

# 2004-2005 ALLOTMENT POLICY MANUAL



**PUBLIC SCHOOLS OF NORTH CAROLINA  
STATE BOARD OF EDUCATION  
DEPARTMENT OF PUBLIC INSTRUCTION  
FINANCIAL AND BUSINESS SERVICES  
DIVISION OF SCHOOL BUSINESS**





Allotment Policy Manual Changes for FY 2004-05

<b>General Changes:</b>	<p>Dates and Years as appropriate</p> <p>Statutory References as needed</p> <p>Federal Policies only address allocation of State Aid</p> <p>Policy contact names and numbers when appropriate</p> <p>Replaced Office of Budget Management with Division of School Business</p> <p>Added Table of Contents sorted by PRC</p> <p>Added Special Provisions to applicable Federal PRCs regarding treatment of carryovers, FIFOs and reallocation of unallotted funding</p>
<b>General Information Section:</b>	<b>Modifications</b>
Allotment Adjustments for ADM Decreases	<b>Changed:</b> ADM reports submitted to Division of School Business.
Allotment Adjustments for ADM Growth	<b>Changed:</b> ADM reports submitted to Division of School Business.
Apportionment of Local Funds	<b>Changed:</b> Removed Kings Mountain District (dissolved as of 6/30/04)
Definition of Terms	<b>Added:</b> Definition for NCWISE (North Carolina Window of Information on Student Education).
Employer Benefit Cost	<b>Changed:</b> Increased hospitalization rate from \$3,307 to \$3,432 per year per full-time equivalent position.
	<b>Changed:</b> Increased retirement rate from 3.42% to 5.815%
Episodes of Violence	<b>Changed:</b> Added list of information to include when submitting a claim.
Mentors	<b>Changed:</b> Changed to read, "no allotment is made for mentors, <i>unless the LEA has a [SBE] approved plan ...</i> ."
<b>Added:</b>	<b>Policies</b>
General Section:	Eckerd Youth Alternatives Therapeutic Camp
State Section:	Disadvantaged Students Supplemental Funding (PRC 024)
	High School Learn and Earn (PRC 055)
	Mentor Positions (PRC 022)
Federal Section:	Math and Science Partnership (PRC 112)



Allotment Policy Manual Changes for FY 2004-05

<b>Deleted:</b>	<b>Policies</b>
State:	None
Federal:	School Repairs and Renovation - Emergency (PRC 100)
	School Repairs and Renovation - IDEA (PRC 101)
	School Repairs and Renovation - Technology Grant (PRC 102)
	Eisenhower Professional Development (PRC 067)
	Class Size Reduction (PRC 085)
<b>Changes to State Policies:</b>	<b>Modifications</b>
Charter Schools	<b>Added:</b> Special Provision 3 regarding change in funding for 1st Month ADM Increases beginning in FY 2005-06 from State Contingency Reserve reserve to LEA in which the charter school resides.
Central Office	<b>Changed:</b> Formula Item (2) - Increase FY 2003-04 allocations by 5.19% (vs. reduce FY 2002-03 by 0.76%)
Classroom Materials	<b>Changed:</b> Special Provision 2 to read, "every student in grades 8-10 who has completed or in the last month of Algebra I" (vs. "every student").
Classroom Teachers	<b>Changed:</b> Grade 3 teacher allotment ratio was decreased from 1:22.23 to 1:18.
	<b>Changed:</b> Class Size Requirements: Average ratio from 1:26 to 1:21 and Maximum ratio from 1:26 to 1:24.
	<b>Changed:</b> Added Special Provision 11 for an additional allotment for Teachers for geographically isolated schools.
<b>Changes to State Policies:</b>	<b>Modifications</b>
Small County Supplemental Funding	<b>Changed:</b> Formula item 4, the base allotment amount was increased to \$740,074 (from \$614,148).
Staff Development	<b>Changed:</b> Added special provision to allow expenditures of up to 10% of funds to contract with Regional Education Service Alliances (RESAs).
Teacher Assistants	<b>Changed:</b> Special Provision 4 statutory reference to (G.S. 115C-105.25.1).
Voc. Ed. Months-of-Employment	<b>Changed:</b> Formula based on ADM in grades 8-12 (vs. 7-12 in FY 2003-04)
Voc. Ed. Program Support	<b>Changed:</b> Eligibility & Formula based on ADM in grades 8-12 (vs. 7-12 in FY 2003-04)



Allotment Policy Manual Changes for FY 2004-05

<b>Changes to Federal Policies:</b>	<b>Modifications</b>
Abstinence Until Marriage	<b>Changed:</b> Special Provision grant period to January 1 - December 31 (vs. October 1 - September 30).
Language Acquisition (Significant Increase)	<b>Changed:</b> For FY 2004-05, significant increase has been defined to be a 5% or greater increase (vs. 10% or greater in FY 2003-04).
IDEA VI-B Capacity Building and	<b>Changed:</b> Added Special Provision 5 stating that the Exceptional Children Division may allocate funds on a competitive or targeted basis per IDEA, Title VI, Part B, (611) Section 300.622.
IDEA VI-B	
IDEA VI-B Preschool	
Reading First State Grant	<b>Changed:</b> The term was changed to read 27 Months, vs. "Duration of Federal Grant Award."
Title I - Basic	<b>Deleted:</b> Special Provision 5 for FY 2003-04 Administrative Cap
Title I - Concentration	<b>Changed:</b> Changed Special Provision 8 to 7, and added specific criteria for the eligibility and the new formula for the allocation of excess funds.
Title I - Ed. Finance Incentive	<b>Changed:</b> Changed Special Provision 3 to read, "If a LEA/charter school receives an allocation greater than \$50,000 (total of Title 1 Basic, Concentration, Education Finance Incentive and Targeted funds) ..."
Title I - Targeted	<b>Changed:</b> Special Provision 6 to 5 for the FY 2004-05 Administrative Cap. Also added statement of how the cap is determined.
Title I - School Improvement	<b>Changed:</b> Formula now based on number of schools in school improvement program instead ADM.
All Formula Grants	<b>Changed:</b> Special Provisions added for treatment of unallotted funds except for IDEA VI-B.

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**DEFINITION OF TERMS**

1. **ABCs Flexibility** – In 1996, the General Assembly approved a law to give the State Board of Education the authority to implement the ABCs. The ABCs assign more responsibility at the school building level and allow schools flexibility to use funds as they are most needed at the school.
2. **Add-on** - Categorical dollars allocated over and above the base allotment.
3. **Allotted ADM** - The higher of the first two months total projected ADM for the current year or the higher of the first two months total prior year ADM.
4. **Apportionment of Local Funds** - The certification of the distribution of local current expense funds by the State Board of Education when there is more than one LEA in a county.
5. **Average Daily Membership (ADM)** - The sum of the number of days in membership for all students in individual Local Education Agencies (LEAs), divided by the number of school days in the term.
6. **CFDA #** - A number that is assigned to each federal program for which a grant is awarded. The Catalog of Federal Domestic Assistance contains information for all federal grant programs such as grant authorization, who is eligible to apply, etc.
7. **Carryover** – Funds appropriated but unspent in the first fiscal year that are brought forward for expenditure in the succeeding fiscal year. Most allotments that carry over must be approved annually by the State Budget Office.
8. **Categorical Allotments** – Local school systems may use this funding to purchase all services necessary to address the needs of a specific population or service. The local school system must operate within the allotted funds. These funds may be used to hire personnel such as teachers, teacher assistants, and instructional support personnel or to provide a service such as transportation, staff development, or to purchase supplies and materials.  
**Examples:** At Risk Student Services, Transportation, Children with Disabilities.
9. **Charter Schools** – A public school operated by a group of parents, teachers, and/or community members as a semi-autonomous school of choice within a school district operating under a “charter” with the State Board of Education. The final approval of all charters is granted by the State Board of Education. Charter schools are designed to give significant autonomy to individual schools and in turn hold these schools accountable for results.
10. **Dollar Allotments** – Local school systems can hire employees or purchase goods for a specific purpose, but the local system must operate within the allotted dollar amount.  
**Examples:** Textbooks, Central Office Administration, Teacher Assistants.

11. **Dollars per ADM** - LEA's Initial Allotments divided by the allotted ADM for that LEA. Charter schools receive an amount equal to the state funded dollars per ADM for the LEA in which the school is located or (for new charters) in which the student was previously enrolled.
12. **Dollars per Child Count** - Funds generated for school-aged children with special needs divided by the LEA's April 1 total child count (not capped). Charter schools receive an amount equal to the LEA's state funded dollars per child count for the LEA in which the child was identified.
13. **ESEA** - Elementary and Secondary Education Act of 1965. This act was amended by the No Child Left Behind Act of 2001.
14. **Full-time Equivalent** (FTE) - Sum of part-time positions employed when added together equate to a full-time position used within a classification.  
**Example:** Two one-half time positions equate to one full-time equivalent position.
15. **Grade Level Proficiency** – Performance standards, called achievement levels, are one way that scores on the North Carolina End-of-Course Tests are reported. Students that score at or above level III are considered to be grade level proficient. Listed below are the four achievement levels:
  - Level I: Students performing at this level do not have sufficient mastery of knowledge and skills of the course to be successful at a more advanced level in the content area.
  - Level II: Students performing at this level demonstrate inconsistent mastery of knowledge and skills of the course and are minimally prepared to be successful at a more advanced level in the content area.
  - Level III: Students performing at this level consistently demonstrate mastery of the course subject matter and skills and are well prepared for a more advanced level in the content area.
  - Level IV: Students performing at this level consistently perform in a superior manner clearly beyond that required to be proficient in the course subject matter and skills and are very well prepared for a more advanced level in the content area.
16. **Handicapped (Children with Disabilities)** – Mentally retarded, hearing impaired, deaf, speech/language impaired, visually handicapped, autistic, behaviorally/emotionally disturbed, orthopedic impairment, other health impaired, traumatic brain injury, deaf-blind, multi-handicapped, or specific learning disabled students who need special education and related services.
17. **Headcount/Child Count** - This term refers to the process of actually counting the number of pupils who are defined as Children with Special Needs or Limited English Proficient. For state purposes, children with special needs include handicapped and pregnant students.

For federal purposes, children with special needs include only the handicapped.

The federal government requires child counts of children with special needs who have been properly identified, are receiving special education and related services on the child count day, and have an individual education plan (IEP) or an individualized family service plan (IFSP). The December 1 IDEA Title VI-B Handicapped child count includes those children ages 3 to 21 who are being served by LEAs, charter schools, or state-operated programs. State law requires an adjusted child count on April 1 of children ages 5 to 20 who are being served by LEAs or charter schools and ages 3 to Pre-K-5 for Preschool handicapped funds. The April child count includes additions or deletions to the December 1 child counts and is used for state funding purposes.

18. **IDEA** - Individuals with Disabilities Education Act replaced the EHA - Education of Handicapped Act for Title VI-B. Includes Title VI-B and Title VI-B Preschool Handicapped.
19. **Initial Allotments** – The allocation of state and federal funds to LEAs occurring after adjournment of the General Assembly.
20. **Months of Employment** - A unit of employment corresponding to a calendar month. The state allots a certain number of months of employment which can be assigned to a position, or a portion of a position, at the discretion of the LEA. Months of employment pertain to all position allotments which include Vocational Education and School Building Administration (Assistant Principals).

Example: If a LEA is allotted 100 months of employment, that LEA can hire 10 Vocational Education teachers for 10 months; or 8 teachers for 12 months and 1 teacher for 4 months; or any other combination which equals 100 months. Each allotment category must be reviewed for any special restrictions.

21. **NCLB** - On January 8, 2002, President Bush signed into law the **No Child Left Behind** Act of 2001. The Act is the most sweeping reform of the Elementary and Secondary Education Act (ESEA) since ESEA was enacted in 1965. It redefines the federal role in K-12 education and will help close the achievement gap between disadvantaged and minority students and their peers. It is based on four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods that have been proven to work.
22. **NC WISE** – North Carolina Window of Information on Student Education, NC WISE, is a web-based, integrated and secure tool that will replace SIMS to effectively manage student information and improve instruction in North Carolina schools. NC WISE provides teachers, principals, counselors, nurses, central office staff, and others with direct and immediate access to a full spectrum of data on a student's entire career in the North Carolina school system. NC WISE supports federal and state reporting requirements associated with No Child Left Behind, ABCs Accountability, School Report Card, and Closing The Gap.

23. **Planning Allotments** – The tentative allocation of state and federal funds to LEAs to provide information for budgeting purposes. These allotments occur during February, preceding the fiscal year for which the initial allotment will be made.
24. **Positions** - Positions equate to the full-time equivalent individuals that can be assigned for the employment period represented by the allotment category. For example, a position in the classroom teacher allotment represents an employment period of 10 months. The number of full-time equivalent individuals that can be employed is limited to the number of months associated with the positions allotted by the state.
25. **Position Allotments** – The state allots positions to a local school system for a specific purpose. The local school system pays whatever is required to hire certified teachers and other educators based on the state salary schedule, without being limited to a specific dollar amount. Each local school system will have a different average salary based on the certified personnel’s experience and education. For more information see the State Salary Schedule Manual.  
Example: Teachers, School Building Administration (Principals) and Instructional Support Personnel.
26. **School** - An organizational subdivision of a school system consisting of a group of pupils composed of one or more grade groups, organized as one unit with an assigned principal, or person acting in the capacity of principal, to give instruction of the type defined in the N.C. Standard Course of Study, and housed in a school plant of one or more buildings. (See #9 for definition of *charter school*.)
27. **Student Accounting** - The data collection system regarding student enrollment, membership, attendance, and withdrawal from membership in the public schools. The Student Information Management System (SIMS), North Carolina Window of Information on Student Education (NC WISE) or other Uniform Education Reporting System (UERS) compliant systems, are the official means by which this data is reported to the Department of Public Instruction.
28. **Tydings Amendment** - Federal law provides that certain federal funds not obligated during the first year of allotment shall remain available for obligation and expenditure for one additional year. Federal grant periods vary; therefore, each grant must be reviewed to determine if the Tydings Amendment will apply. Since the federal fiscal year begins October 1<sup>st</sup> and the state fiscal year begins July 1<sup>st</sup>, many grant periods can be active up to 27 months when provisions of the Tydings Amendment are applicable.
29. **UERS** – Uniform Education Reporting System. The comprehensive system by which LEAs and Charter schools report data electronically to the Department of Public Instruction. Some components of UERS include SIMS (Student Information Management System) and expenditure reporting in compliance with the Uniform Chart of Accounts.
30. **Year Round Education** - Reorganization of the school calendar into instructional blocks with vacations distributed across the calendar year so that learning is continuous throughout the year.

**EMPLOYER BENEFIT COSTS**

PROGRAM REPORT CODE:	Various
UNIFORM CHART OF ACCOUNTS CODE:	X910-XXX-2X1
STATUTORY REFERENCE:	HB 397 Section 30.16 (e)
	HB 1414 Section 30.16 (d)

**Benefit Rates:**

Hospitalization	\$3,432 per year per full-time equivalent position
Social Security	7.65%
Retirement	5.815%

Effective July 13, 1989, a person must be a permanent employee as defined in the North Carolina Public School Employee Leave Policies, and must be employed for thirty or more hours per week in order for an LEA to submit the employee for enrollment in the State Retirement System and the State Health Insurance System. Charter schools may elect to participate in the State Retirement System and the State Health Insurance System. Charter school decisions to enroll in the State Retirement System and State Health Insurance system are final.

Effective July 1, 1995, all employer salary-related contributions for full-time permanent employees, including hospitalization benefits, shall be prorated based on the actual percentage employed in each expenditure code.

**APPORTIONMENT OF LOCAL FUNDS**

In accordance with **G.S. 115C-430**, if there is more than one LEA in a county, all appropriations by the county to the local current expense funds of the LEAs, except appropriations funded by supplemental taxes levied less than county wide, must be apportioned according to the membership of each LEA. Membership for each LEA will be based on the allotted ADM. Students residing outside the county will be deducted from membership before the apportionment of local funds is calculated.

Membership for city LEAs located in more than one county will be divided on a percentage basis according to the number of students residing in each county at the end of the second school month of the prior year.

Should a Charter school be established within a LEA whose borders extend into more than one county, a breakdown of student membership for each of those counties will be obtained from the Charter school. This information will be used to calculate the revised ADM figures for the per capita distribution of local funds for the school system. As of the 2004-05 school year, Kannapolis City Schools and Nash-Rocky Mount Schools have borders that extend into more than one county.

To comply with the School Budget and Fiscal Control Act, the membership for the subject LEAs will be determined and certified to the LEA and the board of county commissioners by the Division of School Business.

**TEXTBOOKS FOR THE VISUALLY IMPAIRED**

LEAs may order Braille, large print, and audio-cassette tape copies of textbooks for children with disabilities whose Individualized Education Programs state that such modified textbooks are necessary to meet their unique learning needs.

Orders for modified textbooks must be submitted to the State Textbook Warehouse. These orders will be filled on a first-come first-served basis until the available state funds have been depleted. Once the fund for modified textbooks has been depleted, LEAs can use their textbook credit balance account to purchase modified textbooks.

Textbook Services shall have the authority to recall the modified textbooks for redistribution when no longer needed by children with special needs in any LEA.

Local boards of education may:

- (1) Select, procure, and use textbooks that have not been adopted by the State Board of Education for use throughout the local school administrative unit for selected grade levels and courses; and
- (2) Approve school improvement plans developed under **G.S. 115C-105.22** that include provisions for using textbooks that have not been adopted by the State Board of Education for selected grade levels and courses.

**All textbook contracts made under this subsection shall include a clause granting to the local board of education the license to produce Braille, large print, and audiocassette tape copies of the textbooks for use in the local school administrative unit.**

**MERGED LEAs**

If two or more LEAs are consolidated into one LEA, the following allotments shall not be less than those same allotments to the separate LEAs for the first and second full fiscal years of the consolidation and shall be used for the continuation of the positions and programs, except as specifically authorized by the State Board of Education.

1. Central Office Administration
2. Vocational Education Months of Employment
3. Children with Special Needs - Preschool Handicapped
4. Limited English Proficiency

Additionally, those individual LEA's with June 30 allotment balances that are subject to carryover provisions, will be consolidated by respective category for all LEAs within the merger and re-allotted in total to the consolidated LEA.

For additional information related to minimum local funding of merged LEAs, see **G.S. 115C-68.1**, as enacted by the 1991 General Assembly.

**ALLOTMENT ADJUSTMENTS FOR ADM GROWTH****PURPOSE:**

The contingency reserve was established to support the average daily membership (ADM) based allotments. The reserve is to be used in cases where first month Average Daily Membership exceeds the original anticipated ADM used for allotments. Increases will be made in the Classroom Teacher, Instructional Support, Non-instructional Support, Teacher Assistant, Classroom Materials and Supplies, Textbook, and Vocational Educational Program Support categories as applicable.

**OBJECTIVE:**

In administering this allotment, the intent is to first ensure that adequate school-based resources are provided to meet the average daily membership as of the first month of school, per LEA request. The reserve will be allotted to LEAs on a case-by-case basis according to need. Secondly, (within available state funding) the reserve will be utilized to relieve class size overage problems as they may occur during the school year after the allotment adjustment for ADM growth. In the case of class size overage adjustments after the first month, allotments will only be made for regular teachers as authorized by **G.S. 115C-301**.

**ADMINISTRATION:**

These adjustments are to ensure that adequate school-based resources are provided (within appropriated funding/formulas) to meet the requirements after the first month of school per LEA request.

The allotment adjustments are based on first month average daily membership reports as submitted by the LEAs to the Division of School Business.

After the first month of school, a LEA can request additional resources due to extraordinary student population growth that results in significant class size overage problems. Each request will be reviewed based on the criteria outlined below:

- The LEA's current month Average Daily Membership (ADM) will be compared to the LEA's Allotted ADM.
- Overall growth must be at least 2% or 100 students and the growth must have created significant class size overage problems that cannot be resolved by the LEA.
- Less growth will be considered if the growth and class size problem occurs within a specific grade or grade spans K-3, 4-8, 9-12, or within classes for children with disabilities.
- Individual school class sizes and the type of class structures (blocked, combined, etc.) will be examined. If reorganization or class restructuring can absorb the growth, additional allocations will not be made.

- The LEA must show a need for funding not already included in the regular ADM teacher allotment or children with disabilities programs.
- With receipt of a LEA's request, the Department of Public Instruction will verify that sufficient State resources are available to meet the LEA's request and will notify the LEA:
- If additional funding will be allotted to cover the LEA's ADM growth, or
- If the LEA's request for additional funding for ADM growth has been denied.

Additional funds will be allotted, within available funds, on a case-by-case basis. The State Board of Education, in accordance with **G.S. 115C-416**, may specifically authorize use of the reserve (within available state funding) on a case-by-case basis where additional resources are required to meet legislative mandates.

**ALLOTMENT ADJUSTMENTS FOR ADM DECREASES****PURPOSE:**

In accordance with HB 397, Section 7.27 (b), decreases to allotments must be made if the original anticipated ADM used for allotments exceeds the higher of the first or second month Average Daily Membership (ADM). The funds from this adjustment will be added to the ADM Contingency Reserve to be used in cases where first month Average Daily Membership exceeds the original anticipated ADM. Decreases are made in the Classroom Teacher, Instructional Support, Non-instructional Support, Teacher Assistant, Classroom Materials and Supplies, Textbook, and Vocational Educational Program Support Categories as applicable.

**OBJECTIVE:**

In administering this reduction, the intent is to redistribute funds to ensure that adequate school based resources are provided to meet the average daily membership as of the first month of school.

**ADMINISTRATION:**

The allotment adjustments are based on the higher of the first or second month average daily membership reports as submitted by the LEAs to the Division of School Business.

After the second month of school, the School Allotment Section will select the higher of the first two months of school ADM to determine if a decrease in funding is required. Each LEA will be reviewed based on the criteria outlined below:

- The LEA's higher of first or second month Average Daily Membership (ADM) will be compared to the LEA's Allotted ADM.
- Overall decrease must be at least 2% or 100 students to require an adjustment.
- The reduced allotment shall be based on the higher of first or second month ADM plus one-half of the number of students overestimated in the anticipated average daily membership.

