ESSER Funds (I, II, and III) Guidance on Public Allowable Costs

This document will assist Local Educational Agencies (LEAs) in planning and preparing for the Elementary and Secondary School Emergency Relief Funds (ESSERF) **public sub-budget** *applications. LEAs should check this document frequently as it will be continually updated as more guidance is available. LEAs may only spend ESSER funds on costs that prepare for, prevent, or respond to COVID-19.*

In order to identify allowable costs under the Elementary and Secondary School Emergency Relief Fund (ESSERF, CARES Act, Section 18003 and ESSERF II, CRRSA Act, Division H, Title III, Section 313), the Department of Public Instruction has structured the ESSERF applications in WISEgrants around the main tenets of the grant program and in accordance with the Uniform Grant Guidance (2 CFR 200). Costs associated with ESSERF have been identified by "Program Types," a field used in the WISEgrants budgets to assist in organizing related uniform financial accounting requirement expenditure combinations (WUFAR).

The following pages are organized by Program Type and then possible activities that have been considered to date as LEAs respond to providing education and services to students and families during the COVID-19 pandemic. Associated with those activities are *examples* of costs and how / where they can be located within the WISEgrants budget application (by sub-budget and budget section). This document does not cover all of the WUFAR combinations available in the budget software.

When working in the ESSERF sub-budgets, users can locate expenditure combinations by utilizing the "Search for Budget Combinations" search engine tool located at the top of each budget section. If the cost cannot be found using the search engine, request an ESSERF budget combination through this form.

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Preparedness and Response to COVID-19 (18003(d))

Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus. (d)(2)

Providing principals and other school leaders with the resources necessary to address the needs of their individual schools. (d)(3)

Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies. (d)(5)

Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases. (d)(6)

Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency. (d)(7)

Preparedness and Response to COVID-19 Action / Activity	Sub-Budget / Expenditure Examples	
Review and revise School Safety Plans that currently exist in the district to update or include a Pandemic Response Annex (section) using lessons learned from the current response. Include updates to the Continuity of Operations Plan (COOP) and Recovery Annexes with attention to delineating a clear mental health referral pathway for outside assistance for struggling students.	**Available under "General Education"** *Personnel - Staff - COVID-19 Reponse* • Staff reimbursement for planning time *Personnel - Staff - Activity Funding for Multiple Staff* • Staff training time	
Establish a planning team to develop guidelines for infection control practices. Determine what supplies (PPE, disinfectants, soap, tissue, hand sanitizer, dispensers, thermometers) are available and make plans to acquire. Designate a school health member to act as liaison with the local public health department.	**Available under "General Education;" Supplies / Apparel also under "Special Education"** *Personnel - By Position / Area - Standard (default)* • School nurse or increase in FTEs to coordinate LEA efforts *Supplies - Sanitation and Prevention - Object 411 (general supplies)* • Soap, hand sanitizer and dispensers *Supplies - Personal Protective Equipment - Object 416 (medical supplies)* • Thermometers, surgical masks, cloth face masks, face shields *Apparel - Personal Protective Equipment - Object 420* • Gloves, gowns/lab coats *Non-Capital Equipment - Health and Safety - Object 440* • N-95 respirators and fit testing expenses for respirators, thermometers	

Preparedness and Response to COVID-19 Action / Activity	Sub-Budget / Expenditure Examples	
Determine what physical infrastructures are required to promote social distancing and isolate ill students and staff. Creation of plans to limit symptomatic and asymptomatic spread of infections. Building modifications to add necessary spaces or make existing spaces suitable to meet CDC guidelines (for example, isolation and testing areas, ill student waiting area, improved air exchanges). Install alcohol based hand sanitizing stations at entrances, common areas in the school, and classrooms. Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans. **Per allocability rules, also allowed under** ❏ **IDEA** if the physical infrastructure changes are directly related to the unique needs of students with IEPs.	**Available under "General Education;" Remodeling / Building Rental also under "Special Education"** *Personnel - Staff - COVID-19 Reponse* ● Changes to playgrounds to promote/allow social distancing while still using equipment *Remodeling / Physical Infrastructure Changes - Social Distancing - Object 327* ● Physical infrastructure changes to create isolation areas in schools, trailers or other portable classrooms to allow for social distancing ● Purchase and installation of hand sanitizing stations *Building Rental - Social Distancing - Object 328* *Supplies - Social Distancing - Object 411 (general)* ● Tape for marking off six feet intervals ● Plexiglass partitions *Supplies - Sanitation and Prevention - Object 411 (general)* ● Tissues, soap, hand sanitizer (at least 60% alcohol) *Non-Capital Equipment - Sanitation and Prevention - Object 440* ● Hand sanitizing stations ● No-touch trash receptacles *Capital Equipment - Building Components > Remodeling Materials - Object 542*	
Train food service staff on special precautions to take and how to serve meals without cross-contamination.	**Available under "General Education" and "Food Service"** *Personnel - Staff - COVID-19 Response - Trainers* ● School Nurse or other health professionals to conduct training *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training time *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Costs of professional training from an outside vendor	

Preparedness and Response to COVID-19 Action / Activity	Sub-Budget / Expenditure Examples	

Additional FTE coverage for necessary duties (for example, nursing staff in each building or additional janitorial staff).
 	
