Policy #:	**BDG.200.6**
Policy Title:	Funding Guidelines
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Review Date:	N/A
Related Documents:	MVCS Application for Direct Purchases MVCS Direct Purchases Procedure MVCS Educational Trip Plan Form MVCS Essential Receipt Elements MVCS Funding Committee Procedure MVCS Funding Schedule MVCS Fundable Materials Determination Form MVCS Fundable Class Determination Form MVCS Receipt Form MVCS Student Transportation Log Form MVCS Parent Request for Funding Review

Overview

Mesa Valley Community School (MVCS), receives funding from the state of Colorado via Mesa County Valley School District 51 (D51) for each student who is enrolled and meeting attendance requirements on the Count Date. These are public funds—some of which are distributed from the U.S. Department of Education to the state of Colorado and some of which have been generated from state and local taxes. Public funds are subject to strict accountability laws and spending guidelines. MVCS maintains financial transparency and undergoes an annual financial audit.

A student in Mesa Valley Community School (MVCS) may access funds each year for the implementation of the learning objectives documented in his or her annual approved Personalized Learning Plan (PLP). These funds are used to support instruction as outlined in this policy. Student funds are allotted as follows (grade 6-12 part-time students do not have access to these funds).

Student Type	Annual Student Funds
Kindergarten	$1000
Grades 1-8	$2000
Grades 9-12—no Concurrent Classes	$2000
Grades 9-12—with any number of Concurrent Classes	$2250

MVCS Family Advisors serve as financial liaisons between the student's parent(s) and MVCS, and are responsible to ensure that these funds are used to support learning objectives in the PLP, use is documented appropriately, and funds are used responsibly.

All Funding Requests are reviewed and submitted to a third-party accounting office to complete processing and issue checks.

MVCS Funding Guidelines and procedures are re-evaluated as needed with input from D51 and may be altered mid-school year if necessary. Efforts are made to make revisions between school years and/or to minimize the impact of changes by clearly informing MVCS parents and staff of changes in a timely manner.

Funding Principles

Funding Guidelines and procedures are developed around the following principles:

1. Laws pertaining to the use of public funds are followed.
2. MVCS coordinates with D51 for accountability and guidance, and is bound by the District's standards to determine appropriate use of public funds.
3. Funding Guidelines and procedures are applied consistently.
4. Questionable/exceptional requests are evaluated by the Funding Committee.
5. Religious instruction and curriculum is not funded.
6. Staff should not sign off on Funding Requests they cannot explain and justify.
7. Funding Requests must be completed thoroughly and accurately, documented with receipts and other requested verification. Those submitted with mistakes or improper documentation will be returned for corrections or denied.
8. Funding Requests submitted with an intent to deceive or defraud will be denied; other consequences will be considered based on specific circumstances.
9. Funded items may not be sold for profit or used in profit-generating activities.
10. Funded items are owned by MVCS and should be used with reasonable care. Non-consumable items should not be personalized or defaced. Defacing or destruction of items may result in disciplinary measures.
11. Substantive items which are still usable after the student for whom they were purchased is done using them should be transferred to an enrolled sibling or returned to MVCS.
12. Funded items must support the learning objectives in the student's PLP.
13. Funded items must be appropriate to the age and skill level of the student.
14. Funded items must be priced reasonably (i.e. not a luxury item). Caps for items may be established.
15. Parents have the burden of proving that items are being used for instructional purposes and that the request is a responsible use of funds. This is especially true for educational games, building kits, and items generally used as household/personal items (e.g. clothing, craft, food/cooking, or science experiment supplies).
16. A funded item must be used primarily by the student whose funding was used to purchase it. If it will be used by more than one MVCS student, the cost may be drawn from one or may be split. Siblings may not share funds in any other way.