**SUBSTITUTE PAY**

PROGRAM REPORT CODE: XXX  
UNIFORM CHART OF ACCOUNTS CODE: XX00-XXX-18X  
STATUTORY REFERENCE:

With the ratification of the School Flexibility and Accountability Bill (House Bill 6) in July of 1995, Substitute Pay for classroom teachers and instructional support personnel is allotted with Non-Instructional Support Personnel (PRC 003). Substitute Pay from other State allotments such as Vocational Education, Staff Development, and Children with Disabilities, as well as federal programs, may still be paid from their respective categorical allotments.

Substitutes who hold teacher certificates shall receive a minimum of 65% of the daily pay rate of an entry-level teacher with an "A" certificate (\$75) per day for FY 2004-05. Substitutes who are non-certified shall receive a minimum of 50% of the daily pay rate of an entry-level teacher with an "A" certificate (\$57) per day for FY 2004-05. The pay for non-certified substitutes shall not exceed the pay of certified substitutes. Deductions in salaries for teachers on leave who require a deduction in salary for substitute pay shall be at a standard rate of \$50.00 per day.

In accordance with **G.S. 115C-12(8) Section 18.4**, the \$50 deducted from a teachers pay will be reallocated to Non-instructional Support Personnel (PRC 003) on a monthly basis. The additional allocation is based on absence codes included on teacher payroll records.

For additional information regarding the payment of substitute pay please reference the Salary Manual or the Employee Benefits Manual under the manuals tab at <http://www.ncpublicschools.org/fbs>.

**ANNUAL LEAVE**

PROGRAM REPORT CODE: 009  
UNIFORM CHART OF ACCOUNTS CODE: X920-009-188  
STATUTORY REFERENCE: G.S. 115C-316

No allotment is made for annual leave. Eligible expenditures will be covered as reported through UERS (Uniform Education Reporting System) for LEAs.

For additional information regarding the payment of annual leave please reference the Salary Manual or the Employee Benefits Manual under the manuals tab at <http://www.ncpublicschools.org/fbs>.

**LONGEVITY**

PROGRAM REPORT CODE: 009  
 UNIFORM CHART OF ACCOUNTS CODE: X920-009-179  
 STATUTORY REFERENCE: G.S. 115C-316 and HB 1414: Section 7.1 (a)

No allotment is made for longevity. Eligible expenditures will be covered as reported through UERS for LEAs.

Longevity Schedule	
Years of Total State Service	Longevity Pay Rate
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent

For additional information regarding the payment of longevity please reference the Salary Manual or the Employee Benefits Manual under the manuals tab at <http://www.ncpublicschools.org/fbs>.

**SHORT-TERM DISABILITY**

PROGRAM REPORT CODE: 009  
UNIFORM CHART OF ACCOUNTS CODE: X920-009-1XX  
STATUTORY REFERENCE:

No allotment is made for short-term disability. Eligible expenditures will be covered as reported through UERS for LEAs.

Short-term disability payments are payable after the conclusion of a 60 day waiting period for a period not exceeding 365 calendar days provided the employee meets the following requirements:

1. The employee has at least one year of contributing membership service in the Retirement System earned within the 36 calendar months preceding employee's disability.
2. Employee has been classified as being mentally or physically disabled for the further performance of his/her usual occupation.
3. Employee's disability was incurred at the time of active employment.
4. Employee's disability has been continuous.

For additional information regarding the payment of short-term disability please reference the Salary Manual or the Employee Benefits Manual under the manuals tab at <http://www.ncpublicschools.org/fbs>.

**INJURIES DUE TO EPISODES OF VIOLENCE**

PROGRAM REPORT CODE:	Varies
UNIFORM CHART OF ACCOUNTS CODE:	Varies
STATUTORY REFERENCE:	G.S. 115C-338

An employee who while engaged in the course of his employment or in any activities incidental thereto, suffers any injury or disability resulting from or arising out of any episode of violence by one or more persons shall be entitled to receive his full salary during the shortest of these periods: one year, the continuation of his disability, or the time during which he is unable to engage in his employment because of injury.

In accordance with **G.S.115c-338**, a LEA must notify the School Allotments Section in writing of how many months the employee was absent in the initial fiscal year due to the incidence of violence. The LEA must notify School Allotments Section in the 2nd fiscal year if needed. Allotments will **not** be made for prior fiscal years.

LEAs should include the following information when submitting claims for episodes of violence:

- A written description of the act
- A copy of the physician's statement and/or the Board's designation of Act of Violence
- The specific dates the additional allotment will cover
- The name and phone number of the Key Risk case worker

For additional information regarding injuries due to episodes of violence please reference the Salary Manual or the Employee Benefits Manual under the manuals tab at <http://www.ncpublicschools.org/fbs>.

**MENTORS**

PROGRAM REPORT CODE: 009  
UNIFORM CHART OF ACCOUNTS CODE: X920-009-193  
STATUTORY REFERENCE: G.S. 115C-296 (e)

No allotment is made for mentors, unless the LEA has a State Board Approved plan in accordance with HB397, Section 7.30(a). Please reference Mentor Positions (PRC 022) in the State Formula Section on page 84 for additional details. Eligible expenditures will be covered as reported through UERS for LEAs.

Only teachers and instructional support (guidance counselors, psychologist, social workers, and media specialist) can be paid as mentors. Mentors must be qualified and well-trained personnel who are assigned to State-funded positions who are either (i) newly certified teachers in their first two years of employment as teachers or (ii) entry-level instructional support personnel who have not previously been teachers and who are in their first year of employment as instructional support personnel.

Mentors will receive a stipend of (i) \$100 per month for a maximum of ten months and (ii) \$100 for serving as a mentor for one day prior to the start of the school year (does not include mentors for instructional support or second year teachers).

Mentors may receive \$100 per month. Their pay is not based on the number of newly certified teachers or instructional support personnel to whom they are assigned.

**ABCs TRANSFER OF FUNDS**

STATUTORY REFERENCE: G.S. 115C-105.25 Budget Flexibility

The ABCs of public education enables LEAs to have flexibility in their funding. Transfers of funding and/or position allotments are to be submitted to the School Allotments Section of the Division of School Business. No financial State Board of Education waivers are required. All positions/months are transferred at the statewide average salary. If converting one of the following guaranteed certified positions:

- Instructional Support
- Classroom Teachers
- Vocational Education Months of Employment
- School Building Administration

For the purpose of paying for a different certified position from that being transferred into PRC 010 (Certified Positions converted to dollars), the dollar amount converted will equal the average salary of the position including benefits. The salary of the position to be paid from PRC 010 will be a dollar allotment and not a guaranteed salary. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.

No transfers will be allowed to or from the following categories:

- ABC Incentive Award
- Children with Disabilities Special Funds (PRC 063)
- Driver Training
- Intervention Assistance Teams
- Limited English Proficiency
- Low Wealth Supplemental Funding
- Assistance Teams
- School Technology
- Small County Supplemental Funding
- Behavioral Support
- High School Learn and Earn
- Disadvantaged Student Supplemental Funding
- Federal Funds

Limited transfers will be allowed for the following categories:

- At Risk Student Services/Alternative Schools: Funds cannot be transferred out of this category. Funds can be transferred into this category.
- Central Office Administration: Transfers from central office administration are acceptable. Transfers into this category are not allowed.

- Classroom Teachers: Transfers from teachers are restricted to classroom materials/instructional supplies/equipment, exceptional children teachers, at-risk teachers, and textbooks.
- Teacher Assistants: Transfers into teacher assistants are acceptable. If included in a school's plan, transfers from teacher assistants to dollars for classroom teachers for grades K-3 (PRC 008) are allowed. Teacher assistant positions must be vacant to transfer. **Grade placement may be waived if it is in a school's improvement plan to serve students primarily in grades K-3 when the personnel are assigned to an elementary school to serve the whole school.**
- Transportation funds may be transferred but will impact efficiency ratings.
- Vocational Education: Funds may be transferred between Months of Employment (MOEs) and Program Support. Transfers out of Vocational Education (MOEs) for other categories may not exceed the average state salary increase for the current fiscal year based on the promulgated rules established by the State Board of Education to comply with federal regulations.
- Non-instructional Support: Funds may be transferred only for teacher positions (any grade) if in a school's improvement plan. Three percent (3%) of these funds may be transferred for staff development.
- Children with Disabilities: Funds cannot be transferred from this category.
- Academically & Intellectually Gifted: Funds may be transferred to other categories if in a school's improvement plan and if all academically & intellectually gifted students are appropriately served. Funds may be transferred into this category.
- Classroom Materials/Instructional Supplies/Equipment: Transfers are allowed only to textbooks if included in a school's improvement plan. Funds may be transferred into this category.
- Textbooks: Transfers only to Classroom Materials, Instructional Supplies/Equipment allowed if included in a school's improvement plan. LEAs do not have to obtain a waiver to purchase off the state-adopted list.
- Improving Student Accountability: Funds may not be transferred from this category. Funds may be transferred into from any category.

Transfers of more than 5% of an allotment category may require additional justification, including submission of a school improvement plan.

**The final date for transfers is May 27, 2005.** Transfers received after this date cannot be approved.

## **SMALL SCHOOLS**

### STATUTORY REFERENCE:

Additional classroom teachers may be allotted within available funds based on the following provisions and upon request by the superintendent to the Division of School Business:

a. Qualifying Programs Schools

- Regional Programs: Special allotments may be made for assignment to regional programs serving public school students with disabilities. These programs must serve students from more than one LEA.
- Hospitals, Special Programs, and Institutions: Special allotments may be made for assignment to hospitals which offer an educational component to students under their treatment.
- Small Schools: Special allotments may be made for assignment to small schools of less than 100 ADM, when consolidation is not feasible due to geographic isolation.

b. Qualifying Conditions:

- The LEA must show a need for funding not already included in the regular ADM teacher allotment or children with disabilities programs.
- The special small school allotment must not take the place of local efforts or result in a duplication of positions or funds allotted under the regular ADM teacher allotment or children with disabilities programs.
- All regular positions earned on ADM at those sites must be used to directly serve the program for which the allotment is requested.
- Proper assignment of regular ADM and children with disabilities funds must be documented before a special small school allotment can be approved.

c. Continuation of Allotments: Special allotments are made on a year-by-year basis; however, special allotments will be continued for institutions and hospitals unless the following occurs:

- The program has been discontinued.
- A reduction in the number of students has occurred in the program which makes the allotment unnecessary.
- State funding is not appropriated for this purpose.

- d. Allotment Appeals Process: The approval/denial of a request for a special small school allotment will be made initially by the School Allotments Section, Division of School Business. LEAs wishing to appeal a denial of their request may do so in writing to the Office of the Deputy Superintendent of Public Instruction. A final appeal for consideration may be made to the State Board of Education.
- e. Employment of Allotted Personnel: Special small school allotments go to the requesting LEA, not to the institution or hospital where the teacher is assigned. Therefore, teachers allotted through a special small school allotment are employees of and should be supervised by the receiving LEA.
- f. Assigned Duties of Allotted Personnel: Teachers employed through the special small school allotment may not be assigned duties unrelated to the purpose for which their position was allotted or duties which enhance the profitability of the institution or hospital to which they are assigned.

**ECKERD YOUTH ALTERNATIVES THERAPEUTIC CAMP**

PROGRAM REPORT CODES: Various  
UNIFORM CHART OF ACCOUNTS CODE: 5200-XXX-398  
STATUTORY REFERENCE: HB 1414, Sec. 7.22(a)

If a school-age child is placed in an Eckerd Youth Alternatives therapeutic camp, the local school administrative unit **in which the child resides** shall be responsible for the cost of the educational services to the child. The unit shall be responsible for a maximum of one one-hundred-eightieth (1/180) of:

- (1) The State average per pupil allocation from State funds for average daily membership allotments except for the allocation for children with special needs and for the allocation for children with limited English proficiency; and
- (2) If the child is a child with special needs, the state per pupil allocation for children with special needs, for each day that the child receives educational services in an Eckerd Youth Alternatives therapeutic camp, for a maximum of 180 days.

LEA payments to Eckerd Youth Alternatives are currently allowable from the following PRCs: Exceptional Children (032), At-risk Student Services / Alternative Schools (069), Small County Supplemental Funding (019) and Low Wealth Supplemental Funding (031).

The Department of Public Instruction will reduce the allotment to At-risk Student Services / Alternative Schools (PRC 069) for the entire amount due from the LEA if payment is not received.

**ABC INCENTIVE AWARD**

PROGRAM REPORT CODE: 033  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-033-XXX  
STATUTORY REFERENCE: HB 397 Section 7.16 (a) and (b)

TYPE: Dollars

TERM: July 1 through November 30

PURPOSE: Provides funding to LEAs that meet or exceed growth standards as established in ABC guidelines.

ELIGIBILITY: Based on growth standards, all schools will have an opportunity to receive awards.

FORMULA: Awards of up to \$1,500 plus benefits for certified personnel and up to \$500 plus benefits for teacher assistants are allocated to schools that attain high growth. Awards of up to \$750 plus benefits for certified personnel and up to \$375 plus benefits for teacher assistants are allocated to schools that attain expected growth. Allocation is based on the number of state and local personnel in grades Pre-K through 12 assigned to eligible schools.

SPECIAL PROVISIONS:

1. It is recommended that Incentive Awards be paid to eligible personnel by the first payroll period after the funds are allotted.
2. Awards must be paid to eligible personnel by the second payroll period after the funds are allotted.
3. Funds can only be distributed to certified personnel (object codes 114, 116, 119 paid out of PRC 005, 121, 123, 124, 128, 129, and 139) and teacher assistants (object codes 142, 144, and 147). All current School Improvement Plans that designate other personnel to receive the award or allow the funds to be used for non-bonus items are now void.
4. If funding is available, schools/LEAs can request an adjusted allotment if documentation indicates that additional funding is appropriate. Each request will be carefully reviewed to determine why the records transmitted monthly did not correctly report the staffing levels of the school.
5. Certified personnel and teacher assistants in schools serving grades K-2 are eligible for ABC Incentive Bonuses based on the ABC status of the school that receives the largest percentage of the K-2 students.

- 6 Pre-kindergarten certified personnel and teacher assistants are eligible so long as they were assigned to a public school pre-kindergarten program that is located within a public elementary school and is designed to prepare students for kindergarten at that school.
7. Incentive awards for eligible federally paid personnel must be paid from federal funds.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
   School Allotments Section  
   (919) 807-3700

Expenditures:                Division of School Business  
   Information Analysis and Support Section  
   (919) 807-3725

Programs:                     Division of Pre-Kindergarten and Elementary Education  
   Director  
   (919) 807-3916

   Division of Middle School Education  
   Director  
   (919) 807-3911

   Division of Secondary Education  
   Director  
   (919) 807-3818

**ABC INTERVENTION/ASSISTANCE TEAM FUNDING**

PROGRAM REPORT CODE: 037  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-037-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: July 1 - June 30

PURPOSE: Provides funding for salary (including local supplements), benefits, and support costs for personnel assigned to an ABC Intervention/Assistance Team.

ELIGIBILITY: LEAs with low-performing schools identified by the State Board of Education that are assigned an ABC Intervention/Assistance Team are eligible for funding for support costs for the team. LEAs with personnel serving on an Assistance Team are eligible to receive funding for those personnel.

FORMULAS: The “loaning” or home LEA will pay Approved salaries (including local supplements), hospitalization, and social security/retirement costs out of PRC 037. No allotment is made for salary/benefits. **Eligible** expenditures will be covered as reported through UERS.

Support costs will be allotted to the LEA to which a team has been assigned to assist one of its schools (host LEA). Assistance Team Leaders are responsible for authorizing all support costs for their team. Assistance Teams **must** stay within funds allotted for support costs.

SPECIAL PROVISIONS:

1. To be considered “on loan” from a LEA, an Assistance Team member must have worked through the end of the school year at the “loaning” LEA. Personnel not “on loan” from a LEA must be paid through a contract with the Department of Public Instruction, School Improvement Division.
2. Retired individuals will work on withholding contracts and will not receive retirement credit. They will be paid up to fifty percent (50%) of their last earned salary not to exceed \$50,000.
3. Team members will follow the same holiday schedule and follow the same procedure for requesting annual and sick leave as State employees.



**ACADEMICALLY OR INTELLECTUALLY GIFTED**

PROGRAM REPORT CODE: 034  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-034-XXX  
 STATUTORY REFERENCE: HB 1414 Section 7.7

TYPE: Dollars

TERM: July 1 - June 30

PURPOSE: Funds allocated for academically or intellectually gifted students may be used only (i) for academically or intellectually gifted students, (ii) to implement the plan developed **under G.S. 115C-150.7**; (iii) for children with special needs; or (iv) in accordance with an accepted school improvement plan, for any purpose so long as that school demonstrates it is providing appropriate services to academically or intellectually gifted students assigned to that school in accordance with the local plan developed under **G.S. 115C-150.7**. Funds cannot be used for Children with Special Needs unless moved with an ABC transfer.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULA: Each LEA receives dollars per child for four percent (4%) of their allotted ADM regardless of the number of children identified as academically or intellectually gifted in the LEA.

SPECIAL PROVISION: Funds may be transferred to other categories by submitting ABC transfer forms if in a school's improvement plan and if all academically or intellectually gifted students are appropriately served. Funds may be transferred into this category by submitting an ABC transfer form.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support Section  
 (919) 807-3725

Program: Division of Exceptional Children  
 (919) 807-3969

**ASSISTANT PRINCIPAL INTERNS**

PROGRAM REPORT CODE: 066  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-066-XXX  
STATUTORY REFERENCE: HB 1414 Section 7.2(i)

TYPE: Dollars

TERM: Varies July 1 - June 30

PURPOSE: Provides funding for stipends to full-time students working on a master's degree in school administration programs who are serving in an approved intern program.

ELIGIBILITY: Full-time Master of Student Administration (MSA) students serving in a ten month or less internship. Either the Principal Fellows Program or the Institutes of Higher Education offering the program determines eligibility.

FORMULAS: Stipends are allotted for the duration of the internship. The stipend will be equivalent to the beginning salary of a certified assistant principal, less any fellowships received by the intern, plus social security as specified in the North Carolina Public School Personnel State Salary Schedule. Please note that these individuals are not recognized as full-time employees of the school system and **are not eligible for hospitalization or retirement contributions.**

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Salary Determination:	Division of School Business Information Analysis and Support Section (919) 807-3708
Program:	Division of Human Resource Management (919) 807-3355 or 807-3359
Organization of Schools:	Division of School Business Statistical Research Section (919) 807-3754

**AT-RISK STUDENT SERVICES/ALTERNATIVE SCHOOLS**

PROGRAM REPORT CODE: 069  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-069-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars

TERM: July 1 - August 31 of subsequent fiscal year

PURPOSE: Provides funding to identify students likely to drop out and to provide special alternative instructional programs for these at-risk students. Also provides funding for summer school instruction and transportation, remediation, alcohol and drug prevention, early intervention, safe schools, and preschool screening. These funds may not be used to supplant dropout prevention programs funded from other state or federal sources.

It is the intent of the General Assembly that each LEA has a School Safety Officer at each high school.

ELIGIBILITY: Each LEA is entitled to funding based on the formula below.

FORMULAS: Each LEA is allotted dollars for a School Safety Officer (SSO) based on the number of high schools in the LEA that receive a principal allotment. For the purpose of this allotment, a high school is defined as any school which contains Grades 9 and 10 or grade 12. Funds are then allotted for students in treatment programs in accordance with SB 1356. Fifty-percent of the remaining funds are distributed based on the number of poverty children per the Title I Low Income poverty data. The remaining funds are distributed based on allotted ADM. Each LEA receives a minimum of the dollar equivalent of two teachers and two instructional support personnel (including benefits). No funds will be allotted on a competitive grant basis.

SPECIAL PROVISIONS:

1. Effective July 1, 2000, each LEA shall establish at least one alternative learning program/school.
2. **Senate Bill 765, Modified Section 1, General Statute 115C-12(24)** requires that LEAs shall use (i) the teachers allocated for students assigned to alternative learning programs pursuant to the regular teacher allotment and (ii) the teachers allocated for students assigned to alternative learning programs only to serve the needs of these students.



**BEHAVIORAL SUPPORT**

PROGRAM REPORT CODE: 029  
 UNIFORM CHART OF ACCOUNTS CODE: XXX0-029-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: July 1 - June 30

PURPOSE: Provides funding for Assaulting and Violent Children programs which provide appropriate educational programs to students under the age of 18 who suffer from emotional, mental, or neurological handicaps accompanied by violent or assaulting behavior.

ELIGIBILITY: Each LEA is entitled to funding based on need.

FORMULA: Allotments are based on need. LEAs are to submit requests to the Behavior Support Section of the Exceptional Children Support Team by May 30. The requests should be for those class members who are projected to remain enrolled the following year and who require special services. Additional requests for funds may be submitted to the Behavior Support Section throughout the year. These additional requests will be evaluated monthly.

SPECIAL PROVISIONS: 1. A Department of Public Instruction consultant will review utilization of the initial allotment with appropriate LEA staff and request revisions as needed.

2. Allotted funds that are not used as designated shall revert to the State and be re-allotted for other eligible students.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support  
 Section  
 (919) 807-3725

Program: Division of Exceptional Children  
 (919) 807-3298

Child Count: Division of Exceptional Children  
 (919) 807-3969

**CENTRAL OFFICE ADMINISTRATION**

PROGRAM REPORT CODE: 002  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-002-XXX  
 STATUTORY REFERENCE: SB 1115, Budget Bill supplement #11

TYPE: Dollar

TERM: July 1 - June 30

PURPOSE: Provides funding for salaries and benefits for central office administration. This category is used to pay for personnel including:

- Superintendent
- Directors/Supervisors/Coordinators
- Associate and Assistant Superintendents
- Finance Officers
- Child Nutrition Supervisors/Managers
- Community Schools Coordinators/Directors
- Athletic Trainers
- Health Education Coordinators
- Maintenance Supervisors
- Transportation Directors

**Funds cannot be expended for any of the above personnel outside of this allotment category.**

ELIGIBILITY: Each LEA is entitled to funding. The dollars allotted are based on the formula listed below.