Professional development and training on sanitation and minimizing the spread of infection disease for staff facilitating all school settings, including afterschool and summer learning opportunities.
 	
Supplies for sanitizing and cleaning facilities for all school settings, including afterschool and summer learning opportunities.
 	
Frequently clean and disinfect high-touch surfaces with safe and effective disinfectants
 	
Post signs on how to stop the spread of COVID-19, properly wash hands and promote everyday protective measures, and how to properly wear a face covering.
 	
COVID-19 testing for Staff
	Available under "General Education" and "Food Service"
	
	Personnel - By Position / Area - Standard (default)
	  • School Nurse, Plant Maintenance and Operation Personnel
	
	Personnel - Staff - COVID-19 Response - Trainers
	  • School Nurse or other health professionals to conduct training
	
	Personnel - Staff - Activity Funding for Multiple Staff
	  • Staff training time
	
	Purchased Services - Vendor - Staffing - By Position / Area - Object 310
	  • Contracts for essential services (nursing, custodial)
	
	Purchased Services - Equipment Rental - COVID-19 Response - Object 325
	  • Rental of equipment specific to necessary / essential job tasks
	
	Purchased Services - Cleaning and Environmental Services - Sanitation and Prevention - Object 329
	  • Professional cleaning services
	
	Purchased Services - Private Vendor Contract -COVID-19 Staff Testing - Object 310
	  • Vendor costs for COVID-19 testing for Staff
	
	Purchased Services - Vendor Contract - Professional Development - Object 310 / 386
	  • Costs of professional training from an outside vendor
	
	Purchased Services - Communication - Health and Safety - Object 353 / 354
	  • COVID-19 specific posters, signs, and other publication materials
	
	Purchased Services - Communication - Social Distancing - Object 356
	  • Videos and other audiovisual content on social distancing practices
	
	Supplies - Sanitation and Prevention - Object 411 (general supplies)
	  • Safe and effective disinfectants
	
	Non-Capital Equipment - Sanitation and Prevention - Object 440
	  • Equipment specific to necessary / essential job tasks	

Preparedness and Response to COVID-19 Action / Activity	Sub-Budget / Expenditure Examples	
Training and professional learning for staff related to COVID-19 preparation and response (e.g. sanitation and prevention of infectious disease). Train school staff on social distancing procedures and how to clean and disinfect classrooms and designated areas. Train staff on proper use of PPE and facial masks and how to remove and discard.	**Available under "General Education"** *Personnel - By Position / Area - Standard (default)* ● School Nurse, Plant Maintenance and Operation Personnel *Personnel - Staff - COVID-19 Response - Trainers* ● School Nurse or other health professionals to conduct training *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training time *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Costs of professional training from an outside vendor *Purchased Services - Communication - Health and Safety - Object 353 / 354* ● Materials and resources to communicate COVID-19 response plan, including mail or delivery costs of materials	
Appropriate screening of health concerns before entering campus/building, and a place to isolate people who demonstrate symptoms. Train staff on surveillance protocols and use of thermometers.	**Available under "General Education"** *Personnel - Staff - COVID-19 Response - Trainers* ● School Nurse or other health professionals to conduct training *Personnel - Staff - COVID-19 Response - Health Screening* ● Additional staff or extended contracts for screening and equipment sanitization. *Supplies - Sanitation and Prevention - Object 411 (general supplies)* ● Soap, hand sanitizer and dispensers *Supplies - Personal Protective Equipment - Object 416 (medical supplies)* ● Thermometers, surgical masks, cloth face masks, face shields *Apparel - Personal Protective Equipment - Object 420* ● Gloves, gown, lab coats	

Preparedness and Response to COVID-19 Action / Activity	Sub-Budget / Expenditure Examples	

Adding course specific materials and equipment to reduce sharing.
 	
Modifying curriculum to minimize shared space and materials.
 	
Personnel equipped with all appropriate PPE to allow in-person instruction.
 	
Per allocability rules, also allowed under
❏ **IDEA** for special education-related staff and scheduling
	Available under "General Education"
	
	Personnel - Staff - Activity Funding for Multiple Staff
	  • Curriculum Development/Modification
	
	Purchased Services - Vendor Contract - COVID-19 Consultation - Function 221900
	  • Consultation services to assist with creative scheduling
	
	Supplies - Personal Protective Equipment - Object 416 (medical supplies)
	  • Surgical masks, cloth face masks, face shields	

Transportation of students to/from the school.
 	
