

# Office of System and School Improvement (OSSI)

## Grants Prohibited Expenditure List

### Introduction

Improvement funds are available to schools identified as eligible for Tier 3 and 3 Plus supports through Washington's School Improvement Framework (WSIF), as well as to certain other identified districts and entities (e.g., Required Action Districts) as determined by OSPI and Department of Education (ED).

All funds are expressly intended for implementation of district and school improvement planning (i.e., School Improvement Plans (SIPs), LEA-Consolidated Accountability Plans (L-CAPs), Required Action Plans (RAPs), etc.), and must be focused on positive impacts on student learning, as well as supporting the goals of basic education under RCW [28A.150.210](#), specifically in areas driving identification for improvement.

Plans must be based on annual needs assessment, be informed by WSIF indicators and the state's long-term goals which drove identification, as well as resource inequities that perpetuate disparities in educational achievement.

Use of improvement science principles must be incorporated in the drafting, review, adjusting, and implementation of the goals within an improvement plan. Activities in plans must be centered on the use of evidence-based and research-oriented approaches. Additionally, incorporation of the broader school and community must be a facet of the improvement planning process from the beginning and throughout.

### Prohibited Expenditures

The below list concerns expenditures that are prohibited by OSSI funding.

- Under ESEA section 8101(21)(B), any evidence-based intervention, activity or strategy that the LEA pays for with ESEA section 1003 funds must meet one of the first three tiers of evidence under ESEA 8101(21)(A) (strong, moderate, or promising evidence).
- An LEA may not use funds based on the fourth level of evidence under 8101(21)(A)(ii). Additional information on standards of evidence for 1003 funded activities can be found in [Department of Education \(ED\) non-regulatory guidance](#).
- If the LEA is unable to provide evidence for the planned activity, strategy, or intervention that meets the standards as outlined in ESSA, the item will be denied and a revision will be requested (if timing/deadlines allow).



## We will **NOT** fund the below:

### Supplanting versus Supplemental

- We will not fund basic operating costs for your school in line with federal law on “supplanting versus supplemental” expenses.
- Any OSSI funds must be supplemental and **will not** supplant costs that would ordinarily be covered by the LEA, i.e., school district. Be aware when signing assurances that you must adhere to this as your grant may be reviewed at a future date for compliance to state and federal statute and regulations.

### Capital Expenditures:

- Capital expenditures in excess of or equal to \$5,000 per unit cost unless approved in advance by OSPI (\*form required – [OSPI Capital Expense Request Form -1003 Funds](#)) (CFR § 200.423)
- Construction of new facilities is not allowable. Some construction related to remodeling/renovation/repairs or maintenance of buildings to support SIP goals may be allowable with prior written approval from OSPI.

### Entertainment and Events:

- Alcoholic beverages (CFR § 200.423)
- Attendance incentives, gifts, awards, rewards (CFR § 200.434)
- Entertainment costs including amusement, diversion, social activities, and any associated costs (CFR § 200.438)
- Homecoming, Sadie Hawkins, Prom, or such similar dance socials that give the perception of entertainment costs, amusement, etc.
- Graduation, commencement, and convocation costs, including supplies and facility rentals (CFR § 200.429)
- Student travel/transportation is **not allowed**. “50-Pupil Transportation” is not an allowable expenditure category for use of improvement dollars.

### Financial Transactions:

- Contributions and donations to external organizations
- Goods or services for personal use (CFR § 200.445)
- Lobbying (CFR § 200.450)
- Payments, salaries, or stipends to students or anyone other than formally hired or contracted school personnel

## Incentives, Gifts, Awards, Rewards:

- Incentives of any kind, unless clearly articulated, tracked, and measured for effectiveness in a robust PBIS program as part of a goal that incorporates PBIS. Maximum allowable annually is \$1,000. *No exceptions.*
- Prizes, awards, or incentives (including T-shirts, pants, clothing, books, toiletries) or anything that could be considered a form of gifting is prohibited.
- Vouchers, including gas or transportation vouchers, cell phones, food, snacks, clothing, gift certificates, gift cards and coupons are not allowable.

## Food and Miscellaneous:

- Food, other than that provided to promote family and community engagement activities. Snacks, food vouchers and gift cards are not allowable.
- GED related costs, unless for an Open Doors program with an approved GED pathway or an institutional education program.
- Promotional items, memorabilia, souvenirs (CFR § 200.421), including school-branded swag.
- Student activity costs, including extracurricular (i.e., intramurals, student clubs (including cultural clubs), cultural events are not allowed (unless specifically targeting family/guardian/community engagement at the school/district campus and including improvement/academic components), student publications (CFR § 200.469)

## Contacts

### District-Level EGMS Support

Before contacting OSPI, please contact [your district EGMS administrator](#) for support. If you are not with a district, you may contact OSPI per the below.

### State-Level EGMS Support

Please begin by visiting OSPI's [EGMS webpage](#).

If you still have questions, please reach out to [EGMS.Support@k12.wa.us](mailto:EGMS.Support@k12.wa.us)

### Claims Support

For assistance with claims related questions, please contact Sary Li, [Sary.Li@k12.wa.us](mailto:Sary.Li@k12.wa.us).

### Program Support

If you have questions about Continuous Improvement, planning, and grants questions on a programmatic level, please contact Continuous Improvement Program Supervisor of Grants, Akiva Erezim, [Akiva.Erezim@k12.wa.us](mailto:Akiva.Erezim@k12.wa.us).