FORMULA: The formula for FY 2004-2005 is based on HB 397, Joint Conference Committee Report on the Budget:

1. Freeze local school administration units (LEAs) allotments at the FY 2002-03 allotment level.
2. Adjust allotments by the net effect of other legislative changes (such as, legislative increases or benefit changes) and the reduction for charter school reserve. See chart below:

Fiscal Year (Base)	Percent Increase/ (Decrease)	Allotment Year
2002-03	(.76)	2003-04
2003-04	5.19	2004-05

The new formula for FY 2002-2003 developed by the State Board in accordance with SB 1005 was not implemented per SB 1115.

**HISTORICAL REF:** *The following is the Formula that was in effect from Fiscal Year 1996 through Fiscal Year 2001.*

**Base Allotment** Each LEA receives a base allotment which is graduated based on allotted ADM. To determine the base, select the ADM range from the charts below and add the base and the supplemental base together.

**Cities**

<b>ADM Ranges</b>	<b>Base</b>	<b>ADM Over Range</b>	<b>\$ Per ADM Over Range</b>
0 - 4,999	\$360,000	0	\$12.00
5,000 - 9,999	420,000	4,999	36.01
10,000 - 14,999	600,000	9,999	18.00
Each add'l 5,000	add 90,000	add 5,000	18.00

**Counties**

<b>ADM Ranges</b>	<b>Base</b>	<b>ADM over range</b>	<b>\$ Per ADM Over Range</b>
0 - 4,999	\$420,000	0	\$12.00
5,000 - 9,999	480,000	4,999	36.01
10,000 - 14,999	660,000	9,999	18.00
Each add'l 5,000	Add 90,000	Add 5,000	18.00

**Add-On Per ADM**

After the base is allotted, the remaining funds are allocated to LEAs with ADM greater than 1,500 based on dollars per ADM.

- SPECIAL PROVISIONS:**
1. For FY 2000-01, all LEAs are held harmless to their FY 1999-00 allotment, unless they are a LEA which is losing its hold harmless provision due to merger. The formula will be phased-in as merged LEAs are no longer required to be held harmless and as funds are added to the budget.
  2. Funds cannot be transferred into this category. Funds can be transferred out of this category by submitting an ABC transfer form.
  3. Only expenditures for administrative personnel and matching benefits are allowed.
  4. Refer to the General Information Section – Merged LEAs.

5. Federal law requires a match for Child Nutrition Supervisors. A State expenditure of \$7.33 million is necessary for North Carolina to be eligible for Section 4 federal funds. If expenditures are projected to be below this level, a small percentage of this allotment might have to be expended for Child Nutrition to assure the match is met.
6. In accordance with **G.S. 115C-271**, a local board may terminate a Superintendent's contract before the contract term of employment has expired if all of the following conditions are met:
  - (a) No state funds are used for this purpose.
  - (b) Local funds appropriated for teachers, textbooks, or classroom materials, supplies and equipment are not transferred or used for this purpose.
  - (c) The local board makes public the funds that are to be transferred or used for this purpose.
  - (d) The local Board notifies the State Board of the funds that are to be transferred or used for this purpose.
  - (e) No funds acquired through donation or fund-raising are used for this purpose, except funds raised specifically for this purpose or for funds donated by private for-profit corporations.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700

Expenditures: Division of School Business  
Information Analysis and Support Section  
(919) 807-3725

Certification -  
Finance Officer: Financial and Business Services  
Administration  
(919) 807-3603

Salary Determination: Division of School Business  
Information Analysis and Support Section  
(919) 807-3708

Program: Division of Human Resource Management  
(919) 807-3355

Division of School Support  
Child Nutrition Section  
(919) 807-3506

Facility Management Plant Operation  
(919) 807-3541

Division of Communication and Information  
(919) 807-3450

Division of Pre-Kindergarten and Elementary Education  
Arts Education and Healthful Living Section  
(919) 807-3864

**CHARTER SCHOOLS**

PROGRAM REPORT CODE: 036  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-036-XXX  
 STATUTORY REFERENCE: G.S. 115C-238.29; SB 1005: Section 28.20;  
 28.26; 28.27

TYPE: Dollars

TERM: July 1 - June 30

PURPOSE: Provides state funding to charter schools based on the students attending the school.

ELIGIBILITY: All charter schools approved by the State Board of Education.

FORMULAS: Funding for an existing charter school is based on the dollars per ADM of the LEA in which the school is located. Funding for new charter schools is based on the dollars per ADM of the LEA in which the student is, or would be, currently enrolled. The total number of public school students attending a new charter school will reduce a LEA's initial allotment.

A LEA's initial allotment is also reduced for charter schools growing more than 10% of the previous year's Best 1 of 2 ADM. LEAs are held harmless and will not have their allotment reduced for the following categories: Central Office Administration, School Building Administration and Staff Development.

A charter school will have 34% of its Initial Allotment available to "draw down" after the General Assembly adjourns. After the 1<sup>st</sup> month, ADM is submitted; allotments will be recalculated based on the school's ADM and an additional 34% of the allotment will be made available to the charter school. If the charter school's first month ADM is lower than the initially funded ADM, the charter school's state allotments will be decreased. If charter student population increases after the 1st month, the State Contingency Reserve will be used to fund the increase up to the charter school's maximum ADM. (See Special Provision 3 for changes affecting this policy beginning in FY 2005-06). The final 32% of the allotment will be distributed prior to the end of March.

After 1<sup>st</sup> month ADM adjustments, a charter school can request additional funding if it has significant growth (10% or more) in months two through four. Requested ADM must be verified and be within the charter school's maximum. The state contingency reserve will be used to fund the prorated increases within funds available. Please refer to the Charter School Financial Guide for instructions for this process.

In addition to the state funding based on dollars per ADM, a charter school may receive Children with Disabilities and Limited English Proficiency funding **if they qualify**. These special funds plus the dollars per ADM funding are distributed under Program Report Code 036.

SPECIAL PROVISION:

1. During the first 60 school days, if a child with disabilities was included in the prior fiscal year April 1 child count and leaves or returns to a LEA from a charter school, the prorated share of funds allocated for that child will be adjusted. In order to initiate the transfer of funds, the LEA or charter school receiving the students must complete the appropriate transfer request forms by the 10<sup>th</sup> of the month following the month the child transferred. Children with Disabilities' transfer requests are sent to the School Allotments Section. Reference the *Charter School Financial Guide* for the form. Notification must include the student's name, social security number, birth date, the LEA or charter school from which the child came, the date the student transferred, and the beginning date of the current school year.
2. A charter school operating in its third year that has not received any financial warnings during the two previous years will receive the balance of its total allotment after the first month.
3. **Effective beginning Fiscal Year 2005-06:** If the charter student population increases based on the 1<sup>st</sup> month ADM, the allotment to the LEA in which the charter school resides will be reduced to fund the increase (up to the charter school's maximum ADM).

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:            Division of School Business  
                              School Allotments Section  
                              (919) 807-3700

Expenditures:        Division of School Business  
                              Information Analysis and Support Section  
                              (919) 807-3725

Program:              Office of Charter Schools  
                              (919) 807-3491

**CHILDREN WITH DISABILITIES**

PROGRAM REPORT CODE:	032
UNIFORM CHART OF ACCOUNTS CODE:	XXXX-032-XXX
STATUTORY REFERENCE:	SB 1115 Section 7.4 and HB 1414 Section 7.6
TYPE:	Dollars
TERM:	July 1 - June 30
PURPOSE:	<p>Provides funding for the special educational needs and related services of Children with Disabilities. These funds are to be used for:</p> <ul style="list-style-type: none"> <li>• Children with Disabilities</li> <li>• Preschool Handicapped State Funding</li> <li>• Group Homes, Foster Homes, or Similar Facilities</li> </ul> <p>Funds for Community Residential Centers and Developmental Day Centers are allotted in PRC 063, Children with Disabilities Special Funds.</p>
ELIGIBILITY:	All LEAs are entitled to funding based on the formulas listed below.
FORMULAS:	Children with Disabilities and Preschool Handicapped State funded allotments are calculated separately and then combined into one allotment. Matching benefits are included. The individual formulas are listed below.
CHILDREN WITH DISABILITIES:	<p>Child count is based on Children with Disabilities child count, ages 5-20.</p> <p>Multiply the <u>lesser</u> of the April 1 child count or an overall 12.5% cap of the Allotted ADM by the dollar per child count funding factor.</p>
PRESCHOOL HANDICAPPED STATE FUNDING:	Each LEA receives a base amount equal to the average salary of a classroom teacher plus benefits. All remaining funds are distributed based on the April 1 child count of children ages 3, 4, and pre-K5.
GROUP HOMES, FOSTER HOMES, OR SIMILAR FACILITIES:	The Exceptional Children Division reimburses Local Boards of Education for the educational cost of children with disabilities assigned to group homes, foster homes, or similar facilities.

These funds are based on the availability of state and federal funds. Further information may be found in Group Homes, Foster Homes, Similar Facilities – FY 2000-01 State (PRC 032) and Federal (PRC 060) Funds, Ages 3 through 20, (Exceptional Children Division, July 1, 2000).

**SPECIAL PROVISIONS:**

1. Funds cannot be transferred out of this category. Funds may be transferred into this category by submitting an ABC Transfer Form.
2. Funds can be used to transport preschool handicapped students only. Transportation for school age children must be paid from transportation funds (PRC 056).
3. Refer to Procedures Governing Programs and Services for Children with Disabilities produced by the Exceptional Children Division and to School Attendance and Student Accounting Manual produced by the Division of School Business.
4. LEAs are encouraged to use teacher positions generated by that portion of their total ADM that is made up of children with disabilities to fund children with disabilities teachers.
5. Funds for Children with Disabilities will be reduced based on on-site audits and the determination that students are found to be in non-compliance with State/Federal regulations.
6. If two or more LEAs are consolidated into one LEA, the Preschool Handicapped allotment shall not be less than the same allotment to the separate LEAs for the first and second full fiscal years of the consolidation and shall be used for the continuation of the positions and programs, except as specifically authorized by the State Board of Education.
7. During the first 60 school days, if a child with disabilities who was included in the prior fiscal year April 1 child count leaves or returns to a LEA from a charter school, the pro-rata share of funds allocated for that child will be adjusted. In order to initiate the transfer of funds, the LEA or charter school receiving the students must notify the School Allotments Section in writing by the 10<sup>th</sup> of the month following the month the child transferred. Notification must include the child's name, social security number, birth date, the LEA or charter school from which the child came, the date the student transferred, and the beginning date of the current school year.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Exceptional Children (919) 807-3969
Child Count:	Division of Exceptional Children (919) 807-3969

**CHILDREN WITH DISABILITIES - SPECIAL FUNDS**

PROGRAM REPORT CODE: 063  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-063-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars

TERM: July 1 - June 30

PURPOSE: Provides funding for the special educational needs and related services of Children with Disabilities. These funds are to be used for:

- Community Residential Centers
- Developmental Day Care (3-20)
- Special State Reserve

ELIGIBILITY: All LEAs are entitled to funding.

FORMULAS:

**DEVELOPMENTAL DAY CARE:**

Requests for funding are made on individual applications submitted by the LEA and approved by the Department of Public Instruction, Division of Exceptional Children. Allotments for identified children are based on an established monthly rate for a maximum of ten months.

**COMMUNITY RESIDENTIAL CENTER:**

Requests for funding are made on individual applications submitted by the LEA and approved by the Department of Public Instruction, Division of Exceptional Children.

**SPECIAL STATE RESERVE:**

A reserve has been established to be used when all available state, federal, and local resources have been exhausted. The funds are to be used for emergency situations, such as high cost children or severely disabled children. Requests for funds must be sent to the Exceptional Children's Division. Allocations will be made within funds available.

SPECIAL PROVISIONS:

1. Funds cannot be transferred into or out of this category.
2. Refer to Procedures Governing Programs and Services for Children with Disabilities produced by the Exceptional Children Division and to School Attendance and Student Accounting Manual produced by the Division of School Business.

3. Developmental Day Care funds should be expended according to the LEA's approved plan to serve children ages 3-20.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Exceptional Children (919) 807-3969
Child Count:	Division of Exceptional Children (919) 807-3969

**CLASSROOM MATERIALS/INSTRUCTIONAL SUPPLIES/EQUIPMENT**

PROGRAM REPORT CODE: 061  
UNIFORM CHART OF ACCOUNTS CODE: XXX0-061-XXX  
STATUTORY REFERENCE:

TYPE: Dollars  
TERM: July 1 - June 30

PURPOSE: Provides funds for Instructional Materials and Supplies, Instructional Equipment, and Testing Support.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULA: Funds for Instructional Materials, Supplies, and Equipment are distributed based on allotted ADM.

Funds for each student to take the Preliminary Scholastic Aptitude Test (PSAT) are allotted based on ADM in grades 8 and 9.

SPECIAL PROVISIONS:

1. If included in your school's improvement plan, funds may be transferred only to textbooks by submitting an ABC transfer form.
2. In accordance with **G.S. 115C-174.18**, every student in grades 8 - 10 who has completed or is in the last month of Algebra I shall be given an opportunity to take a version of the PSAT one time at State expense. These expenses shall be paid from PRC 061.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                      Division of School Business  
    School Allotments Section  
    (919) 807-3700

Expenditures:                      Division of School Business  
    Information Analysis and Support Section  
    (919) 807-3725

    Division of Financial Services  
    Textbooks Section  
    (919) 715-5375

Program:                              Division of Secondary Education  
    (919) 807-3816

    Division of Accountability and  
    Technology Services  
    (919) 807-3769

**CLASSROOM TEACHERS**

PROGRAM REPORT CODE: 001  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-001-XXX  
 STATUTORY REFERENCE: G.S. 115C-301; HB1414 Sections 7.18, 7.21, 7.28; HB 397 Section 7.10

TYPE: Positions

TERM: 10 months, July 1 - June 30

PURPOSE: Provides guaranteed funding for salaries for classroom teachers. To qualify as a classroom teacher and to be charged against this allotment, an individual must spend a major portion of the school day providing classroom instruction and shall not be assigned to administrative duties in either the central or school offices. If an LEA decides to employ a Math/Science/Computer teacher, this individual does not have to spend a portion of the school day providing classroom instruction.

ELIGIBILITY: Each LEA is entitled to positions. The number of positions allotted is based on the formulas listed below.

FORMULAS: The following positions are calculated separately and then consolidated into PRC 001. The total positions are then multiplied by the LEA's average monthly salary (based on prior year 6th pay period plus legislated salary increases) plus benefits. The individual formulas are listed below.

After the first month of school, a LEA can request additional resources due to extraordinary student population growth. Allotments will be adjusted within available funds. (See General Information Section, Allotment Adjustment for ADM growth.)

For city LEAs with less than 3,000 ADM, fractions are rounded up to the nearest whole position.

CLASSROOM TEACHERS: Teachers are allotted based on one per the following number of students (based on allotted ADM) and rounded to the nearest one-half position.

<u>Grades</u>	<u>Number of Students</u>
K-2	18
3	18
4-6	22
7-8	21
9	24.5
10-12	26.64

## NOTE:

Preschool student ADM is not used in the teacher allotment formula. For allotment purposes, TMH and self-contained children are included in their appropriate grades as determined by school administrators.

## CLASS SIZE REQUIREMENTS:

<u>Grade</u>	<u>All Classes Within LEA Max. Average</u>	<u>Individual Class Maximum</u>
K - 3	21	24
4 - 9	26	29
10 - 12	29	32

## MATH/SCIENCE/COMPUTER TEACHERS:

Each county is entitled to one position. Positions will be divided between county and city LEAs based on previously approved plans. The percent split will remain in effect until the plan is revised and DPI is notified. Plans do not have to be submitted to DPI.

## TARGETED CLASS SIZE REDUCTION:

1. In schools with 80% or more of the students eligible for free or reduced lunch and with 45% or more of the students performing below grade level, class size in grades K-3 will be 1:15. These additional teaching positions are required to teach in these grades at these targeted schools.
2. Contracts for all teachers in these targeted schools will be extended for a total of 10 days for the 2004-05 school year. Five days will be for staff development that will include development in methods to individualize instruction for smaller classes and preparation for the 2004-05 school year. Five additional days will be for instruction with related costs (other personnel and transportation) for other than teachers' salaries. All of these expenditures for FY 2004-05 will be coded to PRC 093 – High Priority Schools.
3. The class size ratio for kindergarten through third grade will be 1:18 for all schools (excluding the ones targeted above).

## SPECIAL PROVISIONS:

1. Refer to the School Attendance and Student Accounting Manual produced by the Division of School Business.
2. Additional classroom teachers may be allotted within available funds based on the provisions outlined in

Section 01 and upon request by the superintendent to the Division of School Business. (See General Information Section, Small Schools)

3. It is encouraged that teachers generated for TMH and children with disabilities be used for TMH and children with disabilities.
4. **Senate Bill 765, Modified Section 1, General Statutes 115C-12(24)** states that LEAs shall use (i) the teachers allocated for students assigned to alternative learning programs pursuant to the regular teacher allotment and (ii) the teachers allocated to students assigned to alternative learning programs only to serve the needs of these students.
5. The State regulations permit LEAs to identify a state allotted teaching position (no additional positions are provided and no vocational education funds can be used) and use that position to pay a Junior ROTC instructor, provided the local school does employ another teacher using local funds to replace the use of the State allotted position. For each Junior ROTC position paid from State funds, a locally paid position must be provided.
6. Teachers on Loan Additional positions may be allotted to LEAs which have teachers from their LEA selected to serve with the Department of Public Instruction. The teachers selected will work at designated LEAs throughout the State in support of major State Board of Education initiatives such as school assistance, teacher inductions, technology assessment/training, and student improvement. These additional teacher positions are allotted to the LEAs from which the teachers are employed since the reassigned teachers will remain on the LEA's payroll. The allotment will be in PRC 096 Special Position Allotment or in PRC 095 Special Dollar Allotment. For additional information, please contact the Division of School Improvement or the Division of Human Resource Management.
7. Teacher of the Year - An additional position (12 months) is allotted to the LEA from which the Teacher of the Year is selected. This allotment will also be allotted in PRC 096, Special Position Allotment.
8. All newly certified teachers (local & state) who have never taught before, or taught less than 6 months, are eligible for up to three extra days of employment for

orientation and classroom preparation. This includes lateral entry teachers that are newly certified and have never taught before. If the teacher does not have zero years on his or her license due to non-teaching experience being credited, then the Salary Administration Section must approve the new teacher orientation funding. The teacher is to be paid appropriately for the teacher's certification level and years of service. Eligible Teachers must be paid from pay code object 125 for the additional days of employment. The state will pay up to 3 days of training per eligible teacher based on the teacher's daily rate of pay. The School Allotments Section will allot funds beginning in March based on the number of eligible teachers paid, not to exceed 3 days per teacher. Once the number of participants and additional days of service are identified, your regular classroom teacher position allotment will be increased. The three additional new teacher orientation days must be completed by April 30<sup>th</sup>. Any new teachers hired after this date should go through orientation with the new teachers for the next fiscal year.

9. If a LEA plans to convert a position to contract for a Visiting International Faculty (VIF) member, that unit may request the conversion of positions to dollar equivalents. This applies only to VIF programs.
  - To request the conversion, the LEA must submit the form entitled "Program Expansion Teacher Positions Request for Conversion to a Dollar Allotment" to the Division of Pre-Kindergarten and Elementary Education. If approved, funds must be used in accordance with the plan submitted and approved.
  - Positions converted used to cover costs associated with bringing an Visiting International Faculty (VIF) to the LEA through the International Exchange Program will be converted at the classroom teacher statewide average salary, including benefits.
  - These positions must be used for teachers only.
10. Funds can only be transferred for Classroom Materials/Instructional Supplies/Equipment, exceptional children teachers, at-risk teachers, or textbooks. Submit an ABC Transfer form to transfer funds. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.

11. Teachers for geographically isolated schools: An additional teacher allotment will be made for small schools when consolidation is not feasible due to the geographic isolation of the school. This will be provided for such schools with ADM of 110 or less and whose LEA ADM is less than 1.5 per square mile. Qualifying schools will receive one classroom teacher per grade. Teachers will be allotted to the remainder of the LEA under the regular teacher allotment formula.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Salary Determination:	Division of School Business Information Analysis and Support Section (919) 807-3708
Program:	Division of Human Resource Management (919) 807-3355
Special Teachers:	Division of School Business School Allotments Section (919) 807-3700

**CONTINUALLY LOW PERFORMING SCHOOLS**

PROGRAM REPORT CODE: 092  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-092-XXX  
 STATUTORY REFERENCE: HB 397 Section 7.8

TYPE: Dollars

TERM: July 1 through June 30

PURPOSE: Additional funding to provide the State's chronically low-performing schools with tools needed to dramatically increase student achievement. Allows funds to be used for class size reduction, staff development, and additional instruction days.

ELIGIBILITY: Chronically low-performing schools, as identified by the State Board of Education, which have received State-mandated assistance. These schools must have been designated as low performing for at least two of the three consecutive years.

FORMULAS: Each school will receive a base of \$100,000 with the remainder distributed based on dollars per ADM.

SPECIAL PROVISION: For FY 2004-05 the State Board has exercised their rights to implement other intervention strategies that were deemed necessary.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support Section  
 (919) 807-3725

Programs: Division of Pre-Kindergarten and Elementary Education  
 Director  
 (919) 807-3916

Division of Middle School Education  
 Director  
 (919) 807-3911

Division of Secondary Education  
 Director  
 (919) 807-3818

**DISADVANTAGED STUDENTS SUPPLEMENTAL FUNDING**

PROGRAM REPORT CODE: 024  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-024-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars

TERM: July 1 through June 30

PURPOSE: Directs funding to LEAs with the least capacity to address the needs of disadvantaged students.

ELIGIBILITY: All LEAs will be eligible for funding as funding becomes available. To determine how many LEAs could be funded in FY 2004-05, an index was calculated, based on the following selection criteria:

1. Student proficiency
2. Teacher turnover
3. Teacher experience
4. Students from low-income families

The index results rank LEAs from those with the lowest capacity to the ones with the highest capacity to address student performance needs. An LEA with 100% of their students above grade level, 100% of their teachers returning, 100% of teachers with more than 5-years experience, and 100% of their students above the poverty line per the Census will have an Index of 400.

