

Title IVA

Contact for the Archdiocese of Cincinnati

Primary Contact: Linda Thompson
Catholic School Government Programs Office (CSGPO)
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Policies/Procedures

PROCEDURES FOR REQUESTING FUNDS FROM SAFE, DRUG FREE SCHOOLS AND COMMUNITIES GRANT (Title IV-A)

These procedures are for schools belonging to the CSGPO consortium for Title IV-A.*

**(Catholic School Government Programs Office)*

To purchase supplies, books, curricula, materials, etc.:

A Request for Purchase Order form must be used for each order. The form can be duplicated as needed, or use the online interactive form available on our website. To complete it, the name of the person, store, or organization to whom payment will be made should appear in the box labeled VENDOR along with the address. Under the vendor box, please list the vendor phone number. The name of the school initiating the request should appear in the DELIVER TO box. Details describing quantity, catalog numbers, and item descriptions for your request should be listed under DESCRIPTION. At the bottom of the description box, please provide the school contact e-mail.

1. Submit the Purchase Order Request to the CSGPO with specific catalog item numbers, flyers, descriptions or other information about the product(s) ordered. Be sure to deduct any discounts and include the correct s/h charges. Requests for P.O.'s must be done **BEFORE** \$ is spent.
Address to mail: Archdiocese of Cincinnati, CSGPO-Linda Thompson, 100 East Eighth Street, Cincinnati, Ohio 45202
2. The CSGPO will use the information on your request to complete a Hamilton County Educational Services Center (HCESC*) Purchase Order. Once a purchase order number is assigned by HCESC, the CSGPO will mail your order request (and any documentation provided to us) directly to your vendor.
Our fiscal agent will only pay for orders that have been assigned a purchase order number in advance. Payment for orders placed directly with suppliers by schools, either in writing or by phone, will become the responsibility of the school. Reimbursements will not be made by HCESC.

3. Notification to the school regarding the status of your P.O. request will be made via e-mail to the school contact person's e-mail address (provided under the Description section). If you have questions concerning your request, please call Linda Thompson at the CSGPO at the number listed on page 3.
4. Invoices should be sent to the CSGPO if they arrive at your school – most are sent directly to us. Vendors are paid by check directly from our fiscal agent after the order is complete. No back orders are permitted. Once your order has arrived, please notify our office so that we can process the invoice.

To arrange for speakers, performers, camp leadership workshops, “one-time events” etc. These are known as “Third Party Contracts:”

In addition to the required Purchase Order request (see steps listed above), an HCESC contract for services rendered will be sent to your speaker or performer by the CSGPO. The contract is necessary for tax purposes – at the end of the calendar year all persons on third party contracts receive a Form 1099 from HCESC. ***Schools must submit requests for third party contracts at least four (4) weeks before the date of the event you have planned.*** Persons on Third Party Contracts must send back their signed contract AND an invoice to the CSGPO in order to be paid. Third Party Contracts are paid only AFTER the event is over. Our fiscal agent pays them directly by check up to 15 business days after the date of presentation.

For “Third Party Contracts” please add the following information to your regular Purchase Order Request:

1. Complete address of person or organization to which the check will be written.
2. If vendor is an individual, SS# and Birth Date are required. If vendor is an organization, federal IRN # is required.
3. Date and description of event.
4. Cost of event (Title IV covers a stipend, materials, supplies, and travel expenses with itemized receipts.)

Fees for seminars, conferences, off-campus workshops, etc.:

1. When requesting registration fees, whether for staff or students, completed registration forms must be sent with the Purchase Order request. These will be mailed to the Vendor, along with the registration fees, by the CSGPO.
2. Other approved purchase order expenses paid for by an individual attending

an approved conference will be reimbursed when an official detailed receipt, canceled check (both sides) and/or other payment documentation is provided. Receipts and/or cancelled check copies must be dated AFTER the P.O. request.

Requests for additional funding (above school's initial allocation):

Each school is asked to encumber their initial allocation by 3/1. Because we are a consortium, once we reach 3/1, funds not encumbered by individual schools will be made available to consortium schools requesting additional funding above their initial allocation. Requests will be processed based on need and first come, first serve.

