



**Title IIA Reimbursement/Stipend Process**

**GUIDELINES**

1. All activities must align with the needs assessment and professional development plan (resource below).
2. Title II-A services are determined through the consultation process.
3. Focus is always on student needs and benefits.
4. Consultation should not put unreasonable expectations on private schools (ie: burdensome paperwork or submission of a plan before private school officials can receive input from staff and/or community on student needs).
5. Funds are never provided directly to the private school. The district serves as the fiscal agent for the private school, reimbursing providers for their services.
6. Title II-A funds cannot be used to pay for the salary or benefits of private school teachers or for substitute teachers who replace private school teachers who attend professional development.
7. Travel and training expenses are paid on a reimbursement basis.
8. Stipends are allowable if the activity occurs outside the staff's contracted hours.
  - a. A W-9 should accompany the stipend request.
  - b. A stipend request is authorized at the district level and sent to accounting using each district's accounting process for reimbursements.
  - c. The current stipend rate for several districts is \$30/hour.

**RESOURCES**

1. [A New Vision for Professional Learning Toolkit](#) – Tool #3: Sample Local Plan Question (pp. 53-57)
2. Excellent resource on [Title II-A](#).

For additional help and support contact Janette Newton, the Private School Ombudsman at [Janette.Newton@ode.oregon.gov](mailto:Janette.Newton@ode.oregon.gov) or call (503) 947-5638.