

DEPARTMENT OF LABOR AND ECONOMIC GROWTH - OFFICE OF ADULT EDUCATION FUNCTION CODE LIST - WIA CORE PROGRAM AND INSTRUCTIONAL INITIATIVES GRANT APPLICATIONS
(Excerpts from the Michigan Pupil Accounting Manual - Office of State Aid and School Finance)

| FUNCTION CODE | FUNCTION DESCRIPTION |
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| 131 | Basic Learning Experiences - Concerned with the fundamental tools of learning for adults who have never attended school or who have interrupted formal schooling and need knowledge and skills to raise their level of education. It is generally considered to include grade levels one through eight. The term adult basic education is also used. |
| 132 | Secondary Learning Experiences - Designed to develop the knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by adults who have interrupted formal schooling. It is generally considered to include grade levels nine through twelve. |
| 135 | Occupational Training or Upgrade/Retraining - Learning experiences concerned with the skills and knowledge required for employment in a new occupation, to extend or update competencies or preparation for employment in a new or different occupation. |
| 211 | Truancy/Absenteeism Services - Consist of those activities that have as their purpose the improvement of participant attendance. |
| 212 | Guidance Services - Consist of those activities of counseling with participants, providing consultation with other staff members on learning problems, evaluating the abilities of participants, assisting participants to make their own educational and career plans and choices, assisting participants in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for participants. |
| 216 | Social Work Services - Consist of those activities that have as their purpose the performance of school social work activities dealing with the problems of participants that involve the home, school, and community. |
| 221 | Improvement of Instruction - Consists of those activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging and natural learning experiences for participants. These activities include curriculum development, techniques of instruction, child development and understanding, in-service training for instructional staff. |
| 222 | Educational Media Services - Consist of those activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of educational media by teachers and other members of the instructional staff; and guiding instructional staff members in their use of educational media. Included here are the activities for planning the use of the educational media by participants and instructing participants in their use of media materials. |
| 225 | Technology Assisted Instruction - Consists of all technology activities and services for the purpose of supporting instruction. Specifically costs associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and establishing technology for distance learning programs. |
| 226 ADMINISTRATIVE | Supervision and Direction - Directing and managing instructional services. Includes the activities of program coordination and program compliance monitoring. Examples: Adult Education and ESL Directors. |

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| 227 | Academic Student Assessment - Services rendered for the academic assessment of participants. Examples: Purchased academic testing services, purchased grading services, academic testing supplies. |
| 229 | Other Instructional Staff Services - Consist of activities other than those defined above to assist instructional staff. |
| 231 ADMINISTRATIVE | Board of Education - Activities performed by the elected body that has been created according to state law and vested with responsibilities for educational activities in a school district. Includes legal, audit and election costs or fees. |
| 241 ADMINISTRATIVE | School Administration - Activities performed by the principal, assistant principal and other assistants in the general supervision of all operations of the school building; evaluation of staff members of the school; supervision and maintenance of the school records are included under this function, along with clerical staff for these activities. |
| 249 ADMINISTRATIVE | Other School Administration - Other activities of school administration not defined above. Include full-time department chair persons and graduation expenditures here. |
| 252 ADMINISTRATIVE | Business Fiscal Services - Activities concerned with the fiscal operations of the school system. This function includes budgeting, receiving and disbursing, financial accounting, payroll, purchasing, inventory control, and internal auditing. |
| 257 ADMINISTRATIVE | Business Internal Services - Activities concerned with storing and distributing supplies, furniture, and equipment. Also include district wide duplicating/printing services and central mail services. |
| 261 | Operating Buildings Services - Activities concerned with keeping the physical plant open, clean, and ready for daily use. They include operating the heating, lighting, and ventilation systems, and repairing facilities/equipment. Also included are operating building leases, property and liability insurance, janitorial and ground maintenance costs. May be used in a Capital Projects fund only to extent allowed by law. |
| 266 | Security Services - Activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of schools at all times. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, building alarm systems, and security guards. |
| 271 | Participant Transportation Services - Activities concerned with the conveyance of participants to and from school. It includes trips between home and school or trips to school activities. All other direct costs related to participant transportation should be included under this function. |
| 282 ADMINISTRATIVE | Communication Services - Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to participants, staff, managers or to the general public through direct mailing, the various news media, or personal contact. |
| 283 ADMINISTRATIVE | Staff/Personnel Services - Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services, staff accounting, and staff relations and negotiations. In-service training and professional development for non-instructional support staff should be recorded here. |

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| 284 ADMINISTRATIVE | Support Services Technology - Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. Includes costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support, etc. |
| 294 | Endowment Activities - Consist of those activities concerned with the purpose of expending monies for the purpose stated in the Endowment. |
| 331 | Community Activities - Consist of those activities concerned with providing services to civic affairs organizations. This includes services to parent-teacher association meetings, other parental involvement functions, public forums, lectures, and civil defense planning. |
| 351 | Custody and Care of Children - Pertains to providing programs for the custodial care of children in residential day schools or child care centers which are not part of, or directly related to, the instructional program and where the attendance of the children is not included in the attendance figures for the school system. |
| 411 SCHOOL DISTRICTS ONLY | Subgrantee Payments to Other Michigan Public Schools - Sub-Grantee /Flow Through Distributions Only. All other payments for services, supplies, and materials should be reported in the appropriate function and object code. |
| 441 | Payment to Other Governmental Entities - Sub-grantee Relationships Only (Non-Public Schools, Community Organizations, etc., e.g. MI Works). |
| 445 | Payments to Not for Profit Entities (Sub-grantee Relationships Only). |
| 451 | Site Acquisition Services - Activities concerned with initially acquiring and improving sites. |
| 452 | Site Improvement Services - Activities concerned with improving sites, and with maintaining existing site improvements. |
| 453 | Architecture and Engineering Services - Activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities that may or may not result in additions to the school district property. Otherwise charge to 451, 452, 455, or 456. |
| 455 | Building Acquisition and Construction Services - Activities concerned with buying or constructing buildings. Include cost for the initial equipping of facilities. |
| 456 | Building Improvements Services - Activities concerned with building additions and with installing or extending service systems and other built-in equipment. Include the cost for re-equipping the facility. |
| 459 | Other Facilities Acquisition and Construction Services that cannot be classified above. |
| 491 | Prior Period Adjustments - Material Transactions - Amounts reported here must be reported in the audited financial statements as adjustments to the prior year fund balance with appropriate notation. |