

WA State GEAR UP

Allowable Match Guidance



As a general guideline, anything that is allowable as an expenditure is also allowable as a match. However, federal funds cannot be used as a match, so nothing purchased with non-GEAR UP federal funds is permissible.

The table below is a guideline and may not include all unallowable and/or allowable match.

Item/Activity Description	Purpose	Allowable Match	Unallowable Match
GU Staff	GU-paid staff serve various roles, including direct services to students and families, data and reporting, and organizational and administrative tasks.	<ul style="list-style-type: none"> Classified employee time beyond GU paid time may only be counted as a match if they volunteer. Must document that it is in addition to GU paid time and is volunteer time. Some school districts may have policies/practices about this; please check with your personnel office. 	<ul style="list-style-type: none"> Any staff time paid by GU funds. Any GU staff paid as a stipend. Certificated staff paid by GU time.
Substitutes	Substitutes are specifically for GU-related teacher or staff coverage.	<ul style="list-style-type: none"> The actual wage plus benefits cost to the district. 	<ul style="list-style-type: none"> Substitute time unrelated to the GU work plan.
GU Staff Orientation & Match Training	Annual required training.	<ul style="list-style-type: none"> All staff presents are allowable match, salary and benefits. Requires sign-in sheet. 	<ul style="list-style-type: none"> AmeriCorps member time. Staff who federal funds pay.
IT Staff	Provide set up, maintenance, and technical support for GU purchased equipment/computers.	<ul style="list-style-type: none"> Staff time spent directly on GU-purchased items. 	<ul style="list-style-type: none"> General IT support that would occur in the absence of GU.
State Work Study (Not Federal Work Study)	State Work Study students may work on behalf of GU, either as paid time or match.	<ul style="list-style-type: none"> Any portion of the student pay not paid by GU is match. This includes any district contribution or the state's contribution to the costs. 	<ul style="list-style-type: none"> Time must be spent implementing GU activities or providing clerical/administrative support for the program.
Field Trip Chaperones	School staff and parent time may be counted under certain circumstances.	<ul style="list-style-type: none"> Teacher time –beyond the contract day. Parent time - can be counted if they are there 	<ul style="list-style-type: none"> Teacher time during the contract day is not allowable.

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		<p>to support all students on the trip (or a group of students),</p> <ul style="list-style-type: none"> • Classified time – allowable. • GU paid staff – any time that GU is not paying. • Overnight trips- may count the full amount of time in travel status. 	<ul style="list-style-type: none"> • Parents attending on behalf of their child only is not allowable. • GU paid time is not allowable.
Professional Development	Increase the school's capacity to provide career and college advising and support to all students. Professional development must be tied to GU goals and objectives.	<ul style="list-style-type: none"> • Registration and travel expenses are allowed per GU travel guidance. • Staff time spent in the professional development activity. • Out-of-state pro-dev may be used as a match (but is not an allowable expenditure). 	<ul style="list-style-type: none"> • Costs related to extending travel for personal reasons. • Clock hours or fees for credit. • Personal expenses such as car fare to dinner that are not allowable expenditures per travel guidance.
Consumable Supplies	Supplies necessary for program implementation.	<ul style="list-style-type: none"> • General office supplies, printing, postage. • Office equipment like printers, computers, and supplies for GU staff. • Internet access, phones. 	<ul style="list-style-type: none"> • Equipment valued at over \$5,000.
Computers	Support student academic performance and achievement and provide career and college information access.	<ul style="list-style-type: none"> • Computers on Wheels (COWs) and 1:1 computers, if purchased by the district in support of the GU plan to benefit GU students. • Computers for GU staff necessary for program implementation. 	<ul style="list-style-type: none"> • Computers for staff, including teachers, administrators, and counselors.
Furniture	GU staff office/workspace.	<ul style="list-style-type: none"> • File cabinets or storage are required to adequately safeguard and store GU materials. 	<ul style="list-style-type: none"> • Equipment valued at over \$5,000.

