

New Federal Programs Coordinator Training



- ACSIP/School Improvement Budgeting facts, Budget Components, Title I Target Area Selection, Transfer Sheet, and Assurances
- Creating a Budget
- Allocation of Funds
- Resources



ACSIP Budgets and Components

Federal Budgets

- Title I
- Title IIA
- Title III
- Title VI State
- Title VI Federal

State Budgets

- ALE/AE
- ELL
- NSLA
- PD



Federal Budgets

Title I Part A-	Improving the Academic Achievement of the Disadvantaged
Title IIA-	Effective Teachers and Leaders
Title III-	Language Instruction for Limited English Proficient and Immigrant Students
Title VI State-	Rural and Low-income School Program
Title VI Federal	Rural School Achievement Program (REAP)



State Budgets

ALE/AE	Alternative Learning Environment
ELL	English Language Learners
NSLA	National School Lunch Act
PD	Professional Development

ACSIP Budget Components

Sample Title II A – Federal Budget

1. Source of Funds (6756)

District-wide Budget Report for Title II-A

Arkansas Department of Education

Revenue Code: School District:
 Source: 6756 LEA Number:

BUDGET CODE/FUNCTIONS	(61000) Employee Salaries	(62000) Employee Benefits	(63000-65000) Purchased Services	(66000) Materials & Supplies	(67000) Capital Outlay	(68000) Other Objects	Total
Title II-A							
1110 Kindergarten				n/a	n/a	n/a	0
1120 Elementary				n/a	n/a	n/a	0
1130 Middle/Junior High				n/a	n/a	n/a	0
1140 High School				n/a	n/a	n/a	0
2170 Parent Involvement				-	n/a	-	0
2210 Improvement of Instruction			14940	-	n/a	-	14940
2294 Instructional Facilitator, Math	20719	3200		-	n/a	-	23919
2297 Instructional Facilitator, Literacy	85287	13138		-	n/a	-	98425
2317 Audit Services	n/a	n/a		n/a	n/a	n/a	0
2324 Federal Programs Director/Coord.				-	n/a	-	0
2540 Planning, Research, Dev. & Eval. Serv.				-	n/a	-	0
2572 Recruitment and Placement				-	n/a	-	0
3352 Non-Public Schools				-	n/a	-	0
Total Allocated	106006	16338	14940				137284
Total Direct Cost Budgeted	106006	16338	14940				137284
5500 Indirect Cost Edit Total Direct Cost	137284	- Total Cap. Outlay		* Indirect Rate	1.98	2718.22	
INDIRECT COST BUDGETED							
GRAND TOTAL PROGRAM BUDGET							137284



Federal Budget Source of Funds

Title I Part A-	6501	Improving the Academic Achievement of the Disadvantaged
Title IIA-	6756	Effective Teachers and Leaders
Title III-	6761	Language Instruction for Limited English Proficient and Immigrant Students
Title VI State-	6784	Rural and Low-income School Program
Title VI Federal	6782	Rural School Achievement Program (REAP)



State Budgets Source of Funds

ALE	2275	Alternative Learning Environment
ELL	2276	English Language Learners
NSLA	2281	National School Lunch Act
PD	2223	Professional Development

ACSIP Budget Components

Sample Title II A – Federal Budget

District-wide Budget Report for Title II-A

Arkansas Department of Education

Revenue Code: School District
 Source: 6756 LEA Number:

1. Source of Funds (6756)

2. Function Codes

3. Object Codes/Accounts

BUDGET CODE/FUNCTIONS	(61000) Employee Salaries	(62000) Employee Benefits	(63000-65000) Purchased Services	(66000) Materials & Supplies	(67000) Capital Outlay	(68000) Other Objects	Total
Title II-A							
1110 Kindergarten				n/a	n/a	n/a	0
1120 Elementary				n/a	n/a	n/a	0
1130 Middle/Junior High						n/a	0
1140 High School						n/a	0
2170 Parent Involvement						-	0
2210 Improvement of Inst			14940	-	n/a	-	14940
2294 Instructional Facilitat				-	n/a	-	23919
2297 Instructional Facilitator, Literacy	83287	13138		-	n/a	-	98425
2317 Audit Services	n/a	n/a		n/a	n/a	n/a	0
2324 Federal Programs Director/Coord.				-	n/a	-	0
2540 Planning, Research, Dev. & Eval. Serv.				-	n/a	-	0
2572 Recruitment and Placement				-	n/a	-	0
3352 Non-Public Schools				-	n/a	-	0
Total Allocated	106006	16338	14940				137284
Total Direct Cost Budgeted	106006	16338	14940				137284
5500 Indirect Cost Edit Total Direct Cost	137284	- Total Cap. Outlay		* Indirect Rate	1.98	2718.22	
INDIRECT COST BUDGETED							
GRAND TOTAL PROGRAM BUDGET							137284



District Level -Title I – School Allocation 6 Steps to Target Area Selection

Step 1: These steps include entering information in other locations in the ACSIP system.

Step 1a: Create a Title I District Budget

Step 1b: Set Title I Indirect Cost

Step 1c: Estimate Title I Cash on Hand

Step 2: Set Number of Low Income Students

Step 3: Select Method of Title I Target Area Selection

Step 4: Select Schools Served

Step 5: Set Budget Cost per Child

Step 6: Non-Public School Allocation



School Name: District Plan

Step 1a: Create a Title I District Budget

- Priority 1: Extended use of Federal and State funds [[View and Add Goals and Actions](#)]
- Priority 2: Provide safe, orderly drug-free environment [[View and Add Goals and Actions](#)]
- Priority 3: Wellness [[View and Add Goals and Actions](#)]
- [Add Priority](#)

Progress	
Mission/Title I	Yes
Team	Yes
Priorities	Yes
Supporting Documents	
Allocated Funds	Yes
School Plans Ready	No
Transfers Reconciled	Yes
Balance Sheet Reconciled	Yes
Title I Target Area Selection	Yes
Budget Rules Compliance	Yes
Ready to Submit	No
View ADE Review	

Approved by ADE
Ready for Modification



Set Asides

- Parent Involvement (PI)
 - District
 - School
- Homeless
- Private Schools (Non Public Schools)
- Neglected Institutions (N & D Institutions)
 - (Title I, Part A and Title I, Part D)



Step 1b: Set Title I Indirect Cost

1.

Total Allocated							
District Level Sub-Totals							
Total Direct Cost Budgeted							
5500 Indirect Cost Edit Total Direct Cost		- Total Cap. Outlay		* Indirect Rate	0.0000%	0.00	
INDIRECT COST BUDGETED							
GRAND TOTAL							

2.

