



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

**GUIDELINES FOR THE EXPENDITURE OF  
CAREER AND TECHNOLOGY EDUCATION FUNDS**

**Perkins, EIA Equipment, and Work-Based Learning Funds**

Fiscal Year 2014  
School Year 2013-2014

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# Office of Career and Technology Education South Carolina Department of Education

## **Guidelines for the Expenditure of Career and Technology Education Funds (Perkins, EIA Equipment, and Work-Based Learning)**

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

### **PERKINS FUNDS (Federal)—FY14 (2013-14 school year)**

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

#### **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 carryover. 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 be spent **ONLY** for CATE courses that have students enrolled in them that same fiscal year.  
*For example--FY14 Perkins funds (2013-14 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, FY15 (the 2014-15 school year).*
5. 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.
6. Perkins funds **CANNOT** be spent for Local Board Approved (LBA) courses.
7. 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.

### **Equipment for CATE Courses**

8. 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 are available for some CATE courses and can be found on the CATE Web site (see *Career and Technology Education Course Standards*). Contact the appropriate program education associate about equipment for those CATE courses that do not have an equipment list posted on the CATE Web page. 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.

9. Priority should be given to purchasing computers for business education courses (labs) taught at the high school/career center level. The newer, more up-to-date computers should be purchased for CATE courses at the high school/career center level and the older equipment should be moved to a CATE course taught at the middle school level.
10. 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.
11. Perkins funds may be used to lease computers. Use Subprogram 06-Initiate and Improve Programs or Subprogram 11-Equipment. Budget on the Funding Plan as Purchased Services, Object 300.
12. 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 and CATE Certifications**

13. Perkins funds may be used to pay for those CATE course/program assessments which measure technical skill attainment and are recognized by OCTE for Perkins Indicator 2S1-Technical Skill Attainment. See list of allowable assessments at <http://ed.sc.gov/agency/programs-services/149/>. Use Subprogram 05-Evaluation/Assessment.
14. Perkins funds may be used to pay for those certifications recognized by OCTE, which are listed in the current CATE Student Reporting Procedures Guide, pages 9—27. No more than 20% of a district's total Perkins allocation may be spent for CATE course/program assessments. Use Subprogram 05-Evaluation/Assessment.

REMINDER: Perkins funds CANNOT be used to purchase CPR exams or the American Red Cross-Babysitting exam.

### **Program Participation Fee**

15. 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.
16. 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.
17. Virtual Enterprise  
Perkins funds may be used to pay the annual Program Participation Fee for Virtual Enterprise. Use Subprogram 06-Initiate and Improve Programs.

### **WorkKeys**

18. Perkins funds may be used to purchase WorkKeys for **students enrolled in CATE courses**, grades 7-12. Students must be enrolled in a CATE course the same semester when they take WorkKeys. Results should be shared with students which should improve their success in the workplace. Use Subprogram 05-Evaluation/Assessment or Subprogram 09-Career Guidance/Placement.

## Positions

19. 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).
20. Perkins funds CANNOT be used to pay the salary and/or fringe for an applied academic instructor.
21. 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 Education Center director, career specialist, or career development facilitator. The EEDA is a state law and Federal funds cannot be used to carryout requirements of a state law.
22. 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.

## CATE Student Organizations (CTSOs)

23. Perkins funds may ONLY be used to pay for 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.

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

Use Subprogram 10-Student Organizations.

- BPA—Business Professionals of America;
- FBLA—Future Business Leaders of America;
- FEA—Future Educators Association;
- FFA—Future Farmers of America;
- FCCLA—Family, Career, and Community Leaders of America;
- DECA—Distributive Education Clubs 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.

## Other CATE Student Competitions

24. 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.

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

25. ProStart  
Perkins funds may be used to pay for student and advisor travel, lodging, and registration to **State and/or National** ProStart competitive events. Use Subprogram 06-Initiate/Improve Programs.
26. Virtual Enterprise  
Perkins funds may be used to pay for student and advisor travel, lodging, and registration to **Regional and/or National** Virtual Enterprise competitive events. Use Subprogram 06-Initiate/Improve Programs.

