

(E8) Supplement, Not Supplant

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for Title I, Part A.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title I, Part A program should refer to the full text of the regulations which govern the use of these federal funds, which can be found under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

Definition

Supplement, Not Supplant – A School Administrative Unit (SAU) may only use federal funds, such as Title I, to supplement and not supplant local, state, or other funds that, in the absence of federal funds, would otherwise be available for a particular expense.

Title I Neutral – If all schools within the SAU serving a shared grade span are served with Title I funds and the remaining school(s) serving the remaining grade levels are not Title I served, the SAU is considered exempt from the Title I, Part A Supplement, Not Supplant requirements in Section 1118(b)(2). As an example, An SAU serving their PK-2 school, K-5 school, and K-5 school with Title I, Part A funds but not serving their 6-8 school or 9-12 school with Title I, Part A funds would be considered Title I Neutral. This is because the Elementary Schools are grouped as one K-5 grade span, while the 6-8 school and 9-12 school serve different grade spans and are not supported with Title I funds.

Title I Exempt – If an SAU has only one-school OR has only one school building at each grade level, the SAU would also be considered exempt from the Title I, Part A Supplement, Not Supplant requirements in Section 1118(b)(2).

Statutory Requirements

Elementary and Secondary Education Act: Sec 1118(b)(2)

State Guidance

If a SAU is Title I Neutral or Title I Exempt, the SAU is exempt from this requirement.

If a SAU is not Title I Neutral or Title I Exempt, the SAU must describe the process it uses to create its locally funded school level budgets, which needs to be void of any consideration of Title I funds. Per section 1118(b)(2) of ESEA statute, an SAU must describe and demonstrate a budget process to allocate state, local, and other funds to each school(s). This process cannot supplant local, state, or other funds that, in the absence of federal funds, would otherwise be available for a particular expense.

An SAU can start by describing whether it uses a single districtwide process or a process that differs by grade span when creating school budgets. Then, the SAU can describe the process of how they allocate local/state funds to schools, including per-pupil calculations, weighted per-pupil calculations, personnel/non-personnel costs calculations, or other methodologies.

Relevant Documentation:

To demonstrate having met the statutory requirements outlined above, the SAU may provide the Maine DOE with the following type(s) of documentation:

- Documentation of the SAU following its local methodology for allocating school-level funds (described in the ESEA Grant application on the Title I Supplement, Not Supplant page)
 - Spreadsheet, template, or other document that demonstrates the methodology. Some examples could be school board budget presentations, class size ratio policies and documentation of implementation with teachers/student counts, per pupil funding broken down by category for each school, etc.

Technical Assistance:

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.