

# PROGRAM EXPENSE GUIDE

## SCHOOL-AGE CHILD CARE PROJECT FUND

The Indiana Family and Social Services Administration (FSSA) Office of Early Childhood and Out-of-School Learning (OECOSL) administers funds for school-age child care through the state-funded School-Age Child Care Project Fund.

### Allowable Expenses



#### Program Enrichment

Funds may be used for developmentally appropriate activities, such as tutoring services, computer training, sports programming, performance arts, math, and science programming. The reimbursable expenses may include instructor fees (other than program staff) and consumable products used for program delivery.



#### Equipment

Funds may be used for developmentally appropriate equipment. A single purchase reimbursement may not exceed \$499. Grantees must maintain an equipment inventory and depreciation schedule for all equipment purchased with Federal or State funds.



#### Staffing

Funds may be used to pay for school-age child care program staff salaries not to exceed 90% of the actual staff cost.



#### Staff Development

Funds may be used to provide the required 12 hours of in-service professional development. At least 50% of these training hours must be obtained from an outside source. Professional development must be related to providing services for children ages 5-15. Travel expenses claimed cannot exceed \$0.49 per mile and no out-of-state travel will be reimbursed.



#### Transportation

Funds may be used to provide transportation from the child's school to the care site or from the care site to the child's school. Funds allotted for transportation may be used for mileage, vehicle insurance, and the purchase of vehicles used for transporting children enrolled in the school-age child care program. Expenses claimed for mileage reimbursement cannot exceed \$0.49 per mile.

### Non-Allowable Expenses



#### Grant funds may NOT be used for the following:

1. Direct service delivery including payment of tuition for children enrolled in the program.
2. Care provided during the hours a child attends elementary or secondary school.
3. Care provided on weekends and summer vacation.
4. Care provided between the hours of 7:00 p.m. and 6:00 a.m., Monday through Friday.
5. Care provided for children under the age of five (5) years old.
6. Drug testing, criminal history checks, first aid training, cardiopulmonary resuscitation (CPR) training, or Tuberculosis tests for staff.
7. Goods and/or services that have received funding through other state, Federal, or philanthropic grant opportunities.
8. Any other item deemed not eligible by the State.