**April 23rd, 2020 Office Hours Questions and Answers**

1. What about Chromebooks, does that purchase need to go through the district or can we mail directly to them?

**Answer:** Depends on what your district policy is on devices. For most districts, they need to track those and inventory the purchase, so they have them shipped to the district. Once tracked by the district, then it can go the Non-Public School. Recommendation from CDE is to ship to district, track them and then send to the school.

1. Do non-public schools include preschools and Head Start programs?

**Answer:** If the district includes PK in the definition of their elementary school, then the preschool would be eligible to receive equitable services. Those students in the Head Start program are eligible to participate in the program. So yes for Head Starts and it depends for preschools on the definition the district has for elementary.

Response in chat: Just to add about preschool. If preschool students are determined to be eligible, that will impact the proportionate share calculation. You would treat the preschool the same way you would treat the other schools in the inclusion of the proportionate share calculation.

1. We have been stamping every book as property of DPS Federal Programs. Is this not a necessary step?

**Answer:** If that is the district policy, then the district needs to maintain that policy. Please follow the local policy. As long as the funds are controlled by the district and maintaining what they need to do, then those items can be shipped directly to the school.

1. If we were to do Chromebook or computers, we should be setting up location like the private school we are sending it to and keep inventory sheets like we would the other schools?

**Answer:** Yes.

1. If they were to dispose of something, they should let us know about that when they dispose of it or should they send it back to us for use to dispose of it?

**Answer:** It needs to be sent back to the district for the district to dispose of it since it is the district’s property. The same goes for when they participate in the program and they no longer participate in the next year, then those materials need to be sent back to the district.

1. If those computers come back, can you use those computers to how you see fit?

**Answer:** Yes.

1. Would we want to look up pre-school addresses since in the fall they would be kinder? we don't service pre-K in our district but would this be correct thinking on our end as a dist. It's like 8th graders this year we don't look up because they would be 9th grade in the fall and we don't have 9th grade T1 schools

**Answer:** Two ways to go about it. If your district serves 1-8th grade with Title funds, you would look at 1-8th grade numbers at the Non-Public and use it as presumptive number assuming that the students that matriculate out will be replaced by new students or you would back it up and look at Kinder-7th grade numbers to have a more accurate count. But that is something that you need to establish in consultation with Non-Public schools, which count to determine that proportionate share. Just need to be inclusive of the same grade levels.

1. On April 30th -- is that the Regional Network Meeting that you will be talking about CARES or is a separate office hours?

**Answer:** You can access the Virtual RNM's here and see the topics: <http://www.cde.state.co.us/fedprograms/virtualnetworkingmeeting>

1. If NPS need to purchase cleaning supplies and/or services now, should they use Title IV if funds are available? Is this allowable?

**Answer:** Yes, they can use TIV funds. Go back into the Consolidated Application to determine if they participated in Title IV and what they were originally going to use those funds for. If you need to do a Post Award Revision, submit those revisions to CDE.