**Title I, Part D, Subpart 1 (State Agency Programs): Programmatic**

**Reference Guide**

**Prevention and Intervention Programs for Children and Youth who are Neglected,**

**Delinquent**

Title I, Part D, also called The Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent or At Risk, provides funding under Title I, Part D, Subpart 1 (Title I, D-1) to state agencies that operate educational programs for youth in adult correctional facilities and for children and youth in the Department of Youth Services. Title I, D-1 grants assist state educational agencies in preparing students in custody, aged 12–21 or up to 22 if eligible and still under a valid Individualized Education Program (IEP), for a successful transition to education, training, or employment after incarceration.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way; they are intended only to provide clarity to the public regarding existing requirements under the law or agency policies. *For more in-depth information on Title I, D-1, please visit* [*https://www.doe.mass.edu/federalgrants/titlei-d/stateprograms.html*](https://www.doe.mass.edu/federalgrants/titlei-d/stateprograms.html)*. For questions related to Title I, D-1, please email* *federalgrantprograms@mass.gov*

**Priorities of Title I, Part D, Subpart 1:**

1. Ensure that youth who are neglected or delinquent have the opportunity to meet the same challenging State academic standards that all children are expected to meet;
2. Improve educational services for children and youth who are neglected, delinquent, or at risk of involvement with the juvenile justice system;
3. Provide children and youth who are neglected or delinquent with the services needed to make a successful transition from institutions to schools and/or employment;
4. Prevent youth who are at risk of academic failure from dropping out of school; and
5. Provide children and youth who have dropped out of school, or who are returning to school after residing in an institution, with a support system to ensure their continued education.

**Eligible Students:**

* Must be under the age of 21 (or up to 22 if eligible and still under a valid IEP) in custody;
* Must be receiving public education; and
* Must be enrolled in a regular program of instruction supported by non-federal funds for at least 20 hours per week; 15 hours per week for students in adult correctional facilities.

**Basic Program Requirements:**

* **Transition Services**- Between 15% and 30% of the Title I, D-1 grant award must be reserved for transition services and support. Transition activities may include both within-institution pre-release activities as well as post-release activities.
* **Family Engagement**- To the greatest extent possible, the facility must give parents and families the opportunity to participate in their child’s educational plans. “ESEA section 8101(38) defines 'parent' as including a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).” (G-7 [USED Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk: Non-Regulatory Guidance](https://www.ed.gov/media/document/tipd-non-regulatory-guidance-109074.pdf) )
* **Evaluation**- Must be conducted to measure the efficacy and outcomes of the Title I-funded program(s).

**Data Reporting:**

* The N/D facility participating in Title I, D-1 must submit the Annual Counts of neglected or delinquent children and youth in the residential facility to DESE’s Data Office in November/December of each year. The N/D facility must submit annual program evaluation data to DESE’s Data Office by September of the next year. This data is a follow-up to the Annual Count from the prior year, and it includes information about each program and demographics of the participants, as well as data on their academic performance and their academic/vocational outcomes. For more info on data reporting requirements, see the [N/D Data Reporting website](https://www.doe.mass.edu/infoservices/data/nord/) or email NorD@doe.mass.edu.