Per allocability rules, also allowed under
❏ **IDEA** for specialized transportation
	Available under "General Education"
	
	Personnel - By Position / Area - Standard Default
	  • Other Support Staff - Bus Driver / Transportation
	
	Personnel - Staff - COVID-19 Response - Transportation
	  • Extended contracts for additional routes
	  • Staff to provide safe bus drop off areas
	
	Purchased Services - Pupil Transportation - Social Distancing - Object 341
	  • Transportation contracts (bussing, parents, etc.)
	  • Additional routes due to maximum safe load on a bus being reduced
	  • Family reimbursement for transportation
	
	Supplies - Personal Protective Equipment - Object 416 (medical supplies)
	  • Surgical masks, cloth face masks, face shields
	
	Non-Capital Equipment - Health and Safety - Vehicle Equipment (Function 256600)
	  • School Bus COVID-19 Safety Guidance	

Addressing Long-term School Closure (18003(d)(8))

For the purposes of WISEgrants, we are categorizing "Addressing Long-term School Closure" as any costs generated when "normal" in-person education is interrupted - such as temporary closures, temporary virtual only, or dedicated hybrid models.

Planning for and coordinating during long-term closures, including:

- *How to provide virtual learning for all students;*
- *Ensuring other educational services can continue to be provided consistent with all Federal State, and local requirements;*
- *Providing guidance for carrying out requirements under IDEA; and*
- *Providing meals to eligible students.*

Addressing Long-term School Closure Action / Activity	Sub-Budget / Expenditure Examples	

Addressing Long-term School Closure Action / Activity

System support for staff leave, benefits, finding substitute teachers and staff, student attendance and follow-up.

Scheduling considerations to maximize relationship building in an asynchronous environment:

- Advisory time in schedule
- Additional contact time for teachers
- Space to allow relationship building in person
- Collaborative planning time for staff to develop relationship and climate materials

Teacher release time for common/collaborative planning.

Building a schedule to take into consideration CDC and DHS guidelines for safe gathering:

- Shift-based education
- Hybrid model of in-person and asynchronous online learning
- Different grade level considerations

Support for multi-age or multi-grade classes (examples include elementary specials, secondary arts, band/choir/orchestra, STEM).

Scheduling with family dynamics in mind (siblings in same building, in multiple buildings, on multiple devices but one internet access point).

Per allocability rules, also allowed under

❏ **IDEA** for special education-related staff and students with IEPS

Sub-Budget / Expenditure Examples

Available under "General Education" and "Special Education"

Personnel - Staff - COVID-19 Response

- Evaluating contract and handbook language for duty minutes
- COVID-related FMLA / benefits processing
- Attendance tracking for students
- Managing and scheduling substitute staff systems
- Schedule maintenance support

Personnel - Staff - Activity Funding for Multiple Staff

- Staff reimbursement for planning time, time to assist with creative scheduling
- Staff training time

Purchased Services - Vendor Contract - Professional Development - Object 310 / 386

- Costs of professional training from an outside vendor

Purchased Services - Vendor Contract - COVID-19 Consultation - Function 221900

- Consultation services to assist with creative scheduling
- Collaboration tools

Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354

- Materials and resources to communicate to families, including mail or delivery costs of materials

Addressing Long-term School Closure Action / Activity	Sub-Budget / Expenditure Examples	
Additional supports related to educator effectiveness, including educator evaluation, mentoring and induction. Re-defining artifacts of professional practice for an asynchronous environment.	**Available under "General Education"** *Personnel - Staff - Activity Funding for Multiple Staff* • Staff reimbursement for planning time or training time *Personnel - By Position / Area - Additional Educator Supports* • Personnel dedicated to specific tasks (ex. observations, coaching, interventions)	
Hiring of additional staff and teachers to ensure students are safely delivered instruction both in person and virtually. Training and professional learning for staff related to teaching and learning in a remote or hybrid in-person/remote learning environment and communicating with families. **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff and students with IEPs.	**Available under "General Education" and "Special Education"** *Personnel - By Position / Area - Standard (default)* • Additional teachers/staff (valid EFN and FTE required) *Personnel - By Position / Area - Extended Contract* *Personnel - Staff - Activity Funding for Multiple Staff* • Staff training time *Personnel - Staff - COVID-19 Response - Trainers (employees)* • LEA staff developing and conducting training *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* • Costs of professional learning from an outside vendor	
Guaranteeing the continuation of instruction when the primary teachers have conflicts (for example, when staff members' own children must be home due to their school schedule, and they take intermittent FMLA to supervise them). **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff and specially designed instruction	**Available under "General Education" and "Special Education"** *Personnel - Short Term Substitute Teachers - Addressing Educational Delivery* • Substitute Teachers *Personnel - Staff - Activity Funding for Multiple Staff* • Staff training on team teaching *Personnel - By Position / Area - Extended Contract* • Staff roll up such as extended contract *Purchased Services -Vendor Contract - Object 371/386 - Function 431000/436000* • Contracts for substitute teachers	