Edit Indirect Cost

Maximum Indirect Cost: \$0.00

Title I Indirect Cost (Budgeted)



Step 1c: Estimate Title I Cash on Hand

ACSIP Options

- [Enter Budget Estimates](#)
- [Work On Your ACSIP](#)
- [District Financials](#)
- [Federal Funds Transfers](#)
- [Federal Funds Balance Sheet](#)
- [Title I Target Area Selection](#)

To find the Budget Estimates from the District Menu page go to:

1. Enter Budget Estimates
- or
2. Title I Target Area Selection Step 1c

Budget Estimates

0.00

Title II-A Net Cash On Hand Estimate

Title III Net Cash On Hand Estimate



ACSIP Budget Allotments

When a district produces a Budget:

1. Federal budget allotments in the ACSIP plan are entered by the State.
2. State Categorical budget allotments in the ACSIP plan are entered as an estimated amount inserted by the district.



Budget Estimates

Cash on Hand

1. The district will enter budget estimates of cash on hand
2. These cash on hand estimates will be added to allotments for a total budget allotment

District-wide Budget Report for Title II-A

Sample Title II A – Federal Budget

Arkansas Department of Education

Title II-A - District Budget

Revenue Code: School District
 Source: 6756 LEA Number:

BUDGET CODE/FUNCTIONS	(61000) Employee Salaries	(62000) Employee Benefits	(63000-65000) Purchased Services	(66000) Materials & Supplies	(67000) Capital Outlay	(68000) Other Objects	Total
Title II-A							
1110 Kindergarten				n/a	n/a	n/a	0
1120 Elementary				n/a	n/a	n/a	0
1130 Middle/Junior High				n/a	n/a	n/a	0
1140 High School				n/a	n/a	n/a	0
2170 Parent Involvement				-	n/a	-	0
2210 Improvement of Instruction			14940	-	n/a	-	14940
2294 Instructional Facilitator, Math	20719	3200		-	n/a	-	23919
2297 Instructional Facilitator, Literacy	85287	13138		-	n/a	-	98425
2317 Audit Services	n/a	n/a		n/a	n/a	n/a	0
2324 Federal Programs Director/Coord.				-	n/a	-	0
2540 Planning, Research, Dev. & Eval. Serv.				-	n/a	-	0
2572 Recruitment and Placement				-	n/a	-	0
3352 Non-Public Schools				-	n/a	-	0
Total Allocated	106006	16338	14940				137284
Total Direct Cost Budgeted	106006	16338	14940				137284
5500 Indirect Cost Edit Total Direct Cost	137284	- Total Cap. Outlay		* Indirect Rate	1.98	2718.22	
INDIRECT COST BUDGETED							
GRAND TOTAL PROGRAM BUDGET							137284



Budget Estimates

Title I Net Cash On Hand Estimate	<input type="text" value="0.00"/>
Title II-A Net Cash On Hand Estimate	<input type="text" value="3233.00"/>
Title II-D Net Cash On Hand Estimate	<input type="text" value="0.00"/>
Title III Net Cash On Hand Estimate	<input type="text" value="0.00"/>
Titleiii Allotmentbalance	<input type="text" value="0.00"/>
Title III Annual Allotment Estimate	<input type="text" value="0.00"/>
Title IV-A Net Cash On Hand Estimate	<input type="text" value="0.00"/>
Title V Net Cash On Hand Estimate	<input type="text" value="0.00"/>
Title VI Federal Net Cash On Hand Estimate	<input type="text" value="0.00"/>
Title VI Federal Alloment Balance	<input type="text" value="0.00"/>
Title VI Federal Annual Allotment Estimate	<input type="text" value="0.00"/>
Title VI State Net Cash On Hand Estimate	<input type="text" value="0.00"/>

The District includes the NCOH in the plan.





Balance Sheet

Sample Federal Balance Sheet (Summary Sheet)

Funds Available

Net Cash on Hand

Allotment Balance

Total Funds Carried Over

Annual Allotment

Funds Transferred **Into** Title II-A

Funds Transferred **From** Title II-A

Total Funds Available

Total Budgeted

Funds Held in Reserve

Total Funds Accounted For

The ADE inserted the \$134,051.00 in the ACSIP plan. The District budgeted \$137,284.00.

\$3,233.00
\$0.00
\$3,233.00
\$134,051.00
\$0.00
\$0.00
\$137,284.00
\$137,284.00
\$0.00
\$137,284.00

Balance Sheet/Summary Sheet (Bottom of each budget)

Funds Available

Net Cash on Hand (NCOH)

Included in the plan by the District within the “Estimate” page. This is “Cash on Hand” at the district level.

Allotment Balance (AB)

Included in the plan by ADE. Allotment Balance- funds not spent and still at the ADE.

$NCOH + AB = TFCO$

Problems to avoid

Districts fail to provide auditable documentation of use of federal funds by September and/or December deadlines.

- a.) 27 month use cycle (Life Span of Federal Funds)
- b.) PO’s Invoices, APSCN register (This could be any APSCN report that confirms proof of expenditures, revenue, or obligations.), Proof paid by APSCN system (Should liquidate the expenditure or obligate contracted expenses. Activities must be explained.
- c.) 15% carryover limit in Title I [if above the 15%, 1. look to see if the expenditures are shown in the next year’s plan; 2. Print out an APSCN report for periods (See your bookkeeper) and 3. Then look at the obligations.
- d.) Range of excess (See Bookkeeper or Federal Grants Management Office)

Total Funds Carried Over(TFCO)

Annual Allotment (AA)

Current Year Allotment. Federal funds inserted in the plan by ADE. State Cat. Entered by District. Look for Commissioner’s Memos and remain in touch with bookkeeping for Allotment amounts.

Funds Transferred Into Budget (FT in)

Keep the bookkeeper all knowing of all transfers

Funds Transferred From Budget (FT from)

Keep the bookkeeper all knowing of all transfers

Total Funds Available (TFA)

$TFCO + AA + FT\ in = Total\ Funds\ Available$

Total Budgeted (TB)

Funds that are in the budget. Grand total program budget. (If the TFA and TB are not equal then the amount will be located in reserve. This amount can not be negative.)