17. Funded items are for use within the school year during which they are funded. MVCS reviews requests for bundled items (e.g. Rosetta Stone levels 1-5), denying them if the majority of use does not occur within the current school year.
18. Purchases must be reasonable quantities for use in the current school year.
    a. Funding of Supplies and Curriculum is especially scrutinized 4th quarter.
    b. Equipment is not funded 4th quarter.
    c. Instructors, Learning Opportunities, and Support Expenses may be pro-rated 4th quarter.
    d. Annual passes/subscriptions (e.g. Museum of Western CO, Fruita Rec Center, KiwiCo), are paid in full if purchased 1st semester, pro-rated at half if purchased 3rd quarter, and are not funded 4th quarter.
    e. Proof of use may be required for passes to out-of-area venues (e.g. Denver museum) to validate pass rather than single entrance purchase.
19. If a student exits mid-year, the student's funds are frozen when the notice to exit is given. Only items necessary to complete the student's PLP until exit will be approved. Seniors who graduate at the end of first semester only have access to half of their annual student funds.
20. MVCS seniors must make any purchases of computers or tablets in the first (not second) semester of their graduating school year.
21. An item must be funded in its entirety by MVCS student funds; partial payment is only allowed for computers/tablets or if student is exhausting funds.
22. Items above $499.99 will not be funded (with the exception of computers and tablets—see Equipment for details).
23. Item price includes shipping/handling and warranty. If an item is purchased for use with related items (at once or through time, but not vendor-bundled), categorization is made using the price of the main item (e.g. weights, not bench; piano keyboard, not stand). If an item is bundled by a vendor (e.g. camera with lens, tripod, flash, and case; laptop with sleeve and mouse) the cost of the bundle is the price of the item.
24. MVCS assumes no liability for injuries/accidents which occur while a funded item is used or funded activity attended, nor is responsible for lost, stolen, or damaged items.
25. Only sports listed below will be funded, but not all items used for a particular sport are fundable (e.g. equestrian lessons are fundable; a saddle is not).

Aerobics (Water/Mat)	Broomball	Equestrian/Rodeo
Badminton	Canoeing/Kayaking	Fencing
Baseball/Softball	Cheerleading	Fitness
Basketball	Climbing	Football
Bowling	Cycling	Golf
Boxing	Diving	Gymnastics

Handball	Racquetball	Tennis
Hiking	Scuba	Track & Field
Hockey (Field/Ice)	Skateboarding	Volleyball
Lacrosse	Skating (Roller/Ice)	Wakeboarding
Martial Arts	Skiing/Snowboarding	Weightlifting
Orienteering	Snowshoeing	Wrestling
Paddleboard	Soccer	
Parkour	Swimming	

Non-Fundable Items

Specific non-fundable items are listed below to aid in the evaluation of Funding Requests. This list is not exhaustive.

Non-Fundable Items—Entertainment

1. Physical or video game (e.g. non-educational computer/board game).
2. Admission into entertainment event (e.g. amusement park, pro sports game).
3. Play equipment (e.g. swing set, trampoline, pool).
4. Toy not aligning with a specific learning objective in the student's PLP (e.g. building blocks or Legos, "STEM" kit which is only minimally educational).
5. Trip or educational expense that is not entirely educational (i.e. trip or educational experience cannot be partially funded).

Non-Fundable Items—Household

1. Household item or tool (e.g. batteries, tissues, hand sanitizer, kitchen/garden tool, shop tool including power tools).
2. Food item, plant, creature (with the exception of those necessary for educational project), pet or pet expense (e.g. pet, pet food, veterinary visit).
3. Personal item (e.g. shirt, tennis shoes, sport apparel, gloves, coat, general-use backpack/bag, water bottle).
4. Outdoor/camping equipment (e.g. tent, sleeping bag, fishing equipment).
5. Electronic equipment that is for personal use or is excessively featured (e.g. streaming device, expensive headphones).
6. Telephone, cable, satellite TV, or the cost of bundled service in excess of the amount related to internet service.
7. Data plan for cellphone, tablet, etc. unless it serves as the sole educational internet access (e.g. Verizon Jet Pack).
8. Furniture (e.g. chair, desk, table, bookcase, lamp).

Non-Fundable Items—Weapons & Vehicles

1. Weapon or self-defense item (e.g. gun, knife, bow/arrow, sword, pepper spray and paraphernalia such as hunting license, target, cleaning kit, and ammunition).
2. Motorized vehicle.

Non-Fundable Items—Religious

1. Material used to establish, promote, or support a religious organization.
2. Cost to participate in activities including religious instruction.
3. Specific holiday book, craft kit, music, etc. that contains religious content.
4. Religious icon.

