



K12 Program Incentive Money (412) Guidelines



Program incentive money (412) is provided by the Oklahoma Department of Career and Technology Education for Family and Consumer Sciences (FCS) to enhance programs and maximize student success. The current allocation for approved funded programs annually is:

- FCS (100%) = \$8,000.00 | FCS (50%) = \$4,000.00

(412) incentive money is disbursed quarterly in **September, December, March, & May**.

An additional salary supplement is provided to augment the salary of a *CareerTech* instructor for additional time needed to fulfill CTE requirements (i.e., FCS New Teacher Academy, Oklahoma Summit, program evaluations, and *CareerTech* reports). This amount is \$2,200 for full time programs and \$1,100 for half-time programs. (411) funds are disbursed in **December** and **May**.

Requirements for Program / School

- An (412) Itemized Expenditure Report must be uploaded to the 5 year folder annually by **September 1st** that identifies how 412 money was spent the previous school year.
- Annual completion of all required *CareerTech* reports on or before deadlines (Salary & Scheduling, Enrollment, Follow-up, etc.)
- Participate in aligning CTSO (FCCLA). For schools with multiple FCS programs, each instructor must show active participation:
 - **FCCLA – advisor & student participation at LEAD Conference, District Leadership Conference, State Convention**
 - **FCCLA – advisor only at Fall PI Meeting (held in conjunction with LEAD), Spring PI Meeting**
- All (412) incentive money must be spent within the program for which it was designated
- Programs are expected to spend **90%** of their (412) incentive funds annually

NOTE: The following are general examples of expenditures that may be encumbered within program functions and their funding sources.

This list is not intended to be an exclusive or all-inclusive listing of expenditures, nor is it intended to guarantee permission or approval of actual expenses.

This list is to be used as a tool and a reference in determining funding sources.



Allowable (412) Purchases

Funds can be used for equipment, software, curriculum, resources, and professional development. Purchases must be placed/used in the classroom of the funded program.

The following are examples of items that can be purchased:

- Teaching aids & equipment
- Lab materials and consumable supplies (food, fabric, thread, etc)
- Software, curriculum, and instructional websites/platforms
- Instructor professional development (registration, travel, lodging, meals) including FCCLA conferences, OK Summit, and New Teacher Academy
- Teacher expenses on trips with students
- Subs for FCS/FCCLA professional development or required program events
- Supplies (printer cartridges, toner, paper, etc.)
- Student FCCLA affiliation fee, \$900 toward one of the affiliation packages. Additional memberships must be paid with activity account
- CTSO curriculum materials
- FCCLA Blazers, conference attire, chefs uniform not to exceed \$300 (must remain in program)

Disallowable (412) Purchases

The following are examples of items that cannot be purchased:

- Desks/Chairs (furniture)
- Purchases for another *CareerTech* program, other teachers, or classrooms
- Purchases for common use (large monitor/screen for commons area, school computer labs, printers, or other equipment for use in another area, etc.)
- Student FCCLA registration or travel to activities/events
- Fundraising supplies for FCCLA (includes school stores)
- Substitute teachers pay (except when instructor is participating in *CareerTech* activity)
- Normal classroom expenditures (utilities, fixtures, repairs, carpeting, etc.)
- Membership dues for professional organizations
- Extra *CareerTech* pay



Replacing Equipment

If you are replacing equipment and or supplies, follow your school policy on disposing/surplusing of old equipment and or supplies. A school may move old equipment to other teachers/classrooms, preferably a *CareerTech* program if possible, provided it is no longer needed in the funded program.

Other Suggestions

- Work with principal/encumbrance clerk on the process for requesting purchases. Determine final date for submitting P.O.'s – many schools have a spring deadline for submission
- Make a three-year program strategic plan to identify how funding will be spent
- All program funds should be spent each year to maintain program quality. If funds are not spent (**at least 90%**), the school will be contacted to determine how funds are being utilized
- If a school is not allowing access to program funds, contact your program specialist to provide guidance with the administration
- If you have questions about a potential purchase, contact the FCS office at 405.743.5470

Student Activity Account

These funds are different from the 412 funds and must be kept separate. Activity Funds can only be used for:

- Additional affiliation dues for FCCLA
- Promotional aids & ads
- Refreshments for FCCLA meetings
- Transportation for required organization conventions, competitions or trips
- Student registration
- Student expenses on trips
- Award certificates/plaques

School Site

- Bookshelves, tables, desks, etc. as supplied to other teachers
- Classroom structural needs
- Food for advisory meetings
- Incidental supplies as provided for other teachers
- Food for school committee meetings, consortium, etc.



Rules for Career and Technology Education

Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue • Stillwater, OK 74074-4364 •
405.377.2000

Title 780 Oklahoma Administrative Code

780:10-5-4. Instructional funding (b) Secondary programs in comprehensive schools.

Budgets. The State Board will assist local districts in providing for excess costs of *CareerTech* programs. The Department shall prepare budgets to be approved annually based upon availability of funds and appropriate state and federal laws.

(2) **Program assistance monies.** All approved *CareerTech* programs shall receive the program assistance monies annually. These monies shall be used to support the additional costs of the *CareerTech* program limited to the purchase of equipment, instructional delivery and supplies, and staff development.