Funds Held in Reserve

Funds not budgeted in the district and/or building ACSIP plans. (Budget all cents in reserve.) AVOID NEGATIVE BALANCES- 1. FEDERAL FUNDS CANNOT END THE YEAR WITH A NEGATIVE BALANCE, 2. CANNOT USE NEW YEAR’S FUNDS TO PAY PREVIOUS YEAR’S OBLIGATIONS, 3. RESULTS IN SEVERAL AUDIT EXCEPTIONS

Total Funds Accounted For

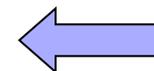
Equals the total funds available



Balance Sheet

Funds Available	
Net Cash on Hand	
Allotment Balance	
Total Funds Carried Over	\$0.00
Annual Allotment	
ARRA Annual Allotment	
Funds Transferred Into Title I	\$0.00
Total Funds Available	\$0.00
Total Budgeted	\$0.00
Funds Held in Reserve	\$0.00
Total Funds Accounted For	\$0.00

Funds Held in Reserve must be zero for all Federal Funds.



Special note: The Balance Sheet is located at the bottom of the ACSIP budgets.



Life Span of Federal Funds:

- Federal Education Funds from ESEA have a life span of **27 months** from the time the funds are made available to the state.
- Funds allotted to the state on July 1, 2013 will be available for expenditure or obligation in an approved ACSIP plan until September 30, 2015.
- **LEAs must budget all Federal funds including carryover amounts** in ACSIP.
- Any funds not spent or obligated by LEAs are returned to the SEA to be reimbursed back to the USDE after the 27 months.



State Categorical Budgets are Entered through the Budget Estimates link

ACSIP Options

- [Enter Budget Estimates](#)
- [Work On Your ACSIP](#)
- [District Financials](#)
- [Federal Funds Transfers](#)
- [Federal Funds Balance Sheet](#)
- [Title I Target Area Selection](#)



District-wide Budget Report for ALE (State-275)

Arkansas Department of Education

Revenue Code:
Source: 275

BUDGET CODE/FUNCTIONS	(61000) Employee Salaries	(62000) Employee Benefits	(63000-6500) Purchased S	(8000) Other Objects	To
ALE (State-275)					
1950 Alternative Learning Env.	-	-	100000		10
2113 Social Work	-	-			
2120 Guidance	-	-			
2130 Health	-	-			
2140 Psychological Services	-	-			
2170 Parent Involvement	-	-			
2180 School Based Mental Health	-	-			
2212 Instructional & Curriculum Development	-	-			
2220 Library/Media Services	-	-			
2230 Instruction-Related Technology	-	-			
2410 Office of the Principal	-	-			
2540 Planning, Research, Dev. & Eval. Serv.	-	-			
2560 Public Information Services	-	-			
2600 Operation & Maintenance	-	-			
2700 Pupil Transportation	-	-			
3190 Other Food Service	-	-			
4000 Facilities Acquisition and Construction	-	-			
5300 Payment to Other LEA's (Within the State)	-	-			
Total Allocated			100000		10
Total Direct Cost Budgeted			100000		10

Sample ALE – State
Categorical Budget

ACSIP shows the
district has
budgeted
\$100,000.00 for
purchase services.



ALE - Balance Sheet

Sample ACSIP Categorical Balance Sheet (Summary Sheet)

Funds Available

Net Cash on Hand

Annual Allotment

Funds Transferred **Into** ALE

Funds Transferred **From** ALE

Total Funds Available

Total Budgeted

Funds Held in Reserve

Total Funds Accounted For

The district budgeted \$100,000.00 in the ACSIP plan.

\$0.00

\$100,000.00

\$0.00

\$0.00

\$100,000.00

\$100,000.00

\$0.00

\$100,000.00



What does the Supplement vs. Supplant Rule Say?

The Rule

- The federal supplement not supplant provision requires that federal funds be used to **augment** the regular educational program. Funds must **not be used to substitute** for funds or services that would otherwise be provided during the time period in question.
- **In no case** may a school district use Federal program funds to supplant—take the place of—funds from non-Federal sources.

Reference: (Title I, Part A, Section 1120A(b))

OMB Circular A-133 Compliance Supplement

elaborates on instances when it is presumed that supplanting has occurred:

- **TEST 1: REQUIRED:** If the SEA or LEA uses federal funds to provide services that the SEA or LEA was required to make available under **other** federal, state, or local laws;
- ***TEST 2: EQUIVALENCY:** If the SEA or LEA uses federal funds to provide services that the SEA or LEA provided with nonfederal funds in the prior year; or
- **TEST 3: NON-TITLE I PROGRAMS:** If the SEA used Title I, Part A funds to provide services for participating children that the SEA or LEA provided with nonfederal funds for non-participating children.



Exceptions to Supplement vs. Supplant Rule

- The presumptions of supplanting are rebuttable if the LEA or school can demonstrate that it would not have provided the services in question with non-Federal funds had the Federal Title I funds not been available.
- To rebut the presumption of supplanting the LEA or school would need to have **detailed records** to show that:
 - There was in fact a reduced amount or lack of State and local funds available to pay for this position.
 - The LEA made the decision to eliminate the position without taking into consideration the availability of Federal funding, along with the reasons for that decision—e.g., school board minutes.
- An SEA or LEA may exclude supplemental state and local funds that were expended in any school or attendance area for programs that meet the **“intent and purposes”** of Title I, Part A.

Amendment to 200.63, Exclusion of Supplemental State and Local Funds from Supplement, not Supplant effective 11/12/98)



Intents and Purposes of Supplement vs. Supplant

- A program meets the intent and purposes of Title I, Part A if the program either—
 - Is implemented in a school in which the percentage of children from low-income families is at least 40 percent;
 - Is designed to promote schoolwide reform and upgrade the entire educational operation of the school to support students in their achievement toward meeting the State's challenging academic achievement standards that all students are expected to meet;
 - Is designed to meet the educational needs of all students in the school, particularly the needs of children who are failing, or most at risk of failing, to meet the State's challenging student academic achievement standards; and
 - Uses the State's system of assessment under 34 CFR 200.2 to review the effectiveness of the program.

Or—

Serves only students who are failing, or most at risk of failing, to meet the State's challenging student academic achievement standards;

■ Provides supplementary services designed to meet the special educational needs of students who are participating in the program to support their achievement toward meeting the State's student academic achievement standards; and

■ Uses the State's system of assessment under 34 CFR 200.2 to review the effectiveness of the program.

[Section 1120A(d) and 34 CFR 200.79]



District Level -Title I – School Allocation 6 Steps to Target Area Selection

Step 1: These steps include entering information in other locations in the ACSIP system.