**Allowable Title I, Part D, Subpart 1 Costs (ESEA section 1415(a)(1):**

| **Allowable Expenditures** | **Unallowable Expenditures** |
| --- | --- |
| **Teachers, assistants, and other staff providing supplemental instruction/services for the Title I, Part D, Subpart 1 may include:*** Teachers for instruction, such as academic intervention services.
	+ [Staff must be appropriately licensed](https://www.doe.mass.edu/licensure/)
* Social workers
* Guidance counselors
* Career and Technical Educational Instructors
* Tutors
* Transition coordinator and staff
* Teacher assistants and paraprofessionals under the supervision of a teacher
* Data management staff (N&D focused)
* Secretary/clerical position (N&D focused duties only)
* Reasonable benefits costs (per usual Agency policies) for N&D-funded portion of staff time ONLY
 | **Core teachers or staff not providing supplemental instruction or transitional services. Expenditures may not include:*** Teachers providing core instruction
* Special-education-related services (OT, PT, Speech) required on student IEPs
* Secretary and clerical positions (with agency/facility focused duties)
* Teacher assistants and paraprofessionals when they are not performing duties under a teacher's supervision
* Correctional/security officers (with agency/facility-focused duties)
* Benefits for any core or Non-N&D position
 |
| **Costs related to the provision of ongoing, sustained supplemental professional development (PD):*** Professional development for improving the quality of educational services for N&D students
* Professional development opportunities for individuals who work with N&D students
* Conference fees, travel and hotel costs, meal reimbursements, and mileage reimbursements that adhere to state and federal travel guidelines
* Stipends for N&D program staff attending pre-approved appropriate professional development outside of required professional development schedule and outside of contracted time
* Substitute(s) for N&D staff
* Educational Consultants
* Materials, supplies, and equipment for use in N&D program PD sessions that are reasonable and necessary to carry out PD.
 | **Professional Development:*** Professional development not related to the N&D program
* Professional development for Non-N&D staff
* Single-day stand-alone conferences (conferences must adhere to the professional development plan created through the subgrantee district and facility)
 |
| **Supplies, materials, and equipment that supplement the N&D program:*** Diagnostic tests – pre- and post- exams
* Materials, supplies, and equipment directly related and used by students and approved N&D staff, aligned with program goals (e.g., laptops, Smartboards, iPads, copiers, printers, etc.)
* Computers for use by Title I students:
	+ All equipment must be inventoried and include the acquisition cost and date, item description, serial number, funding source, item location
* Classroom libraries
* Software licenses
* Specialized Curriculum
* CTE-Related Equipment
* Technology to upgrade systems
* Instructional materials - workbooks, teacher guides, etc.
* Instructional purchased services and printing costs
 | **Supplies, materials and equipment:*** Supplies and equipment for classes, activities, and staff for core content areas
* Equipment for administration/business staff
* Security monitoring equipment/software
* Required textbooks
* Required core reading series
 |
| **Student/Transition Services:*** Entrance Exams/Placement Tests
* Dual Credit/Preplacement programs (i.e., college courses)
* Placement services designed to place the youth in a university or college program
* Career and Technical educational instruction (non-state required)
* Social and Emotional Learning Materials
* GED Preparation
* Credit Recovery
* Personal/College/Career and Technical counseling
* Job Placement Services
* Worksite schools - partnerships with employers to create programs to successfully transition to postsecondary education and employment
* Re-entry Programs
* Mentoring (cultural, academic, or career)
* Assistance in obtaining available student financial aid
 | **Student/Transition Services:*** Students' gifts, incentives, or prizes (small educational prizes are allowable)
* Promotional items
* Clothing (Uniforms)
 |
| **Other:*** Curriculum-based field Experiences
* Academic intervention services
* Materials, light refreshments, etc. for Family and Community Engagement activities
* Transporting parents/family members to meetings
* Transportation for N&D students to attend N&D program activities
 | **Other:*** Full meals for Family and Community Engagement activities
* Items to be used by students not considered neglected, delinquent, or at risk
* Building maintenance or repairs
* Fees, registration, and dues for non-allowable N&D activities/expenses such as, but not limited to
	+ Recreation memberships
	+ mobile phone contracts
	+ cable service
	+ Internet provider service (except for institution-wide programs)
* Costs not related to N&D supplemental activities
 |
|  **Travel:*** Travel related to the N&D program (including students and staff/instructors)
 | **Travel:*** Travel not related to the N&D program
 |

**Resources:**

* [USED Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk: Non-Regulatory Guidance](https://www.ed.gov/media/document/tipd-non-regulatory-guidance-109074.pdf)
* [National Technical Assistance Center for The Education of Neglected or Delinquent Children & Youth (NDTAC)](https://neglected-delinquent.ed.gov/what-title-i-part-d/statute-regulations)
* [Office of Educator Licensure- Teacher Licensure Requirements](https://www.doe.mass.edu/licensure/)

**Supplement, not Supplant (SNS)**

Title I, D-1 funds are to provide supplementary programs and services. ESEA section 1415(a)(2)(C) requires that programs and projects under Subpart 1 be carried out in a manner consistent with ESEA section 1118, which includes the supplement, not supplant requirement for Title I, Part A. All activities funded with Title I, D-1 must be supplemental to activities that would normally be provided at the facility for eligible students in the absence of Title I funds.

Subpart 1 funds may be used to increase the total number of hours of instruction that students receive from State and local sources, regardless of the subject areas in which instruction is given during those hours. (ESEA section 1415(b)). In other words, so long as a State Agency uses its Subpart 1 program to provide supplemental activities (i.e., beyond the regular program of instruction), the State Agency complies with the supplement, not supplant requirement.