



Department of Career and Technical Education

Carl D. Perkins Procedural Methods

With the implementation of the Carl D. Perkins Career and Technical Education Act of 2006, the following procedures should be utilized at the local level. This is to provide for adequate accounting by consortiums or individual districts/institutions in the utilization of these funds.

Accounting Procedures

A separate fund account is to be used for the federal fund revenues received as a result of the Carl D. Perkins Act. This account is to be used only for funds utilized by the consortium or single district/institution. An accounting trail must be maintained for expenditures for each fiscal year's funds.

The Carl D. Perkins funds are federal dollars. When budgeting, receipting and expending these funds, they never lose their identity.

The fiscal agent/administrator is responsible for the operation and disbursement of funds. The expenses for the consortium-wide activities are to be incurred and paid for by the fiscal agent of that consortium. Consortium-wide activities should be handled by the administrator.

Procedure to Determine Uses of Funds Within a Consortium

1. Each member of the consortium shall be represented by one individual.
2. One member of the consortium shall be designated the fiscal agent for the consortium and a representative from that district, area career and technology center or postsecondary institution shall be designated the consortium manager.
3. A consortium shall hold at least two meetings annually.
4. Consortium accountability data will be reviewed as part of the planning process. Priorities for the use of funds will focus on meeting the accountability measures and shall be mutually beneficial to all consortium members. Needs shall be supported by the intent of the Carl Perkins Act.
5. Members shall set priorities and determine which activities will be approved for the year. Funds may not be reallocated (sub-granted) to individual members of the consortium for purposes benefiting individual members of the consortium. [Section 122(c)(6)(A)(B)]

Payment Process

To assure that funds provided to you are limited to your immediate needs, all federal funds must be requested on the Request for Interim Reimbursement Form (SFN 15251) prior to processing the final reimbursement claim.

The final reimbursement claim can be processed when all the documentation for the program is submitted.

Amendments

Amendment requests must be communicated in writing. You are allowed to transfer between line items at your discretion as long as it is not in excess of 10% of the line item and does not exceed the overall budget.

Equipment and Instructional Materials

Approval of equipment purchased and its disposition will be subject to the Department of Career and Technical Education. (Refer to Equipment and Instructional Materials Policies and Procedures)

Accountability

Each school in a consortium or single district/institution is responsible to complete the Local Consolidated Annual Performance Report (LCAP). Failure to complete this report may result in a consortium's eligibility for federal funding.

Funding Limitations

1. It is the position of the Department of Career and Technical Education that salary increases in state funded programs may not be subsidized with Carl D. Perkins funds.
2. Carl D. Perkins funds cannot be used as the local share against state funded programs and other federal funded projects/activities.
3. Local and state funded programs/activities cannot be supplanted (replaced) with Carl Perkins funds.