Step 1a: Create a Title I District Budget

Step 1b: Set Title I Indirect Cost

Step 1c: Estimate Title I Cash on Hand

Step 2: Set Number of Low Income Students

Step 3: Select Method of Title I Target Area Selection

Step 4: Select Schools Served

Step 5: Set Budget Cost per Child

Step 6: Non-Public School Allocation



Step 2: Set Number of Low Income Students

Title I School Allocation - Low Income Students

An LEA with an enrollment of less than 1,000 students or with only one school per grade level is not required to rank its school attendance areas. (USDE Non-Regulatory Guidance LOCAL EDUCATIONAL AGENCY IDENTIFICATION AND SELECTION OF SCHOOL ATTENDANCE AREAS AND SCHOOLS AND ALLOCATIONS OF TITLE I FUNDS TO THOSE AREAS AND SCHOOLS, Item 4)

Title I Budget - For Public Schools					
School Name	School Served	Grade Span	Total Number Public Students		Number of Low-Income Private Students
Example School 1	Y	7-12			



District Level -Title I – School Allocation 6 Steps to Target Area Selection

Step 1: These steps include entering information in other locations in the ACSIP system.

Step 1a: Create a Title I District Budget

Step 1b: Set Title I Indirect Cost

Step 1c: Estimate Title I Cash on Hand

Step 2: Set Number of Low Income Students

Step 3: Select Method of Title I Target Area Selection

Step 4: Select Schools Served

Step 5: Set Budget Cost per Child

Step 6: Non-Public School Allocation



Step 3: Select Method of Title I Target Area Selection (1 of 2)

- 1. Indicate method used to select Title I schools**
 - District has less than 1,000 students or one school per grade level (The selection will be automatically selected)
- 2. A district that is not a one school per grade level or less than 1,000 students may select:**
 - Grade Span Grouping
 - District average of low-income (All schools at or above district average may be served.)
 - Thirty-five (35%) Rule
 - Schools under voluntary or court mandated desegregation may ask the U.S. Office of Education for a waiver.



Rank Order, MOE, & Comparability

Small Districts

- Schools do not have to rank schools if:
 - They have fewer than 1,000 students; or
 - One school per grade span

Districts with 1,001 students, or more than 1 school in any grade span.

- Step 1: Determine each schools poverty rate.
- Step 2: Rank schools in order of poverty (high to low)
 - Include all public, charter, alternative, and SPED schools
- Step 3: Identify schools above district poverty rate
 - District's poverty rate is the average of all schools' averages
- Step 4: Exclude schools with less poverty than districts poverty rate
 - These schools are not eligible for Title I funds.

- **Maintenance of Effort:** LEAs may receive its full Title I allocation for any fiscal year only if the SEA determines that the LEA maintained its fiscal effort as outlined in Section 9521 of ESEA. Not less than 90% for the 2nd preceding SY
- **Comparability of Services:** LEAs may receive Title I funds only if it uses State and local funds to provide services in Title I schools that are at least comparable to services in non-Title I schools. If all schools in an LEA receive Title I funds, state and local funds must be comparable in each Title I school (Section 1120A).



Serving Schools

Above 75%

- Serve 75% schools first.
 - Unless the LEA provides an equal or greater amount of state or local funds to that school than it would have received from Title I, and those funds are used in a Title I-like way ([intents and purposes](#)).
- Assign per-pupil amounts in rank order
 - High poverty schools must receive equal or greater funding than low poverty schools
- Below 75%, schools can choose.
 - Continue to allocate funds in order of poverty.
 - Prioritize one or more grade spans,
 - Total School Allocation (TSA)

n of students on FRPL X PPA

** A school with lower poverty rate can receive a higher TSA than a higher poverty school

Below 75%

- Review previous year services for schools
- Only options:
 - Continue to allocate funds in order of poverty.
 - Prioritize one or more grade spans,
 - Elementary vs. Middle Vs. High
 - Must write method down
 - “Having a written ranking and serving methodology” **33**



The 125 Percent Rule

*If a districts chooses to serve any schools with a PR **below 35%**, any schools with rates above 35% must receive an amount per low income child to **at least 125%** of the PPA for the district as a whole.*

■ Example:

- LRSD has 1,00 low-income students and 100,000 Title I allocation

\$100,000 divided by 1,000 students = \$100 per child allocation

- LRSD decides to serve school below 35% poverty
- Minimum per-child allocation for schools above 35% would be at 125% so each school above 35% would receive \$125 per child

**** Must be conducted before the LEA takes any “off-the-top reserves.”**

Skipping Schools

- Typically, LEAs must serve **all schools** above 75%.
- LEA can “skip” a school if:
- The school receives an equal or greater amount of state and local funds than it would receive from Title I, Part A.
- The funds are used in a Title I like way.
- The school meets comparability requirements.
 - Same resources as other schools for staffing and funding



Step 3: Select Method of Title I Target Area Selection (2 of 2)

- 3. What is the source of data used for determining number of children from low-income families?**
- AFDC**
 - Medicaid**
 - School lunch (free or free and reduced)**
 - A composite**



District Level -Title I – School Allocation 6 Steps to Target Area Selection

Step 1: These steps include entering information in other locations in the ACSIP system.

Step 1a: Create a Title I District Budget

Step 1b: Set Title I Indirect Cost

Step 1c: Estimate Title I Cash on Hand

Step 2: Set Number of Low Income Students

Step 3: Select Method of Title I Target Area Selection

Step 4: Select Schools Served

Step 5: Set Budget Cost per Child

Step 6: Non-Public School Allocation



Step 4: Select Schools Served

Title I School Allocation - Choose Schools Served

An LEA with an enrollment of less than 1,000 students or with only one school per grade level is not required to rank its school attendance areas. (USDE Non-Regulatory Guidance LOCAL EDUCATIONAL AGENCY IDENTIFICATION AND SELECTION OF SCHOOL ATTENDANCE AREAS AND SCHOOLS AND ALLOCATIONS OF TITLE I FUNDS TO THOSE AREAS AND SCHOOLS, Item 4)

Title I Budget - For Public Schools						
School Name		Grade Span	Total Number Public Students	Number of Low-Income Public Students	Number of Low-Income Private Students	% Low Income Students
Example School 1	<input checked="" type="checkbox"/>	7-12				



Required Title Program Components for ACSIP

SCHOOLWIDE COMPONENTS

1. Comprehensive Needs Assessment
2. School Reform Strategies
3. Instruction by Highly Qualified Professional Staff
4. High-Quality and Ongoing Professional Development
5. Strategies to Attract Highly-Qualified Staff
6. Strategies to Increase Parental Involvement
7. Preschool/Other Transition Strategies
8. Teacher Participation in Making Assessment Decisions
9. Timely and Additional Assistance to Students Having Difficulty Mastering the Standards
10. Coordination and Integration of Federal, State, and Local Programs and Resources

TARGETED ASSISTANCE COMPONENTS

1. Comprehensive needs assessment.
2. Ensure planning for students incorporated into existing plan (School Improvement Plan).
3. Methods and strategies are based on scientifically-based research.
4. Coordination and support to the general education program.
5. Provide instruction by highly-qualified teachers and paraprofessionals.
6. Provide opportunities for professional development.
7. Strategies to increase parent involvement.
8. Coordination of federal, state, and local services.