**Textbooks and Workbooks**

- 27. 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.
- 28. Workbooks are considered a consumable item and not an allowable purchase with Perkins funds.

**Applied Academic Courses**

- 29. Perkins funds may be used to purchase instructional supplies/equipment (manipulatives) for the following applied academic courses: Mathematics for the Technologies 1, 2, 3, 4; and Applied Biology 1, 2.

Mathematics for the Technologies 1 will be phased out June 30, 2016.  
 Mathematics for the Technologies 2 will be phased out June 30, 2017.  
 Mathematics for the Technologies 3 will be phased out June 30, 2018.  
 Mathematics for the Technologies 4 will be phased out June 30, 2019.

Use Subprogram 01-Integration. Indicate the course name, course code, school where taught, and items to be purchased.

REMINDER: The purchase of consumable items, defined by OCTE as items that support the day-to-day instructional program and have a shelf life of less than one (1) year, (paper, printer cartridges, flash drives, CDs, soil, plants, etc.) is not allowable.

**Innovative Initiatives:**

- 30. 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**

- 31. 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**

- 32. 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
• 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/Industrial Technology Education, work-based credit	6090
• Transportation, Distribution, and Logistics, work-based credit	6790

**Other Expenditures that are *Not* Allowed**

Perkins funds are NOT to be used for the following:

33. The purchase of a copier, unless listed on a CATE course's equipment list;
34. Training of career development facilitators;
35. Activities conducted by a Regional Education Center director;
36. Student expenses or direct assistance to students such as scholarships, student tuition, or fees;
37. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
38. Reimbursing a student for gas or travel expenses;
39. Paying a stipend to a CATE instructor to sponsor a CATE student organization;
40. Organization memberships;
41. Food for meetings, staff development workshops, or CATE courses;
42. Magazine subscriptions;
43. Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
44. Entertainment, plaques, recognition awards, or memorabilia;
45. GED supplementary materials;
46. Alcohol;
47. Repair/Maintenance of existing equipment;
48. Installation of equipment, to include labor;
49. Lease, renovation, or building of classroom facilities;
50. Upgrade of classroom wiring or to network a classroom or facility;
51. Purchase of a bus or any type of vehicle to transport CATE students;
52. Furniture such as teacher/student desks, teacher/student chairs, bookcases, display cases or storage buildings, units, containers, file cabinets, unless the item is listed on a CATE course's approved equipment list.

## **EIA EQUIPMENT FUNDS (State)—FY 14 (2013-14 school year)**

*The Education Improvement Act of 1984 (the law which provides the State funds for equipment for Career and Technology Education [CATE] courses) states that the "highest priority in budgeting funds for equipment for CATE courses must be given to job preparatory, occupational proficiency courses in areas related to the following: technology trades, businesses, and industries; high labor market and high labor intensive demand; small business management; new and emerging trades, industries, and businesses which foster and enhance the economic development, stability, and diversification of the State's economy; and advancing technology (new and existing courses)."*

### **General Guidelines**

1. EIA Equipment funds must be spent as approved in a 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 complete program, and is taught by a certified instructor.
3. Items purchased with State EIA Equipment funds must be tangible, non-expendable items with a useful life of more than one year and an acquisition cost of \$100 or more per unit. The intent of the State EIA Equipment funds is to purchase "big ticket" items for a CATE course (items that a school/center may not have available funds to purchase). The cost of the piece of equipment will determine whether the item will be budgeted on the Funding Plan as instructional supply (object 400) or equipment (object 500). In some districts, items that cost \$500 or less (example--printer for a computer) are budgeted as supplies. In some districts, items that cost \$1,000 or less (example--a computer) are budgeted as supplies.
4. State EIA Equipment funds should be used to implement new CATE courses and/or upgrade/expand technology in existing CATE classrooms.
5. 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.
6. State EIA Equipment funds can be spent only for CATE courses that have students enrolled in them that same fiscal year. *For example--*You CANNOT use FY14 State Equipment funds (2013-14 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, FY15 (the 2014-15 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.
7. State EIA Equipment 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) month. 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.
8. At the end of the fiscal year, any unspent EIA Equipment funds will carry over to the next fiscal year. The LEA has only 12 months to spend EIA Equipment carryover funds. All EIA Equipment carryover 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.

