprogram 06-Initiate and Improve Programs.
3. Project Lead The Way-Engineering
Perkins funds may be used to pay the annual Program Participation Fee for Project Lead The Way-Engineering. Use Subprogram 06-Initiate and Improve Programs.
4. Virtual Enterprise
Perkins funds may be used to pay the annual Program Participation Fee for Virtual Enterprise. Use Subprogram 06-Initiate and Improve Programs.

Software for CATE Courses

Perkins funds may be used to purchase instructional software (related to a specific CATE course). Use Subprogram 06-Initiate and Improve Programs.

Technical Skill Assessments

Perkins funds may be used to pay for those CATE course/program assessments which measure technical skill attainment and are recognized by OCTE. See list of allowable assessments on the Technical Skill Assessments page located on the CATE Website at <http://ed.sc.gov/instruction/career-and-technology-education/>.

Use subprogram 05-Evaluation/Assessment.

Textbooks and Workbooks

1. Perkins funds may be used to purchase a classroom set (minimum of 25) of textbooks for a CATE course. The textbooks must remain in the classroom and are NOT assigned to students for them to take home. Use Subprogram 06-Initiate and Improve Programs.
2. Workbooks are considered a consumable item and not an allowable purchase with Perkins funds.

Subprogram 17--Innovative Initiatives:

Perkins funds may be transferred to one of the six (6) Perkins IV Title I Alliances to support local partnership activities such as collaborating with postsecondary institutions, workforce development organizations, and local businesses to provide career development support services to school districts and multi-district career centers. A copy of the signed Memorandum of Understanding (MOU) in support of this transfer must be submitted with the Local Plan. Use Subprogram 17-Innovative Initiatives.

The six Perkins IV Title I Alliances are:

Greenville Education and Economic Development Alliance (GEEDA);
Lower Savannah Education and Business Alliance (LSEBA);
Midlands Education and Business Alliance (MEBA);
Northeastern Education and Business Alliance (NEBA);
Piedmont Education and Business Alliance (PEBA); and
Upstate Education and Business Alliance.

Substitutes

Perkins funds may be used to cover the cost of a substitute for a CATE instructor when the instructor is required to attend CATE related professional development opportunities or CATE student competitions.

Work-Based Credit Courses

Perkins funds CANNOT be spent for instructional supplies/equipment for the work-based credit courses listed below; however, funds may be budgeted under Subprogram 02-Work-Based Activities to support a district's work-based learning opportunities. Perkins funds CANNOT be used to reimburse a student for mileage and gas to travel to a worksite.

• Agriculture, Food and Natural Resources, work-based credit	5690
• Architecture and Construction, work-based credit	6690
• Arts, Audio-Video Technology and Communications, work-based credit	5290
• Business Management and Administration, work-based credit	5490
• Education and Training, work-based credit	6390
• Finance, work-based credit	6190
• Health Science, work-based credit	5590
• Sports Medicine, work-based credit	5591
• Hospitality and Tourism, work-based credit	5190
• Family and Consumer Sciences, work-based credit	5890
• Human Services, work-based credit	5790
• Information Technology, work-based credit	5390
• Law, Public Safety, Corrections and Security, work-based credit	6590
• Manufacturing, work-based credit	6490
• Marketing, work-based credit	5091
• Pre-Engineering/Engineering & Industrial Technology Education, work-based credit	6090
• Science, Technology, Engineering and Mathematics, work-based credit	6890
• Transportation, Distribution and Logistics, work-based credit	6790

Expenditures That Are Not Allowed with Perkins Funds

Perkins funds are *NOT* to be used for the following:

1. Purchase of a copier, unless listed on a CATE course's equipment list;
2. Training of career development facilitators;
3. Activities conducted by a Regional Workforce Advisor (formerly Regional Education Center Coordinator);
4. Student expenses or direct assistance to students such as scholarships, student tuition, fees, or costs for graduation;
5. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
6. Reimbursing a student for gas or travel expenses;
7. Paying a stipend to a CATE instructor to sponsor a CATE student organization;
8. Organization memberships;
9. Food or meals—under any circumstance;
10. Magazine subscriptions;
11. Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
12. Entertainment, plaques, recognition awards, or memorabilia;
13. GED supplementary materials;
14. Alcohol;
15. Repair/Maintenance of existing equipment;
16. Installation of equipment, to include labor;
17. Lease, renovation, or building of classroom facilities;
18. Upgrade of classroom wiring or to network a classroom or facility;
19. Purchase of a bus or any type of vehicle to transport CATE students;
20. Furniture such as teacher/student desks, teacher/student chairs, bookcases, display cases, storage buildings, units, containers, file cabinets, unless the item is listed on a CATE course's approved equipment list;
21. WorkKeys or related materials.

Questions related to course/program content may be directed to the following individuals:

Career Cluster	Contact Person
<ul style="list-style-type: none"> ▶ Health Science 	Angel Clark 803-734-0372 aclark@ed.sc.gov
<ul style="list-style-type: none"> ▶ Business Management and Administration ▶ Finance ▶ Information Technology ▶ Marketing 	Tony Dillon 803-734-5349 tdillon@ed.sc.gov
<ul style="list-style-type: none"> ▶ Agriculture, Food and Natural Resources 	William E. Keels 803-896-8873 wkeels@clermson.edu
<ul style="list-style-type: none"> ▶ Arts, Audio-Video Technology and Communications ▶ Education and Training ▶ Hospitality and Tourism ▶ Human Services/Family and Consumer Sciences ▶ Science, Technology, Engineering and Mathematics 	Eleanor Glover, PhD 803-734-3826 eglover@ed.sc.gov
<ul style="list-style-type: none"> ▶ Arts, Audio-Video Technology and Communications ▶ Science, Technology, Engineering and Mathematics ▶ Transportation, Distribution and Logistics 	B. T. Martin 803-734-3398 btmartin@ed.sc.gov
<ul style="list-style-type: none"> ▶ Architecture and Construction ▶ Law, Public Safety, Corrections and Security ▶ Manufacturing 	Steven Watterson 803-734-8267 swatterson@ed.sc.gov
Activity or CATE Course	Contact Person
<ul style="list-style-type: none"> ▶ Nontraditional Activities ▶ Special Populations 	Rachel Rutledge 803-734-8438 rrutledge@ed.sc.gov
<ul style="list-style-type: none"> ▶ Career Guidance ▶ Work-Based Learning ▶ Introduction to Career Clusters course 	Kama Staton 803-734-8415 kstaton@ed.sc.gov