District Level -Title I – School Allocation 6 Steps to Target Area Selection

Step 1: These steps include entering information in other locations in the ACSIP system.

Step 1a: Create a Title I District Budget

Step 1b: Set Title I Indirect Cost

Step 1c: Estimate Title I Cash on Hand

Step 2: Set Number of Low Income Students

Step 3: Select Method of Title I Target Area Selection

Step 4: Select Schools Served

Step 5: Set Budget Cost per Child

Step 6: Non-Public School Allocation



Building Allotments

1. Building level State Categorical budget allotments are provided by the district to the buildings to be entered into the building ACSIP plan per action expenditure.
2. Building level Federal budget allotments are provided to the buildings by the district to be entered into the building ACSIP plan per action expenditure.



Step 5: Set Budget Cost per Child

Title I School Allocation - Set Cost Per Child for Schools Served

An LEA with an enrollment of less than 1,000 students or with only one school per grade level is not required to rank its school attendance areas. (USDE Non-Regulatory Guidance LOCAL EDUCATIONAL AGENCY IDENTIFICATION AND SELECTION OF SCHOOL ATTENDANCE AREAS AND SCHOOLS AND ALLOCATIONS OF TITLE I FUNDS TO THOSE AREAS AND SCHOOLS, Item 4) Ordered by % Low Income Students

Number of Low-Income Public Students 49 X Actual Per Pupil Amount Allocated 514.37 = the Title I Budget for the School 25204.13 (Which also means to divide the Building Title I Budget by the Number of Low-Income Public Students.)

Title I Budget - For Public Schools

School Name	School Served	Grade Span	Total Number Public Students	Number of Low-Income Public	Number of Low-Income Private Students	% Low Income Students	Recommended Cost Per Child	Actual Per Pupil Amount Allocated	Title I Budget for	Title I Budget for Non-Public Students	Title I Budget for School (ACSIP)
Example School 1	Y	7-12	51	49	0	96.1	514.37	514.37	25204.13	0.00	25204.13
Total Public School Title I Budget									25204.13		
Total Non-Public School Title I Budget										0.00	
Available for Instructional Programs							25204.13	Total Title I Budget	25204.13		

Low Income students 49 / Total # Public students 51 = % Low Income Students 96.1



Step 5: Set Budget Cost per Child

Number of Low-Income Public Students 49 X Actual Per Pupil Amount Allocated 516.32 = the Title I Budget for the School 25299.68 (Which also means to divide the Building Title I Budget by the Number of Low-Income Public Students.)

Title I School Allocation - Set Cost Per Child for Schools Served

An LEA with an enrollment of less than 1,000 students or with only one school per grade level is not required to rank its school attendance areas. (USDE Non-Regulatory Guidance LOCAL EDUCATIONAL AGENCY IDENTIFICATION AND SELECTION OF SCHOOL ATTENDANCE AREAS AND SCHOOLS AND ALLOCATIONS OF TITLE I FUNDS TO THOSE AREAS AND SCHOOLS, Item 4) Ordered by % Low Income Students

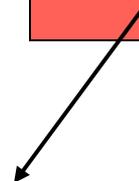
Title I Budget - For Public Schools

School Name	School Served	Grade Span	Total Number Public Students	Number of Low-Income Public	Number of Low-Income Private Students	% Low Income Students	Recommended Cost Per Child	Actual Per Pupil Amount Allocated	Title I Budget for	Title I Budget for Non-Public Students	Title I Budget for School (ACSIP)
Example School 1	Y	7-12	51	49	0	96.1	514.37	516.32	25204.13	0.00	25299.00
Total Public School Title I Budget									25204.13		
Total Non-Public School Title I Budget										0.00	
Amount Available for Instructional Programs							25299.6	Total Title I Budget	25299.00		



Developing a Building Level Action

The building enters an action description that requires financial support from one of the State Categorical or Federal Budgets.



NSLA funds will be used to support the salary of an Internal School Improvement Specialist to work with Priority school administrators, teachers, staff, community members, etc... through guidance and use of techniques that will improve achievement. The School Improvement Specialist will actively assist the leadership team with assessing, planning and monitoring the implementation of the School Improvement process and plan as determined by the ESEA Flexibility Request.

NSLA 2281/Salary \$80,000.00 Benefits \$22,400.00 Mr. Fred Williams, School Improvement Specialist 1.0 FTE

2281-2210-024-000-00-61000-62000



In the ACSIP System the expenditures are listed per Object under the Action description.
The building enters the dollar amount per Object in the appropriate cell / box.

Fund Source: NSLA · Employee Benefits
Fund Source: NSLA · Employee Salaries

22400.00

80000.00



Click Submit or lose the contents of the Action or budgeted amount.

Employee Salaries

Materials & Supplies

Other Objects

Purchased Services

Submit

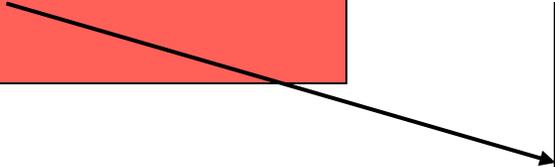


NSLA funds will be used to support the salary of an Internal School Improvement Specialist to work with Priority school administrators, teachers, staff, community members, etc... through guidance and use of techniques that will improve achievement. The School Improvement Specialist will actively assist the leadership team with assessing, planning and monitoring the implementation of the School Improvement process and plan as determined by the ESEA Flexibility Request.

NSLA 2281/Salary \$80,000.00 Benefits \$22,400.00 Mr. Fred Williams, School Improvement Specialist 1.0 FTE

2281-2210-024-000-00-61000-62000

The building must then view the Details and Allocate the current action funds to the budget.



Allocate	Funds
to Budget Codes	
Allocated	47



1110 Kindergarten		
1120 Elementary		
1130 Middle/Junior High		
1140 High School		
2170 Parent Involvement		
2210 Improvement of Instruction	80,000.00	22,400.00
2294 Instructional Facilitator, Math		
2297 Instructional Facilitator, Literacy		
2317 Audit Services		
2324 Federal Programs Director/Coord.		
2540 Planning, Research, Dev. & Eval. Serv.		
2572 Recruitment and Placement	-	-
3352 Non-Public Schools	-	-
Total Allocated	80,000.00	22,400.00
Total Budget		

In the building level budget, the building aligns the amount budgeted in the Action description in the correct Function code and Updates the Allocation.

