

District School Number  School Name

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



PFEP 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># of Staff</b>
1			8.56		
2			8.56		
3			8.56		
	<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># of Staff</b>
1			10		
2			10		
3			10		
	<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>	<b>Amount</b>
1	Parent Breakfast with Principal	1st semester	\$300.00
2	Stem day	2nd semester	\$300.00
3			\$0.00
<b>Total Cost for 6100/370</b>			<b>\$600.00</b>

6100/390	<b>Vendors providing Services/Training to Parents &amp; Family.</b>		
	All vendor contracts must be submitted with your PFEP 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	<b>Transportation for Parents, one day JTA bus pass or school bus. (Specify Name and Date of Events)</b>			
		<b>Name of Event</b>	<b>Date of Event</b>	<b>Method of Transportation</b>
	1			\$0.00
	2			\$0.00
3			\$0.00	
<b>Sub Total</b>				\$0.00

6100/390	<b>Printing for Parent Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc.</b>			
		<b>Name of Event</b>	<b>Date of Event</b>	<b>Amount</b>
	1	Copy paper, pen, pencils, crayons, printer ink, markers, chart	as needed	\$314.00
	2			\$0.00
	3			\$0.00
4			\$0.00	
<b>Sub Total</b>				\$314.00
<b>Total Cost for 6100/390 (Non-food)</b>				\$314.00

6100/510 & 519	<b>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.</b>			
		<b>Item</b>	<b>Purpose</b>	<b>Amount</b>
	1			\$0.00
	2			\$0.00
	3			\$0.00
4			\$0.00	
<b>Sub Total</b>				\$0.00

6100/510	<b>Printing for Parent Workshops (using District Print Shop)</b>			
	<b>A purchase order must be entered for a blanket printing PO.</b>			
		<b>Item</b>	<b>Purpose</b>	<b>Amount</b>
	1			\$0.00
	2			\$0.00
3			\$0.00	
4			\$0.00	
<b>Sub Total</b>				\$0.00

6100/510	<b>Purchasing from a Vendor - Materials for Parent Workshops &amp;/or Resource Room. Please attach a quote.</b>			
	<b>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.)</b>			
		<b>Item</b>	<b>Vendor</b>	<b>Amount</b>
	1	ACT/SAT Prep Books	Amazon	\$500.00
	2	Parent guide books	Woodburn Press	\$800.00
3			\$0.00	
4			\$0.00	
<b>Sub Total</b>				\$1,300.00
<b>Total Cost for 6100/510 (Non-Food)</b>				\$1,300.00

6100/640	<b>Equipment for Parent Resource Center/Room (6100/640)</b>			
	<b>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.</b>			
	<b>Please attach a quote to the PFEP Budget when submitting.</b>			
		<b>Item</b>	<b>Vendor</b>	<b>Amount</b>
	1		Emtec	\$0.00
2		Emtec	\$0.00	
<b>Total cost for 6100/640</b>				\$0.00

### 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	Parent Principal Breakfast	1st Semester	\$300.00
2	Home Visits	Aug thru March	\$200.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
<b>Sub Total</b>			<b>\$500.00</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	Family Picnic	1st Semester	\$300.00
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>\$300.00</b>
<b>Total Cost for Food (6100/510 AND 6100/390)</b>			<b>\$800.00</b>

Grand Total for Parent and Family Engagement Allocation	\$3,014.00
Difference between PIP Amount and Grand Total (must equal zero)	\$0.00

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