Non-Fundable Items—Parent Responsibility

1. Sales tax.
2. Late fee (e.g. on internet bills or registrations).
3. Charge for expedited shipping (unless approved by MVCS for a specific situation.)
4. Warranty extending past the MVCS-determined depreciable life of the item.
5. Membership to business (e.g. Amazon, Barnes & Noble) or organization (e.g. HSLDA).
6. App for electronic device (unless recommended for a specific student by MVCS).
7. Short-term online class (unless recommended for a specific student by MVCS).
8. Legal fee, court-ordered class, court cost, fine, or restitution.
9. Medical service (e.g. doctor visit, therapy, medication, childbirth class.)
10. Parent education.
11. Parent health club membership, recreational/gym pass, or sports fee.
12. Admission fee for a parent to watch their own child(ren) perform (e.g. ballet).
13. Service provided by an immediate family member (i.e. parent, sibling, or any person living within the same dwelling as the student).
14. Personal trip to investigate college/university for the student's higher education.

Funding Process

1. Each family is assigned a Family Advisor to aid with Funding Requests.
2. To begin requesting funds, the student's parent must have met with the student's Academic Advisor and had contact with the Family Advisor at least once. All enrollment paperwork (e.g. Participation Agreement, birth certificate, custody agreement), PLP, and 1st semester schedule must be completed.
3. Parents are responsible to complete Funding Request paperwork and cooperate with their Family Advisor to provide documentation.
4. Family Advisors are responsible to verify Funding Request paperwork.
5. If the current allotment of student funds is insufficient to cover a Funding Request, the Funding Request may be held by the Family Advisor for the next allotment or partially paid in the current allotment and the remainder funded in the following.
6. Parent-generated Funding Requests will not be authorized if a school-generated Funding Request is pending authorization.
7. Weekly, Funding Requests which have been processed by the Financial Administrator are submitted to the MVCS accountant for reimbursement to parents or payment to Direct-Pay Educators.

8. Once a Funding Request has been physically submitted to the Family Advisor (not just electronically submitted), a processing time of 2-4 weeks should be expected. If four weeks have passed without reimbursement/payment, the Family Advisor should be contacted to determine status of request.

Funding Schedule

MVCS publishes a Funding Schedule at the beginning of each school year. The Funding Schedule splits student educational funds into allotments across the school year and defines limitations on use of funds based on date. The Funding Schedule helps ensure responsible use of funds and supports reasonable processing time for Funding Requests. Unspent student funds are returned to the MVCS general fund at the end of the year.

Since MVCS is not funded for students who leave the school prior to the CDE Count Date (approximately October 1, annually), parents of students who exit prior to this day may be asked to return or repay MVCS for items which were purchased for their student during this timeframe.

Funding Restrictions & Funding Hold

Access to student funds is contingent upon compliance with MVCS policies (e.g. requirement to document immunization status, parent expectations in STU.250). If MVCS determines that a student's educational needs are not being met, MVCS may require that specific purchases be prioritized and deny others which would normally be approved. If a parent breaches policies, funding may be held until the issue is resolved. If it becomes necessary to hold funds, the family will be notified of this along with the remedy to become compliant again.

Funding Pre-Approval

Pre-approval is not required for items clearly listed as fundable in the Funding Guidelines, however a parent is responsible for items they purchase. If a parent does not seek pre-approval, he/she runs the risk that the item will not be approved for funding and the parent will remain solely responsible for the cost. Pre-approval is strongly encouraged for the following:

1. Equipment, which costs $200 or more. Such requests will receive extra scrutiny.
2. Electronic equipment including all computer/tablet purchases regardless of cost.
3. Items not listed in the Funding Guidelines.

Pre-Approval Required

MVCS requires pre-approval to fund an educational trip. The parent must submit an Educational Trip Plan form and relevant documentation to the Family Advisor and allow at least two weeks for review. Deviations from an approved Trip Plan or lack of adequate documentation may result in denial or adjustment of the final submitted Funding Request. If pre-approval is not sought, the trip may be reviewed afterward

without the benefit of receiving direction regarding what is and is not fundable and what types of documentation are required; the risk is high that such a trip will not be approved and the parent will remain solely responsible for the cost of the trip.