The building submits and looks to see a green total allotment at the bottom of the screen to indicate the amount entered matches the total amount budgeted..

Update Allocation

3000



District Level -Title I – School Allocation 6 Steps to Target Area Selection

Step 1: These steps include entering information in other locations in the ACSIP system.

Step 1a: Create a Title I District Budget

Step 1b: Set Title I Indirect Cost

Step 1c: Estimate Title I Cash on Hand

Step 2: Set Number of Low Income Students

Step 3: Select Method of Title I Target Area Selection

Step 4: Select Schools Served

Step 5: Set Budget Cost per Child

Step 6: Non-Public School Allocation



Step 6: Non-Public School Allocation

Title I Budget - For Non-Public Schools

Public School of Origin	Non-Public Receiving School	School Served	Grade Span	Total Number Students	Number of Low-Income Students



ACSIP Reports Involving Budgeting Practices

- District Wide Budget Report
- Action Report
- Program Applications
- Source of Funds Report
- Source of Funds Summary Report



Actions Reports

- Include In Report
- ADE Scholastic Audit Include In Report
- AIP/IRI Include In Report
- Alignment Include In Report
- Collaboration Include In Report
- Equity Include In Report
- Parental Engagement Include In Report
- Plan Evaluation Include In Report
- Professional Development Include In Report
- Special Education Include In Report
- Technology Inclusion Include In Report
- Title I Schoolwide Include In Report
- Title I Target Assistance Include In Report
- Wellness Include In Report

Submit



Program Application

Program Application

Source of Funds

- PD (State-223)
- NSLA (State-281)
- Title VI State
- ELL (State-276)
- Title III
- Title VI Federal
- Title I
- Title V
- Title IV-A
- ALE (State-275)
- Title II-A
- Title II-D

Program Applications will isolate Actions for each Source of Funds.



ACSIP

Arkansas Consolidated School Improvement Plan

[Supervisor Menu Page](#) | [District List](#) | [Change Password](#) | [FAQ](#) | [Feedback](#) | [Logout](#)

Source of Funds Report

- ALE (State-275) - Capital Outlay Include In Report
- ALE (State-275) - Employee Benefits Include In Report
- ALE (State-275) - Employee Salaries Include In Report
- ALE (State-275) - Materials & Supplies Include In Report
- ALE (State-275) - Other Objects Include In Report
- ALE (State-275) - Purchased Services Include In Report
- ELL (State-276) - Capital Outlay Include In Report
- ELL (State-276) - Employee Benefits Include In Report
- ELL (State-276) - Employee Salaries Include In Report
- ELL (State-276) - Materials & Supplies Include In Report
- ELL (State-276) - Other Objects Include In Report
- ELL (State-276) - Purchased Services Include In Report

Source of Funds Reports provide per plan the district and building expenditures with explanation by Object code.



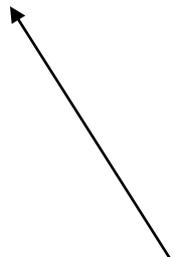
ACSIP

Arkansas Consolidated School Improvement Plan

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Source of Funds Summary Report

- | | |
|--|---|
| ALE (State-275) - Capital Outlay | <input type="checkbox"/> Include In Report |
| ALE (State-275) - Employee Benefits | <input checked="" type="checkbox"/> Include In Report |
| ALE (State-275) - Employee Salaries | <input checked="" type="checkbox"/> Include In Report |
| ALE (State-275) - Materials & Supplies | <input type="checkbox"/> Include In Report |
| ALE (State-275) - Other Objects | <input type="checkbox"/> Include In Report |
| ALE (State-275) - Purchased Services | <input type="checkbox"/> Include In Report |
| ELL (State-276) - Capital Outlay | <input type="checkbox"/> Include In Report |
| ELL (State-276) - Employee Benefits | <input checked="" type="checkbox"/> Include In Report |
| ELL (State-276) - Employee Salaries | <input checked="" type="checkbox"/> Include In Report |
| ELL (State-276) - Materials & Supplies | <input type="checkbox"/> Include In Report |
| ELL (State-276) - Other Objects | <input type="checkbox"/> Include In Report |
| ELL (State-276) - Purchased Services | <input type="checkbox"/> Include In Report |



The Source of Funds Summary Report includes the totals for each Object and Building together without explanation.



Federal Transfer Sheet

Title VI School District: State
 Title VI School District Prior Year: State
 District School Improvement Status:

100% of Title IIA may be transferred to Title I per ESEA Flexibility

Current Allocation		Eligible For Transfer	Transferred To					Total Transferred From	
Funding	Fund Allotment	Total Eligible	Title I	Title II-A	Title II-D	Title IV-A	Title V	Amount	Percent
Title I	589426.00								
Title II-A	134051.00	67025.50	0.00		0.00	0.00	0.00	0	0.00%
Title II-D	0.00	0.00	0.00	0.00		0.00	0.00	0	0%
Title III	0.00								
Title IV-A	12014.00	6007.00	0.00	0.00	0.00		6007.00	6007	50.00%
Title V	4104.00	2052.00	0.00	0.00	0.00	0.00		0	0.00%
Title VI Federal	0.00								
Title VI State	63442.00								
Total Transferred To:			0	0	0	0	6007		



State Transfer Sheet

District School Improvement Status:

100% of funds below can be transferred from any fund.