Addressing Long-term School Closure Action / Activity	Sub-Budget / Expenditure Examples	Return to TOC
Improving access to online and blended courses through the Wisconsin Digital Learning Collaborative, DPI's recommended state web academy partner. Impacting: ★ All students ★ Low-income students ★ English learners ★ Migrant students ★ Students experiencing homelessness ★ Children in foster care **Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."** **Per allocability rules, also allowed under** ❑ **IDEA** for special education-related staff and instruction	**Available under "General Education" and "Special Education"** *Personnel - By Position / Area - Standard (default)* ● Additional staff *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training time *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* *Purchased Services - Vendor Contract - Addressing Educational Delivery - Function 431000 / 436000 and Object 371 / 386* ● Virtual course access and turnkey system of all digital tools and platforms to run courses *Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354* ● Materials and resources to communicate to families, including mail or delivery costs *Supplies/Instructional Media - Addressing Educational Delivery - Object 411/430*	
Guaranteeing the ability of teachers to teach from a remote site. **Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."** **Per allocability rules, also allowed under** ❑ **IDEA** for special education-related staff and instruction	**Available under "General Education" and "Special Education"** *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff time to create or modify curriculum ● Staff training on remote access technology *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386*	
Provide additional support to families and students who are learning from home. **Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."** **Per allocability rules, also allowed under** ❑ **IDEA** for special education-related staff and instruction	**Available under "General Education"** *Personnel - By Position / Area (Function 221500)* ● Technology Staff / Library Media Specialist / Help Desk Staff ● Bilingual staff to provide culturally and linguistically responsive services *Purchased Services - Vendor Contract - Technology Support - Function 221500 - Object 310 / 386* ● Technology Help Desk *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training on topics such as adult learning, customer service, technology support	

Addressing Long-term School Closure Action / Activity	Sub-Budget / Expenditure Examples	

Improve and/or update infrastructure to support staff and students working from remote locations. This might include updates to existing systems like content filtering or a move to a secure video conferencing platform.
 	
With the increased reliance on the internet, the LEA may need to implement systems that improve upon cybersecurity and data security.
 	
For example, as a student's data may be sent and shared in new ways, privacy of that data must be protected by the LEA as much as possible. This could include updates to the infrastructure or to processes that monitor the data.
 	
This would include professional development for virtual learning focused on student data privacy, keeping data secure and cybersecurity.
	Available under "General Education"
	
	Personnel - Staff - COVID-19 Response - School Safety Team
	
	   ● Staffing costs to determine need, purchasing and training
	
	Personnel - Staff - COVID-19 Response - Trainers (employees)
	
	   ● Training on technology and internet safety
	
	Personnel - Staff - Activity Funding for Multiple Staff
	
	   ● Staff training time
	
	Personnel - District Instructional Technology Coordinator – Data and Cybersecurity
	
	Personnel – Other Professional Staff in a Non-instructional Role/Computer Support – Data and Cybersecurity
	
	   ● Staff costs to enhance cybersecurity and data security
	
	Private Vendor Contract – Data and Cybersecurity Training
	
	   ● Cybersecurity and/or data security training provided by a third party
	
	Software as a Service – Data and Cybersecurity Software
	
	   ● Cybersecurity and data security software costs to protect student data and district technology infrastructure
	
	Software as a Service - Addressing Educational Delivery - Function 221500 or 295000 - Object 362
	
	   ● Content filtering, file storage, learning management systems, video conferencing software, communication tools, remote desktop software
	
	   ● Apps management process for verifying all free and purchased applications meet federal, state and district privacy protocols
	
	   ● Device management programs, inventory tracking systems, asset management processes, student safety management systems
	
	Non-Capital or Capital Equipment – Data and Cybersecurity
	
	   ● Enhanced technological infrastructure to protect staff and student data (e.g., switches and routers with updated security protocols, wireless access points and associated infrastructure, firewalls)
	
	Other Objects - Dues and Fees - Addressing Educational Delivery
	
	   ● Memberships in organizations that provide training and support	

Addressing Long-term School Closure Action / Activity	Sub-Budget / Expenditure Examples	
Plan for and coordinate the provision of school meals during the school day, afterschool, weekend and summer to students, including: • Training on food preparation methods to prevent "touching" of food/serving utensils, cross contamination, etc. • Prepacked supplies: utensils, condiments	**Available under "General Education" and "Food Service"** *Personnel - Staff - COVID-19 Response - Meal Coordination* • Staffing costs to plan for, coordinate, and prepare meals for delivery and disbursement *Personnel - Staff - COVID-19 Reponse - Trainers (employees)* • School Nurse or other health professionals to conduct training *Personnel - Staff - Activity Funding for Multiple Staff* • Staff training on safe food handling *Purchased Services - Employee Travel - Meal Coordination - Function 257300 - Object 342* • Travel costs for drivers to deliver meals for students *Supplies - Meal Coordination - Function 257200 - Object 411 (general supplies)* • Additional food service costs related to increased food and supply costs and minimizing spread of infectious disease (e.g., higher food costs, costs to individually plate or box meals to enforce social distancing, packaging cutlery and other items to accompany meals).	

Educational Technology (18003(d)(9)

Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students.

