# Title I Neutral Budget Methodology Template

**Template Instructions:** Complete each section of the template with the appropriate information. Finalize with signatures of authorized representatives.

**LEA name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEA’s Schools by Grade Span:**

Fill in the below tables for each grade span within the LEA. Add additional tables or rows as necessary to represent all grade spans and schools in the LEA. List each school in its respective grade span to document the exemption status of each grade span.

**Elementary Grade Span:**

|  |  |
| --- | --- |
| **School Name** | **School’s Title I status (Title I/non-Title I)** |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |

The above grade span is (check the appropriate box):

\_\_\_ Exempt – Includes only Title I schools

\_\_\_ Exempt – Includes only non-Title I schools

\_\_\_ Not Exempt – Includes both Title I and non-Title I schools

**Middle School Grade Span:**

|  |  |
| --- | --- |
| **School Name** | **School’s Title I status (Title I/non-Title I)** |
|  |  |
|  |  |
|  |  |

The above grade span is (check the appropriate box):

\_\_\_ Exempt – Includes only Title I schools

\_\_\_ Exempt – Includes only non-Title I schools

\_\_\_ Not Exempt – Includes both Title I and non-Title I schools

**High School Grade Span:**

|  |  |
| --- | --- |
| **School Name** | **School’s Title I status (Title I/non-Title I)** |
|  |  |
|  |  |
|  |  |

The above grade span is (check the appropriate box):

\_\_\_ Exempt – Includes only Title I schools

\_\_\_ Exempt – Includes only non-Title I schools

\_\_\_ Not Exempt – Includes both Title I and non-Title I schools

**Title I Neutral Budget Methodology:**

Please select the general methodology/methodologies used to distribute State and local dollars:

The LEA distributes State and local dollars to schools based on (check one):

\_\_\_\_Student enrollment

\_\_\_\_Student/teacher ratios

\_\_\_\_Student characteristics/demographics

\_\_\_\_A combination of these factors

\_\_\_\_Other factors (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description:** Explain in detail how the LEA uses the above selected methodology/methodologies to distribute State and local dollars to schools (that are not excluded from the Title I Neutral Budget Methodology requirement) in a manner that is Title I neutral.

In the description of the methodology, please include:

* Name of schools
* Student enrollment
* Grade levels served
* Student demographic data
* Factors being used to determine the funding allocations, including if there are differences by grade bands, school size, student need or other characteristics
* Actual allocations distributed in accordance with the methodology

Enter response here.

Describe how the methodology detailed above guarantees that Title I schools receive all the State and local funds they would otherwise receive if they did not receive Title I, part A funds.

Enter response here.

**Assurances:**

­­­**\_\_\_LEA Name\_\_\_\_\_\_** attests that to the best of our knowledge the funding methodology/methodologies for the distribution of State and local funds is neutrally distributed and consistently applied across all schools in the district.

**\_\_\_\_LEA Name\_\_\_\_\_\_\_\_** will maintain record of the Title I Neutral Budget Methodology and will present it to the AOE upon request as evidence of compliance with the Title I, part A Supplement, not Supplant requirement. **\_\_\_\_LEA Name\_\_\_\_** will review their methodology process and documentation annually \_­­­\_\_\_**by XX/XX date, or during XX process\_\_**\_. The LEA will update records as needed to ensure the LEA maintains evidence of compliance with the Title I SNS requirement.

**Authorized Finance/Business Office Representative:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Superintendent of the LEA:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_