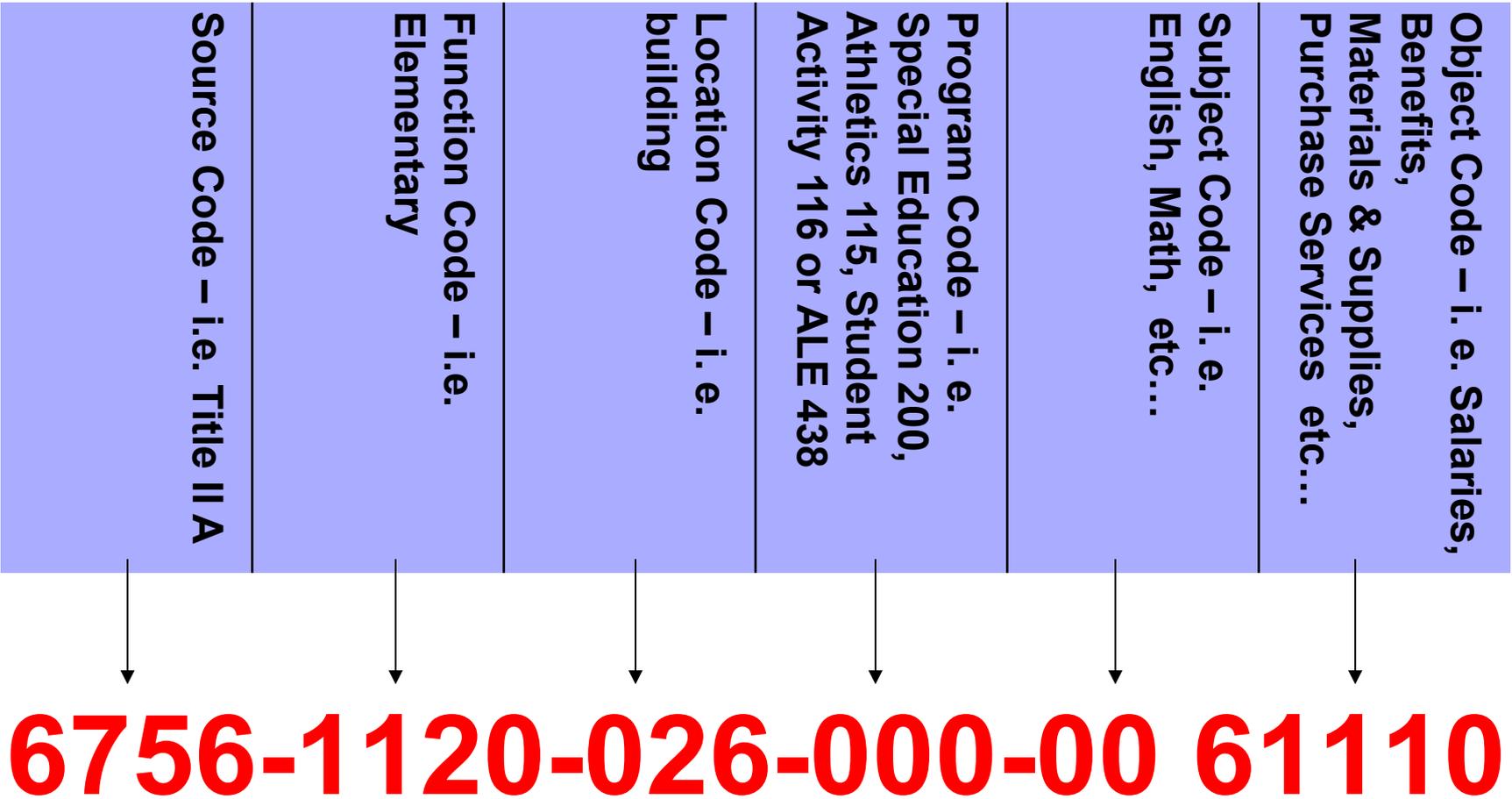
Current Allocation				Transferred To				Total Transferred From	
Funding	Fund Allotment	Net Cash	Eligible	ALE	ELL	NSLA	PD	Amount	Percent
ALE	111936.00	29321.00	141257.00		0.00	0.00	0.00	0	0.00%
ELL	17000.00	19618.67	36618.67	0.00		0.00	0.00	0	0.00%
NSLA	1286624.00	206281.00	1492905.00	64630.00	0.00		0.00	64630	4.33%
PD	69015.00	118.00	69133.00	0.00	0.00	0.00		0	0.00%
Total Transferred To:				64630	0	0	0		



Budgeting Resources and Reminders



APSCN – Code number





Arkansas Department of Education

Revenue Code:

School District: SCHOOL DISTRICT

Source: 6756

LEA Number: 3675309

BUDGET CODE/FUNCTIONS	OBJECTS					
Title II-A	(61000) Employee Sala				(00) Total Outlay	(68000) Other O
1110 Kindergarten						n/a
1120 Elementary			-	n/a	n/a	n/a
1130 Middle/Junior High						n/a
1140 High School						n/a
2170 Parent Involvement						-
2210 Improvement of Instruction	10000	2300	-	-	n/a	60
294 Math/Science Specialist/Coach	44069	9530	-	-	n/a	-

ACSIP Source Code
 – i.e. Title II A 6756

APSCN – Source Code
6756-1120-026-000-00 61110



Revenue Code:

School District: SCHOOL DISTRICT

Source: 6756

LEA Number: 3675309

BUDGET CODE/FUNCTIONS	OBJECTS					
	(61000) Employee Salaries	(62000) Employee Benefits	(63000-65000) Purchased Services	(66000) Materials & Supplies	(67000) Capital Outlay	(68000) Other Obj
Title II-A						
1110 Kindergarten						n/a
1120 Elementary						n/a
1130 Middle/Junior High			-	n/a	n/a	n/a
1140 High School						
2170 Parent Involvement						
2210 Improvement of Instruction	10000	2300	-	-	n/a	61

ACSIP Function Code
- i.e. Elementary

APSCN - Function Code
6756-1120-026-000-00 61110



Revenue Code:

School District: SCHOOL DISTRICT

ACSIP Object Code – i. e. Salaries

BUDGET CODE/FUNCTIONS	(61000) Employee Salaries	(62000) Employee Benefits	(63000-65000) Purchased Services	(66000) Materials & Supplies	(67000) Capital Outlay	(68000) Other
Title II-A						
1110 Kindergarten			-	n/a	n/a	n/a
1120 Elementary			-	n/a	n/a	n/a
1130 Middle/Junior High			-	n/a	n/a	n/a
1140 High School						n/a
2170 Parent Involvement						-
2210 Improvement of Instruction						-
294 Math/Science Specialist/Coach	44069	9530	-	-	n/a	-

APSCN – Object Code
6756-1120-026-000-00 **61110**



ACSIP Modifications

1. If any changes are made to the ACSIP budgets or plans at the building, the building submits modifications to the district for approval.
2. If any changes are made to the ACSIP budgets or plans at the district, the district submits modifications to the ADE for approval.
3. All modifications made to the ACSIP regardless of location must be submitted to the ADE.
4. When the district submits the ACSIP to the ADE for approval of modifications, an e-mail is also submitted by the district including the modifications to the assigned ADE School Improvement Specialist for review.



