

<u>Object Code (OC)</u>	<u>Object Name</u>	<u>Function Codes</u>		
		<u>Instruction FC 1000</u> <i>Activities dealing directly with the instructional interaction between teachers and students</i>	<u>Support Services FC 2100, 2200, 2600, 2700</u> <i>Activities to assess and improve students' well-being, safety, transportation, and supplement the teaching process. Also includes support services provided to teaching staff &amp; parents.</i>	<u>Support Services Administration FC 2300, 2400, 2500, 2900</u> <i>Activities for school and district-wide operations, as well as miscellaneous expenditures</i>
6100	Salaries	<u>HEP Instructional Staff</u> <ul style="list-style-type: none"> <li>• Certificated/HQ teachers</li> <li>• Certificated/HQ tutors</li> <li>• Certificated/HQ reading specialist/interventionist</li> <li>• Certified/HQ teacher stipends</li> </ul>	<u>HEP Non-Instructional Staff</u> <ul style="list-style-type: none"> <li>• MV liaison</li> <li>• HEP parent liaison</li> <li>• HEP student advocate</li> <li>• HEP data clerk</li> <li>• HEP staff stipends <ul style="list-style-type: none"> <li>○ Duties warranting stipends must be demonstrated to be above and beyond duties detailed in job description and/or contract</li> </ul> </li> </ul> <u>For Supplemental HEP Programs &amp; Events</u> <ul style="list-style-type: none"> <li>• Bus drivers</li> <li>• Nurses</li> <li>• Maintenance Workers/Security/Janitors/Custodians</li> </ul>	<u>Executive Administration</u> <ul style="list-style-type: none"> <li>• Related office support staff (i.e., staff duties aligned to clerical, record-keeping, etc.)</li> </ul>
6200	<u>Employee Benefits</u> <i>Benefits are typically 22% of salary</i> <i>Health Insurance is typically approximately \$10K or less</i>	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Pre-paid health insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Pre-paid health insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Pre-paid health insurance</li> </ul>
6300	<u>Purchased Professional &amp; Technical Services</u> <i>Services provided by third party vendors to students, and both instructional &amp; non-instructional staff</i>	<u>Third Party Vendors: Instruction for HEP Students</u> <ul style="list-style-type: none"> <li>• Contracted teachers to provide instruction, who are not district staff</li> <li>• Contracted substitute teachers to provide instruction, who are not district staff</li> </ul>	<u>Third Party Vendors: Instructional Support HEP Staff</u> <ul style="list-style-type: none"> <li>• Contracted instructional consultants</li> <li>• Contracted instructional staff trainers</li> <li>• Conference/Training/Professional learning registration fees</li> </ul> <u>Third Party Vendors: Non-Instructional Support for HEP Students</u> <ul style="list-style-type: none"> <li>• Contracted vision, dental, and health service</li> <li>• Guidance services (i.e. counseling, educational/career planning)</li> </ul>	<u>Third Party Vendors: Non-instructional HEP Staff</u> <ul style="list-style-type: none"> <li>• Conference/Training/Professional learning registration fees <ul style="list-style-type: none"> <li>○ NAEHCY Conference</li> <li>○ NCHE events</li> <li>○ ADE professional learning, etc.</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>Psychological services (i.e. evaluation, behavioral, trauma-based counseling)</li> <li>GED fees/other testing fees</li> <li>AP classes and/or electives exam fees</li> <li>Birth certificates</li> <li>Immunization records</li> </ul>	
6400	<b>Purchased Property Services</b> <i>Services provided by third party vendors for the maintenance of property</i>		<u>Summer Property Maintenance</u> <ul style="list-style-type: none"> <li>Utility services</li> <li>Cleaning/Janitorial services</li> </ul> <u>Repair &amp; Maintenance Service Contracts</u> <ul style="list-style-type: none"> <li>Non-technology related items (i.e., upkeep of buildings and non-technology equipment)</li> <li>Technology related items (i.e., upkeep of technology equipment not directly provided by district employees)</li> </ul> <u>Rental/Lease Fees – Contracts of 12 months or less</u> <ul style="list-style-type: none"> <li>Land and buildings</li> <li>Vehicles</li> <li>Machinery</li> <li>Furniture</li> </ul>	<u>Rental/Lease Fees – Contracts of 12 months or less</u> <ul style="list-style-type: none"> <li>Vehicles</li> <li>Machinery</li> <li>Furniture</li> </ul>
6500	<b>Other Purchased Services</b> <i>Provided by entities other than the LEA</i>	<u>Third Party Vendors: Instructional Supplies for Students</u> <ul style="list-style-type: none"> <li>Tuition paid to outside districts</li> <li>Telephone and/or internet services provided to students to access instruction</li> </ul>	<u>Third Party Vendors: Non-Instructional Support for HEP Students</u> <ul style="list-style-type: none"> <li>Student transportation purchased from other Arizona districts</li> <li>Student transportation purchased from out-of-state districts</li> <li>Student transportation purchased from other sources (i.e., public carriers)</li> </ul> <u>Third Party Vendors: Instructional &amp; Non-Instructional Support HEP Staff</u> <ul style="list-style-type: none"> <li>Telephone and/or internet services for recruitment and/or to provide parent support</li> <li>Per diem gas and meal costs for instructional and non-instructional staff providing services to students and parents when using personal resources (i.e., vehicle, credit card, etc.)</li> <li>Roadside assist for HEP vehicles</li> </ul>	<u>Third Party Vendors</u> <ul style="list-style-type: none"> <li>Advertisement</li> <li>Printing and binding</li> <li>Postage</li> </ul> <u>Third Party Vendors: Instructional &amp; Non-Instructional HEP Staff</u> <ul style="list-style-type: none"> <li>All travel, lodging, and meal costs for instructional and non-instructional staff to attend conferences and trainings.</li> </ul>
6600	<b>Supplies</b>	<u>General Instructional Supplies for HEP Students</u> <ul style="list-style-type: none"> <li>Textbooks</li> <li>Classroom library books</li> <li>Non-subscription instructional software</li> </ul>	<u>General Instructional &amp; Non-Instructional HEP Professional Learning/Parent Engagement</u> <ul style="list-style-type: none"> <li>Books</li> <li>Office supplies</li> </ul>	<u>General Non-Instructional Supplies for HEP Staff</u> <ul style="list-style-type: none"> <li>Books</li> <li>Office supplies</li> </ul>