Funding Committee

The Funding Committee is made up of seven representatives—a member of the MVCS Board of Directors, two Family Advisors, the Financial Administrator, the Director or Assistant Director, and two District representatives. Following the Funding Committee Procedure, the group meets weekly to review questions/exceptions and Trip Requests. Questions/exceptions are taken to the Funding Committee at the discretion of the Family Advisor who will represent the student's interests; the parent is expected to provide necessary documentation/explanations. To evaluate issues, the Funding Committee will adhere to the Funding Principles and also consider generally accepted accounting principles, responsible use of public funds, precedent in MVCS and other institutions as applicable, Colorado and federal law, Colorado Department of Education's Financial Policies & Procedures and Chart of Accounts, and D51's policies and procedures. District 51 is the final decision maker.

Curriculum Committee

Curriculum is evaluated by the Curriculum Committee if there is any question about its fundability. The Curriculum Committee also evaluates all Community Classes. The Curriculum Committee considers such criteria as these:

1. Religious vs secular nature of the item (using the Lemon Test):
    a. The material must have a secular purpose.
    b. The material must not have the primary effect of either advancing or inhibiting religion.
    c. The material must not create an excessive entanglement of MVCS with religion.
2. Educational nature of the item (i.e. correlation with Colorado Academic Standards).
3. Ages for which the item is appropriate.

Payment & Documentation

Student funding may be accessed in several ways:

1. Parent makes a purchase on behalf of the student and is reimbursed by MVCS.
2. Direct payment is made by MVCS to Direct-Pay Educators (independent contractors of MVCS) for educational services.
3. Internal transfer of funds is made for classes or resources (e.g. crossover, ALEX).
4. MVCS direct purchases—available for those with financial hardship—whereby a Family Advisor makes a purchase on behalf of the student. Parents needing this

assistance may apply and, if accepted, are expected to abide by the MVCS Direct Purchases Procedure.

Non-reimbursable Methods of Payment:

1. Gift cards unless a receipt for the purchase of the gift card accompanies the receipt of the purchased item.
2. Reward dollars or points purchases.
3. Credit card of an individual other than the parent/guardian of the student. Families whose finances do not allow them to carry charges until reimbursement should apply for the MVCS direct purchase option.

Receipts

Original receipts must accompany an MVCS Funding Request for every item listed on the Funding Request. Receipts must include the vendor's name, address, and phone number along with a clear description of the item/service, the amount paid, method of payment, and date of purchase. The MVCS Essential Receipt Elements document provides an example of a good receipt.

Receipts should be for school purchases only (i.e. no personal items should be included on a receipt with school items). All receipts must be legible. A receipt smaller than a page must be taped (top and bottom) to a piece of standard 8 ½ x 11 paper before submission. Tape on receipt ink may cause the ink to fade, so avoid tape across print.

A receipt is one of the following:

1. Cash register/internet receipt. Some cash register receipts do not clearly list descriptions of items (e.g. Hobby Lobby). In this case, a handwritten description next to the price of each item is required. Photos may be required.
2. MVCS Receipt form for items/services which did not receive a standard receipt with all of the essential receipt elements. The MVCS Receipt form should be accompanied by the original inadequate receipt. The MVCS receipt is not intended to be used in place of a standard receipt which is available (i.e. out of convenience rather than necessity). The MVCS Receipt form may be used as the sole receipt when purchasing an item from an individual (e.g. yard sale or community member); in these cases, additional documentation may be required.
3. Handwritten sales receipt from a business. This must also include customer (parent) name and the signature of an individual authorized by the business.
4. Detailed statement from a business.
5. Registration form (i.e. for camp, soccer, etc.) that is marked "paid" and is signed and dated by the person who received the payment. A registration form without these details must be attached to a fully-completed MVCS Receipt.
6. Invoice from a Direct-Pay Educator. This may not be submitted until after all listed services have been completed, other than for community classes which may be invoiced at time of enrollment, prior to instruction.

Unacceptable receipt submissions

The following are examples of things that may seem to be receipts but which often lack Essential Receipt Elements and are not adequate as receipts on their own:

1. Registration form.
2. Order form.
3. Order verification.
4. Invoice that shows an amount due.
5. Packing slip.
6. Copy of an un-cancelled check.
7. Poor copy of a receipt with the numbers handwritten over the top.
8. Unreadable copy of a receipt.
9. Receipts with tape covering prices or other receipt details.
10. Inappropriately redacted receipts (account numbers may be blacked out, but essential cost data including fees, etc. must be retained.)