FORMULAS: \$250 Dollars per ADM

- SPECIAL PROVISIONS:
1. The LEAs receiving the concentrated funding must have a detailed plan (as outlined by a Local Education Agency Assistance Program (LEAAP) team) and must implement strategies as identified by that team. Funding will not be distributed until the plan is approved by the State Board. The plan shall include how the funding will be used to address the following priorities:
    - a) Additional pay (signing bonuses, performance-based bonuses, and targeted salary supplements/retention bonuses)
    - b) Additional resources to improve student performance (class size reductions, personal education plan development and implementation, other proven successful education strategies)

2. Nonsupplant Requirement:

A local education agency receiving funds shall use the funds to supplement, not supplant, local current expense funds. The State Board of Education shall not allocate funds under this section to a county found to have used these funds to supplant local, per-student current expense funds. The SBE shall make a finding that a county has used these funds to supplant local current expense funds in the prior year, or the year for which the most recent data are available, if:

- a) The current expense appropriation per student of the county for the current year is less than ninety-five percent (95%) of the average of the local current expense appropriations per student for the three prior fiscal years; and
- b) The county cannot show: (i) that it has remedied the deficiency in funding or (ii) that extraordinary circumstances caused the county to supplant local current expense funds with funds allocated under this section.

3. Pooling of Additional State Funding:

LEAs receiving funding should use, at a minimum, increases in their categorical allotments (such as low wealth supplemental funding, small county supplemental funding, at-risk, and improving student accountability funding) to pool resources to supplement the Disadvantaged Student Supplemental Funding to address teacher retention and student performance improvements.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
                                      School Allotments Section  
                                      (919) 807-3700

Expenditures:                Division of School Business  
                                      Information Analysis and Support Section  
                                      (919) 807-3725

Programs:                    Division of Pre-Kindergarten and Elementary Education  
                                      Director  
                                      (919) 807-3916

                                      Division of Middle School Education  
                                      Director  
                                      (919) 807-3911

                                      Division of Secondary Education  
                                      Director  
                                      (919) 807-3818

**DOLLARS FOR CERTIFIED PERSONNEL**

PROGRAM REPORT CODE: 010  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-010-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars

TERM: July 1 through June 30

PURPOSE: Provides a separate account into which LEA's may transfer funds to pay for certified personnel. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.

ELIGIBILITY: Each LEA is entitled to transfer funds to this account.

FORMULAS: None.

SPECIAL PROVISION: Some transfers require approval in a School Improvement Plan.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support Section  
 (919) 807-3725

Program: Division of Human Resource Management  
 (919) 807-3355

Division of Pre-Kindergarten and Elementary Education  
 Director  
 (919) 807-3916

**DOLLARS FOR K-3 TEACHERS**

PROGRAM REPORT CODE: 008  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-008-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars

TERM: July 1 through June 30

PURPOSE: Provides a separate account into which LEAs may transfer funds from Teacher Assistants to hire teachers to serve K-3.

ELIGIBILITY: Each LEA is entitled to transfer funds to this account with approval in the school improvement plan.

FORMULAS: None.

SPECIAL PROVISION: ABC transfers are allowed from Teacher Assistants for teachers in grades K-3 only. Positions must be vacant to transfer.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support Section  
 (919) 807-3725

Program: Division of Human Resource Management  
 (919) 807-3355

Division of Pre-Kindergarten and Elementary Education  
 Director  
 (919) 807-3916

**DRIVER TRAINING**

PROGRAM REPORT CODE: 012  
 UNIFORM CHART OF ACCOUNTS CODE: 5XX0-012-XXX  
 STATUTORY REFERENCE: G.S. 115C-215; 216 and SB 1115 Section 7.31

TYPE: Dollars  
 TERM: July 1 - June 30

PURPOSE: Provides funding for the expenses necessary to install and maintain a course of training and instructing eligible persons in the operation of motor vehicles. Each LEA must serve all students enrolled in a public or private high school (including charter schools) within the LEA boundaries who have not previously enrolled in the program.

ELIGIBILITY: Each LEA is entitled to funding based on ninth grade ADM including private and federal schools.

FORMULA: All available funds are distributed to LEAs based on dollars per total ninth grade allotted ADM; this includes private, federal and charter schools.

- SPECIAL PROVISIONS:
1. No ABC transfers will be allowed to or from driver training.
  2. Disposition of cars purchased with Driver Training funds:
 

All transactions are handled by the Department of Administration, Division of Auxiliary Services, State Surplus Property.

    - a. Car Models Prior to 1992 Funds from the sale of all car models prior to 1992 (models through 1991) are refunded to the Department of Public Instruction.
    - b. Car Models beginning with 1992 Funds received from State Surplus Property for the sale of all car models after 1991 remain with the selling LEA. All proceeds should be used to support the LEA's driver education program.
  3. No more than 10% of driver education funds may be used for computer expenditures.
  4. Released Driver Training funds may be allotted to a local education agency based on the following provisions and upon request of the LEA's superintendent.

### General

Some LEAs have excess funds in their Driver Training allotment due to contracting services. To prevent these funds from reverting June 30 when other LEAs have shortages in their allotments, the Department of Public Instruction requests that LEAs with excess funds release the funds early to be reallocated to LEAs requiring additional funds. LEA requests for additional funds will be granted based on the criteria in this policy as long as funds are available.

### Qualifying Conditions

The LEA is expected to plan and budget for driver training expenses within their Driver Training allotment. In accordance with SB 1115, Section 7.31 of the 2001 Session of the General Assembly, the State Board of Education shall consider the needs of small and low wealth LEAs when allocating these funds. These funds will be available to LEAs who make a written request because their allotment is not sufficient to operate their Driver Training program, and this insufficiency is beyond their control. The LEA must explain why more cost effective methods of operating the program have not been explored. If other options have been explored, the LEA must state why the alternative method will not be appropriate for their Driver Training program.

### Request for Funds

1. The LEA must send a written request to the Department of Public Instruction, School Allotments Section, stating:
  - a. Why the additional funds are needed. (Provide details of the qualifying condition with supporting documentation.)
  - b. The amount needed. (Provide details of how this amount was determined.)
  - c. Why alternative methods of operating the program are not being used.
2. Request must be made by April 1<sup>st</sup> to allow time for processing and ensure expenditures are paid prior to June 30<sup>th</sup>.

Request Processing

1. The State will review each request to ensure it is within the guidelines of this policy. LEAs who have not used any current funds to purchase cars will be given priority consideration.
2. The funds will be allotted if the State determines the reason for the request is within the guidelines of the qualifying conditions included in this policy, and the amount requested is within funds available. Additional funds allotted may not be used to purchase cars.
3. The allotment, if approved, will be made by April 15<sup>th</sup>.
4. If not approved, then a written letter of denial will be sent to the LEA indicating the reason for denial. Any reason for denial, other than insufficient funds, can be appealed to the Deputy Superintendent. A final appeal for consideration may be made to the State Board of Education.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Pre-Kindergarten and Elementary Arts Education and Healthful Living Section (919) 807-3857

**FOREIGN EXCHANGE TEACHERS**

PROGRAM REPORT CODE: 020  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-020-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: July 1 through June 30

PURPOSE: Provides a separate account into which LEAs may transfer teacher positions to cover a contract for a visiting international faculty member.

ELIGIBILITY: Each LEA is entitled to request a conversion of positions to dollar equivalents.

FORMULAS: None.

SPECIAL PROVISION: To request a conversion the LEA must submit the form entitled "Program Expansion Teacher Positions Request for Conversion to a Dollar Allotment" to the Division of Pre-Kindergarten and Elementary Education. If approved, funds must be used in accordance with the plan submitted and approved.

Position conversion used to cover costs associated with bringing an international visiting faculty member to the LEA through the International Exchange Program will be converted at the statewide average salary for classroom teachers.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support Section  
 (919) 807-3725

Program: Division of Pre-Kindergarten and Elementary Education  
 Second Languages, ESL, Information and Computer Skills  
 Section  
 (919) 807-3864

**HIGH SCHOOL LEARN AND EARN**

PROGRAM REPORT CODE: 055  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-055-XXX  
 STATUTORY REFERENCE: HB 1414 Section 7.22, Paragraphs (a) and (b)

TYPE: Dollars

TERM: July 1 through June 30

PURPOSE: The purpose of the program shall be to identify students who may not plan to attend or be adequately prepared to attend a two or four-year degree program and to provide the assistance those students need to earn an Associate Degree the year after their senior year in high school.

These funds shall be used to establish five pilot projects in which a local school administrative unit, two and four-year colleges and universities, and local employers work together to ensure that high school and community college curricula operate seamlessly and meet the needs of participating employers.

ELIGIBILITY: N/A (Pilot Program)

FORMULAS: N/A

SPECIAL PROVISIONS: 1. The State Board of Education shall conduct an annual evaluation of this program. The evaluation shall include:

- An assessment of the overall impact of this program on student achievement, retention, and employability
- An accounting of how funds and personnel resources were utilized and their impact on student achievement, retention, and employability
- Recommendations for continuance and improvement of the program

The State Board of Education shall report the results of this evaluation to the Office of State Budget and Management, the Joint Legislative Education Oversight Committee, and the Fiscal Research Division, by September 15 of each year.

2. The LEA will utilize this funding to hire two positions:

- Program Coordinator (School Administrator-level position)
- Community Coordinator to provide counseling and to coordinate the workforce development activities of students (Student Services-level position)

Additionally, the higher education partner will receive funds from the grant to support a position to serve as a liaison for the program. The funding for this position is included in the allotment to the LEA. The LEA is responsible for negotiating with the higher education partner for the amount of funding necessary to support an instructor-level position.

Any remaining dollars will be available to the partnership to support start-up costs, professional development, related travel, materials, supplies, textbooks and other costs related to the student workforce experience.

3. This funding is not intended for capital expenses, faculty stipends or bonuses.

4. Funding is not to supplant any existing local, state or federal funds already used to operate the program.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700

Expenditures: Division of School Business  
Information Analysis and Support Section  
(919) 807-3725

Program: Division of Secondary Education  
Director  
(919) 807-3818

**IMPROVING STUDENT ACCOUNTABILITY**

PROGRAM REPORT CODE: 072  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-072-XXX  
 STATUTORY REFERENCE: HB 397 Section 7.18 (a)

TYPE: Dollars  
 TERM: July 1 through August 31 of the subsequent fiscal year.

PURPOSE: To improve the academic performance of students who are performing at Level I or II (below grade level) on either reading or mathematics end-of-grade tests in grades 3-8, students who are performing at Level I or II on the writing tests in grades 4 and 7, and students who are performing at Level I or II on the high school end-of-course tests.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULAS: Each LEA will receive funding based on the number of students who score at Level I or Level II on either reading or mathematics end-of-grade tests in grades 3-8.

CONTINGENCY PLAN: If the required test data (see above) is not available at the time initial allotments are calculated, the LEA's preliminary allotment will be based on one-half of a LEA's prior year allotment. Once final test data has been received, the initial allotment will be recalculated based on legislated criteria and an adjustment will be made. There will be a one-year hold-harmless to 50% of prior year's funding if a LEA no longer qualifies for funding or has reduced funding in the current year.

SPECIAL PROVISIONS:

1. Per legislation, the principal of a school receiving these funds, in consultation with the faculty and the site-based management team, shall implement plans for expending these funds to improve the performance of students. The funds can only be used for students in grades 3-8 who are performing at Level I or II (below grade level) on either reading or mathematics end-of-grade tests in grades 3-8, students who are performing at Level I or II on the writing tests in grades 4 and 7, and students who are performing at Level I or II on the high school end-of-course tests.
2. It is recommended that the local boards of education utilize federal funds such as Title I Comprehensive School Reform Development Funds, as well as analyze the use of state funds to ensure that every student is performing at, or above grade-level in reading and mathematics.



**INSTRUCTIONAL SUPPORT PERSONNEL – CERTIFIED**

PROGRAM REPORT CODE: 007  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-007-1XX  
 STATUTORY REFERENCE:

TYPE: Positions  
 TERM: 10 months: July 1 – June 30

PURPOSE: Provides funding for salaries for certified instructional support personnel to implement locally designed initiatives that provide services to students who are at risk of school failure as well as the students' families. It is the intent of the General Assembly that the positions must be used first for counselors, then for social workers and other instructional support personnel that have a direct instructional relationship to students or teachers to help reduce violence in the public schools. They shall not be used as administrators, coordinators, supervisors, or directors.

ELIGIBILITY: Each LEA is entitled to positions. The number of positions allotted is based on the formula listed below.

FORMULAS: These positions are allotted on the basis of one per 200.10 allotted ADM. For city LEAs with an ADM of less than 3,000, all fractions will be rounded up to the next whole position. The positions are then multiplied by the LEA's average salary plus benefits.

After the first month of school, a LEA can request additional resources due to extraordinary student population growth. Allotments will be adjusted within available funds.

All partial positions over .25 are rounded up to the nearest whole position.

- SPECIAL PROVISIONS:
1. Local boards of education may transfer any portion of a position allotment to dollar allotments only for contracted services, which are directly related to school nursing and school psychology. Transfers for this purpose should be requested in writing to the Division of School Business. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable. The following limitations apply to the conversion:
    - a. School Nurse:
      - One nurse for every 3,000 ADM or at least one per county.

- b. School Psychologist:
    - One for every 2,000 ADM or at least one per county.
    - Certification that the local board was unable to employ certified school psychologists.
    - Contracted services are limited to initial evaluations, revaluations for exceptional children, assessments, consultations, and counseling.
  - c. Both Nurse and Psychologist:
    - Prior approval from the Division of School Business.
    - Position (whole or half) will be converted at the statewide average salary level of an Instructional Support-Certified position, including benefits.
    - The dollar amount utilized for contracted services may not exceed the amount allocated to the local school system. The dollar allotment (salary, plus benefits) will be transferred to Instructional Support Personnel – Non-certified.
2. Each LEA is responsible for the identification of Instructional Support Personnel – Certified as teachers, librarians, school counselors, school psychologists, school nurses, and school social workers.
  3. Upon written notification to the Division of School Business, certified support personnel positions may be transferred to dollars for non-certified personnel. All transfer requests must be received within the fiscal year that payment to the individual is made. There will be no prior year adjustments approved. If this option is selected, the resulting positions and dollars will be transferred to a separate allotment category entitled "Instructional Support Personnel – Non-certified" which is a dollar allotment.
  4. The positions can be used for teachers to reduce class size in all grades without a State Board of Education (SBE) Waiver or a transfer of funds. Funds can be transferred for any purpose by submitting an ABC transfer form.
  5. Any school which is eligible for a principal and contains grades K-12, with a total student population not sufficient to generate one instructional support position (ADM less than 150) will be allotted one instructional support position, within funds available for Instructional Support. This does not include schools identified as alternative or special schools. The LEA must allocate additional positions provided under

this provision to the school that generated the additional positions.

6. Schools defined as high-priority per HB 397, Section 7.9, will receive one additional instructional support position at each priority school.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700

Expenditures: Division of School Business  
Information Analysis and  
Support Section  
(919) 807-3725

Salary Determination: Division of School Business  
Information Analysis and  
Support Section  
(919) 807-3708

Program: Division of Human Resource  
Management  
(919) 807-3355

**INSTRUCTIONAL SUPPORT PERSONNEL – NON-CERTIFIED**

PROGRAM REPORT CODE: 004  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-004-XXX  
STATUTORY REFERENCE:

TYPE: Dollars  
TERM: Varied, July 1 - June 30

PURPOSE: Upon written request from the local board of education, positions may be transferred from the Instructional Support Personnel – Certified allotment category to dollars in the Instructional Support Personnel – Non-certified allotment category for support personnel assistants and contracted services for school nursing or school psychology.

ELIGIBILITY: Each LEA is entitled to transfer positions based on approval of a written request to the Division of School Business.

FORMULA: Requests for transferring positions and dollars of the categories below must be submitted to the Division of School Business. All transfer requests must be received within the fiscal year that payment to the individual is made. There will be no prior year adjustments approved.

1. Dollars for two Instructional Support Personnel - Non-certified Assistants will be allotted in lieu of one Instructional Support Personnel – Certified position. (Dollars based on the average salary plus benefits of 2 teacher assistants.)
2. Position allotments may be converted to dollars from the Instructional Support Personnel - Certified allotment to be used to contract for services directly related to school nursing or school psychology. (Dollars based on converting one certified position plus benefits.) (See Instructional Support Personnel – Certified: Special Provision 3)

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Human Resource Management (919) 807-3355

**LEA FINANCED PURCHASE OF SCHOOL BUSES**

PROGRAM REPORT CODE: 120  
UNIFORM CHART OF ACCOUNTS CODE: 6XXX-120-551  
STATUTORY REFERENCE:

TYPE: Dollars  
TERM: July 1 - June 30

PURPOSE: Provides funding for the state school bus replacement program.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULA:

1. Funds are allotted to replace vehicles based on age and mileage of the vehicles.
2. The initial allotment shall consist of one third of the total allotment. The remaining allotment shall be made in intervals of one third of the total allotment in subsequent years not to exceed three years.
3. DPI will issue checks in the amount of the allotted funds on the LEA's behalf for the installment payment.

SPECIAL PROVISIONS:

1. LEAs must purchase the buses only from vendors selected by the State Board of Education and on terms approved by the State Board of Education.
2. LEAs must use the funds only to make payments on a financing contract entered into pursuant to G.S. 115C-528 (see Formula #3 above). Funds cannot be transferred in or out of this PRC.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

- Allotments:                      Division of School Business  
    School Allotments Section  
    (919) 807-3700
- Expenditures:                      Division of School Business  
    Information Analysis and Support Section  
    (919) 807-3725
- Salary Determination:              Division of School Business  
    Information Analysis and Support Section  
    (919) 807-3708
- Transportation:                      Division of School Support  
    Transportation Services  
    (919) 807-3570

**LIMITED ENGLISH PROFICIENCY**

PROGRAM REPORT CODE: 054  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-054-XXX  
 STATUTORY REFERENCE: HB 397, Section 7.15(a)

TYPE: Dollars

TERM: July 1 through June 30

PURPOSE: To provide additional funding to LEAs/charter schools with students who have limited proficiency in English.

ELIGIBILITY: Eligible LEAs/charter schools must have at least 20 students with limited English proficiency (based on a 3-year weighted average headcount), or at least 2 1/2% of the ADM of the LEA/charter school. Funding is provided for up to 10.6% of ADM.

FORMULA: Calculate 3-Year Average Headcount

- Most current years available weighted twice (50%)
- 2 previous years weighted once (25%)

Base Allocation

Each eligible LEA/charter school receives the minimum of 1 teacher assistant position.

1. 50% of the funds (after calculating the base) will be distributed based on the concentration of limited English proficient students within the LEA.
2. 50% of the funds (after calculating the base) will be distributed based on the weighted 3-year average headcount.

SPECIAL PROVISIONS:

1. The funds shall be used to supplement local current expense funds and shall **not** supplant local current expense funds.
2. Funds allotted for Limited English Proficiency must be expended only for classroom teachers, teacher assistants, tutors, textbooks, classroom materials/instructional supplies/equipment, transportation costs, and staff development needed to serve limited English proficient students.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                      Division of School Business  
   School Allotments Section  
   (919) 807-3700

Expenditures:                    Division of School Business  
   Information Analysis and Support Section  
   (919) 807-3725

Program:                            Division of Pre-K and Elementary Education Division  
   Second Languages, ESL, Information and Computer Skills  
   (919) 807-3864

**LOW WEALTH COUNTIES SUPPLEMENTAL FUNDING**

PROGRAM REPORT CODE: 031  
 UNIFORM CHART OF ACCOUNTS CODE: XXX0-031-XXX  
 STATUTORY REFERENCE: HB 397 Section 7.6(a); 7.6(j)

TYPE: Dollars

TERM: July 1 - June 30

PURPOSE: To provide supplemental funds in counties that do not have the ability to generate revenue to support public schools (per a legislated formula) at the state average level. The funding is to allow those counties to enhance the instructional program and student achievement.

ELIGIBILITY: Eligible LEAs are those located in counties in which the calculated county wealth (per the legislated formula) is less than 100% of the state average wealth.

FORMULA: All data used for this formula will be the most recent data as of May 15, preceding the fiscal year of the allotment.

1. Compare a county's ability to generate revenue (using three criteria) with the average ability to generate revenue of the other 99 counties in the state.

Purpose:

The overall wealth of a county is considered critical in determining if a county can generate the necessary revenue to support the LEA(s) located within the county. The formula attempts to project the county's ability to generate revenue as compared to other counties in North Carolina.

Criteria:

- a. Anticipated Total County Revenue This anticipated revenue is generated from the property value in the county plus the revenue a county actually receives from sources such as sales taxes and fines and forfeitures. The property value has been adjusted by a formula to take into consideration the year the property was last valued.

This calculation is projected to be almost 95% of all the revenue available to a county for current expense.

- b. Tax Base per Square Mile (Density) This part of the formula compares the value of a county's property per square mile with the state average property value per

square mile. This calculation attempts to recognize the "swamp land" (low to no value property) across the state and to compare the quantity of this property with all other counties.

- c. Per Capita Income – A three-year average of a county's per capita income is compared to the same average for the total state. The per capita income is a basic indicator of a county's residents' ability to pay taxes.
2. Determine if a county is eligible to receive funding.

Purpose:

The factors outlined in Step 1 are weighted to determine how a county compares to all other counties in the state.

Criteria:

- 40% Anticipated Total County Revenue as a percentage of the State Average Anticipated State Revenue (see Step 1 (a)).
- 10% Tax Base per Square Mile as a percentage of the State Average Tax Base per Square Mile (see Step 1 (b)).

Combine the formula weights revenue/property as 50% of the calculation.

- 50% A county's Average per Capita Income as a percentage of the State Average per Capita Income (see Step 1 (c)).

When the three percentages are totaled, the sum indicates the county's wealth as a percentage of the state's average wealth. If the total is less than 100%, a county is eligible to receive funding.

3. Determine if a county is meeting a minimum effort to generate revenue or fund public schools as compared to a state average effort.

Purpose:

Minimum effort is established to determine if a county is committing a comparable effort compared to other counties within the State. To receive total funding, a county must either tax their local property at the State average or contribute more local dollars to public schools than the State average local contribution.

