

## **Minnesota West Carl Perkins Consortium FAQ**

**Who is Carl D. Perkins?** Carl D. Perkins was the original author of legislation that became the Carl D. Perkins Vocational Education Act of 1984 and was reauthorized as the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

### **What is the purpose of Perkins legislation?**

- To improve Career and Technical Education Programs across the nation.

### **Who is eligible to spend Perkins dollars?**

- School districts with at least one state-approved career and technical program that belong to a Perkins consortium.
  - District must submit Perkins data annually using their student data software (MARSS).
- Instructors who teach career and technical education courses (grades 9-12) whose programs have been approved by the State and who have a vocational license (or the new standard equivalent.)
- Counselors or instructors that are providing general career development or transition activities to students at a particular grade level.

### **Who is my Regional Carl Perkins Coordinator and how can I contact this person?**

- The Regional Carl Perkins Coordinator is: Gail Polejewski [Gail.Polejewski@swsc.org](mailto:Gail.Polejewski@swsc.org)  
Mailing address: SW/WC Service Cooperative, 1420 E. College Drive, Marshall, MN 56258  
Phone #: 507-537-2273 FAX #: 507-537-7327

### **Is there a website for the Minnesota West Carl Perkins Consortium where I can access information and forms I may need?**

- [www.lifetimeoflearning.com](http://www.lifetimeoflearning.com)

### **What if our plans for using our local Perkins funds change during the year or the item we requested is not available when we order it?**

- 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 revised. To revise the plan, the Local Carl Perkins Contact can submit a form that lists the proposed expenditure, the cost, the name of the approved program, the name of the instructor, and how the expenditure will improve the program. The Revision Form can be accessed on our website [www.lifetimeoflearning.com](http://www.lifetimeoflearning.com) by clicking on the Carl Perkins tab and scrolling to the "Local Plan Revision Form." This information can then be mailed, faxed, or included in an email to the Regional Carl Perkins Coordinator. This information will be reviewed and the Local Carl Perkins Contact will be notified if the proposed purchase has been approved. Once approved, the item can be purchased using the same process of submitting bills as is explained on the following page.

# PURCHASING RULES for Carl Perkins Funds

**\*\*(Please share this section with the Business Manager/Bookkeeper at your school)\*\***

## **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.
- Any *item* over \$1,000 or *equipment* of \$500 or more will require state approval prior to making the purchase. The Regional Carl Perkins Coordinator will submit the requests for approval to MDE on your behalf, and will notify you when a response is received and whether or not you can proceed with purchase using Perkins funds.
- Staff development registration, mileage, lodging, meals, and sub fees. Staff development must be more than a one-day meeting. (Daily limits for meal reimbursement is \$31 for non-metro and \$35 for metro/out-of-state.)
- Travel costs for student organization competition.
- Travel for student career field trip, 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.)

## **What types of purchases are NOT ALLOWED using Perkins funds?**

- 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.
- Purchases made for students or teachers that do not have a state-approved CTE program and an appropriate license (except for general career education class/unit.)

## **How do schools process requests for Perkins expenditures?**

### **Preferred Method**

- Get your local Perkins plan completed and approved by the deadline- **November 13, 2009**.
- Place orders for approved purchases using purchase orders from the school. Be sure to indicate your tax exempt status when placing the order- that will make your dollars go further.
- Send the ORIGINAL invoice to the Regional Carl Perkins Coordinator for payment directly to the vendor.
- Provide serial number, model number, and manufacturer name for any equipment over \$500.
- Get your invoices in before the spring deadline- **May 7, 2010**. It is more important than ever to submit bills early as a new financial reporting system will limit our flexibility to make payments after this date.

### **Schools Requesting Reimbursement**

Under the new SERVS system, if the Service Cooperative needs to reimburse the school district for ANY expenditure from the federal grant, that payment is considered a sub-award. A sub-award is an agreement between the SW/WC 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).

**REIMBURSEMENT PROCESS:** Prior to being reimbursed for any Carl Perkins bills, a district should submit a "Posted Activity Audit Report" OR a "Detailed Expenditure Report" which itemizes each expense (in lieu of a copy of a check) along with a copy of the invoice. Upon our office receiving the "Posted Activity Audit Report" OR the "Detailed Expenditure Report" and a copy of the invoice, a check will be mailed to the school district to provide reimbursement for the Perkins-related expenses. When the district receives the reimbursement check, they should code the revenue to Finance 628, Source 405.

This process will assure that our agency, as fiscal host, and your school district are properly coding and reporting Perkins expenses according to state and federal requirements.

**PLEASE NOTE:** Our "Preferred Method" for paying Carl Perkins bills remains the same as it has in previous years. Schools submit ORIGINAL invoices and we will pay the vendor directly. We understand there are situations when we will need to reimburse schools (sub fees, travel, conference registration, etc) and we will follow the reimbursement process as described above.

\*\*\* If a circumstance should arise where the above process will not work, please contact Gail Polejewski @ 507-537-2273.

1/15/10