Educational Technology Action / Activity	Sub-Budget / Expenditure Examples	

Educational Technology Action / Activity	Sub-Budget / Expenditure Examples
Guaranteeing the ability of teachers to teach from a remote site.	**Available under "General Education" and "Special Education"**
Guaranteeing the ability for all students to access the educational environment.	*Personnel - Position / Area - Technology Support & Coordination*
Purchase of mobile devices for each student and include internet access (built in hotspots) or similar devices and access to the internet.	• Staffing costs to coordinate need, delivery, tracking and access to technology equipment and internet
Provide quality internet connectivity for students that is portable in case of frequent moves. Solutions for this need may include purchasing the access for the student, sending home a hotspot, or working to get internet access in areas where there currently is no access.	*Purchased Services - Employee Travel - Addressing Education Delivery - Function 221500 - Object 342* • Employee mileage for staff to deliver technology and support *Purchased Services - Communication - Internet Access - Function 221500 - Object 358* • Technology access (internet); broadband to the home, internet service to the student
Provide access to digital resources (Open Educational Resources).	*Purchased Services - Software as a Service - Addressing Educational Delivery - Object 362*
Provide access to Accessible Educational Materials (AEM).	• Remote access technology software
Provide access to supplemental technology for special populations, for example first language supports for English Learners (ELs).	• Instructional software *Non-Capital Equipment - Addressing Educational Delivery - Function 221500, Object 482* • Hotspots, peripherals, assistive technologies, etc. • Web cameras, document cameras • Devices as appropriate for the teacher's assignment
Per allocability rules, also allowed under ❏ **IDEA** for special education-related staff and students with IEPS	*Non-Capital Equipment - Addressing Educational Delivery - Functions 110000/120000/158000, Object 482* • Laptops, tablets, portable touch screen devices for students.

Educational Technology Action / Activity	Sub-Budget / Expenditure Examples	
Assistive Technology devices and tools (including Augmentative and Alternative Communication (AAC) devices) identified in Individualized Education Programs (IEPs) as needed to provide a Free Appropriate Public Education (FAPE). Hardware and/or software that supports the needed assistive technology. Accommodations for students who are deaf or hard of hearing. Use an online subscription program to create individual and custom therapy kits, games, visuals, books, picture cards, word wall boards to send to parents of students with IEPs. Teacher creates them, sends to parent, parents prints off, teacher instructs parent how to use, parent uses during teacher time and then continues the use at home during daily routines. **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff and specially designed instruction	**Available under "Special Education"** *Personnel - Position / Area - Technology Support & Coordination* • Staffing costs to coordinate need, delivery, tracking and access to technology equipment and internet *Purchased Services - Software as a Service - Addressing Educational Delivery - Object 362* • Adaptive instructional software • Word prediction software *Non-Capital Equipment - Assistive Technology - Function 158000, Object 482* • Screen readers, calculator extensions, eye gaze and scanning technology.	

Outreach & Service Delivery to Special Populations (18003(d)(4)

Activities to address the unique needs of low-income children or students, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

Outreach & Service Delivery to Special Populations Action / Activity	Sub-Budget / Expenditure Examples	
Hold virtual meetings for family engagement on an ongoing basis, even after COVID-19, as a way to reach and increase/diversify family engagement. Translation/Interpretation services to expand outreach and family engagement (or to help support instruction). Use of WhatsApp, GoogleVoice, and other applications to communicate with families. Impacting: ★ All students ★ Low-income students ★ English learners ★ Migrant students	**Available under "General Education"** *Personnel - By Position / Area - Standard Default* ● Family liaison, Additional staff ● Bilingual staff to provide culturally and linguistically responsive services and outreach *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training on communication and language assistance applications *Purchased Services - Vendor - Language Interpretation - Object 310* ● Translation/Interpretation contracts *Purchased Services - Software as a Service - Addressing Educational Delivery - Object 362* ● Language technology and Communication applications	
Professional development for serving EL students through distance learning, especially emphasis on supporting increased proficiency of home language. Impacting: ★ English learners	**Available under "General Education"** *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Professional development for serving EL students through distance learning *Purchased Services - Vendor Contract - Translator/Interpreter - Object 310* ● Translation/Interpretation contracts *Purchased Services - Software as a Service - Addressing Educational Delivery - Object 362* ● Language technology applications	

Outreach & Service Delivery to Special Populations Action / Activity	Sub-Budget / Expenditure Examples	
Additional school social workers to meet needs of students and to conduct outreach. Hold virtual counseling sessions. School involvement in communicating with social workers or providing input to court for permanency planning and case planning. Impacting: ★ All students ★ Students experiencing homelessness ★ Foster care youth ★ English learners	**Available under "General Education"** *Personnel - By Position / Area - Standard Default* ● Social workers ● School counselors ● Bilingual staff to provide culturally and linguistically responsive services and outreach *Purchased Services - Vendor Contract - Translator/Interpreter - Object 310* ● Translation/Interpretation contracts *Non-Capital Equipment - Outreach and Mental Health Services - Function 219000, Object 482* ● Laptops, tablets, mobile devices, hotspots, peripherals, assistive technologies, etc. ● Hotspots, web cameras, document cameras ● Devices as appropriate for the pupil services assignment	
Collaboration between teachers to coordinate learning targets, objectives, goals, monitoring progress for early childhood (students with IEPs). Points of collaboration could be Professional Learning Communities (PLCs), IEP teams, Specially Designed Instruction teacher teams, co-teaching/serving planning, etc. Coaching Parents - teachers will have to have knowledge and skills to coach parents through lessons and therapies, rather than direct services to students with IEPs. Provide training to parents of students with IEPs on virtual learning technology. Impacting: ★ Students with disabilities **Also allowed under IDEA Flow-through and Preschool**	**Available under "Special Education"** *Personnel - By Position / Area - Standard (default)* ● Language Interpreters ● Family Liaison / Coaches ● Bilingual staff to provide culturally and linguistically responsive services ● Additional Staff *Personnel - By Position / Area - Position Activities:* ● Collaboration and planning ● Extended contract *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training on topics such as adult learning, remote access technology, virtual learning technology training for families through the lens of special education	

