

FAQs and PURCHASING RULES for Carl Perkins Funds

Who benefits from Carl Perkins Funding?

- School districts in the MN West Consortium with at least one state-approved career and technical program.
- Vocationally licensed instructors teaching career and technical education courses (grades 9-12) whose programs have been approved by the Minnesota Department of Education.
- Counselors or instructors who provide general career development or transition activities to students.
- Students enrolled in career and technical programs that develop technical skills and gain industry experience.
- All high school students who receive comprehensive career information and support.

**Districts must submit Perkins data annually using their student data software (MARSS.)*

What CAN be purchased using Perkins funds?

Requests for funds must meet consortium goals determined through the Comprehensive Local Needs Assessment.

- Development of online lessons that can be delivered via distance learning
- Technology that would allow simulations
- Resources shared between approved programs in multiple districts
- Support for new student organizations
- Professional Development that leads to instructional innovation
- Teacher externships at businesses that reflect high wage, high skill, and high demand careers
- Innovative methods to allow full participation of under-served groups and students with disabilities into CTE courses or transition experiences
- Curriculum to start a new CTE course that focuses on high wage, high skill, and high demand careers in southwest Minnesota
- Purchases that aid in the development or enhancement of entrepreneurial programs/projects.
- Development of class projects that lead to collaboration between teachers/students from multiple school districts
- Student career exploration through industry tours
- Specialized technology/equipment available in industry and business

*** Any item over \$1,000 will require state approval prior to making the purchase. Inform your Carl Perkins Consortium Coordinator of any such item, and the request will be submitted to MDE on your behalf. Schools will be notified whether or not they can proceed with the purchase.

What types of purchases are NOT ALLOWED?

- Purchases that do not meet the goals stated in the Minnesota West Carl Perkins Consortium plan.
- Purchases made for students or teachers that do not have a state-approved CTE program or a vocational license (except for general career education class/unit.)
- Consumable items (welding rods, pencils, printer cartridges, paper, etc.)
- Purchases that are made in an effort to save money from the school district's general fund. (Supplanting - expenses the district has covered in the past, but are now being deferred to the grant.)
- Purchases that do not lead to program improvement.
- Purchases made for the benefit of a single student (student registration, lodging, testing, etc.)
- Alcohol or entertainment.
- Capital improvements to buildings that increase the value of the building.

What happens to equipment if a CTE program is eliminated?

If a school district eliminates a CTE program, any equipment purchased using federal Perkins dollars may be placed in another approved CTE program within the district. If there is not another approved program in the district or the items can't be used, the items must be turned over to the consortium for distribution to another approved CTE program.

How do schools process requests for Perkins expenditures?

Local applications will be sent to districts' local Perkins contact at the beginning of the school year. Perkins applications must be submitted to the consortium coordinator by **October 2, 2020**. No applications will be reviewed after the deadline.

- The "Preferred Method" for paying Carl Perkins bills is for school to submit ORIGINAL invoices to the consortium coordinator, and we will pay the vendor directly. This method reduces paperwork for the district. Schools should place orders using their purchase order process. (Indicate the school's tax exempt status when ordering.)

There may be situations when schools must be reimbursed (internet purchases, sub fees, travel, conference registration, etc.) In those instances, please follow the reimbursement process as described below:

To be reimbursed for any Carl Perkins bills a district must:

1. Invoice the Service Cooperative
2. Submit a "Posted Activity Audit Report" or a "Detailed Expenditure Report" which itemizes each expense
3. Include a copy of the original invoice
4. Provide the serial number for any items valued over \$750.
- 5.

Upon receiving the appropriate documentation, a check will be mailed to the school district to provide reimbursement for the Perkins-related expenses.

*** Invoices received after May 1, 2021 will not be paid. Activities occurring after the deadline may be paid with prior approval by consortium coordinator.

If the Service Cooperative needs to reimburse a school district for any expenditure from the federal grant, that payment is considered a sub-award. A sub-award is an agreement between the SWWC Service Cooperative and the school district to perform a portion of the federal program objectives. As such, passing along federal funds as a sub-award does not alter the federal award identity and must also be reported as federal funds by the sub-grantee (the school district) using Finance Code 628, Source 405.

Inventory Review

- Schools must provide the serial number, model number, and manufacturer name for any high value items.
- An inventory listing of school districts' equipment purchases is kept at the Service Cooperative. A review of that list will be completed annually.

What if plans for using local Perkins funds change during the year?

Plans can be modified during the year. It is okay to have something on the local plan and not purchase the item. If you want to replace that item with something new, the plan must be changed by submitting a revision form. All forms, including the Revision Form, can be accessed on our website, <http://www.swwc.org/carlperkins>. This information must be sent to the consortium coordinator for review. The district's Carl Perkins contact will be notified if the proposed purchase has been approved. Once approved, the item can be purchased using the usual bill submission process.

Minnesota West Carl Perkins Consortium Coordinator

Gail Polejewski

SWWC Service Cooperative, 1420 E. College Drive, Marshall, MN 56258

Phone #: 507-537-2273 FAX #: 507-537-7327

gail.polejewski@swwc.org

<http://www.swwc.org/carlperkins>