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		<ul style="list-style-type: none"> Furniture, desks, and chairs used by GU staff. 	
GU Partner Programming	<p><u>Seeds Training & FOCUS Training</u> are WAGU official partners.</p>	<ul style="list-style-type: none"> These partner providers will document part of their established fees as a match for your program. 	N/A
Guest Speakers	<p>Provide motivational and educational guest speakers to increase aspirations and knowledge of career education and training pathways.</p>	<ul style="list-style-type: none"> Presenters may offer services for full or partial match— always inquire about match opportunities. Presenters must be aligned with GU goals and objectives. May include time and travel expenses documented with receipts. 	<ul style="list-style-type: none"> Speakers who do not have a message focused on preparing students for careers and college. Military recruiters or anyone else paid with federal funds.
WSAC 12th Year Campaign	<p>Provide information about FAFSA/WASFA Completion and college applications.</p>	N/A	<ul style="list-style-type: none"> Unallowable; WSAC services.
Tutoring or Homework Assistance	<p>In-class support, before/after school, or at lunch tutoring/homework assistance.</p>	<ul style="list-style-type: none"> GU does not pay teacher or staff time beyond the contract day. Snacks provided by any source other than school nutrition services. 	<ul style="list-style-type: none"> Snacks provided by the federal school nutrition services program. AmeriCorps member time.
College Campus Visits, including 2-Year, 4-Year, & Vocational/Technical Programs	<p>Assist students in making good decisions about college fit and match and aligned with their career interests.</p>	<ul style="list-style-type: none"> Transportation costs. Meals and snacks. Lodging. Registrations and entrance fees, and cultural experience fees. See Field Trip guidance above for chaperone allowability. 	<ul style="list-style-type: none"> Recreational or entertainment cost – EXCEPT if preapproved and on college campus.

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AVID	Increase the school's capacity to offer AVID courses and build a school-wide AVID philosophy and practice.	<ul style="list-style-type: none"> • AVID Course costs. • AVID library materials. • AVID membership fee. Director training participation costs. Summer Institute: <ul style="list-style-type: none"> • Staff time spent at conferences and during travel time. • Registration, lodging, airfare, airport parking, transportation to/from airports, meals. 	<ul style="list-style-type: none"> • AVID gear for staff (shirts, bags, etc.).
Student School Supplies	Ensure students have the necessary supplies to complete school assignments and fully participate in class.	<ul style="list-style-type: none"> • School supply donations secured by GU staff. • Annual planners provided by the school. 	<ul style="list-style-type: none"> • School supplies purchased with other federal funds.
Food, Snacks	Any food item provided at a GU event/activity.	<ul style="list-style-type: none"> • Donated food, snacks, treats. • Valued at cost based on receipt or donor-signed form. 	<ul style="list-style-type: none"> • Food or snacks provided by School Nutrition Services (federally funded program)
Family Engagement	Ensure family members have the information they need to support their child in the preparation and planning for graduating on time and being prepared for postsecondary options. Includes financial resources, academic resources, and social and emotional resources. Increase family event participation.	<ul style="list-style-type: none"> • Raffle donations. • Language interpretation services. • Childcare at the events. • Meals or refreshments donations. • Presenters. • Staff time, if beyond the contract day or paid GU time. • Mileage when the event is off-site and not reimbursed by GU. 	<ul style="list-style-type: none"> • Staff time when paid by GU.

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College Gear	Incentive for student activities and participation.	<ul style="list-style-type: none"> • College logo gear, including clothing, pennants, and other marketing items. • Ask colleges to donate! 	N/A
Incentives, Swag Donations	Incentive for student activities and participation.	<ul style="list-style-type: none"> • Allowable as donations only. • The value of the donation is allowable to match as verified by the donors' signature or receipt. 	N/A
ACT/SAT, Community College Placement Tests	These vendors provide test fee waivers for GU students.	<ul style="list-style-type: none"> • The cost of the actual test as documented by the vendor. You must provide a copy of the student waiver as documentation. • Cost of actual test for GU students when another source pays. • Classified staff test proctor salary and benefits. 	ASVAB testing cannot be used as match (federally funded).
College Application Campaign Events	Support students in applying to postsecondary programs and institutions.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • USB drives. • College application waivers for GU students. • Incentives for participation. • Meals/refreshments. 	Common Application fee waivers.
Federal Student Aid Estimator, FSA ID, FAFSA or WASFA Completion	Support students in applying for financial aid.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • Meals/refreshments. 	<ul style="list-style-type: none"> • FAFSA application fees – these are fraudulent fees. The FAFSA is always free.
Scholarship Search Activities	Support students in applying for scholarships, including using thewashboard.org .	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. 	<ul style="list-style-type: none"> • Scholarship application or service fees.

