



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

August 29, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents,
Public School Academy Directors, Community-Based Organizations
Executive Directors, College and University Directors

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Appropriate Use of Federal Funds in Providing Food at Conferences and Meetings

In May of 2013, the U.S. Department of Education (USED) Title II, Part A office released a document titled [Frequently Asked Questions \(FAQ\) to Assist U.S. Department of Education Grantees to Appropriately Use Federal Funds for Conferences and Meetings](#). The guidance stemmed from efforts within USED to take "greater care in enforcing and monitoring" these costs. According to the FAQ guidance, it appears that a grantee would almost never meet the threshold that allows it to hold a conference or meeting at which food is provided.

It is, therefore, the Michigan Department of Education's (MDE) position that grantees should take care to carefully consider if food is to be provided at organizational sponsored conferences and meetings and follow the guidelines within the [Memorandum to Ed Grantees Regarding the Use of Grant Funds for Conferences and Meetings](#). Should it be determined appropriate to use federal funds for providing food at a conference or meeting, the grantee should clearly document that attending or hosting a conference or meeting is consistent with its approved application, is reasonable and necessary to achieve the goals and objectives of the grant and that the primary purpose is to disseminate technical information.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Page 2

August 29, 2013

The new FAQ guidance is generally intended to apply to professional development and technical assistance meetings, and not to school based events. Title I parent meetings are an example of school-based events. As a result, as long as there is a connection to a programmatic purpose and the cost is reasonable, a Local Education Agency may continue to provide food at Title I parent meetings.

If you have any questions about this guidance or the appropriate use of federal funds, please contact your appropriate MDE Program Office.

cc: Michigan Education Alliance