Categories of Fundable Items & Services

Curriculum

Parents may choose to use any curricular material they wish. However, MVCS will only reimburse families for curriculum that is secular in nature and is related to the learning objectives of their enrolled child's PLP. Curriculum includes such things as textbooks, workbooks, supplemental books, DVDs, educational games, software (e.g. math drill), or online curriculum (including "portals" or subscriptions to course material without a live instructor).

Instructors

Instruction may be funded provided that participation does not require the student to be dually-enrolled.

Instructors—Businesses

Business entities that have an IRS-issued Employer Identification Number (EIN) may be paid for educational services rendered to MVCS students. These businesses are paid by the parent at the time of service and the receipt may be submitted to MVCS with a Funding Request for reimbursement.

Instructors—Direct-Pay Educators

MVCS students may receive educational services from individuals in the community who are independent contractors of MVCS (e.g. tutoring, lessons, classes). All such individuals submit to a fingerprint check and background screening through D51 and are listed as approved Direct-Pay Educators. Direct-Pay Educators must reside in Colorado. Parents schedule the services and the Direct-Pay Educator invoices MVCS.

Lessons/Tutoring
Lessons may be scheduled individually or on a monthly basis. If a Direct-Pay Educator charges an inclusive monthly fee for lessons, this fee is paid at the end of the month if the student has attended any lessons during that time period; habitually absent students will have this option revoked. As MVCS funding for each student is limited in each allotment, parents of MVCS students are ultimately liable for payment to these educators if they schedule services which outstrip available student funds.

Community Classes
Classes are differentiated from lessons/tutoring by having a set timeframe (e.g. a semester) and being offered to a minimum of 3 students. To be paid for by MVCS, a Community Class Fundability Determination form must be submitted to the Curriculum Committee and the class must be approved.

Instructors—Institutional Tuition
MVCS students may use student funds for classes in the following settings subject to space availability. Class costs will be deducted in the 2nd and 3rd allotments.

- *On-site MVCS Classes*
- *District 51 Crossover Classes (grades 6-12)*
- *Concurrent Enrollment—WCCC & CMU (grades 9-12, must qualify)*

Learning Opportunities

Learning Opportunities—Admission Fees
Admission fees for educational (not recreational) events, activities, and exhibits (e.g. museum entrance fee, classical music performance) may be funded for students to fulfill PLP goals and Colorado Essential Skills standards.

- Fee may be for single-entry, multiple-entry such as punch card, or annual pass; see Funding Principles for limitations based on time available for use.
- One parent admission per family may also be funded if attendance is required, or necessary to achieve the learning objectives (e.g. a MVCS-chaperoned field trip does not require parent attendance, so is NOT funded).
- Student admission fees are fundable for use of a sports arena (e.g. rink, slope, pool) or a health club/gym/recreational facility.
- Parking fees are fundable.

Learning Opportunities—Camps & Group Trips
A student's participation in a camp involving instruction (e.g. science or art camp) or a group trip (e.g. team robotics competition) that supports a learning objective in the PLP may be funded provided that it meets the criteria of a non-religious, educational camp. Relevant expenses should be submitted as a single Funding Request.

Learning Opportunities—Educational Trips

Educational Trips take the student outside of Mesa County. Mileage expenses for these are not subject to the limitation on Local Student Transportation. All Educational Trips must be pre-approved by the Funding Committee and have the following constraints:

1. An Educational Trip Plan form must be submitted to the Family Advisor at least two weeks in advance.
2. The trip must occur within a 350 mile radius of Grand Junction, CO (see http://tjpeiffer.com/crowflies.html)
3. The trip must be purely educational (not recreational) and include instruction.
4. The trip must align to at least one learning objective in the student's PLP.
5. Learning experiences must be age-appropriate.
6. The trip must not occur during MVCS testing dates for the student.
7. A trip day must include at least four hours of educational activities and/or travel.
8. Admission fees for events, exhibits, activities, etc. is covered for one adult and each enrolled student. If admission is free, verification of attendance is required (e.g. parking stub, docent-signed brochure, identifiable photographs).
9. A meal allowance of $20 per student and one parent per day is available for multiple-day trips. Travel days which do not include four hours of instruction have meals funded at half the usual rate.
10. Lodging is fundable up to $140 per night. For every lodging night requested, there must be four hours of instruction. Families with more than three enrolled students are eligible for an additional room. Hotel parking fees are not fundable.
11. Ground transportation costs (including necessary parking fees for learning opportunities) may be reimbursed. Mileage is calculated and documented as it is for Local Student Transportation. Car rental and airfare are not fundable.
12. Trip expenses must be submitted in their entirety as one Funding Request.
13. Any deviations from the pre-approved Educational Trip Plan will jeopardize the funding of the entire trip.

