# A close up of a sign  Description automatically generatedWashington State GEAR UP Program

# Expenditure Guidance for Remote Learning Conditions

**Effective 9.1.2020.**

**Updated 10.14.2020**

**Updated 10.16.2020**

## Family Event Food and Incentives

It is allowable to provide food or incentives for virtual family events as follows:

* All guidance related to food and incentives must be followed.
* One $25 raffle (or multiple prized not to exceed $25 total) may be awarded for attendance.
* You may provide each attendee with a food voucher or restaurant gift card, not to exceed $8 per confirmed attendee.
* You may do a single food gift card per family, for example $24 for three attendees.
* You must have detailed receipts for the gift cards, the same as for any other expenditure.
* You must have attendance documented and verified, for example, a Zoom log, or Google Classroom record.
* You must have food for family events as a line item in your Year 4 work plan and budget. If you don’t, you will need to submit a revision request before incurring the expenses.
* NEW, 10.14.20: GEAR UP will not pay for food delivery costs charged by a vendor to distribute meals to families for these events. You may:
	+ GEAR UP staff may deliver food to families as this will provide for family/student contact opportunities.
	+ If allowed by the school, GEAR UP may provide a drive-through pick up option on the school campus (or another site).
* NEW, 10.16.20:
	+ GEAR UP will not pay for food for GEAR UP or other school district staff for virtual events.
	+ Food is allowable only for those attendees that can be confirmed and documented and entered in the portal.
	+ Food is allowable only for the GEAR UP student and their adult family member(s) who actually attend the event. Food may not be purchased for any other family members.
	+ Reminder: the normal meal limit for events is $8 per person. If the actual meal is less than $8 the actual cost is the maximum that will be reimbursed.

## GEAR UP Policy for Student/Family Hotspots/Wi-Fi Access

* Hotspots can be provided to families who do not have the means to purchase on their own.
* School district must have ownership/pay the bills for hotspots.
* District cannot purchase a long-term contract for the hotspots – they must be month to month and only for the period that remote learning is required.
* GEAR UP will reimburse for as long as remote learning is in place only. As with any other expenditure, an invoice must be provided and submitted through the regular A19 reimbursement process.
* A “check-out” process must be in place to distribute and collect any hardware/device required. We recommend something similar to the 1:1 laptop/Chromebook checkout process with signatures required.
* Before purchasing a hotspot, you must ensure that there is internet access available.
* You must have “Student Technology” as a line item in your Year 4 work plan and budget. If you don’t, you will need to submit a revision request before incurring the expenses.

## GEAR UP Procedure for Staff Hotspots/Wi-Fi Access

* The district must have in place policy or procedure that allows for this expense. That is, if the district isn’t paying for any staff internet access, then GEAR UP cannot pay for it either.
* If the district has a practice in place to allow for internet or hotspot reimbursement or payment the following applies:
	+ GEAR UP will only pay for GEAR UP staff members who require internet access to implement activities in the Year 4 work plan.
	+ The staff member must be in a remote working setting and not able to work in the building due to COVID restrictions.
	+ School district must have ownership and pay the bill for the hotspot. OR
	+ School district must have a reimbursement process in placed to reimburse the staff member for the expenditure.
	+ GEAR UP will reimburse for as long as the remote learning is in place only. The contract must be month to month and only for the period that remote work is required.
	+ Before purchasing a hotspot, you must ensure that there is internet access available.
* You may request an exception to this procedure if you are a GEAR UP staff member and conducting regular home visits as part of your work plan.
* You must have “Student Technology” as a line item in your Year 4 work plan and budget. If you don’t, you will need to submit a revision request before incurring the expenses.

## Personal Protective Equipment (PPE)

* GEAR UP will not fund the purchase of PPE, even if the district is requiring students/staff to use items such as masks.
* The purchase of PPE is the responsibility of the school district.