

Title III EL Student Quick Reference Guide



Title III: English Learner Student Program

Resource Code 4203

Why are these funds important?

Title III English Learner (EL) Student Program funds are used to support EL students in acquiring English language proficiency and enabling students to participate meaningfully in standard instructional programs. The purpose of Title III EL Student Programs is to help EL students develop the necessary language skills to succeed academically and in society, ensuring students can access the same learning opportunities as their native English-speaking peers.

Who are the recipients of these funds?

Title III EL Student Program recipients are local educational agencies (LEAs) with one or more identified EL students during the prior school year. LEAs must apply annually for funding.

How much is allocated each year?

Funding allocations are formula-based and vary each year depending on the total number of EL students in California and the amount allocated to the state. A statewide per-pupil amount is then used to calculate each qualifying LEA's allocation based on its EL student count. Prior years' funding allocations can be found at the California Department of Education (CDE) Title III EL and Immigrant Programs Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

What are the additional requirements for funding?

- **Supplement Not Supplant**
 - Title III EL Student Program funds must be used to supplement the level of federal, state, and local public funds that, in the absence of such availability, would have been expended for programs for English learners and immigrant children and youth, and in no case to supplant such federal, state, and local public funds. (See Title 20 of the *United States Code* Section 6825[g]).
 - Title III cannot be used to fund activities that the LEA must provide for the education of EL students to meet the requirements of Title VI of the Civil Rights Act, or other federal, state, and local requirements.
 - As a general rule, if a particular activity was paid with other funds, the same activity cannot be paid with Title III EL Student Program funds in the current year. The use of Title III funds to pay for services to EL students that were paid for in prior years with federal, state, or local funds raises a presumption of supplanting.
- **Equitable Services for Private Schools Participation**
 - Meaningful and timely consultation with private schools is required in order to participate.
 - Title III funds can be used for equitable services for identified EL students.
 - LEAs do not give funds directly to private schools. Instead, private schools receive services and products.

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Category	Allowable (Authorized) Examples	Unallowable (Unauthorized) Examples
Instructional/ Professional Staff	<ul style="list-style-type: none"> English Language Development (ELD) coaches and EL specialists' salaries. Teachers for extended day/extended year. Teachers for Title III supplemental parent EL classes. 	<ul style="list-style-type: none"> Standard instructional program/core instruction teachers, including EL and ELD teachers, during the school day.
Support Staff Salaries (Paraprofessionals & Instructional Aides)	<ul style="list-style-type: none"> Portion of the salary of paraprofessionals (Bilingual & Instructional Aides) to assist EL students in classrooms during designated times. 	<ul style="list-style-type: none"> Entire salary of paraprofessionals who assist all students in the classrooms. Screening students for EL status.
Stipends	<ul style="list-style-type: none"> Teacher collaboration to upgrade an already established EL curriculum. Stipends for teachers to attend professional development (PD) to benefit the language acquisition of EL students. Tutors under the direction of an EL-licensed teacher. 	<ul style="list-style-type: none"> Funding for district interpreters/translators servicing all students. Funding to write EL curriculum.
Contractual Services	<ul style="list-style-type: none"> Consultants for PD to improve best practices for the teaching of EL students. Consultants for private school equitable services participation. 	<ul style="list-style-type: none"> Required contractual professional development provided to all teachers by LEAs.
Supplies & Materials	<ul style="list-style-type: none"> Supplemental supplies to be used strictly for Title III-sponsored PD. Summer/extended day programs for EL students only. Supplemental reading texts for classroom language enhancement. Private school materials for EL students as agreed to through district consultation. <i>Note: Materials remain the property of the public school and must be labeled and inventoried.</i> 	<ul style="list-style-type: none"> Supplies to be used in the classroom or by students for core programs or instruction. Evaluation system-related data systems to manage linking student-teacher data. Assessment materials for the LEA.
Site Administrator/ Clerical Personnel	<ul style="list-style-type: none"> A portion of the salary for a site administrator of district Title III-funded activities. A portion of the salary for a data clerk who enters data only for Title III programs. 	<ul style="list-style-type: none"> The entire salary of a site administrator who, as part of their duties, administers district Title III-funded activities. The salary of a data clerk who enters data for all LEA programs.

Note: For detailed lists of Title III allowable example costs and their rationale, please see the CDE Title III Authorized Costs web page at

<https://www.cde.ca.gov/sp/ml/t3authorizedcosts.asp>.

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LEA Responsibilities as Title III Subrecipients

LEA funding timeline:

- Title III EL Student Program funds are available on July 1 of every funding year.
- The subgrant period is from July 1 through September 30 of the following year (15-month subgrant period).
- For LEAs that don't expend the funds during the 15-month subgrant period, an additional carryover period of 12 months is provided, for a total of 27 months.
- After the total 27-month subgrant period ends, subgrantees have an additional 90 days to liquidate (make payment for) any obligations incurred during the period of availability, and to file the end-of-year expenditure report.
- Any unexpended funds must be returned to the CDE.
- LEAs must keep separate books for each fiscal year's funding since multiple funding years can be active simultaneously.

LEAs must:

- Apply annually for Title III EL Student Program funding.
- Meet all funding eligibility requirements to be funded.
- Participate in a consortium if the LEA's allocation is under \$10,000.
- File Cash Management Data Collection (CMDC) reports quarterly.
- Report expenditures on Consolidated Application and Reporting System (CARS) every six months.
- File end-of-year expenditure reports at the end of each subgrant period.
- Ensure ALL Title III expenses are allowable, necessary, reasonable, and allocable, as required in Title 2 of the *Code of Federal Regulations* Section 200.403(a).
- Maintain documentation for all expenses.

LEAs should:

- Try to use their funds as soon as possible to provide services immediately because students are already in the classrooms.
- Strive to fully utilize funds from one fiscal year before utilizing funds from another, more recent fiscal year.
- Subscribe to the CDE Title III Updates Listserv by sending a blank email to join-title3-updates@mlist.cde.ca.gov.
- Reach out to the CDE Title III program office at LPLO@cde.ca.gov for support.

For detailed information regarding Title III programs please go to the CDE Title III web page at <https://www.cde.ca.gov/sp/ml/title3.asp>.