Criteria:

A county is fundable at 100% of the calculated funding if at least one of the following conditions is met:

- (a) The county's actual tax rate is adjusted by a formula to take into consideration the year the property was last valued. The revised tax rate is classified as the Effective Tax Rate. If the county's Effective Tax Rate is higher than the state Average Effective Tax Rate, the county is fundable at 100% of the funding as calculated in the formula.

Counties that had effective tax rates in the prior fiscal year allotment that were above the State average effective tax rate but that had effective rates below the State average in the current fiscal year allotment shall receive reduced funding. This reduction shall be determined by subtracting the amount that the county would have received from the amount that the county would have received if qualified for full funding and multiplying the difference by ten percent. This method of calculating reduced funding shall apply one time only. This method shall not apply in cases in which the effective tax rate fell below the statewide average tax rate as a result of a reduction in the actual property tax rate. If the county documents that it has increased the per student appropriation to the school current expense fund in the current fiscal year, the State Board of Education shall include this additional per pupil appropriation when calculating minimum effort.

- (b) If the county's appropriation per student is higher than what the county could provide given the county's ability to generate wealth and an average effort to fund public schools, then a county is eligible for 100% funding. To determine what a county could provide, the State average contribution is multiplied by the county's wealth percentage (total percentage in Step 2 above).

A county will be funded at a percentage of the calculated funding in the formula if the county is eligible for funding and does not meet the two criteria outlined above. A county's funding will be based on the percentage a county is contributing to public schools as compared to what the county could contribute based on the county's wealth and an average state effort.

## 4. Calculation of what a County (LEA) will be funded.

Purpose:

Once a county is determined to be Low Wealth, the next step is to calculate the amount of supplemental funds the county will receive.

Criteria:

The difference between the county's Appropriation per student and State Average Local Appropriation (including supplemental taxes) per student is multiplied by the county's ADM for a total allotment per formula.

If the county does not meet the minimum effort as described in Step 3, their allotment is prorated based on the effort they are maintaining.

The total for all counties is prorated to the appropriated funds.

## SPECIAL PROVISIONS:

## 1. Funds allotted for a Low Wealth Supplement must be expended only for:

- Instructional positions
- Substitutes
- Instructional support positions
- Teacher assistant positions
- Clerical positions
- Overtime pay
- Instructional equipment
- Instructional supplies and materials
- Staff development
- Fringe benefits
- Textbooks
- Supplements for instructional personnel and instructional support personnel

as defined in the UNIFORM CHART OF ACCOUNTS.

## 2. These funds are to supplement, not supplant, local funds. Funds will not be allocated to any LEA found to have used these funds to supplant local per student current expense funds.

A county is considered to have used these funds to supplant if the current expense appropriation per student of the county for the current year is less than 95% of the average of the local current expense appropriations per student for the three prior fiscal years.

3. The State Board of Education will consider requests from LEAs to waive the non-supplant requirement as outlined in the legislated low wealth and small county supplemental funding formula only under the following conditions:

The county can show:

- that it has remedied the deficiency in funding, or that extraordinary circumstances caused the county to supplant local expense funds with funds allocated under this section.

Examples include:

- Closing/merging schools within an LEA.
- Loss of federal Impact Aid funds.
- Significant change in the demand for county resources due to state/federal unfunded mandates, natural disaster, or other emergency.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:

Division of School Business  
School Allotments Section  
(919) 807-3700

Expenditures:

Division of School Business  
Information Analysis and Support Section  
(919) 807-3725

**MENTOR POSITIONS**

PROGRAM REPORT CODE: 022  
UNIFORM CHART OF ACCOUNTS CODE: 5XXX-022-XXX  
STATUTORY REFERENCE:

TYPE: Dollars

TERM: Varied, July 1 - June 30

PURPOSE: Provides funding for teacher mentors.

ELIGIBILITY: All LEAs are eligible. Plans must be approved by the State Board of Education.

FORMULA: LEAs with approved plans are allotted their 3-year (2001-02, 2002-03, 2003-04) average of mentor expenditures.

SPECIAL PROVISIONS:

1. LEAs cannot exceed their allotment.
2. Funding can only be used to provide mentor services to state paid, newly certified teachers, second-year teachers who were assigned mentors during the prior school year, and entry-level instructional support personnel who have not previously been teachers.
3. Local Boards must submit a detailed plan on the use of the funds to the Division of Human Resource Management and the State Board for approval. The plan must include information on how mentors within their LEA have been, or will be adequately trained to provide mentoring support.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Salary Determination:	Division of School Business Information Analysis and Support Section (919) 807-3708
Program:	Division of Human Resource Management Teacher Education Section (919) 807-3377

**NONINSTRUCTIONAL SUPPORT PERSONNEL**

PROGRAM REPORT CODE: 003  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-003-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: Varied, July 1 - June 30

PURPOSE: Provides funding for non-instructional support personnel and associated benefits. These funds may be used at the central office or at individual schools. The funds may be used for:

- Clerical Assistants
- Custodians
- Duty Free Period
- Liability Insurance
- Substitutes
- Textbook Commission Clerical Assistant

ELIGIBILITY: Each LEA is entitled to funding. The dollars allotted are based on the formula listed below.

FORMULAS: Funds are allotted on the basis of dollars per allotted ADM. \$6,000 for clerical assistants is allotted to each LEA with a member in the textbook commission.

- SPECIAL PROVISIONS
1. The LEA shall determine the assignment, the length of employment, and the pay level in accordance with the **North Carolina Public School Personnel State Salary Schedule**. Substitutes must be paid in accordance with Section 1, page 16 of the Allotment Policy Manual.
  2. There is no limit on the number of individuals that can be employed as long as all employees are placed on the **North Carolina Public School Personnel State Salary Schedule** and the LEA does not exceed the total dollars.
  3. By the end of the third payroll period, the average salary paid at the LEA must be at least 98% of the State-allotted amount for clerical assistants and custodians.
  4. If included in a school's improvement plan, funds may be transferred for teachers. Up to 3% of allocated funds may be transferred for staff development. Submit an ABC Transfer Form to transfer funds. (G.S. 115C-105.25.2A).
  5. Employment of Textbook Commission Clerical Assistants is at the discretion of the Textbook Commission member;

however the employment of clerical assistants must follow the guidelines that govern the employment of other personnel within the LEA. Members are strongly advised **not** to hire members of their immediate family. The LEA that employs the clerical assistant codes their salary as an expense.

6. An increase in each LEA's allotment will be made on a monthly basis based upon the LEAs extended sick leave, personal leave, and other leave requiring deductions from the teacher's pay (\$50).
7. A reserve of \$250,000 has been established for LEAs who are in need of economic relief due to prolonged teacher absences resulting in an unpredictably large increase in substitute expenses. LEA requests for funds will be granted based on the criteria in this policy as long as funds are available.
  - (a) The LEA must send a written request to the Public Schools of North Carolina, School Allotments Section, stating:
    1. Why are additional funds needed? (Provide detail of the qualifying condition with supporting documentation.)
    2. The amount needed. (Provide details of how this amount was determined.)
    3. Why other sources of funds are not available.
  - (b) The LEA must have not transferred any funds out of non-instructional support during the fiscal year for which additional funds are requested.
  - (c) Request must be made by April 1 to allow time for processing and ensure expenditures are paid prior to June 30.
8. If the Governor, State Board Chairman, or State Superintendent of Public Instruction schedules an event (meeting) to invite teachers, funds will be allotted to cover the cost of substitutes while the teachers are out of the classroom.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
   School Allotments Section  
   (919) 807-3700

Expenditures:                Division of School Business  
   Information Analysis and Support Section  
   (919) 807-3725

Salary Determination:      Division of School Business  
   Information Analysis and Support Section  
   (919) 807-3708

Program:                      Division of Human Resource Management  
   (919) 807-3355

   Division of School Support  
   Plant Operation  
   (919) 807-3541

   Division of School Support  
   School Insurance  
   (919) 807-3521

   Division of Secondary Education  
   (919) 807-3816

**SCHOOL BUILDING ADMINISTRATION**

PROGRAM REPORT CODE: 005  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-005-XXX  
 STATUTORY REFERENCE: G. S. 115C-284

TYPE: Months of Employment (MOE's)  
 TERM: 10, 11, or 12 months, July 1 - June 30

PURPOSE: Provides funding for salaries including benefits for principals and assistant principals.

ELIGIBILITY: Each LEA is entitled to months of employment. The months of employment allotted are based on the formulas listed below.

FORMULAS: Principal and Assistant Principal allotments have been consolidated to allow more flexibility at the local level. The allotments are calculated separately and then combined into one allotment.

PRINCIPALS: Each school with 100 or more pupils in final ADM and/or seven or more full-time equivalent state allotted/paid teachers, unrounded, (based on prior year 6th pay period) is entitled to twelve months of employment for a principal. Year-round schools, multi-track organizational patterns, and other sub-urbanization patterns developed within the existing framework of an established campus are not automatically entitled to additional months of employment. The total months are then multiplied by the LEA's average monthly salary (based on prior year 6th pay period salary adjusted for legislated increases and benefits).

If a school opens on or after November 1, a principal allotment will be prorated based on the date of the school opening, within available funds. New school openings will be verified based on current year 2<sup>nd</sup> month ADM and/or FTE data as of current-year 5<sup>th</sup> pay period. If the schools are not open, or if they do not qualify for a principal, their principal allotment will be reduced.

ADM is based on the final ADM for the prior year as reported on the Principal Monthly Reports (PMR).

**FISCAL YEAR 2004-05:** FTE information obtained from the 5<sup>th</sup> and 6<sup>th</sup> pay periods will be as reported. 202 adjustments will not be considered.

ASSISTANT PRINCIPALS: One month of employment per 76.12 allotted ADM rounded to the nearest whole month. The total months are then multiplied by the LEA's average monthly salary (based on prior year 6th

pay period plus LI) plus benefits.

Fractions of months of employment are rounded up to the nearest month for small city LEAs with ADM less than 3,000 students.

#### SPECIAL PROVISIONS:

##### PRINCIPALS:

1. If a school does not meet the conditions specified above, then a teaching position must be used as principal of that school. Teachers employed as principals of schools with less than seven but more than two teachers should be paid for ten months on the appropriate pay level for principals within the "0-10" teacher classification as specified in the **North Carolina Public School Personnel State Salary Schedule**.
2. In the event the closing or reorganization of schools in an LEA causes a reduction in the principal allotment, the allotment will be held harmless the first and second fiscal years following the reduction of the principal allotment, provided that the reduction in the principal allotment continues in the second year.
3. A teacher may be reassigned to fill in for a principal after the principal has been on sick leave for at least ten (10) days. The reassignment shall be allowed until the principal returns to work or exhausts sick leave.
4. Funds can be transferred for any purpose by submitting an ABC transfer form. The salary transferred will be based on the statewide average. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.
5. The State Board of Education must approve waivers for placement of Principals on the salary schedule for Low-Performing schools.
6. Upon the identification of a school as low-performing, the State Board shall proceed under General Statutes [115C-325\(q\)](#) for the dismissal of the principal assigned to that school.
7. A LEA can submit in writing to the School Allotments Section a request for up to four additional principal months of employment for new schools (which will qualify for a principal allotment). This request needs to include the following information: school opening date, number of months requested, estimated ADM, estimated state allotted/paid teacher FTEs, and the effective date that the principal begins

the performance of administrative duties for the new school. This policy only applies to additional regular education schools opening within the district. It does not apply to alternative schools or schools that are replacing existing schools within the LEA. The allotment could be prorated based on the date that the request is received. The allotment of additional principal months will depend on the availability of funds.

**ASSISTANT  
PRINCIPALS:**

1. These positions must be used only for non-teaching activities.
2. LEAs may employ assistant principals for 10, 11, or 12 months. LEAs cannot exceed allotted months of employment.
3. Assistant principal months may be allotted within funds available to a LEA if the sub-organizational structure of a school within that LEA creates a distinct separate operating entity within an existing school such as an exceptional children wing of a school with integrated/shared programs. The allotments must be requested and appropriated on an annual basis. The LEA must show a need for funding not already included in the regular ADM assistant principal allotment or exceptional children programs. The identification of separate grade spans within a school does not qualify for additional funding under this provision.
4. Funds can be transferred for any purpose by submitting an approved ABC transfer form. The salary transferred will be based on the statewide average. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

- Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700
- Expenditures: Division of School Business  
Information Analysis and Support Section  
(919) 807-3725
- Salary Determination: Division of School Business  
Auditing and Financial Monitoring Section  
(919) 807-3722
- Program: Division of Human Resource Management  
(919) 807-3355
- Organization of Schools: Division of School Business  
Statistical Research Section  
(919) 807-3752

**SCHOOL TECHNOLOGY FUND**

PROGRAM REPORT CODE: 015  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-015-XXX  
STATUTORY REFERENCE: G.S. 115C-102.6

TYPE: Dollars  
TERM: July 1: carries over until spent

PURPOSE: Provides funding to LEAs for the development and implementation of a local school technology plan.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULA: Funds for School Technology are distributed based on allotted ADM in grades K-12.

SPECIAL PROVISIONS:

1. Two or more LEAs may jointly expend funds to develop their individual local school technology plans for staff development or to implement their individual local school technology plans.
2. Funds must be expended in accordance with the LEA's School Technology Plan.
3. Monthly allotment adjustments will be made to each LEA based on interest received on their account from the Department of State Treasurer. These monthly adjustments are based on each LEA's average daily balance for the month in their School Technology Fund.
4. Monthly allotment adjustments for fines and penalties will be made to each LEA once the information is received from the Office of State Budget and Management. Funds are allotted based on allotted ADM.
5. Monthly allotment adjustments will be made to each LEA based on transfers from the School Building Fund once received from the Division of School Support, School Planning Section.
6. No transfers are allowed.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
                                      School Allotments Section  
                                      (919) 807-3700

Expenditures:                Division of School Business  
                                      Information Analysis and Support Section  
                                      (919) 807-3725

Program:                      Division of Instructional Technology  
                                      Technology Planning and Support  
                                      (919) 807-3269

**SMALL COUNTY SUPPLEMENTAL FUNDING**

PROGRAM REPORT CODE: 019  
 UNIFORM CHART OF ACCOUNTS CODE: XXX0-019-XXX  
 STATUTORY REFERENCE: HB 1414 Section 7.7

TYPE: Dollars

TERM: July 1 - June 30

PURPOSE: To provide additional funds to special small school systems.

ELIGIBILITY: County LEAs with less than 3,239 ADM are entitled to funding. Also entitled are county LEAs with ADM between 3,239 and 4,080 whose adjusted property tax base per student is below the state average adjusted property tax base per student.

See Special Provision #1 for the hold harmless policy regarding ineligibility because of an increase in ADM or an increase in the county adjusted property tax base.

FORMULA: The sum of:

1. The dollar equivalent of rounding up all fractions of position allotments to the next whole position (Example: 1.1 = 2).
2. The dollar equivalent of five and one-half additional regular classroom teachers for LEAs in which the ADM per square mile is greater than four. For LEAs in which the ADM per square mile is equal to or less than four, the dollar equivalent of seven additional regular classroom teachers is allotted.
3. The dollar equivalent of additional program enhancement teachers adequate to offer the standard course of study.

<u>ADM Range</u>	<u>Additional Program Enhancement Teachers</u>
0 - 1,100	5
1,101 - 1,500	4
1,501 - 1,900	3
1,901 - 2,300	2
2,301 - 2,999	1

Effective July 1, 1999, if a LEA is eligible for Small County Supplemental Funding, they will receive at least the dollar equivalent of one Program Enhancement Teacher.

4. The dollar equivalent of one teacher assistant per 400 ADM

less the initial duty-free period allocation (\$2 per ADM).

5. The dollar difference between the allotment for Classroom Materials/ Instructional Supplies/Equipment and \$740,047.
6. The dollar equivalent of Vocational Education months of employment and program support generated based on sixth grade ADM.

**SPECIAL PROVISIONS:**

1. If a LEA becomes ineligible for funding solely because of an increase in the county adjusted property tax base per student of the county in which the LEA is located, funding for that LEA shall be phased-out over a two-year period. For the first year of ineligibility, the unit shall receive the same amount it received for the prior fiscal year. For the second year of ineligibility, the LEA will receive half of that amount.
2. If a LEA becomes ineligible for funding solely because of an increase in the population of the county in which the LEA is located, funding for that unit shall be continued for five years after the unit becomes ineligible.
3. Uses of Funds:
  - a. Funds allotted for small school systems may be used for any type expenditure eligible from State fund allotments (excluding central office administration); however, based on **N.C. G.S. 115C-408(b)**, these funds are not available for capital construction projects.
  - b. An amount not to exceed ten thousand dollars (\$10,000) may be used to pay towards the plant operation contract cost charged by the Department of Public Instruction for services.
  - c. Local Boards of Education are encouraged to use 20% of the small county funds they receive to improve the academic performance of children who are performing at Level I or II on either reading or mathematics end-of grade tests in grades 3-8 and children who are performing at Level I or II on the writing tests in grades 4 and 7. Local boards of education shall report to the State Board of Education on an annual basis on funds used for this purpose, and the State Board shall report this information to the Joint Legislative Education Oversight Committee. (**House Bill 397, Section 7.7(f)**)

Each LEA will need to develop its own chart of accounts using PRC 019 with any valid purpose and object code in the Chart of Accounts.

4. These funds are to supplement, not supplant, local funds. Funds will not be allocated to any LEA found to have used these funds to supplant local per student current expense funds.

A county is considered to have used these funds to supplant if the current expense appropriation per student of the county for the current year is less than 95% of the average of the local current expense appropriations per student for the three prior fiscal years.

5. The State Board of Education will consider requests from LEAs to waive the non-supplant requirement as outlined in the legislated low wealth and small county supplemental funding formula only under the following conditions:

The county can show:

- That it has remedied the deficiency in funding, or
- That extraordinary circumstance caused the county to supplant local current expense funds with funds allocated under this section.

Examples include:

- Closing/merging schools within a LEA.
- Loss of federal Impact Aid funds.
- Significant change in the demand for county resources due to state/federal unfunded mandates, natural disaster, or other emergency.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700

Expenditures: Division of School Business  
Information Analysis and Support Section  
(919) 807-3725

**STAFF DEVELOPMENT**

PROGRAM REPORT CODE: 028  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-028-XXX  
 STATUTORY REFERENCE: G.S.115C-105.30, G.S. 115C-417, HB 397,  
 Section 7.34

TYPE: Dollars

TERM: July 1 – December 31 of the subsequent fiscal year.

PURPOSE: Provides funding for staff development. At least 75% of these funds must be allotted to schools.

ELIGIBILITY: Each LEA is entitled to funding based on the formula listed below.

FORMULAS: This allotment is based on the following calculation:

1. Base amount of \$750 per LEA.
2. Twenty-five percent (25%) of the total certified budget (less base amount) is divided evenly among all LEAs.
3. Seventy-five percent (75%) of the total certified budget (less base amount) is divided equitably based on ADM.

SPECIAL PROVISIONS:

1. Unexpended funds as of June 30 will be reallocated under PRC 028 and will remain available for expenditure through December 31<sup>st</sup>. Balances from carryover funds remaining after December 31<sup>st</sup> will be reduced from the allotment. Reallocation of funds is contingent upon State Budget Office approval. (G. S. 115C – 417)
2. Funds can be transferred for any purpose by submitting an ABC Transfer form.
3. Local boards of education may use up to ten percent (10%) of State funds allocated for staff development to contract with Regional Education Services Alliances without such funds being subject to the provisions of (G.S. 115C-105.30).

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
                                      School Allotments Section  
                                      (919) 807-3700

Expenditures:                Division of School Business  
                                      Information Analysis and Support Section  
                                      (919) 807-3725

Program:                      Office of Professional Development  
                                      (919) 807-3356

**TEACHER ASSISTANTS**

PROGRAM REPORT CODE: 027  
 UNIFORM CHART OF ACCOUNTS CODE: 5XXX-027-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: Varied, July 1 - June 30

PURPOSE: Provides funding for salaries and benefits for regular and self-contained teacher assistants.

ELIGIBILITY: Each LEA is entitled to funding based on ADM.

FORMULA: Funds are allotted based on allotted ADM in grades K-3.  
 Benefits are included.

- SPECIAL PROVISIONS:
1. The LEA shall determine the length of employment and the pay level for teacher assistants in accordance with the **North Carolina Public School Personnel State Salary Schedule**.
  2. No limit exists on the number of individuals that can be employed as long as all employees are placed at a minimum pay level of 54 in accordance with the **North Carolina Public School Personnel State Salary Schedule**, and the LEA does not exceed the total dollar allotment.
  3. If included in a school's improvement plan, ABC transfers will be allowed from teacher assistants for teachers in Grades K-3. Positions must be vacant to transfer.
  4. Teacher assistants are to serve students only in grades K-3. Grade placement may be waived if in a school's improvement plan to serve students in a school that contains grades K-3 when the teacher assistant is assigned to serve all students in the school. **(G.S. 115C-105.25.1)**
  5. By the end of the third payroll period, the average salary paid at the LEA must be at least 98% of the State-allotted amount for teacher assistants.
  6. The teacher assistant allotment was reduced for LEAs with schools that had 80% of their students qualified for free lunch or reduced priced lunches and no more than 55% of their students performing at or above grade level in FY 1999-00 **(HB 397, Section 7.9)**.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Salary Determination:	Division of School Business Information Analysis and Support Section (919) 807-3708
Program:	Division of Human Resource Management (919) 807-3355

**TEXTBOOKS**

PROGRAM REPORT CODE: 130  
 UNIFORM CHART OF ACCOUNTS CODE: N/A  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: July 1 - June 30, plus limited carryover

PURPOSE: Provides funding for state-adopted textbooks. LEAs should use their state textbook funds to provide, from the state-adopted list, textbooks for handicapped students.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULA: Funds for Textbooks are distributed based on allotted ADM in grades K-12.

