Who benefits from Carl Perkins Funding?
- School districts with at least one state-approved career and technical program that belong to a Perkins consortium.
- Vocationally licensed instructors teaching career and technical education courses (grades 9-12) whose programs have been approved by the Minnesota Department of Education.
- Counselors or instructors who provide general career development or transition activities to students.
- Students enrolled in career and technical programs that develop technical skills and gain industry experience.
- All high school students who receive comprehensive career information and support.

*Districts must submit Perkins data annually using their student data software (MARSS.)*

What CAN be purchased using Perkins funds?
- Equipment that is of commercial or industrial grade.
- Curriculum/software that reflects advances in the career field or is used in that career field.
- New technology that will improve the course or program for students.
- Professional development registration, mileage, lodging, meals, and sub fees. Staff development must be more than a one-day meeting. The maximum reimbursement amount for meals when traveling (including tax, delivery charges, and gratuity) is $9.00 for breakfast, $11.00 for lunch, and $16.00 for dinner.
- Travel costs for student organization competitions.
- Travel for student career field trips or job shadowing.
- Curriculum/software for general career counseling.
- Contracts for individuals assuming special projects duties (i.e. developing a job-shadowing program, establishing business/industry tours, running a summer career camp, etc.)
- Purchases that support the goals and activities in the Minnesota West Carl Perkins Consortium Plan.

*** Any item over $1,000 or equipment over $500 will require state approval prior to making the purchase. Inform your Carl Perkins Consortium Coordinator of any such item, and the request will be submitted to MDE on your behalf. Schools will be notified whether or not they can proceed with the purchase.

What types of purchases are NOT ALLOWED?
- Purchases that do not meet the goals stated in the Minnesota West Carl Perkins Consortium plan.
- Purchases made for students or teachers that do not have a state-approved CTE program or a vocational license (except for general career education class/unit.)
- Consumable items (welding rods, pencils, printer cartridges, paper, etc.)
- Purchases that are made in an effort to save money from the school district’s general fund. (Supplanting - expenses the district has covered in the past, but are now being deferred to the grant.)
- Purchases that do not lead to program improvement.
- Purchases made for the benefit of a single student (student registration, lodging, testing, etc.)
- Alcohol or entertainment.
- Capital improvements to buildings that increase the value of the building.

What happens to equipment if a CTE program is eliminated?
If a school district eliminates a CTE program, any equipment purchased using federal Perkins dollars may be placed in another approved CTE program within the district. If there is not another approved program in the district or the items can’t be used, the items must be turned over to the consortium for distribution to another approved CTE program.
How do schools process requests for Perkins expenditures?
Local applications will be sent to districts’ local Perkins contact at the beginning of the school year. Perkins applications must be submitted to the consortium coordinator by **November 2, 2015**. No applications will be reviewed after the deadline.

- The “Preferred Method” for paying Carl Perkins bills remains the same as it has in previous years. Schools should submit **ORIGINAL** invoices to the consortium coordinator, and we will pay the vendor directly. This method reduces paperwork for the district. Schools should place orders using their purchase order process. (Indicate the school’s tax exempt status when ordering.)

There may be situations when schools must be reimbursed (internet purchases, sub fees, travel, conference registration, etc.) In those instances, please follow the reimbursement process as described below:

To be reimbursed for any Carl Perkins bills a district must:
1. Invoice the Service Cooperative
2. Submit a “Posted Activity Audit Report” or a “Detailed Expenditure Report” which itemizes each expense
3. Include a copy of the original invoice

Upon receiving the appropriate documentation, a check will be mailed to the school district to provide reimbursement for the Perkins-related expenses.

*** Invoices received after **May 1, 2016** will not be paid. Activities occurring after the deadline may be paid with prior approval by consortium coordinator.

If the Service Cooperative needs to reimburse a school district for any expenditure from the federal grant, that payment is considered a sub-award. A sub-award is an agreement between the SWWC Service Cooperative and the school district to perform a portion of the federal program objectives. As such, passing along federal funds as a sub-award does not alter the federal award identity and must also be reported as federal funds by the sub-grantee (the school district) using Finance Code 628, Source 405.

Inventory Review
- Schools must provide the serial number, model number, and manufacturer name for any high value items.
- An inventory listing of school districts’ equipment purchases is kept at the Service Cooperative. A review of that list will be completed annually.

What if plans for using local Perkins funds change during the year?
Plans can be modified during the year. It is okay to have something on the local plan and not purchase the item. If you want to replace that item with something new, the plan must be changed by submitting a revision form. All forms, including the Revision Form, can be accessed on our website, [http://www.swsc.org/carlperkins](http://www.swsc.org/carlperkins). Expand the MN West Carl Perkins Consortium tab in the left sidebar and choose “Consortium Forms/Resources.” This information must be sent to the consortium coordinator for review. The district’s Carl Perkins contact will be notified if the proposed purchase has been approved. Once approved, the item can be purchased using the usual bill submission process.

Technical Skills Assessments
MDE and MnSCU require consortia to implement an assessment system for CTE programs offered in both high schools and colleges. This system will provide useful information for improving program quality, creating strong connections between high school and college programs, and communicating to employers and policymakers the value of career and technical programs in preparing students for college and work readiness. Programs must assess their students if appropriate. Consortium staff will be in contact with teachers to help them determine if their students need to be assessed.

Minnesota West Carl Perkins Consortium Coordinator
Gail Polejewski
SWWC Service Cooperative, 1420 E. College Drive, Marshall, MN  56258
Phone #: 507-537-2273   FAX #: 507-537-7327
gail.polejewski@swsc.org
[http://www.swsc.org/carlperkins](http://www.swsc.org/carlperkins)