

## Introduction

Under Perkins V in Iowa, career and technical student organization (CTSO) secondary and post-secondary career and technical education (CTE) programs may use Perkins federal funding to reimburse CTSO affiliate membership dues. See memo on [CTSO Memberships](#) (October 16, 2020).

Affiliate membership refers to a model where a school district pays one flat fee for CTSO membership that covers the membership expense of all students in the corresponding CTE program. This is an all-inclusive model and does not invoice at a per member cost.

CTSO Offering Affiliate Membership	CTSOs with No Affiliate Membership
FBLA-PBL FCCLA FFA HOSA TSA SkillsUSA	DECA BPA

## Claims Process

All CTSO invoices must be embedded in the claim summary template and uploaded into Iowa Grants with the claim submission. [See Instructions for Embedding CTSO Invoices](#). Individual memberships for advisors and instructors are ineligible and you should remove these membership dues from the invoice total, prior to claim submission and note the dues removal on the invoice.

CTSO	Claims Guidance
FBLA-PBL	<ul style="list-style-type: none"><li>Only the Iowa FBLA-PBL Program Affiliation is eligible for Perkins reimbursement</li></ul> <p><i>Permissible Invoice Line Items</i></p> <ul style="list-style-type: none"><li>Chapter Membership Fee - National Chapter (quantity of one)</li><li>Chapter Membership Fee - State Chapter (quantity of one)</li></ul>
FCCLA	<ul style="list-style-type: none"><li>Contact <a href="mailto:director@iowafccla.org">director@iowafccla.org</a> to participate</li><li>Only the Unlimited Leadership Package is eligible for Perkins reimbursement</li><li>Please remove or strike through any advisor membership registration</li><li>Only the first page of the membership invoice should be uploaded</li></ul> <p><i>Permissible Invoice Line Items</i></p> <ul style="list-style-type: none"><li>National Student Membership Dues (quantity must be one; flat rate listed under Miscellaneous Product Notes)</li><li>Iowa Unlimited Leadership Package (quantity must be one; flat rate listed under Miscellaneous Product Notes)</li></ul>

FFA	<ul style="list-style-type: none"> <li>Only the Iowa FFA Affiliate Membership is eligible for Perkins reimbursement</li> </ul> <p><i>Permissible Invoice Line Items</i></p> <ul style="list-style-type: none"> <li>IFFA_A - National Dues (quantity must be one; unit must be chapter)</li> <li>IFFA_A - State Dues (quantity must be one; unit must be chapter)</li> <li>IFFA_A - Chapter Fee (quantity must be one; unit must be chapter)</li> <li>IFFA_A - District Dues (quantity must be one; unit must be chapter)</li> </ul>
HOSA	<ul style="list-style-type: none"> <li>Only the Iowa HOSA Program Affiliation is eligible for Perkins reimbursement</li> <li>Please remove at the time of invoicing or strike through any advisor membership registration</li> </ul> <p><i>Permissible Invoice Line Items</i></p> <ul style="list-style-type: none"> <li>Chapter Membership Fee - National Chapter (quantity of one)</li> <li>Chapter Membership Fee - State Chapter (quantity of one)</li> </ul>
TSA	<ul style="list-style-type: none"> <li>Only the Blue CAP is eligible for Perkins reimbursement</li> <li>Please remove or strike through any advisor membership registration</li> </ul> <p><i>Permissible Invoice Line Items</i></p> <ul style="list-style-type: none"> <li>Blue CAP National TSA Curriculum Materials (quantity must be one)</li> <li>Iowa State TSA Curriculum Materials (quantity must be one)</li> </ul>
SkillsUSA	<ul style="list-style-type: none"> <li>Only the Total Participation Plan and Campus Affiliation Plan are eligible for Perkins reimbursement</li> <li>Please remove at the time of invoicing or strike through any advisor membership registration (Professional Affiliation)</li> </ul> <p><i>Permissible Invoice Line Items</i></p> <ul style="list-style-type: none"> <li>Total Participation Plan Student Affiliation (quantity must be one; no mention of membership range)</li> <li>Campus Student Affiliation (quantity must be one; no mention of membership range)</li> <li>Career Essentials: Assessments (quantity must be one)</li> <li>Career Essentials: Experiences (quantity must be one)</li> <li>Education Resource Materials (quantity must be one)</li> </ul>

## **Frequently Asked Questions (FAQs)**

### **Q. What is supplanting?**

A. Supplanting refers to using Perkins funds to replace non-Perkins funds that covered a CTE expense in a previous year. For example, if a school district used non-Federal dollars to pay for institutional membership for FCCLA last year, the school district may not use Perkins to supplant the non-Federal funding source from the previous year to pay for the institutional membership in the current year.

### **Q. If my school district is reimbursed for institutional affiliation, may I pass along a per pupil charge to student members still for membership?**

A. No. If your school district receives a reimbursement for their institutional affiliation, the cost of membership cannot be charged back to the student.

### **Q. What are my options if my CTSO does not offer institutional membership?**

A. Iowa Perkins requirements prohibit the use of Perkins dollars for individual membership. However, Perkins dollars can be used to pay for other CTSO expenses as outlined in the [Iowa Perkins V CTSO Guidance](#) and the [Allowable and Unallowable Costs](#) document.