**Tool #17: Title IA Fiscal Planning**

The Excel version of this tool is the best tool to use when planning your Title IA program. You can access the Excel version of this document on the government programs page of the OCS website.

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| --- | --- | --- | --- | --- |
| **Desired Title IA Services** | | **Students/ Teachers/ Parents Served** | **Cost** | **Supporting Data for Service** |
|  | ELA Tutoring |  |  |  |
|  | Math Tutoring |  |  |  |
|  | ELA Small Group Instruction |  |  |  |
|  | Math Small Group Instruction |  |  |  |
|  | Mentoring |  |  |  |
|  | Counseling |  |  |  |
|  | Instructional Software |  |  |  |
|  | Professional Development for Teachers of Title IA Students |  |  |  |
|  | Professional Development for School Leaders |  |  |  |
|  | Family Engagement Activities |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Cost Desired Services | | |  |  |
| Administrative Costs | | |  |  |
| **Total Cost with Administrative Fees** | | |  |  |
|  | | |  |  |
| Total Allocation for Catholic School Services | | |  |  |
| **Surplus/Deficit** | | |  |  |

**Instructions for Completing this Workbook:**

1. Determine instructional needs of students eligible for Title IA services. Use teacher referral forms, standardized test scores, report cards, student portfolios, etc.
2. Determine professional development needs of teachers of Title IA students and school leaders. Use classroom observation data, standardized test data, etc.
3. Determine the needs of parents of Title IA students.
4. After determining need, check the boxes next to the desired Title IA services that will meet the needs of your school community. You may add other desired services not listed above.
5. Add a description of the desired services if you wish.
6. List the students, teachers, and/or parents who will benefit from the services when appropriate.
7. List the estimated cost of services.
8. List the administrative costs associated with the desired services and the total allocation available for services. You should consult with your school district to determine these amounts.
9. Review the surplus/ deficit and adjust your program accordingly so that the Title IA services address the highest priority needs.
10. If you are serving Title IA students who reside in more than one school district, ask your school district if they can arrange an interlocal agreement so that you can work with one main budget. If the districts cannot arrange such an agreement, you may wish to complete one of these workbooks for each district with which you work.