

# North Dakota Department of Public Instruction

## TITLE I FAST FACT SERIES

### Issue: Using Title I Funds for Furniture

School districts that receive Title I funds have significant latitude in determining how to use their Title I funds. A needs assessment should be used to help prioritize where the Title I funds are needed the most. A majority of the Title I funds received should be used to fund direct instructional services for at-risk students.

Generally speaking, it is a district's responsibility to fund and supply classrooms with standard furniture such as desks, tables, and chairs with state or local funds. The district provides regular education classrooms with desks, tables, and chairs and should, therefore, provide Title I classrooms with these basic items as well.

A portion of the Title I funds can be used for support services and expenditures, which include supplies, equipment, and maintenance expenses that are reasonable and necessary to effectively operate a Title I program.

It is certainly reasonable to purchase some educational items that are considered furniture with Title I funds. These items would include file cabinets, book shelves for storing books, computer tables, and other items considered educational and supplemental.

This rule applies to both targeted assistance and schoolwide programs. In both school designations, it is a district's responsibility to fund the very basic furniture needed for a classroom. As always, the Title I program is to provide supplemental services and materials to enhance or add to a program.

Title I programs must maintain an inventory of and label all equipment purchased with Title I funds. This inventory must include a description of the equipment, its cost, serial number, date of purchase, and location. Equipment has traditionally been defined as anything with a value of \$750 or more per item. Computers are always defined as equipment and must be listed on the inventory, even if the cost was under \$750.

We have recently received clarification that school personnel should actually be including all technology-related items such as printers and cameras, as well as supplemental furniture such as file cabinets and book shelves, on their inventory.

Best practices would say that schools should track these items for purposes of (a) preventing loss and (b) doing a periodic physical inventory. Please update your inventories to ensure the inclusion of all technology-related and furniture-related items.

If you have questions regarding this issue, please contact:

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