



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

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Dear ESEA and/or Title I Coordinator,

As you prepare to fill out your 2009-10 ESEA application there are going to be many changes due to the added section that relates to your ARRA funds. We encourage you to watch our media-site that goes over how to fill the application out as well as how the funds are to be used. You can find the media-site by going to this link: <https://media2.wi.gov/DPI/Catalog/> and clicking on ESEA on the left side of the screen. In addition, we are getting new guidance daily from the federal government regarding the use of ARRA funds, and we are keeping it updated on our website (<http://dpi.wi.gov/recovery/index.html>).

There is one specific instruction in regards to the application that we want to alert you to. When districts filled out their ESEA application in the past, there were checks within the application that ensured that on your district's Eligibility page they were allocating per pupil amounts in rank order based on low income percentages. This check remains intact on the general application (in burgundy). However, now your district will also be filling out a separate eligibility page on the ARRA section of the application (in blue), you will be adding additional per pupil amounts. We do not have a check on the application that adds the two per pupil amounts (on the general and ARRA applications) to ensure that the per pupil amounts for one school, added together, remain in rank order. Because of this, we want to alert you to some checks you may want to make yourself when filling out your Title I-A general (burgundy) and ARRA (blue) applications for 2009-10.

The following guidelines will walk you through doing a check on your per-pupil amounts before you submit your 2009-10 ESEA Title I-A and ARRA applications.

1. Go into your Title I-A Basic Application (burgundy) and fill out the beginning of your application: the Funding, Fiscal Agent, Administration, Reservations and Enrollment pages.
2. Next, go into your Title I-A ARRA Application (blue) and fill out the beginning of this application as well: Administration and Reservations.
3. Once you have designated dollars for Title I-A Administration and Reservations, you are ready to allocate monies to the schools you have chosen to serve with Title I-A funds.
4. Go into the Eligibility page on your basic Title I-A application (burgundy).
5. Determine which Eligibility Option will work best for your district. You may want to play around with these options to see which one will designate the *most* schools in your

district as Title I eligible. Even if you do not plan on serving all of the Title I eligible schools, being Title I eligible qualifies these schools for certain grants and awards they may not otherwise qualify for.

6. Designate the “Service Code” for each of your district’s Title I-A eligible schools.
7. Determine per pupil amounts for each of your schools. Some guidance for determining these amounts (from the ESEA “Eligibility” page help screen):
 - a. If you wish to allocate the same per-pupil amount for each attendance area being served by Title I, simply divide the money you have available by the total number of low-income students (public and private) in all participating schools.
 - b. You can allocate higher per-pupil amounts to schools with higher percentages of low-income students. You cannot allocate higher per-pupil amounts to schools with lower poverty rates than you allocate to schools with higher poverty rates.
 - c. Please note, **if your district has less than 1,000 students enrolled or only one school per grade span, you are exempt from the eligibility guidelines outlined in a and b above.**
8. Now that you have filled out the eligibility page on your Title IA basic application (burgundy), click on the eligibility screen for your ARRA funds (blue).
9. Determine the per pupil amounts for each of your schools. Feel free to follow the above guidance (7, a-c) in determining these amounts. However, if you do not follow guideline 7-b, and you allocate a higher per-pupil amount to a school with lower poverty, you are going to need to follow the following steps:
 - a. For each of the schools that you are serving with Title I-A and/or ARRA funds, add together the per-pupil amount on their Title I-A basic eligibility screen (burgundy) and the per-pupil amount on their ARRA eligibility screen.
 - b. Once you have a total dollar amount of the two per-pupil amounts added together, make sure that your highest poverty schools are receiving equal or more dollars per pupil than schools that are lower poverty.
 - c. If, after doing the math above, the schools are not in rank order, make the necessary programmatic and Eligibility screen per-pupil amount changes to remedy the situation. **To reiterate, you cannot allocate higher per-pupil amounts to schools with lower poverty rates than you allocate to schools with higher poverty rates.**
10. If you follow the guidelines above, your schools per-pupil amounts will remain in rank order and you are free to continue filling out both your Title I-A basic (burgundy) and ARRA (blue) application.

If you have any questions about per pupil amounts and rank order in the general ESEA or ARRA applications, please let your Title IA consultant know.

Thank you,

The Title I and School Support Team
Department of Public Instruction