Title I Resources: Non-Regulatory Guidance Documents

- Designing Schoolwide Programs
 - www2.ed.gov/policy/elsec/guid/designingswpguid.doc
- Targeted Assistance Schools
 - <http://www.thompson.com/images/tpg/nclb/titleia/g4201-targeted-assistance-schools.pdf>
- Title I Fiscal Issues: Maintenance of Effort; Comparability; Supplement, Not Supplant; Carryover; Consolidating Funds in Schoolwide Programs; and Grantback Requirements
 - www2.ed.gov/programs/titleiparta/fiscalguid.doc
- Title I Services to Eligible Private School Children
 - www2.ed.gov/programs/titleiparta/psguidance.doc
- Parent Involvement: Title I Part A
 - www2.ed.gov/programs/titleiparta/parentinvguid.doc
- Serving Preschool Children Through Title I
 - www2.ed.gov/policy/elsec/guid/preschoolguidance2012.pdf
- Title I, Part D: Neglected, Delinquent, and At-Risk Youth
 - www2.ed.gov/policy/elsec/guid/nord.doc
- Guidance on Rural Education Achievement Program
 - www2.ed.gov/policy/elsec/guid/reap03guidance.doc
- McKinney-Vento
 - <http://www2.ed.gov/programs/homeless/guidance.pdf>



USDOE ED.gov

<http://www2.ed.gov/policy/elsec/leg/esea02/>

The screenshot shows the ED.gov website interface. At the top, there is a search bar and navigation tabs for Funding, Policy, Research, News, and About ED. The main content area is titled 'ELEMENTARY & SECONDARY EDUCATION Table of Contents'. It includes a link to the Obama Administration's proposal for improving No Child Left Behind, a PDF link for the Public Law print of PL 107-110, and a list of sections from BEGINNING to TITLE I. The right sidebar contains 'How Do I Find...?' with links to student loans, Pell grants, college accreditation, grants, and No Child Left Behind. Below that are 'Popular Searches' for Contact, FERPA, i3, Race to the Top, and TRIO. At the bottom of the sidebar are buttons for Teachers, Parents & Families, and Preschool-12 Reform.

ED.gov U.S. Department of Education

Funding Policy Research News About ED

Policy

- General
- Adult Education
- Civil Rights
- Elementary & Secondary Education**
 - Legislation
 - Regulations
 - Policy Guidance
- Grants & Contracts
- Higher Education
- Research & Statistics
- Special Education & Rehabilitative Services
- Vocational Education

ELEMENTARY & SECONDARY EDUCATION
Table of Contents

[See the Obama Administration's proposal for improving No Child Left Behind \(the Elementary and Secondary Education Act\).](#)

[Public Law print of PL 107-110, the No Child Left Behind Act of 2001 \[1.8 MB\]](#)
 PDF

BEGINNING

- [Sec. 1. SHORT TITLE.](#)
- [Sec. 2. TABLE OF CONTENTS.](#)
- [Sec. 3. REFERENCES.](#)
- [Sec. 4. TRANSITION.](#)
- [Sec. 5. EFFECTIVE DATE.](#)
- [Sec. 6. TABLE OF CONTENTS OF ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965.](#)

TITLE I — IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED

- [Sec. 101. IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED.](#)

How Do I Find...?

- Student loans, forgiveness
- Pell grants
- College accreditation
- Grants
- No Child Left Behind
- More

Popular Searches

- Contact
- FERPA
- i3—Investing in Innovation
- Race to the Top
- TRIO

Teachers ▶

Parents & Families ▶

Preschool-12 Reform ▶



Federal Programs Unit

- **Bobby Lester**, Federal Programs Director
Arkansas Department of Education
Division of Learning Services
Phone: 501-682-4379
- **Jayne Green**, Title I Director
Arkansas Department of Education
Division of Learning Services
Phone: 501-682-2395
- **Dana Davis**, Homeless/McKinney-Vento
Phone: 501-683-5428
- **James Graham**, Finance Manager, 21st CCLC
Phone: 501-682-2282
- **Tammie Cloyes**, 21st CCLC, Program Coordinator
Phone: 501-682-5761
- **Dr. Jonathan Knight**, Schoolwide/ Targeted Assistance/National Blue Ribbon Schools
Phone: 501-682-5615
- **Dr. Geraldine Mallette**, Parental Involvement/ REAP
Phone: 501-371-8051
- **Chandra Martin**, Neglected and Delinquent Services/ Highly-Qualified Paraprofessionals
Phone: 501-683-5424
- **Otistene Smith**, Private Schools/ Compliant Resolution/Committee of Practitioners/ Distinguished Schools/ 1003a
Phone: 501-683-5423
- **Rick Green**, School Improvement Grants (SIG)
Phone: 501-682-2395



ACSIP Budgeting Resources:

- ED Policy and Guidance; OMB Circulars: A-21; A-87; A-133, Etc... and EDGAR
- Federal Periodicals: Such as Compliance Insider; Financial Compliance, Title I Report, etc...
- AR Law, Standards, APSCN Reports, Commissioner's Memos, and Rules and Regulations, Colleagues
- ACSIP Handbook
- ADE personnel
- ADE Website
- USDE Website



ADE Resources

- Your School Improvement Advisor/Specialist
- ACSIP/State Categorical
Elbert.Harvey@arkansas.gov
- Federal Grants Management Office –
Annette.Carlton-Pearson@arkansas.gov
- Title I Jayne.Green@arkansas.gov
- Title I Schoolwide Jonathan.Knight@arkansas.gov
- Title IIA- Charlotte.Marvel@arkansas.gov
- Title III- Andre.Guerrero@arkansas.gov
- Title VI- Geraldine.Malette@arkansas.gov
- ACSIP Link on Arkansas Department of Education's Webpage: <http://arkansased.org/>



ADE Current Rule - Student Special Needs Funding
http://www.arkansased.org/public/userfiles/rules/Current/ade268_SpecNeedsFunding_-_June_2012.pdf

Arkansas Department of Education
Rules Governing the Distribution of Student Special Needs Funding and the
Determination of Allowable Expenditures of Those Funds
June 2012

1.00 Authority

- 1.01 The Arkansas State Board of Education's authority for promulgating these Rules is pursuant to Ark. Code Ann. §§ 6-11-105, 6-20-2301 et seq., and 6-48-101 et seq.
- 1.02 These Rules shall be known as the Arkansas Department of Education (ADE) Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditures of Those Funds.

**Arkansas Department of Education
Division of Public School Accountability
School Improvement Unit**



Elbert Harvey, School Improvement and Standards Assurance Coordinator

Arkansas Department of Education

Division of Public School Accountability

Four Capitol Mall, Room 204-B

Little Rock, AR 72201

Phone: 501-683-1037, 501-682-4390, or 501-683-3434

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