Outreach & Service Delivery to Special Populations Action / Activity	Sub-Budget / Expenditure Examples	
Virtual large and small group instruction for early childhood. Circle time and large group instruction is held in live time with all kids joining in. However, for preschoolers, their parents will need to be there one-on-one with their child, acting as a teacher's assistant. Naturalistic Interventions - Special education services are incorporated in the home as part of the child's daily routine, such as use of visual schedules to aid in home activities rather than classroom activities. Use of natural summer environments as an approach to learning. Building and delivering lessons that can be implemented in parks, back yards, swimming pools, vacations, in the car, campers, etc. Impacting: ★ Students with disabilities **Also allowed under IDEA Flow-through and Preschool**	**Available under "Special Education"** *Personnel - By Position / Area - Standard Default* ● Family Liaison / Coaches ● Bilingual staff to provide culturally and linguistically responsive services *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training on topics such as adult learning, remote access technology, virtual learning technology training for families through the lens of special education *Purchased Services - Vendor Contract - Translator/Interpreter - Object 310* ● Translation/Interpretation contracts *Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354* ● Materials and resources to communicate to families, including mail or delivery costs	
Teachers record modules for parents to watch and follow with the child. Example, using materials found in the home to make a lava flowing volcano (science). Virtual teacher read-alouds with extended activities for students with IEPs. For example, each child must have a copy of the book so that they, including the parent, can follow along, turn the pages, point to letters, etc. Virtual teachers provide math lessons using manipulatives for students with IEPs. For example, child and parent have the same set of manipulatives to follow the teacher's instructions (patterning, ordering, sorting, etc). Impacting: ★ Students with disabilities **Also allowed under IDEA Flow-through and Preschool**	**Available under "Special Education"** *Personnel - By Position / Area - Standard (default)* ● Bilingual staff to provide culturally and linguistically responsive services ● Computer Staff Support *Personnel - Staff - Activity Funding for Multiple Staff* ● Curriculum Development/Modification *Personnel - By Position / Area - Position Activities:* ● Extended Contract *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training on topics such as adult learning, remote access technology, virtual learning technology training for families through the lens of special education *Purchased Services - Vendor - Language Interpretation* ● Translation/Interpretation contracts *Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354* ● Materials and resources to communicate to families, including mail or delivery costs	

Outreach & Service Delivery to Special Populations Action / Activity	Sub-Budget / Expenditure Examples	
Students with IEPs follow a behavior intervention plan in the home based on his/her home routine. This would include training parents how to implement the plan, provide the parent with prompts, cues, learning triggers, adjusting routine and environment to frontload desired behaviors, provide parents with visuals, rewards under the guidance of the teacher. Impacting: ★ Students with disabilities **Also allowed under IDEA Flow-through and Preschool**	**Available under "Special Education"** *Personnel - By Position / Area - Standard (default)* ● Additional Staff ● Bilingual staff to provide culturally and linguistically responsive services ● Coaches *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training time *Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354* ● Materials and resources to communicate to families, including mail or delivery costs of materials	
Explore the use of technology aligned to UDL principles as well as the use of assistive technology for students with disabilities in general education, both to support access to general education curriculum. **Also allowed under IDEA Flow-through and Preschool**	**Available under "Special Education"** *Personnel - By Position / Area - Standard (default)* ● Additional Staff ● Computer Staff Support *Personnel - Staff - Activity Funding for Multiple Staff* ● Curriculum Development *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training on topics such as adult learning, remote access technology, virtual learning technology training for families through the lens of special education	

Addressing Afterschool and Summer Learning (18003(d)(11)

Planning and implementing activities related to summer learning and supplemental after-school programs, including providing classroom instruction or online learning during the summer and addressing the needs of low-income students, English learners, migrant students, students experiencing homelessness, and children in foster care.

Addressing Afterschool and Summer Learning Action / Activity	Sub-Budget / Expenditure Examples	

Materials and staff to plan for and implement communication systems/efforts related to preventing, planning for, and responding to COVID-19 during after school or summer learning opportunities.
 	
Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."
 	
Per allocability rules, also allowed under
❏**IDEA** for special education-related staff and specially designed instruction
	Available under "General Education" and "Special Education"
	Personnel - Staff - COVID-19 Reponse
	  • Staff reimbursement for planning time
	
	Personnel - Staff - Activity Funding for Multiple Staff
	  • Staff training time
	
	Supplies - Addressing Educational Delivery - Object 411 (general supplies)
	
	Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354
	  • Materials and resources to communicate to families, including mail or delivery costs	

Providing access for educators and students to assessments or assessment tools to diagnose unfinished learning during afterschool and summer learning opportunities.
 	