Supplies

The supplies category includes items that are consumed, worn out, or deteriorated through use. It also includes items that are fabricated or incorporated into different or more complex items. Supplies may cost up to $200 per item; items above $200 are considered Equipment (see below). The following outlines fundable supplies:

Supplies—School Supplies

These are items which support the instruction of the learning objectives as outlined in the PLP (e.g. pens and pencils, whiteboard, calculator). This also includes small electronics (e.g. computer mouse, headphones) and protective cases necessary for specialized educational equipment (e.g. padded computer bag, violin case, specialized carrying case for sports gear). Note that 4th quarter purchases of school supplies are to

be for reasonable use during the 4th quarter of the school year—purchases of bulk school supplies to stock up for the following year will be denied.

Supplies—Computer Software

Computer software which supports the education of a student is fundable. Subscriptions may be pro-rated or denied after 1st semester. Bundled software (e.g. Norton Antivirus with Lifelock) may be funded at a lower amount. Note: Microsoft Office is available as a free download to D51 students; purchases are not fundable unless the free version does not meet the student's needs.

Supplies—Project Supplies

These are items for use in science experiment/demonstration, art/craft, home economics, technical education, etc. Items that would normally be non-fundable, household items (e.g. small plants, food items, and other items with negligible costs) may be funded if the parent demonstrates the need within the project, experiment, or demonstration expectations. The Family Advisor must be given a description of the assignment and determines if the quantity is reasonable; questions only need to go to the Funding Committee if the household item cost per project goes above $25. Models or building kits with educational value (e.g. STEM kit that helps meet PLP goals) may also be funded. The Academic Advisor may be required to verify educational use. Such purchases are limited to $200 per student per year.

Supplies—Various

Supplies for elective courses (e.g. theater arts, dance, music) are fundable if the activity is explicitly specified in the PLP. Additional documentation may be required to determine reasonable amounts. Purchases of materials to create costumes must be referred to the Funding Committee.

Supplies—Physical Education

General physical education supplies (e.g. jump rope or ball) are fundable if relevant general activity goals are in the PLP. Physical education supplies for specific sports (e.g. baseball, golf, cycling) are fundable if the sport is explicitly specified in the PLP; an item that costs up to $50 may be funded without such specification. See Funding Principles and Non-Fundable Items for limitations on purchases in this category. Items are categorized as Supplies if they are under $200; PE items $200 and up are categorized as Equipment.

Sports clothing, uniform items, and protective equipment required for and unique to a particular sport are fundable, but personal items that under reasonable circumstances would normally be purchased by the family (e.g. shoes, gloves, coats, backpacks or general use bags) are not. One set of these items may be purchased for each student per sport per academic year (e.g. swimsuit, swim or ski goggles, ski gloves, sport-specific shoes, etc.). Shoes which do not appear to be sport-specific but which are required to be court-only shoes may be funded (e.g. basketball, volleyball). Personalization of

uniforms is not fundable (e.g. name on back of jersey) unless this is a non-optional requirement to receive instruction in the activity.

Equipment

Items categorized as Equipment are used for instructional purposes, last longer than a year, are maintained or repaired rather than being discarded, and are limited to a $499.99 total purchase price (includes shipping/handling and warranty), with the exception of computers and tablets (see below). Defacing or destruction of these items will be addressed by the Funding Committee on a case-by-case basis and may result in a requirement that the parent repay the funded amount. Equipment is not funded 4th quarter.

The replacement schedule for all equipment is below; for the purposes of calculating replacement timeframe, cost of warranty is not included. If an item is still usable after it has reached its replacement schedule lifespan, parents are encouraged to continue using it rather than automatically replace it.

Price of Item (+ S/H, not warranty)	Replacement Schedule
$200 - $349.99	2 Years
$350 - $499.99	3 Years
$500 and up	4 Years

Equipment—Rentals

Rentals of equipment (e.g. musical instrument, ski equipment) may be funded, provided that a copy of the rental contract is submitted to MVCS. All other guidelines specific to that type of item must also be followed. The contract will be used to establish the amount of any tax that is not fundable and to verify that the total amount paid on a specific rental over the term of the contract does not exceed $499.99 (i.e. no further payment will be made on a rental after $499.99 has been paid).