- SPECIAL PROVISIONS:
1. Requests for reimbursement of local fund expenditures for textbooks for handicapped students should be submitted to the Division of Financial Services, Textbooks Section.
  2. Textbook funds that are eligible to carry over are calculated as follows:
 

Prior Year June 30 textbook balance  
 Plus: Current year allotment  
 Less: Current year textbook expenses  
 Equals: Funds eligible to carry over
  3. If included in a school's improvement plan, funds may be transferred only to Classroom Materials/Instructional Supplies/Equipment (PRC 061) by submitting an ABC transfer form.
  4. Textbooks are defined under **G.S. 115C-85** as "systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course." Formats for textbooks may be print or non-print, including hardbound books, softbound books, activity oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment in order to be used in the learning process.
  5. Local boards of education may:
    - (a) Select, procure, and use textbooks that have not been adopted by the State Board of Education for use

throughout the local school administrative unit for selected grade levels and courses; and

- (b) Approve school improvement plans developed under **G.S. 115C-105.22** that include provisions for using textbooks that have not been adopted by the State Board of education for selected grade levels and courses.

**All textbook contracts made under this subsection shall include a clause granting to the local board of education the license to produce Braille, large print, and audiocassette tape copies of the textbooks for use in the local school administrative unit.**

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

- Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700
  
- Expenditures: Division of Financial Services  
Textbooks Section  
(919) 715-5372
  
- Program: Division of Financial Services  
Textbooks Section  
(919) 715-5372

**TRANSPORTATION OF PUPILS**

PROGRAM REPORT CODE: 056  
 UNIFORM CHART OF ACCOUNTS CODE: 6XXX-056-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars

TERM: July 1 - June 30

PURPOSE: Provides funding for all transportation related expenses for “yellow bus” use for eligible school age (K-12) students for travel to and from school and between schools. Examples of these expenses are contract transportation, transportation personnel (other than Director, Supervisor, and Coordinator), bus drivers' salaries, benefits, fuel, and other costs as defined in the Uniform Chart of Accounts.

ELIGIBILITY: Each LEA is entitled to funding.

FORMULA:

1. Allotted based on a "budget rating" funding formula using the following factors: pupils transported; total eligible operating expenditures (local and state funds); number of buses operated.
2. The initial allotment shall consist of a portion of the projected final allotment.
3. The initial allotment will be adjusted within available funds by December 1. This adjustment is derived from establishing a final budget rating calculated annually from the three key factors outlined in #1 above.

SPECIAL PROVISIONS:

1. Funds can be transferred into or out of this category by submitting an ABC transfer form. Transfers will impact efficiency ratings.
2. These funds may not supplant other state, federal and local programs use of the “yellow bus” that serve the instructional purpose of the school, such as Pre-K, Smart Start, Head Start, Remediation Programs, Summer School, NC State Fair, Special Olympics, NC Symphony and other instructional field trips. When allotted state transportation funds are used to provide transportation services for these programs, the responsible program must reimburse this fund.



**WAIVERS FOR UNAVAILABLE CATEGORIES**

PROGRAM REPORT CODE: 006  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-006-XXX  
 STATUTORY REFERENCE:

TYPE: Dollars  
 TERM: July 1 through June 30

PURPOSE: Provides a separate account into which LEAs may transfer funds to cover the purchases of items (not personnel) not found in the Chart of Accounts for other categories.

ELIGIBILITY: Each LEA is entitled to transfer funds to this account.

FORMULAS: N/A

SPECIAL PROVISION: If included in a school's Improvement Plan, funds may be transferred to this category by submitting an ABC transfer form to the School Allotments Section.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Expenditures: Division of School Business  
 Information Analysis and Support  
 Section  
 (919) 807-3725

Program: Division of Human Resource  
 Management  
 (919) 807-3355

Division of Pre-Kindergarten and Elementary Education  
 Director  
 (919) 807-3916

Division of Middle School Education  
 Director  
 (919) 807-3911

Division of Secondary Education  
 Director  
 (919) 807-3818

**VOCATIONAL EDUCATION - STATE: MONTHS OF EMPLOYMENT**

PROGRAM REPORT CODE: 013  
 UNIFORM CHART OF ACCOUNTS CODE: XXX0-013-XXX  
 STATUTORY REFERENCE: HB1414, Section 7.37

TYPE: Months of Employment  
 TERM: 10,11, & 12 months, July 1 - June 30

PURPOSE: To develop more fully the academic, vocational, and technical skills of secondary students who elect to enroll in vocational and technical education programs.

ELIGIBILITY: Each LEA is entitled to months of employment.

FORMULA: Each LEA will receive a base of 50 months. Remaining months will be allotted based on allotted ADM in grades 8-12. (HB 1414 – Section 7.37)

Months of employment are rounded to the nearest whole month. For city LEAs with less than 3,000 ADM, all fractions of a month are rounded up to the nearest whole month.

- SPECIAL PROVISIONS:
1. Refer to Merged LEAs Section 01, Subsection E.
  2. Months can be transferred to Vocational Education Program Support (PRC 014). Submit an ABC Transfer Form to transfer funds. The dollar amount transferred will equal the average salary including benefits for Vocational Education MOEs. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable.
  3. Vocational Education MOEs up to the maximum state salary increase can be transferred to other programs.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Salary Determination:	Division of School Business Information Analysis and Support Section (919) 807-3708
Program:	Division of Secondary Education (919) 807-3816

**VOCATIONAL EDUCATION - STATE: PROGRAM SUPPORT FUNDS**

PROGRAM REPORT CODE:	014
UNIFORM CHART OF ACCOUNTS CODE:	XXX0-014-XXX
STATUTORY REFERENCE:	HB 1414, Section 7.37
TYPE:	Dollars
TERM:	July 1 - June 30
PURPOSE:	Provides funding to assist LEAs in expanding, improving, modernizing, and developing quality vocational education programs.
ELIGIBILITY:	Each LEA is entitled to funding based on ADM in grades 8-12. (HB 1414 – Section 7.37)
FORMULA:	Each LEA is eligible for a base amount of \$10,000. Remaining funds are allotted based on allotted ADM in grades 8-12.
SPECIAL PROVISION:	Vocational Education Program Support dollars up to the maximum annual state salary increase can be transferred to other programs. Submit an ABC Transfer Form to transfer funds.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Salary Determination:	Division of School Business Information Analysis and Support Section (919) 807-3708
Program:	Division of Secondary Education (919) 807-3816

**VOCATIONAL EDUCATION - FEDERAL: PROGRAM IMPROVEMENT**

PROGRAM REPORT CODE: 017  
UNIFORM CHART OF ACCOUNTS CODE: XXX0-017-XXX  
CFDA #: 84.048A

TYPE: Dollars  
TERM: Up to 12 months

PURPOSE: Provides funding to assist in developing the academic, vocational and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs that will prepare them for occupations requiring other than a baccalaureate or advanced degree.

ELIGIBILITY: Each LEA/charter school is entitled to funding based on applications approved by the Division of Secondary Education. **Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Of the total funds available for State Aid, allocation to LEAs/charter schools will be based on the following:

1. Thirty percent (30%) will be allotted based on individuals aged 5-17 who resided in the school district served by the LEA.
2. Seventy percent (70%) will be allotted based on individuals aged 5-17 who reside in the school district served by the LEA from families with incomes below the poverty line.

SPECIAL PROVISIONS:

1. Any LEA or charter school earning less than \$15,000 based on the formula must enter a consortium with other LEAs or be granted a waiver by the State Board of Education from the minimum grant requirement to be eligible for a grant. Once a waiver has been approved, it will remain in effect throughout the duration covered by the state plan.
2. The allocation for LEAs and charter schools will be reduced according to the formula listed above for new charter schools. A charter school must submit an application by the application deadline date and serve grades 7-12 in order to receive funding.
3. Grant funds will be available for up to 12 months. All projects must end June 30, with no liquidation period allowed beyond that date.

4. Each eligible LEA/charter school receiving funds must limit administrative cost to five percent (5%)
5. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs/charter schools based on the current formula by February.
6. Reallocation of reverted funds: Funding reverted will be redistributed to eligible LEAs/charter schools in the following fiscal year in combination with that fiscal year's initial allotment based on the formula or program needs.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Secondary Education (919) 807-3816
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Secondary Education (919) 807-3816

**VOCATIONAL EDUCATION - FEDERAL: TECH PREP EDUCATION**

PROGRAM REPORT CODE: 023  
UNIFORM CHART OF ACCOUNTS CODE: XXX0-023-XXX  
CFDA #: 84.243A

TYPE: Dollars

TERM: Up to 12 months

PURPOSE: Provides funding to consortia of LEAs and postsecondary education institutions for planning, developing, and operating 4-year tech-prep education programs leading to an associate's degree or a 2-year certificate.

ELIGIBILITY: Each LEA/charter school is entitled to funding based on application approved by the Department of Public Instruction, Division of Secondary Education. **State Board of Education approval is required before allocation of funds to selected LEAs/charter schools.**

FORMULA: Total amount of funds to LEAs/charter schools is negotiated based on available federal funds.

SPECIAL PROVISIONS:

1. Each project will be awarded funds for up to 12 months. All projects must end June 30, with no liquidation period allowed beyond that date.
2. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.
3. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs / charter schools based on the current formula or program needs by February.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Secondary Education (919) 807-3816
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Secondary Education (919) 807-3816

**ABSTINENCE UNTIL MARRIAGE**

PROGRAM REPORT CODE: 057  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-057-XXX

TYPE: Dollars

TERM: Up to 12 Months

PURPOSE: To provide abstinence until marriage education and, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity.

ELIGIBILITY: To be eligible for funding, a LEA/charter school must serve grade(s) 7-12.

**Application must be approved prior to the LEA receiving the allotment.**

Planning allotment is scheduled to release by October. Applications need to be submitted to the program administrator by December 31<sup>st</sup>.

FORMULA:

Base Funding

Each LEA/charter school will receive \$333 (rounded) for each grade served from grades 7-12.

Remaining Funds

Allocated based on ADM in grades 7-12.

SPECIAL PROVISION:

1. The grant period is from January 1<sup>st</sup> to December 31<sup>st</sup>. Any funds unexpended on December 31<sup>st</sup> will revert to the State with no liquidation period beyond that date.
2. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.
3. Reallocation of current year funds: Funding for the current year that is not accepted by LEA/charter school or is not approved by February will be distributed to eligible LEAs/charter schools based on program needs.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Curriculum and School Reform Services Healthy Schools Section (919) 807-3867
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Curriculum and School Reform Services Healthy Schools Section (919) 807-3867

**CHARTER SCHOOLS CONTINUING FEDERAL AID**

PROGRAM REPORT CODE: 086  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-086-XXX  
 CFDA #: 84.282A

TYPE: Dollars

TERM: Up to 24 months or September 30<sup>th</sup> of the final year of the three-year grant cycle, whichever comes first

PURPOSE: This charter school grant program will act as a catalyst to build a strong system of choice within North Carolina public education. This plan is designed to give strong support at strategic times in charter school development.

ELIGIBILITY: Charter schools that are approved based on applications. **State Board of Education approval is required before allocation of funds to selected charter schools.**

FORMULA: N/A

SPECIAL PROVISION:

1. All funds unexpended at the end of the 24 month term or September 30<sup>th</sup> of the final year of the three-year grant cycle, whichever comes first, are subject to revert to the State and will be redistributed in accordance with the formula in effect unless the Office of Charter Schools has obtained permission from the U.S. Department of Education granting the charter school an additional 12 months in which to spend the funds. There is no liquidation period for this grant.
2. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Office of Charter Schools (919) 807-3491
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Office of Charter Schools (919) 807-3491

**COMPREHENSIVE SCHOOL REFORM DEMONSTRATION (CSR)**

PROGRAM REPORT CODE: 040/041  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-040-XXX  
 CFDA #: 84.332

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Funds are used to implement a comprehensive school reform design founded on reform models using scientifically based research and effective practices.

ELIGIBILITY: All regular schools (including charter schools) with an enrollment of at least 150 students, that fall within the cut-off score on the ABCs performance composite scores set by the CSR program. The cut-off score varies every year depending on overall performance in the state. Preference is given to schools with the lowest scores.

Grants usually range from a minimum of \$50,000 to a maximum of \$104,000 per school per year for up to three years. In some cases, schools may be awarded more than \$104,000. The State Board of Education reserves the right to negotiate final awards should the proposal be approved.

**State Board of Education approval is required before allocation of funds to selected LEAs/charter schools.**

FORMULA: N/A

SPECIAL PROVISIONS:

1. Each grant is awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment extends the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over an additional 12 months. Funds will be available to LEAs/Charters for 27 months, provided a budget is submitted each year.
2. Program Administrators will notify the School Allotments Section of any LEA / charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.

3. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.
4. At least 30 percent of the funds must be used for professional development.
5. Project approvals are subject to a review process by the State Board of Education.
6. Funds will be awarded to the LEA but must be used at the school level.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Curriculum & School Reform Services Compensatory Education Section (919) 807-3965
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Curriculum & School Reform Services Compensatory Education Section (919) 807-3965

**EDUCATIONAL TECHNOLOGY FORMULA**

PROGRAM REPORT CODE: 107  
 UNIFORM CHART OF ACCOUNTS: XXXX-107-XXX  
 CFDA#: 84.318X

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funding to improve student academic achievement through the use of technology in schools; and to assist EVERY student from all walks of life in becoming technologically literate by the end of eighth grade.

ELIGIBILITY: Each LEA/charter school that receives funding under Part A of Title I for the current year is eligible for Education Technology funding.

**Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Allocations to LEAs will be based on the LEAs' proportionate share of funds allotted under Part A of Title I for that year.

- SPECIAL PROVISIONS:
1. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely project application is submitted each year.
  2. An eligible LEA may apply for Education Technology formula grant funds as part of a consortium that includes other LEAs, institutions of higher education, educational service agencies, libraries, or other educational entities.
  3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.

4. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs/charter schools based on the current formula or program needs by February.
5. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Instructional Technology (919) 807-3293
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Instructional Technology (919) 807-3270

**EDUCATIONAL TECHNOLOGY – COMPETITIVE GRANTS**

PROGRAM REPORT CODE: 108  
 UNIFORM CHART OF ACCOUNTS: XXXX-108-XXX  
 CFDA#: 84.318X

TYPE: Dollars  
 TERM: Up to 27 Months

PURPOSE: Provides funding to improve student academic achievement through the use of technology in schools; and to assist EVERY student from all walks of life in becoming technologically literate by the end of eighth grade.

ELIGIBILITY: Grants will be made to LEAs and charter schools based on a competitive process. Each LEA/charter school is entitled to submit a Request for Proposal (RFP). The actual LEAs/charter schools to be funded will be selected on the basis of criteria specified in the Federal regulations governing the program. **State Board of Education approval is required before allocation of funds to selected LEAs/charter schools.**

FORMULA: N/A

SPECIAL PROVISIONS: 1. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments: Division of School Business  
 School Allotments Section  
 (919) 807-3700

Budgeting: Division of Instructional Technology  
 (919) 807-3293

Expenditures: Division of School Business  
 Information Analysis and Support Section  
 (919) 807-3725

Program: Division of Instructional Technology  
 (919) 807-3270

**ESEA TITLE I BASIC**

PROGRAM REPORT CODE: 050  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-050-XXX  
 CFDA #: 84.010A

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: Provides funding to supplement and provide special help to educationally deprived children from low-income families.

ELIGIBILITY: Each LEA/charter school is entitled to funding based on the sum of the children (formula children) in the following populations:

1. Number of children in poverty, ages five through seventeen, as identified in the most current census data.
2. Number of neglected children.
3. Number of children in foster homes.

Since there is no census poverty data available for charter schools, the following method for converting the charter school free lunch count to a poverty count has been authorized by the U. S. Department of Education.

1. A ratio is developed which defines the proportion of the total state free lunch count to the state total census poverty count.
2. The above ratio is then applied to the individual charter school free lunch count to establish a census poverty count for that charter school.

A LEA/charter school is eligible for "Basic" funding, if the number of formula children counted for allocation purposes is at least 10 and greater than two percent of the LEA's/charter school's total population, ages 5 to 17 years.

In addition to the allocation based on the formula children identified above, a LEA/charter school is entitled to funding based on the number of delinquent children.

**Application must be approved prior to the LEA receiving the allotment.**

**FORMULA:** The U.S. Department of Education determines the allotment of funds to each LEA. Funds for Title I Basic grant-eligible charter schools are distributed as follows:

1. A ratio is developed which defines the proportion of formula children in all eligible charter schools to all formula children in the state.
2. The total state allocation is then reduced by the percentage determined in step 1.
3. The amount of the reduction is distributed to eligible charter schools on the basis of their individual proportion of formula children enrolled.
4. The allocation to each LEA/charter school is then reduced by the reserve for school improvement and state administration.

**HOLD HARMLESS:**

1. A LEA/charter school shall receive not less than 95% of the amount of funds received last year if the number of formula children is not less than 30% of the total number of children aged 5 to 17.
2. A LEA/charter school shall receive not less than 90% of the amount of funds received last year if the number of formula children is between 15% and 30% of the total number of children aged 5 to 17.
3. A LEA/charter school shall receive not less than 85% of the amount of funds received last year if the number of formula children is below 15% of the total number of children aged 5 to 17.

**An LEA/charter school must meet the eligibility requirements in order for the hold harmless provisions to apply.**

**SPECIAL PROVISIONS:**

1. Each grant can be awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely budget is submitted each year. (Carryover funds are subject to applicable carryover percentage limitations.)
2. Program Administrators will notify the School Allotments Section of any LEA / charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.

3. If a LEA/charter school receives an allocation greater than \$50,000 (total of Title 1 Basic, Concentration, Education Finance Incentive and Targeted funds), the amount of funds available for carryover into the following year (after September 30<sup>th</sup>) is limited to 15% of the current year's allocation. Funds in excess of percentage limitations will revert and be reallocated to eligible LEAs/charter schools unless a waiver is received and approved.
4. A LEA may request in writing to the Section Chief for Compensatory Education, School Improvement Division, for a waiver of the carryover percentage be granted. A waiver may be granted once every three years if it is determined that the request is reasonable and necessary or if supplemental appropriations become available.
5. In fiscal year 2004-05 the administration cap has been reduced to 10% of the allotment. If the allowable administrative expenditures for the current fiscal year are less than the 10% administration cap, the difference can be carried over, on June 30, to the following fiscal year. Any administration carryover will be added to the administration cap in the following fiscal year.
6. A LEA/charter school may request in writing to the Section Chief of Compensatory Education, that a waiver of the administrative and support percentage be granted. A waiver may be granted if it is determined that the request is reasonable and necessary due to extraordinary circumstances or fluctuations in funding.

7. Funds available due to no application, reversions and excess carryover, will be reallocated to those LEA/Charter schools determined to be eligible on the basis of low income families and greatest unmet educational needs. This allocation will be made as follows:

**Eligibility Guidelines:**

1. The LEA/Charter must be eligible for and approved to receive Title I funds.
2. Current year Title I poverty data as a percentage of the 5-17 population is 20% or more; and/or
3. Unmet educational needs as defined by the combined following three percentages in the prior year's Best 1 of 2 Actual ADM of the Title I school in a LEA/charter school is 45% or more:
  - a. The percentage of students in grades 3-8 with a parent without a high school diploma or equivalent as indicated on the ABC Testing demographic survey.
  - b. The percentage of students in grades 3-8 placing in levels I and II for reading.
  - c. The percentage of students in grades 3-8 placing in levels I and II for math.

**Allocation:**

1. Forty percent (40%) of the available funds will be allocated for the LEAs/charter schools that qualify for funding based on poverty based on dollars per eligible poverty count.
  2. Sixty percent (60%) of the available funds will be allocated for the LEAs/charter schools that qualify for funding based on unmet educational needs based on dollars per weighted Title I school ADM (Best 1 of 2 Actual ADM in prior year times the combined percentage).
8. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**ESEA TITLE I CONCENTRATION**

PROGRAM REPORT CODE: 050  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-050-XXX  
 CFDA #: 84.010A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funding to supplement LEAs with especially high concentrations of children from low-income families.

ELIGIBILITY: To be eligible for “Concentration” funding, the number of formula children in a LEA/charter school must exceed six thousand, five hundred (6,500) **OR** exceed fifteen percent of the LEA’s/charter school’s total population, ages 5 to 17 years.

**Application must be approved prior to the LEA/charter school receiving the allotment.**

See ESEA Title 1 – Basic Eligibility for discussion on “formula” children.

FORMULA: See Title I Basic on page 124.

- HOLD HARMLESS:
1. A LEA/charter school shall receive not less than 95% of the amount of funds received last year if the number of formula children is not less than 30% of the total number of children aged 5 to 17.
  2. A LEA/charter school shall receive not less than 90% of the amount of funds received last year if the number of formula children is between 15% and 30% of the total number of children aged 5 to 17.
  3. A LEA/charter school shall receive not less than 85% of the amount of funds received last year if the number of formula children is below 15% of the total number of children aged 5 to 17.

If sufficient funds are appropriated, the amounts shall be paid to all LEAs that receive Concentration grant funds for the preceding fiscal year, regardless of whether the LEA meets minimum eligibility criteria for that fiscal year. **LEA not meeting eligibility requirements for Title I – Concentration shall be paid its hold harmless amount for (4) four consecutive years.**

- SPECIAL PROVISIONS:
1. Each grant can be awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely budget is submitted each year. (Carryover funds are subject to applicable carryover percentage limitations).
  2. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
  3. If a LEA/charter school receives an allocation greater than \$50,000 (total of Title 1 Basic, Concentration, Education Finance Incentive and Targeted funds), the amount of funds available for carryover into the following year (after September 30<sup>th</sup>) is limited to 15% of the current year's allocation. Funds in excess of percentage limitations will revert and be reallocated to eligible LEA/charter school unless a waiver is received and approved. A LEA/charter school reverting carryover funds is ineligible for reallocated funds.
  4. Reallocation of current year funds: see special provision 7 of Title I Basic on page 126.
  5. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of School Improvement Compensatory Education Section (919) 807-3957
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of School Improvement Compensatory Education Section (919) 807-3957

**ESEA TITLE I EDUCATION FINANCE INCENTIVE GRANT**

PROGRAM REPORT CODE: 050  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-050-XXX  
 CFDA #: 84.010A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funding to supplement LEAs/charter schools with an especially high concentration of children from low-income families.

ELIGIBILITY: A LEA/charter school is eligible for "Education Finance Incentive" funding if the number of formula children is at least 10 and at least 5% of the LEA's/charter school's total population ages 5 to 17 years.

**Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Funds will be distributed to LEAs/charter schools based on the weighted child count. The U.S. Department of Education determines each LEA's allotment. Funds are allotted as part of the Title I Basic Grant.

HOLD HARMLESS:

1. A LEA/charter school shall receive not less than 95% of the amount of funds received last year if the number of formula children is not less than 30% of the total number of children aged 5 to 17.
2. A LEA/charter school shall receive not less than 90% of the amount of funds received last year if the number of formula children is between 15% and 30% of the total number of children aged 5 to 17.
3. A LEA/charter school shall receive not less than 85% of the amount of funds received last year if the number of formula children is below 15% of the total number of children aged 5 to 17.

**An LEA/charter school must meet the eligibility requirements in order for the hold harmless provisions to apply.**

SPECIAL PROVISIONS:

1. Each grant can be awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carryover for an additional 12 months. Funds are potentially

available to LEAs/charter schools for 27 months, provided a timely budget is submitted each year. (Carryover funds are subject to applicable carryover percentage limitations.)

2. Program Administrators will notify the School Allotments Section of any LEA / charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.
3. If a LEA/charter school receives an allocation greater than \$50,000 (total of Title 1 Basic, Concentration, Education Finance Incentive and Targeted funds), the amount of funds available for carryover into the following year (after September 30<sup>th</sup>) is limited to 15% of the current year's allocation. Funds in excess of percentage limitations will revert and be reallocated to eligible LEAs/charter schools unless a waiver is received and approved. A LEA/charter school reverting carryover funds is ineligible for reallocated funds.
4. A LEA may request in writing to the Section Chief for Compensatory Education, School Improvement Division, that a waiver of the carryover percentage be granted. A waiver may be granted once every three years if it is determined that the request is reasonable and necessary or if supplemental appropriations become available.
5. In fiscal year 2004-05 the administration cap has been reduced to 10% of the allotment. If the allowable administrative expenditures for the current fiscal year are less than the 10% administration cap, the difference can be carried over, on June 30, to the following fiscal year. Any administration carryover will be added to the administration cap in the following fiscal year.
6. A LEA/charter school may request in writing to the Section Chief of Compensatory Education, that a waiver of the administrative and support percentage be granted. A waiver may be granted if it is determined that the request is reasonable and necessary due to extraordinary circumstances or fluctuations in funding.
7. Reallocation of current year funds: see special provision 7 of Title I Basic on page 126.
8. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**ESEA TITLE I -TARGETED GRANTS**

PROGRAM REPORT CODE: 050  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-050-XXX  
 CFDA #: 84.010A

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: Provides funding to supplement LEAs with an especially high concentration of children from low-income families.

ELIGIBILITY: A LEA/charter school is eligible for “Targeted funding”, if the number of formula children is at least 10 and at least 5% of the LEA’s/charter school’s total population ages 5 to 17 years.

**Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Funds will be distributed to LEAs/charter schools based on the weighted child count. The U.S. Department of Education determines the allotment of funds to each LEA. Funds are allotted as part of the Title I Basic Grant.

HOLD HARMLESS:

1. A LEA/charter school shall receive not less than 95% of the amount of funds received last year if the number of formula children is not less than 30% of the total number of children aged 5 to 17.
2. A LEA/charter school shall receive not less than 90% of the amount of funds received last year if the number of formula children is between 15% and 30% of the total number of children aged 5 to 17.
3. A LEA/charter school shall receive not less than 85% of the amount of funds received last year if the number of formula children is below 15% of the total number of children aged 5 to 17.

**An LEA/charter school must meet the eligibility requirements in order for the hold harmless provisions to apply.**

SPECIAL PROVISIONS:

1. Each grant can be awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carryover for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months, provided a

- timely budget is submitted each year. (Carryover funds are subject to applicable carryover percentage limitations.)
2. Program Administrators will notify the School Allotments Section of any LEA / charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.
  3. If a LEA/charter school receives an allocation greater than \$50,000 (total of Title 1 Basic, Concentration, Education Finance Incentive and Targeted funds), the amount of funds available for carryover into the following year (after September 30<sup>th</sup>) is limited to 15% of the current year's allocation. Funds in excess of percentage limitations will revert and be reallocated to eligible LEAs/charter schools unless a waiver is received and approved. A LEA/charter school reverting carryover funds is ineligible for reallocated funds.
  4. A LEA may request in writing to the Section Chief for Compensatory Education that a waiver of the carryover percentage be granted. A waiver may be granted once every three years if it is determined that the request is reasonable and necessary, or if supplemental appropriations become available.
  5. In fiscal year 2004-05 the administration cap has been reduced to 10% of the allotment. If the allowable administrative expenditures for the current fiscal year are less than the 10% administration cap, the difference can be carried over, on June 30, to the following fiscal year. Any administration carryover will be added to the administration cap in the following fiscal year.
  6. A LEA/charter school may request in writing to the Section Chief of Compensatory Education that a waiver of the administrative and support percentage be granted. A waiver may be granted if it is determined that the request is reasonable and necessary due to extraordinary circumstances or fluctuations in funding.
  7. Reallocation of current year funds: see special provision 7 of Title I Basic on page 126.
  8. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**ESEA TITLE I NEGLECTED & DELINQUENT (State Agency Programs)**

PROGRAM REPORT CODE: 050  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-050-XXX  
CFDA #: 80.013A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funding to State agencies for the educational needs of children in institutions for neglected or delinquent, in adult correctional institutions, or attending community day programs.

ELIGIBILITY: Eligible State agencies are agencies that are responsible for providing free public education to children in neglected and delinquent institutions, in adult correctional institutions, and enrolled in community day programs.

FORMULA: Funding for eligible State agencies is determined by the U.S. Department of Education and is based on the federal formula which uses the child count of neglected and delinquent children and the State's average per pupil expenditures.

SPECIAL PROVISION: Each grant is awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment extends the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months provided a budget is submitted each year.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**ESEA TITLE I EVEN START**

PROGRAM REPORT CODE: 065  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-065-XXX  
 CFDA #: 84.213C

TYPE: Dollars

TERM: Up to 15 Months

PURPOSE: Provides supplemental funding to LEAs/charter schools to improve the education of children and adults by integrating early childhood education, adult education, and parenting education into a unified program.

ELIGIBILITY: Each LEA/charter school is entitled to submit a Request for Funding Proposal (RFP). The actual LEAs/charter schools to be funded will be selected on the basis of criteria specified in the federal regulations governing the program.

**State Board of Education approval is required before the allocation of funds to selected LEAs/charter schools.**

FORMULA: N/A

SPECIAL PROVISIONS:

1. Each project will be awarded for up to four years. Funds are allocated annually and continue for four years if program requirements are met. First year grants and continuing grant funds are allocated after July 1 and must be spent by September 30th of the following year with no liquidation period allowed beyond that date.
2. Of the total funds available, up to 6% may be used by the Department of Public Instruction for administering the program and providing technical assistance.
3. Funding is discretionary and State Board of Education approval is required prior to allocation of funds to selected LEAs/charter schools. No prior approval is required for LEAs/charter schools receiving continuation grants.
4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Pre-Kindergarten and Elementary Education Early Childhood Section (919) 807-3851
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Pre-Kindergarten and Elementary Education Early Childhood Section (919) 807-3851

**ESEA TITLE I MIGRANT EDUCATION**

PROGRAM REPORT CODE: 051  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-051-XXX  
 CFDA #: 84.011A

TYPE: Dollars

TERM: 15 months

PURPOSE: Provides funding for programs meeting the special educational needs of migratory children of migrant agricultural workers and fishermen.

ELIGIBILITY: Each LEA with an eligible population of students is entitled to funding.

**Application must be approved prior to the LEA receiving the allotment.**

FORMULA: Every LEA that reports any Migratory Children for the purpose of establishing a Migrant Education Program will receive a minimum of the dollar equivalent to ½ of a teacher position converted at the statewide average salary for classroom teachers. A minimum of approximately 75 students is recommended for establishing a new program. Minimum funding for ongoing programs will also be the dollar equivalent to ½ of a teacher position converted at the statewide average salary for classroom teachers

Funding is weighted based on the table below:

Variable Factors	Weight
Headcount (A.1)	5.0
Summer Headcount (A.2)	2.0
Participants in Program (B.1)	1.5
Priority for Service (Moved in Between 9/1 & 8/31 <i>and are also failing to meet state standards</i> )	1.0
Out-of-School Youth Served (B.3)	1.0
Number of LEP who are also Migrant	2.0

Supplemental to this portion of the funding formula, an amount of \$100,000 will be reserved for an additional allotment to LEAs based on a percent to total of the LEAs' total dollars per average daily membership (state, federal and local) based on the most recent data available. This formula will be reversed in that the LEA with the lowest total dollars per ADM will receive the largest allotment.

Up to six percent (6.0%) of the grant may be reserved for special projects.

- SPECIAL PROVISIONS:**
1. Each project is awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following fiscal year. Any funds unexpended on September 30<sup>th</sup> will revert to the State with no liquidation period allowed beyond that date.
  2. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs / charter schools based on the current formula or program needs by February.
  3. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3958
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3958

**ESEA TITLE I SCHOOL IMPROVEMENT**

PROGRAM REPORT CODE: 105  
 UNIFORM CHART OF ACCOUNTS CODE: XXX-105-XXX  
 CFDA #: 84.010A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: To provide assistance for schools, which have been identified for School Improvement, Corrective Action, and Restructuring.

ELIGIBILITY: To be eligible to receive these funds, a LEA/charter school must have one or more schools identified for school improvement under Title I.

**Applications must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Funds will be allotted based on approval of an application submitted by the LEA or charter school on behalf of schools participating in Title I School Improvement. Each LEA or charter school will receive a base amount plus a per child amount. The base amount will be calculated as follows:

<u>Schools in Title I – School Improvement</u>	<u>Base Allotment</u>
1	\$15,000
2 - 5	\$30,000
6 - 10	\$45,000
10 +	\$60,000

The per child amount will be calculated using the Best of 1 of 2 Actual ADM of schools participating in Title I School Improvement.

- SPECIAL PROVISIONS:
- Each grant is awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment extends the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months provided a budget is submitted each year.

2. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.
3. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**FEDERAL CHARTER SCHOOL COMPETITIVE GRANT**

PROGRAM REPORT CODE: 046  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-046-XXX  
CFDA #: 84.282A

TYPE: Dollars

TERM: Up to 24 months or September 30<sup>th</sup> of the final year of the three-year grant cycle, whichever comes first

PURPOSE: Provides an excellent opportunity to request money for projects identified for statewide school improvement and for best practices.

ELIGIBILITY: Only charter schools that are beginning their third year of operation are eligible to apply for funding.

**State Board of Education approval is required before allocation of funds to selected charter schools.**

FORMULA: Grants will be made to charter schools based on a competitive process. Charter schools to be funded will be selected from eligible charter schools on the basis of established criteria.

SPECIAL PROVISION:

1. All funds unexpended at the end of the 24 month term or September 30<sup>th</sup> of the final year of the three-year grant cycle, whichever comes first, are subject to revert to the State and be redistributed in accordance with the formula in effect unless the Office of Charter Schools has obtained permission from the U.S. Department of Education granting the charter school an additional 12 months in which to spend the funds. There is no liquidation period for this grant.
2. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting/Program:	Office of Charter Schools (919) 807-3491
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725

**IDEA VI-B – CAPACITY BUILDING AND IMPROVEMENT**

PROGRAM REPORT CODE: 044  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-044-XXX  
 CFDA #: 84.027A

TYPE: Dollars

TERM: 27 Months

PURPOSE: To improve results for children with disabilities through:

- Direct services to children who are expelled or in correctional facilities, state operated programs, or charter schools.
- Improvement strategies under the State's Improvement Plan, such as co-teaching, inclusion, early intervention, safe schools, and mentoring.
- Adoption of promising practices, materials, and technology.
- Implementation of interagency agreements.
- Problem solving between parents and school personnel.

ELIGIBILITY: All LEAs, charter schools and state operated programs are eligible. **Application must be approved prior to the LEA receiving the allotment.**

FORMULA: The amount of funding is determined by the LEA's/charter school's/state operated program's December 1, IDEA VI-B headcount. A funding factor is developed by dividing the total funds available by the total head count. The per-child factor is then multiplied by each LEA's/charter school's/state operated program's head count. The individual distribution is then adjusted to equal a minimum allocation of \$1,000.

**Local Continuous Improvement Monitoring Steering Committee:**

The Federal and State Monitoring of Exceptional Children Programs require a self-assessment of the programs and services for children with disabilities as the first phase of the monitoring process. Local education agencies (including charter schools and State-Operated Programs) use a steering committee made up of parents, businesses, and community and school representatives to conduct the self-assessment. Local education agencies are monitored on a five-year cycle. Continuous Improvement Monitoring Steering Committee Allocations are designated to assist with the work of the steering committee. The allocation is based on \$1.00 per identified child with a disability with \$1,000 minimum

for LEAs with three or more schools with a maximum not to exceed \$10,000. LEAs with one or two schools have a \$500 minimum allocation. Funding will be based on the December 1 child count for LEAs being monitored.

**SPECIAL  
PROVISIONS:**

1. Each project is awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following fiscal year. The Tydings Amendment extends the grant period for an additional 12 months; therefore, each grant covers a period of 27 months. Funds will be available to LEAs/charter schools/state operated programs for 27 months provided a project is submitted each year.
2. Funds allocated for local steering committees can be used for the following:
  - Substitute teachers for teachers on the steering committee
  - Mileage for non-LEA personnel
  - Copying and binding cost of steering committee material mailings
  - Other activities and materials needed to conduct activities of the steering committee
3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31<sup>st</sup>. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.
5. See special provision 6 of IDEA Title VI-B on page 152.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Exceptional Children Special Program Section (919) 807-3996
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Exceptional Children Special Program Section (919) 807-3996
Child Count:	Division of Exceptional Children Special Program Section (919) 807-3992

**IDEA TITLE VI-B**

PROGRAM REPORT CODE: 060  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-060-XXX  
 CFDA: 84.027A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funding to initiate, expand, and continue special education to handicapped children ages 3 through 21.

ELIGIBILITY: Each LEA/charter school/state operated program is entitled to funding based on the child count of children ages 3 through 21 meeting the federal definition of handicapped that were served on December 1<sup>st</sup> of the previous year.

**Application must be approved prior to the LEA receiving the allotment.**

FORMULA: Base payments: Each LEA shall receive a base amount equal to a proportional share of 75% of the FY 1999-2000 IDEA Title VI-B grant. The LEA's portion is calculated based on the December 1998 child count.

Base payment adjustments for any fiscal year after the base year fiscal year are adjusted:

1. If a new LEA or charter school is created, the LEA's base allocation shall be divided among the new LEA or charter school and affected LEA based on the relative numbers of children with disabilities ages 3 through 21 contained in the most current December 1<sup>st</sup> child count.
2. If one or more LEAs are combined into a single new LEA, the base allocations of the merged LEAs shall be combined.
3. If the LEA's geographic boundaries or administrative responsibility for providing services to children with disabilities ages 3 through 21 are changed, the base allocations of affected LEAs shall be redistributed among affected LEAs. The base will then be based on the relative number of children with disabilities from ages 3 through 21 contained in the most current December 1<sup>st</sup> child count.

Funds remaining after distribution of the base shall be allocated as follows:

1. Eighty-five percent (85%) of remaining funds shall be allotted to those agencies on the basis of ADM of children enrolled in public and private elementary and secondary schools within each agency's jurisdiction.
2. Fifteen percent (15%) of remaining funds shall be allotted to those agencies in accordance with their relative numbers of children living in poverty, as determined by the December 1<sup>st</sup> free lunch count.

Set Aside. Of the total funds, up to 2% may be used to fund Group Homes and Out-of-District Placement when LEAs are unable to provide appropriate special education in the home school.

**SPECIAL PROVISIONS:**

1. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following fiscal year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/charter schools/state operated programs for 27 months, provided a timely project application is submitted each year.
2. Each LEA/charter school/state operated program must maintain documentation that it has spent the same minimum amount (on the average) for the education of its children with disabilities as the LEA/charter school/state operated program has spent for all the children in the LEA/charter school/state operated program taken as a whole before any IDEA VI-B funds are used for the education of children with disabilities.
3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31<sup>st</sup>. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

5. The Exceptional Children Division may allocate funds to LEAs, charter schools and state-operated programs on a competitive or targeted basis for special projects approved by the Exceptional Children Division of the Department of Public Instruction (Ref. IDEA, Title VI, Part B, (611) Section 300.622). *(This section specifies that States may establish priorities for subgrants under §300.622 to LEAs and may award those subgrants competitively or on a targeted basis. This is because the purpose of the subgrants under §300.622, as distinguished from the formula subgrants to LEAs under §300.712, is to provide funding that the SEA can direct to address particular needs not readily addressed through formula assistance to school districts, such as funding for services to children who have been suspended or expelled. The SEA can also direct these funds to promote innovation, capacity building, and systematic changes that are needed to improve educational results).*
6. During the first 60 school days, if a child with disabilities who was included in the prior fiscal year December 1 child counts leaves or returns to a LEA from a charter school, the share of funds allocated for that child will be adjusted. In order to initiate the transfer of funds, the LEA or charter school receiving the students must notify the School Allotments Section in writing by the 10<sup>th</sup> of the month after the child transferred. Notification must include the child's name, social security number, birth date, the LEA or charter school from which the child came, the date the student transferred and the beginning date of the current school year.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

- Allotments: Division of School Business  
School Allotments Section  
(919) 807-3700
- Budgeting: Division of Exceptional Children  
Special Programs Section  
(919) 807-3996
- Expenditures: Division of School Business  
Information Analysis and Support Section  
(919) 807-3725
- Program: Division of Exceptional Children  
Special Programs Section  
(919) 807-3996
- Headcount: Division of Exceptional Children  
Special Programs Section  
(919) 807-3992

**IDEA VI-B PRESCHOOL**

PROGRAM REPORT CODE: 049  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-049-XXX  
 CFDA #: 84.173A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funds to initiate and expand preschool special education programs for children with disabilities ages 3-5.

ELIGIBILITY: Each LEA/charter school/state operated program is entitled to funding based on the Child Count of children ages 3 through 5 meeting the federal definition of disable that were served on December 1<sup>st</sup> of the previous year.

**Application must be approved prior to the LEA/charter school/state operated program receiving the allotment.**

FORMULA: Base payments: Each LEA shall receive a base amount equal to a proportional share of 75% of the FY 1997-98 IDEA Title VI-B Preschool grant. The LEA's portion is calculated based on the December 1996 child count.

Base payment adjustments: For any fiscal year after the base year fiscal year:

1. If a new LEA or charter school is created, the LEA's base allocation shall be divided among the new LEA or charter school and the affected LEA based on the relative numbers of children with disabilities ages 3 through 5 contained in the most current December 1 child count.
2. If one or more LEAs are combined into a single new LEA, the base allocations of the merged LEAs shall be combined.
3. If two or more LEAs with geographical boundaries or administrative responsibilities for providing services to children ages 3 through 5 changes, the base allocations of the affected LEAs shall be redistributed among affected LEAs. This redistribution is based on the relative numbers of children with disabilities ages 3 through 5 contained in the most current December 1<sup>st</sup> Child Count.

Funds remaining after distribution of the base shall be allocated as follows:



Budgeting:	Division of Exceptional Children Special Programs Section (919) 807-3994
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Exceptional Children Special Programs Section (919) 807-3994
Child Count:	Division of Exceptional Children Special Programs Section (919) 807-3992

**LEARN AND SERVE AMERICA**

PROGRAM REPORT CODE: 064  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-064-XXX  
 CFDA #: 94.004

TYPE: Dollars  
 TERM: Up to 12 months

PURPOSE: Provides funding for developing and implementing service-learning programs designed to increase youth involvement in community issues and activities; for training teachers and assisting them in developing service-learning curricula to be integrated into academic programs; and for encouraging and increasing volunteer support services.

ELIGIBILITY: LEAs/charter schools implementing system-wide Service Learning projects are eligible for funding on a competitive basis. Funding is dependent upon the actual receipt of funding from the national funding agency, The Corporation for National and Community Service.

**State Board of Education approval is required before the allocation of funds to selected LEAs/charter schools.**

FORMULA: N/A

- SPECIAL PROVISIONS:
1. Funds must be expended from the award date through June 30<sup>th</sup> each year of the program. No liquidation period is allowed beyond June 30<sup>th</sup>.
  2. Projects may be funded for up to three years. The grant will be for a maximum of \$20,000 for each year of the three-year cycle, subject to satisfactory annual evaluations and availability of funding.
  3. An in-kind and/or cash contribution local match is required on a dollar for dollar basis.
  4. Prior federal approval is required for the purchase of equipment. For LEAs/charter schools, approval is required for purchases having an acquisition cost of \$5,000 or more.
  5. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section 919) 807-3700
Budgeting:	Division of Secondary Education Business and Marketing Skills (919) 807-3872
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Secondary Education Business and Marketing Skills (919) 807-3872

**MATH AND SCIENCE PARTNERSHIP**

PROGRAM REPORT CODE: 112  
UNIFORM CHART OF ACCOUNTS CODE: XXXX-112-XXX  
CFDA #: 84.366B

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: The Mathematics and Science Partnership (MSP) program is intended to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers. Partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education are at the core of these improvement efforts. Other partners may include state education agencies, public charter schools or other public schools, businesses, and nonprofit or for-profit organizations concerned with mathematics and science education.

ELIGIBILITY: LEAs, Charter and Private Schools, or any public or private organization are eligible to apply for funding. Grants will be made based on a competitive process. The actual recipient to be funded will be selected on the basis of criteria specified in the Request for Proposal (RFP) and Federal regulations.

