**Guidelines for STEP Budgets Expenditures – FY20**

Written justification needs to be submitted to Meghan Brake prior to purchases.

**Allowable:**

* Job Coaching Salaries for students in STEP up to your budget allowance.
* 20% transportation cost if a school bus is used for students in STEP to get to and from their jobs.
* On-The-Job training up to 40 hours as outlined in the **OJT Evaluation Form** for students in STEP.
* Purchasing curriculum that will assist students in STEP to better prepare for the world of work.
* Purchasing IPad’s, calculators, chromebooks, computers etc. that can be justified as helping students in STEP to get jobs.
* Community Based Instruction trips that explore careers and jobs for students in STEP. **(Lunches can no longer be paid for out of the STEP funds)**
* Appreciation banquets, plaques, certificates for employers who supported students in STEP.
* Paying for registrations for students in STEP to go to conferences specific to assisting in finding jobs.
* Paying for teacher’s registration, room, mileage and per diem meals for conferences related to transition, employment, careers etc. with prior approval from Joyce Aarestad**. (No taxes and no alcohol expenses will be reimbursed.)**
* Accommodations (under $100.00) identified by the Transition Team as needed to become independent on a job for students in STEP.
* Projects or curriculum that would teach students in STEP about the world of work. Upkeep of projects and materials would need to come from revenues from projects or districts.
* Uniforms for a job that may be needed for students in STEP if this is a family need.

**Not Allowable**

* Teacher Salaries
* Paying students salaries outside of a pre-arranged OJT
* Paying for student lunches
* Expenditures for non-STEP students
* Paying for alcoholic beverages
* Paying for entertainment including costs for amusement, diversion and social activities
* Full transportation costs when using the school bus.

**Expenditure Reports:** District Level Coordinators will submit the Expenditure Report quarterly with documentation, for reimbursement. Follow IDEA/DHS Expenditure Sub grant Reporting Timeline outlined from TMCSEA.