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		<ul style="list-style-type: none"> • USB flash drives. • Meals/refreshments. 	
College or Senior Signing Day	Events to celebrate students deciding on their plans for after high school.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • Meals/refreshments. 	N/A
Summer Programs	Provide extended school-year activities to ensure students are prepared to transition to the next grade level. It may be remedial or advanced coursework.	<ul style="list-style-type: none"> • Staff salaries/wages and benefits. • Materials and supplies necessary to program. • Tuition and fees for students not eligible for waivers. 	N/A
Summer Camp	Encourage students to explore postsecondary options by participating in a program, camp, or event at a postsecondary institution during the summer months.	<ul style="list-style-type: none"> • Registration fees, lodging, transportation, and meals. 	<ul style="list-style-type: none"> • Fees when students cancel or do not attend.
Student Transportation	GU field trip or activity transportation may include all district vehicles.	<ul style="list-style-type: none"> • The actual rate, including driver time, that the district charges for all programs. • Family mileage (not reimbursed by GU) for taking students on college visits. 	<ul style="list-style-type: none"> • Cannot exceed the established district rate. • Family mileage may not exceed the state mileage reimbursement rate.
Job Shadowing or Service-Learning	Support students in exploring career options and building workplace skills by providing access to work environments and employees.	<ul style="list-style-type: none"> • Employer's time spent with the student(s) during job shadowing or preparing for experience, salary, and benefits. • Transportation. 	N/A
Mentoring	Provide students with support through an organized, structured mentoring program. This may include Boys and Girls Club, Check	<ul style="list-style-type: none"> • Volunteer mentoring time for staff, students, and community members. 	<ul style="list-style-type: none"> • Student time for peer or near-peer mentoring that occurs during the school day.

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	and Connect, Link Crew, or another similar program.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • Salaries/wages for staff beyond the contract day to provide mentoring services. • Training and implementation costs/fees required by the program. 	<ul style="list-style-type: none"> • Teacher mentor time during the regular contract day.
Career Guidance Washington or another Advisory Curriculum	Ensure students have access to college planning and readiness information throughout their middle school and high school experience.	<ul style="list-style-type: none"> • Library and classroom materials. • WOIS or Career Cruising subscription. • Staff time is needed for coordination and planning for school-wide implementation. • Student-led conference support. • Meals and refreshments for activities outside the regular school day. • Printing costs. 	N/A
GU Orientation/ Back to School Events & Commencement Events	Encourage participation in GU activities and celebrate student achievements.	<ul style="list-style-type: none"> • Meals/refreshments for activities if GU-specific information is provided at the event. 	N/A
College/Career Fairs	Provide access to information from college and career representatives. Events may be on the school campus or another venue.	<ul style="list-style-type: none"> • Off-campus: costs of transportation, chaperones, meals, or snacks. • On campus: meals or refreshments for presenters, staff, and students. 	N/A

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		<ul style="list-style-type: none"> • Presenter time, travel, and giveaways or other materials. 	
School Facilities	The actual rental cost for programs as established by the district may be documented as match for space specifically used by the GU program.	<ul style="list-style-type: none"> • Use of GU-established rates for space dedicated to GU staff and programming. 	N/A
Non-School Facilities	The actual rental cost for off-campus space for the GU program is based on established rental fees. For example, the community center can be used for a family night in a location that regularly charges for the space.	<ul style="list-style-type: none"> • GU may document the cost based on the established rates. • The rate used must be based on the established rates for the facility. 	<ul style="list-style-type: none"> • Space that is typically free for users may not be used as match.
Indirect Costs	The cost to the district for administering the grant may be billed at the Federal Restricted Rate as published by OSPI by academic year.	<ul style="list-style-type: none"> • Districts may use the Indirect Cost rate to match the program, but it is not required. • If the district chooses this option, WSAC will calculate and track this match on your behalf. 	<ul style="list-style-type: none"> • Costs for district staff and other district expenditures are included in the indirect rate calculation.