Professional learning for educators to use assessments or assessment tools to diagnose and address unfinished learning to support afterschool and summer learning opportunities.
 	
Teaching and learning resources for in-person after school or summer learning opportunities focused on closing gaps and prerequisite skills and knowledge to access grade-level instruction.
 	
Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."
 	
Per allocability rules, also allowed under
❏**IDEA** for special education-related staff and students with IEPS
	Available under "General Education" and "Special Education"
	Personnel - By Position / Area - Standard (default)
	  • Standards and Assessment Staff
	  • Extended contracts, Stipends
	
	Personnel - Staff - Activity Funding for Multiple Staff
	  • Staff training on assessment tools
	
	Purchased Services - Vendor Contract - Professional Development - Object 310 / 386
	  • Professional learning provider specializing in using assessment data to inform instruction
	
	Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354
	  • Materials and resources to communicate to families, including mail or delivery costs of materials
	
	Supplies - Addressing Educational Delivery - Object 411 (general supplies)
	  • Assessments or assessment tools	

Addressing Afterschool and Summer Learning Action / Activity	Sub-Budget / Expenditure Examples	

Addressing Afterschool and Summer Learning Action / Activity	Sub-Budget / Expenditure Examples
Providing access for educators and students to digital teaching and learning resources to support Online or Blended afterschool or summer learning opportunities. Professional learning for educators to use digital teaching and learning resources to support Online or Blended afterschool and summer learning opportunities Improving access to Online and Blended courses through DPI's recommended state web academy partner the Wisconsin Digital Learning Collaborative. Collaboration time for educators to support Online, Blended, or in-person afterschool and summer learning opportunities. Create programming for remediation and emotional supports to ensure students are prepared for fall, including Online and Blended remediation and emotional supports. Office hours for staff to communicate with families and students to support afterschool and summer learning opportunities. Impacting: ★ Low-income students ★ English learners ★ Migrant students ★ Students experiencing homelessness ★ Children in foster care **Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."** **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff and specially designed instruction	**Available under "General Education" and "Special Education"** *Personnel - By Position / Area - Standard (default)* ● Additional staff *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training time *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Costs of professional learning from an outside vendor *Purchased Services - Vendor Contract - Addressing Educational Delivery - Function 431000 / 436000 and Object 371 / 386* ● Virtual course access and turnkey system of all digital tools and platforms to run courses, option to leverage statewide educator pool or utilizing locally trained educators *Purchased Services - Communication - Addressing Educational Delivery - Object 353 / 354* ● Materials and resources to communicate to families, including mail or delivery costs *Supplies - Addressing Educational Delivery - Object 411 (general supplies)* *Instructional Media - Addressing Educational Delivery - Object 430*

Addressing Afterschool and Summer Learning Action / Activity	Sub-Budget / Expenditure Examples	
Coordinate and provide transportation to summer school or afterschool programs for eligible students. Impacting: ★ Migrant students ★ Students experiencing homelessness ★ Children in foster care **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff and students with IEPS	**Available under "General Education" and "Special Education"** *Personnel - Staff - COVID-19 Response - Transportation* • Staffing costs to identify, coordinate, and plan transportation needs for eligible students. • Extended contracts for additional routes *Purchased Services - Pupil Transportation - Social Distancing - Object 341* • Transportation contracts (bussing, parents, etc.) • Additional routes due to maximum safe load on a bus being reduced • Family reimbursement for transportation *Supplies - Personal Protective Equipment - Object 416 (medical supplies)* • Surgical masks, cloth face masks, face shields *Non-Capital Equipment - Health and Safety - Vehicle Equipment (Function 256600)* • School Bus COVID-19 Safety Guidance	

Mental Health Services and Supports (18003(d)(10)

Providing mental health services and supports.

Mental Health Services and Supports Action / Activity	Sub-Budget / Expenditure Examples	
Scheduling considerations to maximize relationship building in an asynchronous environment. Instructional materials in support of relationship building. **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff	**Available under "General Education" and "Special Education"** *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training time *Personnel - By Position / Area - Position Activities:* ● Staff reimbursement for planning time ● Advisory time in schedule ● Additional contact time for teachers ● Collaborative planning time for staff to develop relationship and climate materials	
Mental health navigation to support families in accessing treatment services. School and/or LEA mental health team consultation, technical assistance and coaching. Collaboration with community stakeholders including community mental health providers. Parent training and supports related to student mental health.	**Available under "General Education"** *Personnel - By Position / Area - Standard Default* ● Mental health navigator ● Additional staff *Personnel - By Position / Area - Position Activities:* ● Extended contract ● Stipends ● Coaching / Consultation *Purchased Services - Vendor - Staffing - By Position / Area - Object 310* ● Contracted school based mental health staff (appropriately licensed) *Supplies - Outreach and Mental Health Services - Object 411 (general supplies)* ● Trainers and Training materials	

