



Fed Focus

November 11 - 15, 2024

Please ensure that you have a Title I tab on your school webpage. The following items should be posted on your Title I tab:

- Monthly Parent Newsletters
- School Title I Brochure
- Title I Event Flyers

I will be out November 12th - 13th for my son's surgery. Any PO's or Request to Use Federal Funds forms will not be approved until I return on November 14th.

Our Title I Plan and budget has been approved. You may begin sending PO's. Please be sure that your bookkeeper has a copy of all PO's that are sent to our office. Don't forget to send all required components or your PO will be sent back.

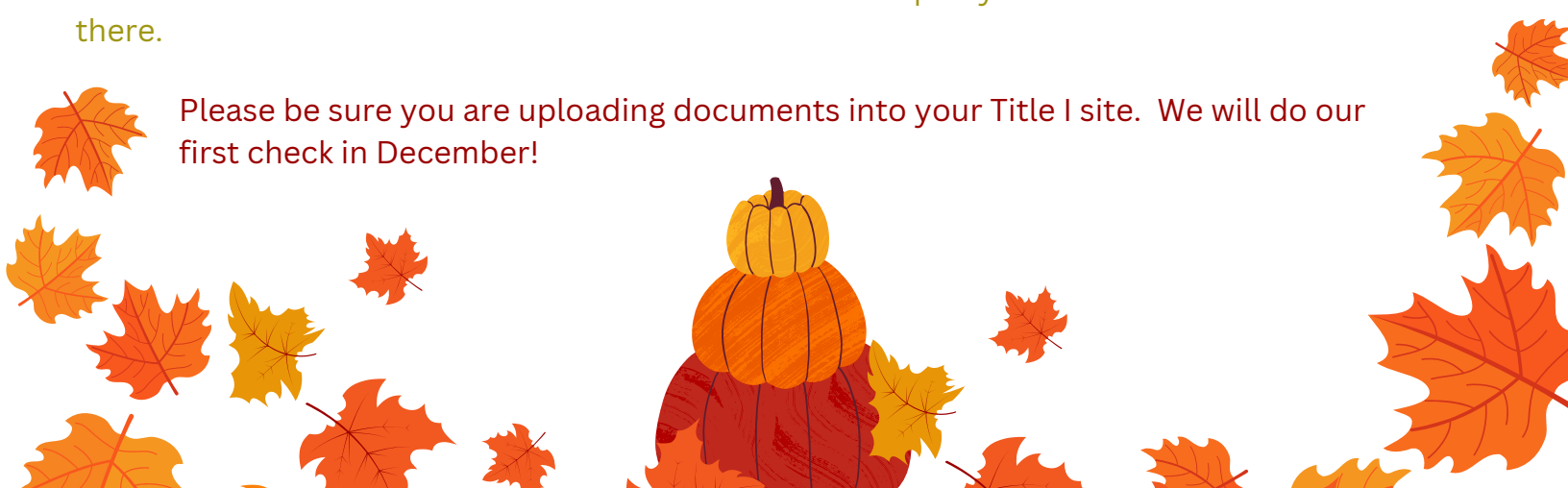
Reminder of approval process:

- 1) Your principal submits a Request to Use Federal Funds form to the Federal Programs Office. (Can be done electronically or via courier)
- 2) I will either approve or deny the request and return it to you.
- 3) If approved and you are submitting a PO, the quote must be within 30 days. The quote and the PO must be signed by your principal.
4. Once we receive the PO, I will sign it and then it goes to Dr. Roach for approval. Once Dr. Roach signs, then the PO goes to finance for processing.

****Please note, that this often takes more than a week to occur, so please do not wait until the last minute to order items for a parent event.****

Please remember that if you change the date for any of your parent events, to please change them on the calendar. This calendar is shared with several people including the superintendent and the board members. We do not want them to show up at your school and there be no one there.

Please be sure you are uploading documents into your Title I site. We will do our first check in December!





Reminder of Travel Reimbursement Process: (You will submit the following documents to the Federal Programs Office)

- Copy of Estimate of Travel
- Employee Reimbursement Request Form
- Copy of Driving Directions (if requesting mileage)
- If requesting parking or hotel, you need a copy of those receipts (please sign them)
- Meals do not require receipts and are reimbursed at the per diem
- Copy of Conference Agenda

All documents must be submitted or the reimbursement will not be processed.

****Please do NOT staple the forms, please paperclip documents together.****

Reminder of Parent Engagement Reimbursement:

- Copy of Approved Request to Use Federal Funds Form
- Copy of Parent Invitation
- Copy of Agenda from Meeting
- Copy of Parent Sign-in Sheets
- Copy of Presentation/Information shared with families
- Copy of receipts
- Copy of check to either an individual or business
- A PO made payable to the school

Please remember that we CANNOT reimburse individuals. We can only reimburse the school. If the Title I Contact or the Principal pays for items up front, the school must cut them a check and then request that the school be reimbursed.

****Don't forget you must have a minimum of 5 non-PCS employees on the sign-in sheet to request reimbursement. Reimbursement is a maximum of \$4.50 per person.****

Thank you to all the former and current active duty military. We appreciate your service!



HAPPY ★ ★ ★
Veterans
DAY ★ ★ ★