### **Equipment**

9. State EIA Equipment funds may be used to purchase promethean boards, Smart boards, and LCD projectors.
10. Equipment lists should be used to determine appropriate and allowable equipment purchases for CATE courses. 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 State EIA Equipment funds. 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 are available for some CATE courses and can be found on the CATE Web page (see Career and Technology Education Course Standards). Contact the appropriate education associate about equipment

for those CATE courses that do not have an equipment list posted on the CATE Web page. ALL equipment that is purchased must support the CATE course standards.

11. State EIA Equipment funds may be used to lease computers (budgeted on the Funding Plan as Purchased Services, Object 300).
12. State EIA Equipment funds may be used to purchase instructional software (related to a specific CATE course).

**Expenditures that are Not Allowed with EIA Equipment Funds**

13. 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).
14. State EIA Equipment funds CANNOT be spent for Local Board Approved (LBA) courses.
15. 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
  - 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/Industrial Technology Education, work-based credit 6090
  - Transportation, Distribution, and Logistics, work-based credit 6790

**EIA Equipment funds are NOT to be used for the following:**

16. Textbooks, workbooks, resource materials, videos, DVDs, instructional materials.
17. The purchase of a copier, unless listed on a CATE course's equipment list;
18. Training of career development facilitators;
19. Activities conducted by a Regional Education Center director;
20. Student expenses or direct assistance to students such as scholarships, student tuition, or fees;
21. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
22. Reimbursing a student for gas or travel expenses;
23. Paying a stipend to a CATE instructor to sponsor a CATE student organization;
24. Organization memberships;
25. Food for meetings, staff development workshops, or CATE courses;
26. Magazine subscriptions;
27. Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
28. Entertainment, plaques, recognition awards, or memorabilia;
29. Alcohol;
30. Repair/Maintenance of existing equipment;
31. Installation of equipment, to include labor;
32. Lease, renovation, or building of classroom facilities;
33. Upgrade of classroom wiring or to network a classroom or facility;
34. Purchase of a bus or any type of vehicle to transport CATE students;
35. Furniture such as teacher/student desks, teacher/student chairs, bookcases, display cases or storage buildings, units, containers, file cabinets, unless the item is listed on a CATE course's approved equipment list.



**WORK-BASED LEARNING/EXTENDED LEARNING OPPORTUNITIES**  
**State Funds for FY14 (2013-2014 school year)**

**All funds expended should support approvable work-based learning activities that complement and relate to the school-based career major (program of study), career goal, and Individual Graduation Plan (IGP) that a student is pursuing.**

State Work-Based Learning activities or funds should **NOT** be confused with other funding sources provided for components of the Education and Economic Development Act (EEDA), such as transporting a student to another high school within 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. The intent of guidance provided in the following content is to increase both the scope of activities provided and the number of students participating in those activities.

**General Guidelines**

A. *State Work-Based Learning funds should support the following eight work-based experiences:*

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| ➤ <i>Shadowing;</i>               | ➤ <i>Cooperative Education;</i>     |
| ➤ <i>Service Learning;</i>        | ➤ <i>Internship;</i>                |
| ➤ <i>Mentoring;</i>               | ➤ <i>Youth Apprenticeship; and</i>  |
| ➤ <i>School-Based Enterprise;</i> | ➤ <i>Registered Apprenticeship.</i> |

B. 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 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. Every effort should be made to spend **all** EIA Equipment funds as approved in the LEA's local plan.

**Allowed expenditures** by category are listed below.

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

- Salary for the work-based learning coordinator;
- fringe benefits (fixed charges) for the work-based learning coordinator (See **Note** below);
- 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/career specialist meeting the job description as specified below. Additional auxiliary equipment such as speakers, adapters, microphones, headsets, etc. will not be approved for purchase.

**Note:** A copy of 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 duty 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 may not be approved.

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

**2. Integration of academic and career and technology education (CATE)**

Consultant fees, substitute teacher pay, per diem expenses for workshops for teachers, administrators, counselors, and volunteers to do the following:

- implement work-based learning activities that integrate academic and CATE course content;
- provide opportunities for academic and CATE teachers to work together to plan integrated instruction for students; and
- implement action plans to address accelerated learning for students who are behind their age peers.