Mental Health Services and Supports Action / Activity	Sub-Budget / Expenditure Examples	
Additional school based mental health staff (school counselors, school psychologists, school social workers and school nurses) to support returning students. Training and implementation of evidence based or evidence informed programs (such CBITS, Bounce Back, Restorative practices,trauma sensitive practices, DBT Steps A) ❏ Evidence-based Social and Emotional Learning curriculum, training and program support ❏ Compassion Resilience Toolkit ❏ Mental health literacy training for adults (YMHFA, training give by community provider or contracted service provider) ❏ Trauma Sensitive Schools training and coaching support through CESAs ❏ Mental health supports and triage for returning students (Psychological First Aid, PREPARE, responding to grief) ❏ Peer to Peer sucide prevention and mental health literacy such as Sources of Strength and Hope Squad **Per allocability rules, also allowed under** ❏IDEA for special education-related staff	**Available under "General Education" and "Special Education"** *Personnel - By Position / Area - Standard Default* ● School Social Workers ● School Psychologists ● School Counselors ● School Nurses *Personnel - By Position / Area - Position Activities:* ● Extended contract ● Curriculum Development / Modification *Personnel - Staff - Activity Funding for Multiple Staff* ● Curriculum Development/Modification ● Staff training *Personnel - Staff - COVID-19 Response:* ● Outreach and Mental Health Services *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training and implementation of evidence based or evidence informed programs *Purchased Services - Communication - Outreach and Mental Health Services - Object 355* ● Resources to communicate to families, including mail or telephone service	
Transportation costs to get students to therapy **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff and students with IEPS	**Available under "General Education" and "Special Education"** *Personnel - By Position / Area - Standard Default* ● Other Support Staff - Bus Driver / Transportation *Personnel - Staff - COVID-19 Response - Transportation* ● Extended contracts for additional routes *Purchased Services - Pupil Transportation - Social Distancing - Object 341* ● Transportation contracts ● Family reimbursement for transportation	

Mental Health Services and Supports Action / Activity	Sub-Budget / Expenditure ExamplesCTE	
Technology support for virtual student mental health supports such as tele-health technology, hot spots, devices. **Software and Computing Devices for instructional delivery will be budgeted under the Program Type "Educational Technology."** **Per allocability rules, also allowed under** ❏ **IDEA** for special education-related staff	**Available under "General Education" and "Special Education"** *Personnel - Staff - Activity Funding for Multiple Staff* ● Staff training on virtual student mental health supports ● Staff training on remote access technology *Purchased Services - Software as a Service - Outreach and Mental Health Services - Object 362* ● Remote access technology software *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* ● Training on remote access tele-health technology ● Training on mental health related to COVID-19 *Non-Capital Equipment - Outreach and Mental Health Services - Function 219000, Object 482* ● Laptops, tablets, mobile devices, hotspots, peripherals, assistive technologies, etc. ● Hotspots, web cameras, document cameras ● Devices as appropriate for the pupil services assignment	
Creating safe and supportive environments for LGBTQ Youth (training and support from GSAFE).	**Available under "General Education"** *Personnel - By Position / Area - Position Activities:* ● Extended contract ● Curriculum Development / Modification *Purchased Services* ● Contracted amount to agency or provider for their services	

Mental Health Services and Supports Action / Activity	Sub-Budget / Expenditure Examples	
Training and methods to detect students experiencing dangerous home situations, negative wellness, child abuse or neglect.	**Available under "General Education"** *Personnel - By Position / Area - Standard Default* • Additional personnel in key roles (school social worker, school counselor, school psychologist) *Personnel - Staff - Activity Funding for Multiple Staff* • Staff training *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* • Training *Purchased Services - Employee Travel - Outreach and Mental Health Services - Object 342* • Employee travel to conduct in-person observations when necessary	
Behavioral health and SEL screening materials, administration and analysis (YScreen, Panorama Ed, BEST, j DESSA).	**Available under "General Education"** *Personnel - By Position / Area - Standard Default* • Additional personnel in key roles (school social worker, school counselor, school psychologist) *Personnel - Staff - COVID-19 Response - Outreach and Mental Health Services* • Staff to administer screenings *Purchased Services - Vendor Contract - Professional Development - Object 310 / 386* • Staff training on screening and analysis *Supplies - Outreach and Mental Health Services - Object 411 (general supplies)* • Screening materials	

Continued Staff Employment (18003(d)(12)

Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

Please note: this Program Type is only available in the ESSERF I sub-budget in WISEgrants. Any expenditures that would have been used for this category in ESSERF II and ESSERF III should be assigned to any one of the other related-program types (such as "Addressing Long Term School Closure"). After the release of ESSERF I, DPI was informed that data specific to "Continued Staff Employment" would not be collected, thus this program type category was retired.

Continued Staff Employment Action / Activity	Sub-Budget / Expenditure Examples	
If the position / area is not available in the sub-budget section in which you wish to add staff under this program type, please submit a combination request through this form.	**Available under "General Education," "Special Education," and "Food Service"** *Personnel - By Position / Area* ● One individual per budget entry; FTE amount required ● If position requires a DPI license, a valid EFN will be necessary	