

Orleans Central Supervisory Union

IMPORTANT REMINDERS

- Grant funds **can only be used for** the designated and approved tasks/strategies.
- Any proposed changes in the use of funds must be approved by the Grant Manager and must go through an amendment process prior to the change in use of funds.
- **Expenses that are not part of the approved grant are not reimbursable through a grant** and will be subject to payment from local school budgets.
- **Stipend positions** (for example: curriculum committee work, PLC facilitators, summer school teachers & paras) need to have prior approval through the Grant Manager and will be documented through a Memorandum of Understanding (MOU) prior to the start of the work. A completed timesheet must be turned in prior to payment.
- **Contracted Services** - Contracted Service Providers who are paid through a grant must have a completed Contracted Service Agreement on file before services are rendered. An invoice is required from the provider in order for payment.
- **Pay Periods** - All grants have a beginning and ending date. All services and purchases must be within these dates.

IMPORTANT VOCABULARY

- Allocation - The amount of money awarded to a particular grant.
- Amendment - The formal process for changing and/or adding to the approved spending plan for any of the grants.
- CFP - Consolidated Federal Programs. This is the collective name for the Title I and Title IIA Grants.
- S W P - School Wide Program: Eligible, high-poverty schools can consolidate funds from Title I and other grants distributed through Vermont's Consolidated Federal Programs for the purpose of supporting a school-wide plan for improving student performance.
- MAC - Medicaid Administrative Claiming (formally known as EPSDT Funds).
- MOU - Memorandum of Understanding-in essence a contract for stipend work positions (such as, but not limited to, Curriculum Committees, Summer School positions).
- Strategy - This refers to the explanation as to how funds are used in the Title I, Title IIA, IDEA and 21C Grant applications.