Hamilton County requires a Purchase Order to be in place before any money is spent. Therefore, if you are requesting additional funding, please note "additional funding request" on your original Request for Purchase Order form. For additional funding requests made before 3/1, your school will have to pay whatever is due above your remaining allocation and submit a copy of the front and back of your cancelled check to Linda Thompson in the CSGPO. If funds are available after 3/1, a refund will be sent to your school. You will be notified by e-mail if we are unable to process your additional funding request. For requests made after 3/1, you must also note "additional funding request" on your original Request for Purchase Order form. You will be notified as to whether or not additional funding is available for your request as the Purchase Order is reviewed.

Inventory:

Equipment items under \$500.00 require gray "ARCH OF CINTI TITLE FUND" labels. These are provided by the CSGPO/Linda Thompson along with required inventory paperwork.

Equipment items over \$500.00 require a "HCESC" Hamilton County inventory tag which will be mailed to you along with the required inventory paperwork you need to complete.

Videos and other like materials require bright yellow "Property of the Archdiocese of Cincinnati Title IVA Consortium" labels.

State audits do include a check of the HCESC Inventory status so it is important for you to keep track of your Title IV inventory.

Linda Thompson must be notified of any changes in the status of your inventory. Do not dispose of any inventory without contacting Linda first to discuss procedures.

The FINAL deadline for all Purchase Order requests is 4/15. Requests must be to Linda Thompson by this date for consideration.

Feedback:

Feedback for programs, speakers, performers, seminars, conferences, workshops etc. is greatly appreciated. Other schools will benefit from your experience. A feedback form is available online on our website.

A final note about procedures...

Principals should be sure that all staff members who are authorized to request funds from their school's allocation are familiar with the required form and procedures. If you or your staff members have any questions, please call or e-mail Linda Thompson in the Catholic Schools Government Programs Office at **(513) 421.3131 ext 2726** or **1.800.686.2724** Lthompson@catholiccincinnati.org

WHAT TO PURCHASE WITH**SAFE, DRUG FREE SCHOOLS AND COMMUNITIES FUNDING:**

Your individual school's "Comprehensive Overall Prevention Program" should be the basis for all purchases and contracts. Your requests must be reflected in the Comprehensive plan you submit to the CSGPO.

Categories of Authorized Activities

- Violence, alcohol, tobacco and other drug (VATOD) prevention education through curriculum and programs.
- VATOD prevention training for staff.
- Student prevention activities other than instruction (i.e. drug free youth groups, student leadership programs, mentoring programs, peer mediation, etc.)
- Student VATOD intervention and assistance programs.
- VATOD prevention focused before-and-after school programs.
- VATOD prevention assemblies, rallies, events and campaigns.
- Parent and community VATOD prevention education and program involvement.
- VATOD evaluation activities.
- Programs that address victimization associated with prejudice and intolerance.
- Conflict resolution programs.
- Character education programs.
- Programs to assist youth at risk of suicide.
- Programs to assist youth who are faced with domestic violence or child abuse.
- Acquiring security equipment (i.e. walkie-talkie's, surveillance cameras,

electronic locks, etc.)

Restricted Activities

- No more than 20% of the total SDFSCA consortium funds can be used for safety equipment.
- Funds may NOT be used for comprehensive health education programs or curriculum, but they MAY be used for the portion of materials related to VATOD education and prevention.
- Funds may NOT be used for rehabilitation or treatment. Funds MAY be used for referral and assessment.
- Funds may not be used for hiring school personnel. The purpose of Title IV and the goal of our consortium is to provide prevention education, through curriculum and programs, to meet the greatest needs of our students with our limited funding.
- Funds may not be used for construction.
- Funds may not be used to fulfill the matching requirements of another federal program.
- Funds may not be used for general entertainment or social activities.
- Funds may not be used for sexual abstinence programs or for eating disorder programs.
- Funds may not be used for DARE materials (the program has been listed as “not effective” by the US Dept of Education).
- T-shirts and other promotional items (pens, and other give aways) are not recommended as an appropriate use of Title IV funding.
- No tax is paid.
- “Stand alone” speakers, “motivational speakers” or “self esteem” speakers or artists that are not part of a school’s stated Comprehensive Prevention Plan.
- School planners for individual students that are not part of a school’s stated overall comprehensive prevention program. Planners must have a character education component. Maximum reimbursement for planners is 50% of cost.
- Reimbursements not previously approved by the CSGPO.
- No food, unless part of a school’s stated overall Comprehension Prevention Plan.