**State Board of Education approval is required before the allocation of funds to selected LEAs/charter schools.**

FORMULA: N/A

SPECIAL PROVISIONS: Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
   School Allotments Section  
   (919) 807-3700

Budgeting:                    Division of Pre-Kindergarten and Elementary Education  
   Mathematics and Science  
   (919) 807-3838

   Division of Middle School Education  
   Mathematics and Science  
   (919) 807-3838

   Division of Secondary Education  
   Mathematics and Science  
   (919) 807-3838

Expenditures:                Division of School Business  
   Information Analysis and Support Section  
   (919) 807-3725

Program:                      Division of Pre-Kindergarten and Elementary Education  
   Mathematics and Science  
   (919) 807-3838

   Division of Middle School Education  
   Mathematics and Science  
   (919) 807-3838

   Division of Secondary Education  
   Mathematics and Science  
   (919) 807-3838

**McKINNEY – VENTO HOMELESS ASSISTANCE ACT**

PROGRAM REPORT CODE: 026  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-026-XXX  
 CFDA #: 84.196A

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: To provide funds to develop services to meet the educational and related needs of homeless students (e.g. tutoring, counseling, enrollment, attendance, staff development, parent training, etc.).

ELIGIBILITY: LEAs/charter schools that reported serving one or more homeless students during the last report period are eligible to apply for funds.

**State Board of Education approval is required before allocation of funds to selected LEAs/charter schools.**

FORMULA: Total funding to LEAs/charter schools is subject to receipt of approved allocations from the U. S. Department of Education.

- SPECIAL PROVISIONS:
1. Priority must be given to homeless students. After the educational and related needs of homeless students are met, other at-risk children are eligible to receive services.
  2. Each project is awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following fiscal year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carryover for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely budget is submitted each year.
  3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31<sup>st</sup>. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
  4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Middle School Education Alternative & Safe Schools / Instructional Support (919) 807-3942
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program/Child Count:	Division of Middle School Education Alternative & Safe Schools / Instructional Support (919) 807-3941

**READING FIRST STATE GRANT**

PROGRAM REPORT CODE: 106  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-106-XXX  
 CFDA #: 84.357A

TYPE: Dollars

TERM: 27 Months

PURPOSE: To provide assistance to LEAs/charter schools to prepare teachers, including special education teachers, through grade three, to use methods and materials that are based on scientifically based reading research, to ensure that every student can read at grade level or above no later than the end of grade three.

ELIGIBILITY: An LEA/charter school and individual schools must meet the following requirements to be eligible to apply for funding:

1. Be among LEAs/charter schools in the State with the highest percentage of K-3 students reading below grade level;
2. Must have one or more schools identified for school improvement;
3. Have a high percentage of children who are counted under Title I, Part A; and
4. Be located in an Enterprise Community or Empowerment zone.

To be eligible for grant funds a school must:

1. Be in a LEA/charter school with a poverty percentage of 12% or more, have 43% or more of the 3<sup>rd</sup> graders scoring at level I or II on the 3<sup>rd</sup> grade Reading EOG, and
2. Have at least 15 students who qualify for service.

**State Board of Education approval is required before allocation of funds to selected LEAs and charter schools.**

FORMULA: Grants will be made to LEAs and charter schools based on a competitive process. LEAs and charter schools to be funded will be selected from eligible LEAs and charter schools on the basis of established criteria.

**SPECIAL PROVISIONS:**

1. Funding is discretionary and approval is required by the State Board of Education before allocation of funds to selected LEAs/charter schools.
2. Each grant can be awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing the unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months.
3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31<sup>st</sup>. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.
5. LEAs/charter schools may not use more than three and one half percent (3.5%) of these funds for administrative costs.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Pre-Kindergarten and Elementary Education Reading First Section (919) 807-3830
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Pre-Kindergarten and Elementary Education Reading First Section (919) 807-3830

**RURAL AND LOW INCOME SCHOOLS (RLIS)**

PROGRAM REPORT CODE: 109  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-109-XXX  
 CFDA# 84.358

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: To provide additional resources for rural and low income schools that might otherwise receive formula allocations in amounts too small to be effective in meeting their intended purpose.

ELIGIBILITY: All of the following conditions must be true for a LEA/charter school to receive funding:

1. 20% or more of the children ages 5 to 17 served by the LEA/charter school are from families with incomes below the poverty line.
2. All schools in the LEA/charter school must be designated as school locale code 6, 7, or 8 (school locale codes 6, 7, and 8 have less than 25,000 people); and
3. The LEA/charter school is ineligible to receive a grant from the Small, Rural Schools Act (SRSA).
4. Eligibility is subject to a final determination by the U.S. Department of Education.

**Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Allocations to eligible LEAs/charter schools are made on the basis of ADM.

- SPECIAL PROVISIONS:
1. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely project application is submitted each year.

2. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
3. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs/charter schools based on the current formula or program needs by February.
4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**SMALL, RURAL SCHOOLS ACHIEVEMENT PROGRAM (SRSA)**

PROGRAM REPORT CODE: 091  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-091-XXX  
 CFDA #: 84.358

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: To give small, rural school districts more flexibility so that allocations under certain programs can be combined to more effectively raise students' academic achievement.

ELIGIBILITY: To be eligible, a LEA/charter school must:

1. Have less than 600 students served by the LEA/charter school or have a total population density of fewer than 10 persons per square mile in each county in which a school served by LEA/Charter is located and;
2. Be designated as a School Locale Code 7 or 8. (School Locales 7 and 8 have less than 2,500 people).
3. Eligibility is subject to a final determination by the U.S. Department of Education.

**Application must be approved prior to the LEA or charter school receiving the allotment.**

FORMULA: Under the SRSA program, eligible LEAs/charter schools may combine funds allocated under Education Technology (PRC 107), Teacher Quality (PRC 103), Safe/Drug-Free Schools (PRC 048), and Innovative Programs (PRC 059) and use them for any of the following activities authorized under:

- Title I Basic (PRC 050)
- Improving Teacher Quality (PRC 103)
- Educational Technology (PRC 107)
- English Language Acquisition (PRC 104)
- Safe/Drug Free Schools (PRC 048)
- 21st Century Community Learning Centers (PRC 110)
- Innovative Programs (PRC 059)

**SPECIAL  
PROVISIONS:**

1. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely project application is submitted each year.
2. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957

**TITLE II IMPROVING TEACHER QUALITY**

PROGRAM REPORT CODE: 103  
 UNIFORM CHART OF ACCOUNTS: XXXX-103-XXX  
 CFDA#: 84.367A

TYPE: Dollars  
 TERM: Up to 27 Months

PURPOSE: Provides funding to help increase the academic achievement of all students by ensuring that all teachers are highly qualified to teach.

ELIGIBILITY: LEAs, charter schools, and Private Schools are eligible to apply for funding. Private Schools will be required to collaborate with LEAs when applying. **Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULAS: Allocations to LEAs are based on the following:

1. A “hold-harmless” amount will be allotted based on the amount each LEA/charter school received in FY 2001-2002 under the former Eisenhower Professional Development and Class-Size Reduction grants.
2. If a new LEA or charter school is created, a hold harmless amount is calculated for the new unit by using the FY 2001 – 02 funding factors.
3. The remaining will be allotted based on the following formula:

Twenty percent (20%) will be distributed based on relative population of children aged 5-17.

Eighty percent (80%) will be distributed based on the relative population of children aged 5-17 from families with incomes below the poverty line.

- SPECIAL PROVISIONS:
1. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 month, provided a timely project application is submitted each year.

2. There is no limit on the amount that a LEA/charter school may spend for administrative costs. However, all costs are subject to requirements in OMB Circular A-87 to include the requirement that all costs must be necessary, reasonable, and allocable to the program.
3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.
4. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs/charter schools based on the current formula or program needs by February.
5. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Human Resource Management Licensure Title II- A Section (919) 807-3374
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Human Resource Management Licensure Title II- A Section (919) 807-3374

**TITLE III LANGUAGE ACQUISITION**

PROGRAM REPORT CODE:	104
UNIFORM CHART OF ACCOUNTS CODE:	XXXX-104-XXX
CFDA#	84.365A
TYPE:	Dollars
TERM:	Up to 27 months
PURPOSE:	To help ensure that children who are Limited English Proficient (LEP), including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English and meet the same State academic content and student achievement standards of non-LEP children, and to assist LEAs/charter schools in building their capacity to establish, implement, and sustain language instructional educational programs and programs of English language development for LEP children.
ELIGIBILITY:	LEAs/charter schools having a sufficient number of Limited English Proficient students are eligible for funding.  <b>Application must be approved prior to the LEA/charter school receiving the allotment.</b>
FORMULA:	Funds are allocated on the basis of an annual headcount of the LEA's/charter school's LEP students, including immigrant students and youth.
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> <li>1. Any LEA/charter school earning less than \$10,000 based on the formula must enter a consortium with other LEAs/charter schools.</li> <li>2. If an eligible LEA/charter school is a member of a consortium receiving an award under PRC 104, the LEA/charter school's PRC 104 award shall be allotted to the fiscal agent for the consortium and the awarded funds shall be used to benefit all of the members of the consortium.</li> </ol>

3. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely project application is submitted each year.
4. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.
5. Funds must be used to supplement and not supplant existing resources.
6. Administration expenditures are limited to 2% of total expenditures.
7. One-day or short-term workshops and conferences are not permitted unless the activity is a part of an established comprehensive professional development program for an individual teacher.
8. Reallocation of funds: Funding for current year projects not allocated will be redistributed to eligible units based on the current formula or program needs as determined by grant requirements by February.
9. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous years' funds have been used.
10. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                      Division of School Business  
   School Allotments Section  
   (919) 807-3700

Budgeting:                      Pre-Kindergarten and Elementary Education Division  
   Second Languages, ESL, Information and Computer Skills  
   (919) 807-3866

Expenditures:                 Division of School Business  
   Information and Support Services  
   (919) 807-3725

Program:                        Pre-Kindergarten and Elementary Education Division  
   Second Languages, ESL, Information and Computer Skills  
   (919) 807-3866

**TITLE III LANGUAGE ACQUISITION (SIGNIFICANT INCREASE)**

PROGRAM REPORT CODE: 111  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-111-XXX  
 CFDA# 84.365A

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: To provide funds for enhanced instructional opportunities for immigrant children and youth designed to assist them in achieving in elementary and secondary schools, including activities designed to assist parents in becoming active participants in the education of their children and activities designed to support personnel to provide services to immigrant children and youth. Also provides funds for additional basic instructional services that are directly attributable to the presence of immigrant children and youth.

ELIGIBILITY: LEAs/charter schools:

1. Receiving an award under Title III – Language Acquisition (PRC 104) either individually or as a member of a consortium; and
2. Having a significant increase in the percentage of immigrant students enrolled as compared to the average of the two preceding fiscal years.

For FY 2004-2005, significant increase has been defined to be a 5% or greater increase.

**Application must be approved prior to the LEA/charter school receiving the allotment.**

FORMULA: Funds are allocated on the basis of an annual headcount of the LEA/charter schools immigrant students.

- SPECIAL PROVISIONS:
1. If an eligible LEA/charter school is a member of a consortium receiving an award under Title III – Language Acquisition (PRC 104), the LEA/charter school's Title III – Language Acquisition –Significant Increase (PRC 111) award shall be allotted to the fiscal agent of the consortium and the awarded funds shall be used to benefit all the members of the consortium.
  2. Each project can be awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over. Funds are potentially available to LEAs/charter schools for 27 months, provided a project is submitted each year.

3. Program Administrators will notify the School Allotments Section of any LEA / charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's / charter school's budget.
4. Reallocation of funds: Funding for current year projects not allocated will be redistributed to eligible units based on the current formula or program needs as determined by grant requirements by February.
5. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous years' funds have been used.
6. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Pre-Kindergarten and Elementary Education Division Second Languages, ESL, Information and Computer Skills (919) 807-3866
Expenditures:	Division of School Business Information and Support Services (919) 807-3725
Program:	Pre-Kindergarten and Elementary Education Division Second Languages, ESL, Information and Computer Skills (919) 807-3866

**TITLE IV SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES**

PROGRAM REPORT CODE: 048  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-048-XXX  
 CFDA #: 84.186A

TYPE: Dollars

TERM: Up to 27 months

PURPOSE: Provides funding to support programs that involve parents and communities in preventing violence in and around schools; and preventing the illegal use of alcohol, tobacco, and drugs.

ELIGIBILITY: Each LEA/charter school is entitled to funding. **Application must be approved prior to the LEA or charter school receiving the allotment.**

FORMULA: Of the total funds available to State Aid, allocations will be made to LEAs based on the following formula:

1. Forty percent (40%) will be allotted on the basis of ADM, including private school enrollment.
2. Sixty percent (60%) will be allotted on the basis of the relative amount received under Title I, Part A for the preceding year.

SPECIAL PROVISIONS:

1. Each project is awarded funds for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/charter schools for 27 months, provided a timely project is submitted each year. Carryover funds are subject to applicable carryover percentage limitations.
2. Of the amount available for state aid funding, administrative cost is limited to two percent (2%).
3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.

4. The amount of funds a LEA/charter school may carry over for use in the following fiscal year at September 30<sup>th</sup>, is limited to 25% of the original appropriation. Funds in excess of percentage limitations will revert and will be re-allotted to LEAs/charter schools determined to have the greatest need for additional funds. A LEA/charter school may submit a request in writing to the Division of School Improvement, Instructional Support/Safe Schools Section, for a waiver of the carryover percentage limitations.
5. LEAs will be reduced for new charter schools that apply for funding. The amount allocated will be based on the charter schools enrollment in accordance with the formula listed above.
6. For charter schools to be eligible for funding, they must submit an application by the application deadline date.
7. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs/charter schools based on the current formula or program needs by February.
8. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Division of Middle School Education Alternative & Safe Schools / Instructional Support (919) 807-3939
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Division of Middle School Education Alternative & Safe Schools / Instructional Support (919) 807-3939

**TITLE IV 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS**

PROGRAM REPORT CODE: 110  
 UNIFORM CHART OF ACCOUNTS: XXXX-110-XXX  
 CFDA#: 84.287C

TYPE: Dollars  
 TERM: Up to 12  
 Months

PURPOSE: Provides funding to establish or expand Community Learning Centers that provide students with academic enrichment, particularly students in high-poverty areas and those who attend low-performing schools.

ELIGIBILITY: LEAs, Charter and Private Schools, or any public or private organization are eligible to apply for funding. Grants will be made based on a competitive process. The actual recipient to be funded will be selected on the basis of criteria specified in the Request for Proposal (RFP) and Federal regulations.

**State Board of Education approval is required before allocation of funds.**

FORMULA: N/A

- SPECIAL PROVISIONS:
1. Grants will be awarded for four years with a gradual reduction in each of the last two years of the grant period, beginning with 20% in the third year and 40% in the fourth year. This reduction is to encourage programs to become sustainable when the grant period expires. Funding for each of the four years will be subject to the availability of funds.
  2. Each project can be awarded funds for up to twelve (12) months and will expire at June 30, with no liquidation period beyond that date.
  3. The minimum amount of an allotment to eligible entities is \$100,000, unless the program administrators, with State Board approval, deem another amount as sufficient to operate a program.
  4. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:                    Division of School Business  
                                      School Allotments Section  
                                      (919) 807-3700

Budgeting:                    Division of Middle School Education  
                                      Alternative & Safe Schools / Instructional Support  
                                      (919) 807-3941

Expenditures:                Division of School Business  
                                      Information Analysis and Support Section  
                                      (919) 807-3725

Program:                      Division of Middle School Education  
                                      Alternative & Safe Schools / Instructional Support  
                                      (919) 807-3941

**TITLE V INNOVATIVE EDUCATION PROGRAMS**

PROGRAM REPORT CODE: 059  
 UNIFORM CHART OF ACCOUNTS CODE: XXXX-059-XXX  
 CFDA #: 84.298A

TYPE: Dollars  
 TERM: Up to 27 months

PURPOSE: To support local education reform efforts consistent with statewide education reform efforts;

- To implement promising education reform programs/school improvement programs based on scientifically based research;
- To provide a continuing source of innovation and education improvement, including support programs to provide library services and instructional and media materials;
- To meet the educational needs of all students, including at-risk youth; and
- To develop and implement education programs to improve school student and teacher performance, including professional development activities and class size reduction programs.

ELIGIBILITY: Each LEA/charter school is entitled to funding based on ADM, participating private school enrollment, and headcount of low-income children.

**Application must be approved prior to the LEA or charter school receiving the allotment.**

FORMULA: Of the total funds available at least eighty-five percent (85%) shall be distributed as State Aid to LEAs based on the following formula.

1. Sixty percent (60%) will be allotted on the basis of ADM, including participating private school enrollment.
2. Forty percent (40%) of available state aid is allotted based on the prior year's December free lunch count in the following manner:
  - a. A LEA/charter school must have at least 15% of eligible children on the free lunch headcount as compared to the Public School ADM and the participating Private School

Enrollment count. LEAs are also eligible if they do not meet the 15% requirement but have at least 6,500 eligible children on the free lunch headcount. A LEA/charter school determined eligible based on the 6,500 rule will be funded on the number of eligible children in excess of 6,500.

- b. The available dollars are divided by the sum of the eligible children on the free lunch headcount for those LEAs which were determined eligible in 2.a above to determine the per child funding amount.
- c. The per child funding amount is then multiplied by the eligible LEA's/charter school's free lunch headcount.

**SPECIAL PROVISIONS:**

1. Each grant is awarded for a period of time beginning July 1<sup>st</sup> and ending September 30<sup>th</sup> of the following year. The Tydings Amendment can extend the grant period to 27 months by allowing unexpended funds as of September 30<sup>th</sup> to carry over for an additional 12 months. Funds are potentially available to LEAs/Charters for 27 month, provided a timely project application is submitted each year. Carryover funds are subject to the applicable carryover percentage limitations.
2. The amount of funds that may be carried over for use in the following fiscal year (after September 30<sup>th</sup>) is limited to 15 percent of the initial allocation. Funds in excess of percentage limitations will revert and be reallocated to the remaining local education agencies and charter schools based on the same formula used to distribute the funds initially. A local education agency may request in writing to the Section Chief for Compensatory Education, School Improvement Division that a waiver of the carryover percentage is granted. A local education agency can receive a waiver once every three years.
3. Program Administrators will notify the School Allotments Section of any LEA/charter school that does not have an approved budget by October 31st. After this notification, funds carried forward will be reduced from the LEA's/charter school's budget.

4. LEAs will be reduced for new charter schools that apply for and meet eligibility requirements. The eligibility and amount allocated will be based on the formula listed above.
5. For charter schools to be eligible for funding they must submit an application by the application deadline.
6. Reallocation of current year funds: Funding for the current year that is not allocated will be distributed to eligible LEAs/charter schools based on the current formula or program needs by February.
7. Any unallotted funds created from previous years will be used to cover allowable expenditures for current year projects until the previous year's funds have been used.

**ADDRESS QUESTIONS RELATED TO THIS CATEGORY TO THE FOLLOWING:**

Allotments:	Division of School Business School Allotments Section (919) 807-3700
Budgeting:	Compensatory Education Section (919) 807-3957
Expenditures:	Division of School Business Information Analysis and Support Section (919) 807-3725
Program:	Compensatory Education Section (919) 807-3957



**Public Schools of North Carolina  
North Carolina Department of Public Instruction  
ABC's Transfer of Funds Request**

<b>LEA NAME:</b>
<b>School #(s):</b>
<b>Date:</b>

*Revised July 1, 2003*

Section 1:

Certified Position Allotments To Be Transferred:

FROM:	Description	Number of Months/ Positions	Salary (See Note)	Requested Allotment Transfer	TO:	Description
PRC				\$	PRC	
FROM:	Description	Number of Months/ Positions	Salary (See Note)	Requested Allotment Transfer	TO:	Description
PRC				\$	PRC	
FROM:	Description	Number of Months/ Positions	Salary (See Note)	Requested Allotment Transfer	TO:	Description
PRC				\$	PRC	

Note: All transfers will be at the Statewide Average salary of the position being transferred. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable. A conversion of more than 5% of the initial allotment for the guaranteed position being transferred may require additional justification (such as submission of the School Improvement Plan, if applicable).

Section 2:

Dollar Allotments To Be Transferred:

FROM:	Program Description	Requested Allotment Transfer	TO:
PRC		\$	PRC
FROM:	Program Description	Requested Allotment Transfer	TO:
PRC		\$	PRC
FROM:	Program Description	Requested Allotment Transfer	TO:
PRC		\$	PRC

**The signatures below verify the requested transfer is in  
accordance with the school(s) improvement plan, if applicable.**

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Signature of Finance Officer

(Instructions on Reverse)

## *Instructions*

*Note : The total amount of State funds transferred, according to a school's "Plan", cannot exceed the amount of State funds available for that school.*

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**Identification  
Box in the  
Upper Right  
Corner**

Enter the following information:

- **LEA #**
  - **LEA Name**
  - **School #(s)** applicable to this transfer request
  - **Date** of the request
- 

**Section 1:  
Certified  
Position  
Allotments to  
be Transferred:**

**FROM:** Enter the following information:

- **PRC number**
- **PRC Description**
- **Number of Months or Positions** to be transferred as **AUTHORIZED IN A SCHOOL'S IMPROVEMENT PLAN**, if applicable
- **Salary equivalent**

*NOTE: All transfers will be at the Statewide Average Salary of positions being transferred. Converting certified position allotments to dollars for the purpose of hiring the same type position is not allowable. A conversion of more than 5% of the initial allotment for the guaranteed position being transferred may require additional justification.*

- **Requested Allotment Transfer** is the number of positions/months times the salary.

**TO:** Enter the following information:

- **PRC number** and the dollar amount to be transferred
  - **PRC Description**
- 

**Section 2:  
Dollar  
Allotments to be  
Transferred:**

**FROM:** Enter the following information:

- **PRC number**
- **PRC Description**
- **Requested Dollar Amount** to be Transferred

**TO:** Enter the following information:

- **PRC number** and the dollar amount to be transferred
  - **PRC Description**
- 

**Signatures:**

Both signatures of the Superintendent and Finance Officer are required to process the transfer of funds. **These signatures verify the requested transfer is in accordance with the school(s) improvement plan, if applicable.**

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**Return to:**

Department of Public Instruction  
Office of Budget Management  
School Allotments Section  
6333 Mail Service Center  
Raleigh, NC 27699-6333

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**Questions:**

Office of Budget Management, School Allotments Section, (919) 807-3732

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, N C Public Schools administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Inquiries or complaints should be directed to:  
Dr. Elsie C. Leak, Associate Superintendent  
Office of Curriculum and School Reform Services  
6307 Mail Service Center  
Raleigh, NC 27699-6307  
Telephone (919) 807-3761; fax (919) 807-3767