

Guidance on Recruitment Expenditures (ESEA, Section 2103(b)(3)(B))

Local Education Agencies (LEAs) may utilize Title II-A funds to pay for recruitment expenses and offer recruitment stipends to teachers and principals. These educators may be new hires and/or district transfers. Teachers must be assigned to teach academic subjects in which there exists a documented shortage of Appropriately Certified teachers within a school or LEA. Teachers and principals may receive recruitment stipends in order for students to have equitable access to Appropriately Certified, experienced, and effective teachers. *

Guidelines:

- If the LEA plans to pay recruitment stipends, there must be a corresponding Strategy with Action Step in the LEA Integrated Action Plan in ALEAT.
- There must be a Local Governing Board approved policy for recruitment stipend procedures for both teachers and principals. The policy and procedures may be uploaded into the Title II-A Related Documents section within the Grants Management System as part of the ESEA Consolidated Application. There should be an indication that the policy and procedures were approved, such as a date stamp or minutes of the meeting showing that it was approved.
- The policies/procedures should define the eligibility criteria for receipt of a recruitment stipend and include the following:
 - Teachers must meet Appropriately Certified requirements.
 - Charter school teachers are exempt from this requirement except for special education teachers.
 - Teachers must be either new hires or transferring within or between schools for the purpose of equitable access. *
 - Principals must demonstrate a record of successful leadership that results in low achieving students improving their academic achievement, particularly students from economically disadvantaged families, students from racial/ethnic minority groups and students with disabilities.
- An initial Recruitment ~~Chart~~ Spreadsheet is to be completed and uploaded in the Title II-A Related Documents section within the Grants Management System as part of the ESEA Consolidated Application. It must contain the teacher/principal positions and the amount of the stipends. A finalized spreadsheet must be submitted with the Completion Report in the CR Related Documents section within the Grants Management System.
 - The Spreadsheet must include the following:

- A list of the teachers and/or principals who will be receiving a recruitment stipend.
- The school assignment of each teacher and/or principal provided a recruitment stipend.
- The academic subjects each teacher will be assigned to teach.
- The amount of the recruitment stipend being provided to each person.
- The Appropriately Certified requirements for each teacher.

A template is available in the Title II-A Related Documents section of the ESEA Consolidated application.

- Recruitment stipends may include relocation expenses for out-of-area teachers and principals.
- New employees to an LEA may only receive a recruitment stipend one-time. It is not to be used as a signing bonus for returning teachers or principals.
- Teachers and principals who are transferred within the LEA for the purpose of equitable access may receive a recruitment stipend multiple times. This teacher must have demonstrated a record of success in academic achievement prior to the funding payment.
- Recruitment stipends for in-house LEA recruitment referrals are an allowable expense.
- Within the LEA Integrated Action Plan, the LEA must document the shortage and how the stipend will help achieve equitable access for students.
- Other allowable recruitment expenses:
 - Recruitment fees for programs such as Teach for America, I Teach, or Teaching Interns.
 - Recruitment website fees.
 - Job fair registration fees.
- Travel/per diem for the purpose of recruitment must adhere to the approved state rate.

* ESEA 1112(b)(2) Equitable access means that “**low-income students and minority students are not being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.**”