

District School Number  School Name

**Parent and Family Engagement Plan Budget Template 2021-2022 (Fund XXXXX)**



PFEF Amount:   
 Original Date Submitted:   
 Revision Date:

**The budget should correspond with the Events on the Parent and Family Engagement Plan (Building Capacity section).  
 Purchases should be allocable, supplemental, reasonable, allowable, and necessary.  
 There are a maximum of three amendment windows, with the final one being submitted by January 31, 2022.  
 The final date for encumbering is March 31, 2022. P-Card usage is permissible if prior approval is received.**

6100/160 & 6100/200	<b>Childcare for Parents attending approved Parent &amp; Family Events (Specify Name and Date of Events)</b>				
	Childcare - Hourly Rate = \$8.65; A PCF must be entered. (NN75MA - Job Code) Please note rate of pay will increase effective January 1, 2022.				
	<b>Name of Event</b>	<b>Date of Event</b>	<b>Hourly Rate</b>	<b># of Hours</b>	<b>Amount</b>
1			8.56		\$0.00
2			8.56		\$0.00
3			8.56		\$0.00
<b>Total of Salary</b>					\$0.00
<b>Benefits (@ 19.10%)</b>					\$0.00

6100/160 & 6100/200	<b>Translators for Parents attending approved Parent &amp; Family Events (Specify Name and Date of Events)</b>				
	Translators - Hourly Rate = \$10.00; A PCF must be entered. (NN67MA - Job Code)				
	<b>Name of Event</b>	<b>Date of Event</b>	<b>Hourly Rate</b>	<b># of Hours</b>	<b>Amount</b>
1			10		\$0.00
2			10		\$0.00
3			10		\$0.00
<b>Total of Salary</b>					\$0.00
<b>Benefits (@ 19.10%)</b>					\$0.00
<b>Total Cost for 6100/160 &amp; 200</b>					<b>\$0.00</b>

6100/369	<b>Software Licenses for Parents' Usage Within Current Grant Period July 1, 2021 to June 30, 2022.</b>				
	On the quote or receipt, the license term must be stated.				
	<b>Name of Event</b>	<b>Date of Event</b>			<b>Amount</b>
1					\$0.00
2					\$0.00
3					\$0.00
<b>Total Cost for 6100/369</b>					<b>\$0.00</b>

6100/370	<b>Postage for Parent Mail Outs; cannot replenish. Must be purchased prior to events. (Specify Name and Date of Events)</b>				
		<b>Name of Event</b>	<b>Date of Event</b>		
1					\$0.00
2					\$0.00
3					\$0.00
<b>Total Cost for 6100/370</b>					<b>\$0.00</b>

6100/390	<b>Vendors providing Services/Training to Parents &amp; Family.</b>				
	All vendor contracts must be submitted with your PFEF Plan & Budget to Title I office for review 4 weeks prior to the event. Title I will submit the contract to Policy and Compliance. Once approved, your school will be contacted. The PR must be entered at the time the contract is submitted for initial releases.				
	<b>Name of Event</b>	<b>Date of Event</b>			<b>Amount</b>
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
<b>Sub Total</b>					<b>\$0.00</b>

6100/390

Transportation for Parents, one day JTA bus pass or school bus. (Specify Name and Date of Events)				
	Name of Event	Date of Event	Method of Transportation	Amount
1				\$0.00
2				\$0.00
3				\$0.00
<b>Sub Total</b>				<b>\$0.00</b>

6100/390

Printing for Parent Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc.			
	Name of Event	Date of Event	Amount
1	Title I Open House Flyer Print	9/15/2021	\$600.00
2	Fall Curriculum Night Flyer Print	10/20/2021	\$600.00
3	Spring Data Night Flyer Print	3/9/2022	\$700.00
4	Title I Developmental Meeting Flyer Print	2/16/2022	\$649.00
<b>Sub Total</b>			<b>\$2,549.00</b>
<b>Total Cost for 6100/390 (Non-food)</b>			<b>\$2,549.00</b>

6100/510  
& 519

Purchasing from DCPS Storeroom - Materials for Parent Workshops/and/or Resource Room (please attach a storeroom order form to the PFEP Budget when submitting.) Cannot stockpile or replenish. Examples: Storeroom orders for Parent workshop(s); supplies; copy paper; printer ink/toners; pens; pencils; etc. Commitment 519 is for toners.			
	Item	Purpose	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
<b>Sub Total</b>			<b>\$0.00</b>

6100/510

Printing for Parent Workshops (using District Print Shop) A purchase order must be entered for a blanket printing PO.			
	Item	Purpose	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
<b>Sub Total</b>			<b>\$0.00</b>

6100/510

Purchasing from a Vendor - Materials for Parent Workshops &/or Resource Room. Please attach a quote. Examples: Educational materials for parents to borrow that are purchased from a vendor (Specify Vendor and Items); board games; read-a-long books; parenting resources; books, etc. (Please attach a quote to the PFEP Budget when submitting.)			
	Item	Vendor	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
<b>Sub Total</b>			<b>\$0.00</b>
<b>Total Cost for 6100/510 (Non-Food)</b>			<b>\$0.00</b>

6100/640

Equipment for Parent Resource Center/Room (6100/640) Computer and/or Printer/Scanner for Parent Involvement Center/Resource Room (If entering PR, check bid list.) Do not include toner cartridges here as they belong in the supplies' lines. Please attach a quote to the PFEP Budget when submitting.			
	Item	Vendor	Amount
1		Emtec	\$0.00
2		Emtec	\$0.00
<b>Total cost for 6100/640</b>			<b>\$0.00</b>

**FOOD & FOOD-RELATED ITEMS**

\* According to FLDOE, it is suggested that meetings do not occur during mealtimes and that light refreshments be provided. If meals other than light refreshments are served, a justification must accompany the PFEP Budget.

\* Cost for food must be economically reasonable.

\* Events and funds can be listed in one or both areas below based on the type of food being purchased for the event.

\* DCPS is tax exempt - Always contact vendor before making PCARD purchases.

\* Gratuity and tax are NOT allowed using Title I funds.

\* No more than \$800 of the PFEP allocation can be used for food/food related items.

**The commitment item 510 is for the purchase of light refreshments & other items from the store(s) related to parent and family engagement activities, i.e. coffee, tea, juice, cookies, napkins, plates, spoons & forks ("off the shelf.")**

6100/510 Parent and Family Engagement Light Refreshments (Specify Name and Date of Events):			
	Name of Event	Date of Event	Amount
1	Title I Open House	9/15/2021	\$200.00
2	Fall Curriculum Night	10/20/2021	\$200.00
3	Spring Data Night	3/9/2022	\$200.00
4	Title I Developmental Meeting	2/16/2022	\$200.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
<b>Sub Total</b>			<b>\$800.00</b>

**The commitment item 390 is used when an order is placed with a vendor to provide services, i.e. pizza, sandwiches, wings, donuts and muffins ("an order is placed.")**

6100/390 Parent and Family Engagement events "Orders are Placed" (Specify name and date of events):			
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
<b>Sub Total</b>			<b>\$0.00</b>
<b>Total Cost for Food (6100/510 AND 6100/390)</b>			<b>\$800.00</b>

<b>Grand Total for Parent and Family Engagement Allocation</b>	<b>\$3,349.00</b>
<b>Difference between PIP Amount and Grand Total (must equal zero)</b>	<b>\$0.00</b>

For any questions related to this PFEP budget, please feel free to contact the Title I office at 390-2123.