

Memo

To: All Administrators
Secretaries

From: R. Jason Wallace

Date: July 1, 2022

Re: Stevens Amendment

Background This document attempts to add more clarification to the process. It is very important that you read and implement this process. This won't affect most of you but wanted you to be aware in case we buy items that are shared or used in other buildings. This will most likely be used 99% of the time at North Ward.

Amendment Here is the amendment language:

"The LEA complies with the Stevens Amendment by ensuring that press releases, bid solicitations and other documents funded in whole or in part with federal money clearly state the percentage and dollar amount of programs/activities financed with federal funds: The percentage of the total program cost, the dollar amount for the program and the percent and dollar amount of the total cost financed by non-governmental sources. U.S. Department of Education Appropriations Act, Section 511"

Examples Place a notice in the footer of your documents using a small font, maybe gray scale at 50% size on flyers, notices to parent, brochures, surveys, School Improvement Plans, agendas that include Title components and any larger or mass distributed document on which Title dollars are spent. (See example in the footer at the bottom of this page.)

If you do not know how much money or what percentage of federal dollars is being used for a particular item, you may wish to do a simple calculation to determine the percentage. (It may not be possible to determine the actual cost.) Most of what you will produce that requires this notice will come from the 410 (supplies) line items in your budget. If your total 410 account is \$2,000 and within this total \$400 comes from Federal sources (Title I), then the \$400 represents 20% of the overall cost. Your notice statement might look like this:

Stevens Amendment Notice- This document was produced with 20% Title I funds and 80% local funds at a cost of approximately .02 cents per page.

Or, if you do not know the actual cost:

Stevens Amendment Notice - This document was produced in part with Title I federal funds.

Questions If you need more clarification, call R. Jason Wallace at (217) 253-2712 ext. 303