



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

STATE EIA EQUIPMENT FUNDS

Expenditure Guidelines

Office of Career and Technology Education

Fiscal Year 2017
School Year 2016-2017

Molly Spearman
State Superintendent of Education

Ron P. Roveri, Director
Office of Career and Technology Education

The South Carolina Department of Education does not discriminate on the basis of race, color, religion, national origin, age, sex or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Employee Relations Manager, 1429 Senate Street, Columbia, South Carolina 29201, (803) 734-8781. For further information on federal nondiscrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1-800-421-3481.

Office of Career and Technology Education
South Carolina Department of Education

**Guidelines for the Expenditure of Career and Technology Education
State EIA Equipment Funds**

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

EIA Equipment Funds (Subfund 325)
State Funds for FY17 (2016-2017 school year)

Career and Technical Equipment funding (EIA) may be expended for the following:

- *purchase of career and technical equipment;*
- *the up-fitting of facilities; and*
- *the purchase of consumables.*

Failure to spend State EIA Equipment 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 State EIA Equipment funds.

Purchase of CATE Equipment--General Guidelines

1. EIA Equipment funds must be spent as approved in an LEA's CATE Local Plan.
2. State EIA Equipment 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, is offered at the high school/career center level as part of a completer program, and is taught by a certified instructor.
3. State EIA Equipment funds should be used to implement new CATE courses and/or upgrade/expand technology in existing CATE classrooms.
4. State EIA Equipment funds can 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.
5. State EIA Equipment funds can be spent only for CATE courses that have students enrolled in them that same fiscal year. *For example*—An LEA CANNOT use FY17 State Equipment funds (2016-17 school year) to purchase computers for a Project Lead The Way-Engineering course that will not have students actually in the Project Lead The Way-Engineering course until the following year, FY18 (the 2017-18 school year). This is to guard against equipment being purchased and stored. The intent of the State Equipment funds is to purchase equipment and use it immediately in the CATE classroom.
6. State EIA Equipment funds may be used to purchase promethean boards, Smart boards, and LCD projectors.
7. State EIA Equipment funds may be used to lease computers (budgeted on the Funding Plan as Purchased Services, Object 300).
8. State EIA Equipment funds may be used to purchase instructional software (related to a specific CATE course).

Up-Fitting of Facilities--General Guidelines

FY17 State EIA Equipment funds may be used to up-fit facilities such as, but not limited to, the upgrade of classroom wiring or to network a classroom or facility. If FY17 State EIA Equipment funds are used to up-fit a facility, complete the form, FY17 State EIA Equipment Funds for Up-Fitting Facilities.

Purchase of Consumables--General Guidelines

FY17 State EIA Equipment funds may be used to purchase textbooks, instructional resource materials, videos, DVDs, and consumable instructional items that support the day-to-day instructional program. Consumable items such as, but not limited to, lumber or nails for a Building Construction course, welding rods for a Welding course, electrical wire for an Electricity course, and items used in the preparation of food in Culinary Arts/FACS courses such as flour, sugar, and meat are allowable. Items such as CDs and post-it notes will not be approved.

Unspent FY17 State EIA Equipment Funds (Carryover)--General Guidelines

1. At the end of the fiscal year, any unspent EIA Equipment funds (Subfund 325) will carry over to the next fiscal year. Unexpended FY17 State EIA Equipment funds may be used for the same purpose as approved in the LEA's FY16 CATE Local Plan, to up-fit career and technology education facilities, or to replace career and technology education program consumables.
2. The LEA has only 12 months to spend carryover EIA Equipment funds. All carryover EIA Equipment funds should be expended prior to spending the current year's EIA Equipment funds. Any EIA Equipment funds that are unspent at the end of the additional 12 months must be returned to the Office of Finance at the SC Department of Education. Every effort should be made to spend **all** EIA Equipment funds as approved in the LEA's local plan.

Expenditures That Are Not Allowed with EIA Equipment Funds

1. State EIA Equipment funds CANNOT be used for Applied Academic courses (Applied Biology, Chemistry for the Technologies, Mathematics for the Technologies, and Physics for the Technologies).
2. State EIA Equipment funds CANNOT be spent for Local Board Approved (LBA) courses.
3. State EIA Equipment funds CANNOT be spent for the following work-based credit courses:

• 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
4. Purchase of a copier, unless listed on a CATE course's equipment list;
5. Training of career development facilitators;
6. Activities conducted by a Regional Workforce Advisor (formerly Regional Education Center Coordinator);
7. Student expenses or direct assistance to students such as scholarships, student tuition, fees, or graduation cords;
8. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
9. Reimbursing a student for gas or travel expenses;
10. Paying a stipend to a CATE instructor to sponsor a CATE student organization;
11. Organization memberships;
12. Food or meals—under any circumstance;
13. Magazine subscriptions;
14. Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
15. Entertainment, plaques, recognition awards, or memorabilia;
(list continued on next page)

16. Alcohol;
17. Lease or building of classroom facilities;
18. Purchase of a bus or any type of vehicle to transport CATE students;
19. 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.
20. WorkKeys or related materials.
21. Expenses incurred by a teacher/administrator related to tuition, DIRECT, or PACE training.

Questions related to CATE 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@clemson.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