### **3. Staff Development**

- Provide professional development activities **related to work-based learning** or in the areas of applied techniques (contextual methodology).
- Provide workshops on career guidance for teachers and counselors.
- Provide training for mentors: consultant fees; registration fees; substitute teacher pay; and per diem expenses for workshops for teachers, administrators, counselors, and volunteers.

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

### **4. 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.

### **5. Equipment for Applied Academic Courses**

Instructional equipment or supplies (manipulatives) can be purchased for Applied Biology 1, 2; and Mathematics for the Technologies 1, 2, 3, and 4 **ONLY**. A list of the equipment/supplies purchased with State Work-Based Learning funds must be submitted to the Office of Career and Technology Education when the Local Plan is submitted or when an amendment is made to the Local Plan.

Mathematics for the Technologies 1 will be phased out June 30, 2016.  
Mathematics for the Technologies 2 will be phased out June 30, 2017.  
Mathematics for the Technologies 3 will be phased out June 30, 2018.  
Mathematics for the Technologies 4 will be phased out June 30, 2019.

### **6. Printing Work-Based Learning Materials**

State Work-Based Learning funds can be used for the printing of Work-Based Learning materials printed within the school/district or by an outside printing facility. The items to be printed must be specified on the Form 10 for Work-Based Learning Activities for the Local Plan.

### **7. Expenditures that are NOT Allowed**

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

- purchase of supplies or equipment for CATE courses;
- supplementing the salary of a high school or middle school career development facilitator that is mandated by the EEDA;
- the purchase of a copier;
- training of career development facilitators;
- student expenses or direct assistance to students such as scholarships, student tuition, fees, books, or uniforms;
- student tuition/registration costs for students taking dual credit/dual enrollment courses;
- the purchase of consumable items for Applied Academic courses that support the day-to-day instructional program and classroom operation (copy paper, printer cartridges, flash drives, and CDs, for example);
- reimbursing a student for gas or travel expenses;
- repair and/or maintenance of equipment;
- organization memberships;
- food for meetings or staff development workshops;
- entertainment, plaques, recognition awards, or memorabilia;
- furniture (desks, chairs, bookcases, display cases, etc.);
- purchasing a bus/vehicle to transport students;
- tee shirts for students;
- magazine subscriptions,
- alcohol;
- GED supplementary materials;
- advertising campaigns including promotional items such as bumper stickers, pencils, pens, tee shirts, caps, and cups/mugs.

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

Career Cluster	Contact Person
<ul style="list-style-type: none"> <li>▶ Health Science</li> </ul>	Angel Clark 803-734-0372 <a href="mailto:aclark@ed.sc.gov">aclark@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>▶ Business Management and Administration</li> <li>▶ Finance</li> <li>▶ Information Technology</li> <li>▶ Marketing</li> </ul>	Tony Dillon 803-734-5349 <a href="mailto:tdillon@ed.sc.gov">tdillon@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>▶ Agriculture, Food and Natural Resources</li> </ul>	William E. Keels 803-896-8873 <a href="mailto:wkeels@clemson.edu">wkeels@clemson.edu</a>
<ul style="list-style-type: none"> <li>▶ Education and Training</li> <li>▶ Hospitality and Tourism</li> <li>▶ Human Services/Family and Consumer Sciences</li> </ul>	Dr. Eleanor Glover 803-734-3826 <a href="mailto:eglover@ed.sc.gov">eglover@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>▶ Arts, Audio-Video Technology and Communications</li> <li>▶ Law, Public Safety, Corrections and Security</li> <li>▶ Science, Technology, Engineering and Mathematics</li> <li>▶ Transportation, Distribution and Logistics</li> </ul>	B. T. Martin 803-734-3398 <a href="mailto:btmartin@ed.sc.gov">btmartin@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>▶ Architecture and Construction</li> <li>▶ Manufacturing</li> </ul>	Steven Watterson 803-734-8267 <a href="mailto:swatterson@ed.sc.gov">swatterson@ed.sc.gov</a>
<ul style="list-style-type: none"> <li>▶ Work-Based Learning</li> </ul>	Vacant