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		<ul style="list-style-type: none"> <li>• Short-term subscription instructional software (i.e., 12 months or less)</li> <li>• Parts for shop classes</li> <li>• Calculators</li> <li>• Technology supplies related to the direct interaction between teacher and student</li> <li>• Capital items below capitalization threshold (Charter LEAs – <b>ONLY</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies to create promotional material to educate public/families/students about the HEP</li> <li>• Food and/or snacks for HEP services provided outside of instructional day (i.e., parent engagement meetings, etc.)</li> <li>• Other instruction-related technology supplies used in conjunction with technology-related hardware or software (i.e., DVDs, cables, internet hot spots only, cell phone, etc.)</li> </ul> <p><b><u>General Non-Instructional Supplies for HEP Students</u></b></p> <ul style="list-style-type: none"> <li>• Student uniforms/PE uniforms/clothing for students</li> <li>• Backpacks</li> <li>• Graduation caps and gowns</li> <li>• Hygiene and laundry supplies</li> <li>• Food and/or snacks for HEP services provided outside of instructional day (i.e., before or after school tutoring, enrichment programs, etc.)</li> <li>• Fuel for district vehicles for student travel</li> <li>• Gift cards or debit cards to purchase materials necessary for students to participate in school activities (i.e., gas cards)– <b>ONLY if supplies cannot be provided from other existing sources</b></li> <li>• Phone calling cards or cell phone minute cards</li> <li>• Capital items below capitalization threshold (Charter LEAs – <b>ONLY</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies to create promotional material to educate public/families/students about the HEP</li> <li>• Non-instructional technology supplies</li> <li>• Capital items below capitalization threshold (Charter LEAs – <b>ONLY</b>)</li> </ul>
6800	Other Expenses		<p><b><u>Student Travel Expenses</u></b></p> <ul style="list-style-type: none"> <li>• Student food and hotel costs associated with travel</li> <li>• Student field trip entrance fees</li> </ul> <p><b><u>Other Non-Instructional Expenses</u></b></p> <ul style="list-style-type: none"> <li>• Non-instructional software subscriptions – more than 12 months</li> <li>• Family/student temporary hotel/motel stay (2-3 nights) – <b>ARP-HCY ONLY</b></li> </ul>	
6733 6736 6739	Capital Outlay for Public Districts	<p><b><u>Instructional Furniture and Equipment Provided to Students to Access Instruction – \$5,000 or More</u></b></p> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Computers (i.e., tablets, laptops, etc.)</li> </ul>	<p><b><u>Non-Instructional Furniture and Equipment for HEP Staff - \$5,000 or More</u></b></p> <ul style="list-style-type: none"> <li>• Bookcases</li> <li>• Computers (i.e., tablets, laptops, etc.)</li> <li>• Copiers &amp; scanners</li> <li>• Non-subscription non-instructional software</li> </ul>	<p><b><u>Non-Instructional Furniture and Equipment for HEP Staff - \$5,000 or More</u></b></p> <ul style="list-style-type: none"> <li>• Bookcases</li> <li>• Computers (i.e., tablets, laptops, etc.)</li> <li>• Copiers &amp; scanners</li> <li>• Non-subscription non-instructional software</li> </ul>

