

Title IIA Equitable Services Reimbursement/Stipend Process

GUIDELINES

1. All activities must align with needs assessment and professional development plan (resource below)
2. IIA 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 (i.e. Burdensome paperwork or submission of plan before private school officials can receive input from staff/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. IIA 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 (resource below).
8. Stipends (see resource below) are allowable if the activity occurs outside of the staff's contracted hours.
 - a. W9 should accompany the stipend request.
 - b. Stipend request is authorized at district level and sent to accounting using each district's accounting process for reimbursements.
 - c. The current stipend rate for several districts is \$30 per hour.

RESOURCES

1. ESSA Toolkit <http://www.catholiccincinnati.org/wp-content/uploads/2016/11/ESSA-Toolkit-Fall-2016.pdf> Tool #25: Developing a Professional Development Plan (pg 67-69)
2. Example of Stipend and W9 (PPS) <https://sites.google.com/a/apps4pps.net/pps-title-ii-private-schools/contracting-professional-development/stipends>
3. Example of Travel/Training/Reimbursement <https://sites.google.com/a/apps4pps.net/pps-title-ii-private-schools/contracting-professional-development/travel-training>
4. Excellent resource on IIA https://www.gadoe.org/School-Improvement/Teacher-and-Leader-Effectiveness/Documents/Title%20II%2C%20Part%20A%20Documents/Trainings/FY18/Federal_Programs_Conference/FY18%20FP%20Conference%20-%20Private%20Schools%20and%20ESSA-IIA%2005.25.17.pdf

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