



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

## **State Work-Based Learning 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  
State Work-Based Learning Funds**

The guidelines provided are non-inclusive. If you have a question about a specific use of Work-Based Learning funds for your district/multi-district center that is not addressed below, please contact Kama Staton at 803-734-8415 or at [kstaton@ed.sc.gov](mailto:kstaton@ed.sc.gov).

**Work-Based Learning funds (Subfund 392)**  
**State Funds for FY17 (2016-2017 school year)**

*State Work-Based Learning funds MUST be spent as approved in an LEA's CATE Local Plan and be spent in a manner to support the LEA's work-based learning initiatives.*

*Failure to spend State Work-Based Learning 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 Work-Based Learning funds.*

**General Guidelines**

1. All funds expended should support approvable work-based learning activities as defined in the SC Department of Education, Office of Career and Technology Education's Work-Based Learning Manual. Work-Based Learning experiences should complement and relate to the school-based career major (program of study), career goal, or Individual Graduation Plan (IGP) that a student is pursuing.
2. State Work-Based Learning funds should support the following work-based experiences:
  - Shadowing, on-site or virtual;
  - Service Learning;
  - Mentoring;
  - School-Based Enterprise;
  - Structured Field Study
  - Cooperative Education;
  - Internship;
  - Youth Apprenticeship; and
  - Registered Apprenticeship.
3. State Work-Based Learning activities or funds should **NOT** be confused with other funding sources provided through the SC Education and Economic Development Act (EEDA), such as transporting a student to another high school in the district if the high school in his or her attendance zone does not offer the cluster of the student's choice, providing materials and supplies related to the curricula for at-risk student program models, or for career development facilitator training.
4. At the end of the fiscal year, any unspent State Work-Based Learning funds will carry over to the next fiscal year. The LEA has only **12 months** to spend Work-Based Learning state carryover funds. All Work-Based Learning carryover funds should be expended prior to spending the current year's Work-Based Learning funds. Any Work-Based Learning 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.

**Allowable Expenditures**

**A. Funding for a Work-Based Learning Coordinator**

- Salary for the work-based learning coordinator;
- Fringe benefits (fixed charges) for the work-based learning coordinator;
- Travel for the work-based learning coordinator;
- Routine office supplies for the work-based learning coordinator; and
- Office equipment (such as computer, printer, projector) purchased for the work-based learning coordinator meeting the job description as specified below. Additional auxiliary equipment such as speakers, adapters, microphones, headsets, etc., is not an allowable expenditure.

**Note:** The Work-Based Learning Coordinator's official district job description must be submitted electronically when the Local Plan is submitted. The percentage of time allocated to each job duty role specified should be included in the job description. Priority for approval will be given to

positions providing the most direct services to CATE students, CATE instructors, and appropriate business/industry partners supporting CATE and career-related WBL opportunities. Indirect services and other auxiliary services, especially those that are clerical in nature, will not be approved.

**Note:** State Work-Based Learning funds may be used to supplement the salary of the Regional Career Specialist serving the LEA's region.

**B. Integration of Academic and Career and Technology Education (CATE)**

Consultant fees, workshop/conference registration, travel expenses for workshops/conferences for teachers, administrators, counselors, and volunteers to support the following:

- Implement work-based learning activities that integrate academic and CATE course content;
- Provide opportunities for academic and CATE instructors to collaborate and plan integrated instruction for students; and
- Implement action plans to address accelerated learning for students who are behind their age peers.

**C. Printing Work-Based Learning Materials**

State Work-Based Learning funds can be used for the printing of Work-Based Learning materials printed in the school/district or by an outside printing facility. The items to be printed must be specified in the LEA's CATE local plan with allocation request listed under Subprogram 18.

**D. Staff Development**

Provide professional development activities directly related to work-based learning or in the areas of applied techniques (contextual methodology).

- Provide workshops on career guidance for administrators, teachers, and counselors.
- Provide training for mentors: consultant fees; registration fees; and travel expenses for workshops for administrators, teachers, counselors, and volunteers.

**Note: The purchase of food for a staff development activity is not an allowable expenditure.**

**E. Substitutes**

State Work-Based Learning funds may be used to cover the cost of a substitute for an instructor when the instructor accompanies students on work-site visits or when the instructor is required to attend professional development opportunities related to work-based learning or integration of academic and CATE course content.

**F. Transportation of Students to Worksites**

Cost to use a State school bus;

- Bus driver's cost; and
- Fuel.

**Note:** Travel funds can only be expended for approved work-based learning activities. Travel records must be maintained by the school district or multi-district center.

**Expenditures That Are NOT Allowed with State Work-Based learning Funds**

State Work-Based Learning funds are **NOT** to be used for the following:

1. Purchase of supplies or equipment for CATE courses;
2. Supplementing the salary of a high school or middle school career development facilitator that is mandated by the EEDA;
3. Purchase of a copier;
4. Training costs associated with the certification of career development facilitators;
5. Student expenses or direct assistance to students such as, but not limited to, scholarships, student tuition, fees, books, uniforms, or cords for graduation;
6. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
7. Reimbursing a student for gas or travel expenses;  
(list continued on next page)

8. Repair and/or maintenance of equipment;
9. Organization memberships;
10. Food or meals—under any circumstance;
11. Entertainment, plaques, recognition awards, tee shirts, or memorabilia;
12. Furniture (desks, chairs, bookcases, display cases, etc.);
13. Purchasing a bus/vehicle to transport students;
14. Magazine subscriptions;
15. Alcohol;
16. GED supplementary materials;
17. Advertising campaigns including promotional items such as bumper stickers, pencils, pens, tee shirts, caps, and cups/mugs;
18. WorkKeys or related materials;
19. Expenses incurred by a teacher/administrator related to tuition, DIRECT or PACE training.
20. Expenses related to CATE students/advisor participating in a Career and Technology Education Student Organization (CTSO).

Questions may be directed to:

<ul style="list-style-type: none"><li>▶ Career Guidance</li><li>▶ Work-Based Learning Activities</li></ul>	Kama Staton 803-734-8415 <a href="mailto:kstaton@ed.sc.gov">kstaton@ed.sc.gov</a>
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