

Guidelines for STEP Budgets Expenditures – FY25

Written justification needs to be submitted to Meghan Brake before 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.
- Appreciation banquets, plaques, and 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 Meghan Brake. **(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.
- Gift Cards up to the amount of \$25 each (Limit 15 gift cards per school year)
 - See attached required documentation
 - **Please Note: The reimbursement rate cannot exceed \$25 per IEP objective per quarter.**

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 attached DHS Expenditure Reporting Timeline outlined from TMCSEA.

Gift Card Procedures

Districts can purchase a maximum of 15 gift cards per year in any amount up to \$25.00 each. **The reimbursement rate is \$25 per IEP objective per quarter. The gift cards can only be used to incentivize students who meet a specific IEP goal. Gift cards should not be used as a method of reimbursing student wages.** A staff member should be present when the gift card is used by the student for allowable purchases. Gift cards cannot be used as a form of "payment" for work/job completion.

Please submit the following information with quarterly expenditure reports for each gift card issued to students:

| Student Name | Gift Card (From Which Business/Vendor & Amount) | IEP Goal Completed (List Goal # and Objective #) |
|----------------------------|---|--|
| <i>I.e. - Johnny Smith</i> | <i>I.e. - WalMart - \$25.00</i> | <i>I.e. - Transition Goal #4, Obj. #1</i> |
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