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	<i>Cannot be paid for by M&amp;O funds</i>		<ul style="list-style-type: none"> <li>Short-term subscription for non-instructional software (i.e., 12 months or less)</li> <li>*Vehicles – ARP-HCY ONLY</li> </ul> <p><b>*A vehicle justification form must be approved and returned at the time of submitting the budget.</b></p>	<ul style="list-style-type: none"> <li>Short-term subscription for non-instructional software (i.e., 12 months or less)</li> </ul>
6731 6732 6734 6735 6737 6738	<b>Equipment for Public Districts</b> <i>Cannot be paid for by M&amp;O funds</i>	<u><b>Instructional Furniture and Equipment Provided to Students to Access Instruction – Less than \$5,000</b></u> <ul style="list-style-type: none"> <li>Tables</li> <li>Chairs</li> <li>Computers (i.e., tablets, laptops, etc.)</li> </ul>	<u><b>Non-Instructional Furniture and Equipment for HEP Staff – Less than \$5,000</b></u> <ul style="list-style-type: none"> <li>Bookcases</li> <li>Computers (i.e., tablets, laptops, etc.)</li> <li>Copiers &amp; scanners</li> <li>Non-subscription non-instructional software</li> <li>Short-term subscription for non-instructional software (i.e., 12 months or less)</li> <li>*Vehicles – ARP-HCY ONLY</li> </ul> <p><b>*A vehicle justification form must be approved and returned at the time of submitting the budget.</b></p>	<u><b>Non-Instructional Furniture and Equipment for HEP Staff – Less than \$5,000</b></u> <ul style="list-style-type: none"> <li>Bookcases</li> <li>Computers (i.e., tablets, laptops, etc.)</li> <li>Copiers &amp; scanners</li> <li>Non-subscription non-instructional software</li> <li>Short-term subscription for non-instructional software (i.e., 12 months or less)</li> </ul>
0190	<b>Capital Outlay for Charters</b>	<ul style="list-style-type: none"> <li>Capital items meeting capitalization threshold (typically \$5000 per item)</li> </ul>	<ul style="list-style-type: none"> <li>Capital items meeting capitalization threshold (typically \$5000 per item)</li> </ul>	<ul style="list-style-type: none"> <li>Capital items meeting capitalization threshold (typically \$5000 per item)</li> </ul>

**\*Fees should be coded in the most accurate object code for what the fees are to provide or cover to defray the costs from eligible students and families experiencing homelessness.**

- Please consider the following example budget narrative when submitting costs that cover student fees:
  - Object Code 6600, FC 1000**
    - The student fees of monetary total are to cover required educational supplies, such as \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ for \_\_\_\_\_ number of \_\_\_\_\_ eligible students experiencing homelessness.
  - Object Codes 6100 & 6200, FC (2100, 2200, 2600, 2700)**
    - The student fees of monetary total are to cover instructional/non-instructional staff (specify) salary of \_\_\_\_\_ for name of class/program/service (specify).
    - The student fees of monetary total are to cover instructional/non-instructional staff (specify) benefit of \_\_\_\_\_ for name of class/program/service (specify).

**\*\*When fees for supplies or large budgets (> \$5000 or 10% of grant), or when the line item amount exceeds 10% of the grant or \$5000, whichever is lower, a summary report is to be included in the budget narrative section. This report should include sufficient detail, including but not limited to the programs used, vendors, description of activities, and items to be purchased.**

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