Equipment—Various

Items in this category are evaluated to verify they are appropriate to meet the student's documented educational goals (e.g. age/skill appropriate, reasonable cost, not having excessive features, not for household rather than educational use.) Item replacement which is necessary because a student has grown may be funded. Equipment for any subject may be funded if it fits within the Funding Principle guidelines. Music instruments may be purchased if the specific instrument type is listed in the student's PLP (e.g. guitar, drums). Physical Education equipment (e.g. one set of ski equipment, bicycle, wakeboard, or set of weights) is fundable if the sport is explicitly specified in the PLP and the cost of the item is reasonable for the skill level of the student as determined by MVCS. See Funding Principles and Non-Fundable Items for limitations on purchases.

Equipment—Miscellaneous Electronics

Miscellaneous electronics (e.g. printer) may be purchased with student funds to support the student's education. Such items must not be excessively featured/expensive, nor primarily for household rather than educational use.

Equipment—Computers and Tablets

Each student may use MVCS funds to purchase (and be in simultaneous possession of) both a tablet and a laptop/desktop computer. Parents are advised to make inquiries of their Family Advisor before making these purchases to make sure that they understand depreciation, eligibility, and how the item will be categorized. Computers and tablets are the only MVCS-fundable items which may have a purchase price of $500 or more (including shipping/handling and warranty); however, MVCS will only fund up to $599.99 toward the purchase of computers and tablets. A computer may be single item (e.g. laptop) or a bundle of items integral to the function of the item (e.g. a desktop computer, monitor, keyboard, mouse, operating system, shipping/handling, and warranty constitute one item). Accessories not integral to the functioning of the item (e.g. tablet keyboard) are not included in the bundled cost of the item. A parent may request that his/her Family Advisor purchase a computer or tablet which costs above $199.99, utilizing MVCS's tax-exempt status.

Any computer or tablet that no longer functions within its current replacement time period must be returned to the MVCS office along with a statement from a computer repair service stating that the item is irreparable at a reasonable cost for the specific item. Only with documentation of this may a student be funded for a new computer or tablet purchase. Repair work is fundable (see Support Expenses). Computers or tablets which no longer function because of deliberate destruction are required to be returned to MVCS and reimbursement to MVCS for the original funded price of the item will be due to MVCS. Replacements for such items will not be funded.

Support Expenses

Support Expenses—Internet

The cost of home-based internet service will be reimbursed up to $39.99 per month. Monthly proof of payment to an internet service provider by the parent must be provided to receive reimbursement. Installation fees are not fundable.

Support Expenses—Local Student Transportation

Parents may be reimbursed for the cost to transport a student from home to MVCS on-site, crossover, or concurrent classes. Additionally, mileage to MVCS-required meetings (e.g. monthly AA meeting), testing (e.g. NWEA, DIBELS), or services (e.g. intervention or SPED) may be funded. A Student Transportation Log must be attached to a Funding Request, documenting trip date(s) and distance travelled.

These guidelines are followed for the reimbursement of local student transportation:

1. The parent of a student seeking mileage reimbursement must provide a photocopy of a valid vehicle insurance card.
2. Mileage is reimbursed at the annual IRS Standard Mileage Rate, documented with a printout from an online mapping service attached to the mileage log (e.g. http://maps.randmcnally.com/mileage-calculator.do).
3. Annual mileage reimbursement for local student transportation is limited by grade: $500 in grades 1-12, $250 in grade K.
4. For mileage to be reimbursed, class attendance must be logged on the student's Weekly Progress Report.
5. A parent turning in a mileage request is certifying that transportation was completed as reported; inaccurate requests may result in a permanent ban from receiving mileage reimbursement.

Support Expenses—Upkeep & Maintenance

All items that have been funded by MVCS for educational purposes by an enrolled student should be maintained in good working order. Repairs are fundable.

Support Expenses—External Assessment

The cost to take CLEP, ACT, SAT, or WorkKeys tests may be funded. Only one SAT and one ACT assessment per year may be funded (in addition to the SAT given by MVCS).