

Guidance on Recruitment Expenditures (ESSA, Section 2103)

Local Education Agencies (LEAs) may utilize Title II-A funds to pay for recruitment expenses and offer recruitment stipends to teachers and principals. These educators may be new hires or district transfers. Teachers must be assigned to teach high-need academic subject areas and specialty areas. Teachers and principals may receive recruitment stipends in order for students to have equitable access to experienced and effective teachers.

Guidelines to Utilize Title II-A Funds for Recruitment Expenses

- If the LEA plans to pay recruitment stipends, there must be a corresponding Strategy with Action Step in the LEA Continuous Improvement Plan in ALEAT.
- There must be an approved Local Governing Board policy for recruitment stipend procedures for both teachers and principals. The Board Policy and procedures must be uploaded into the Title II-A Related Documents section within the Grants Management System as part of the ESEA Consolidated Application. There must be an indication that the policy was approved, such as a date stamp or minutes of the meeting showing that it was approved.
- The policies/procedures must define the eligibility criteria for receipt of a recruitment stipend and include the following:
 - Teachers must be appropriately certified for all high-need academic positions they are assigned to teach. (Charter school teachers are exempt from this requirement with the exception of special education teachers.)
 - Teachers must be either new hires or transferring within or between schools for the purpose of equitable access.
 - Principals must demonstrate a record of successful leadership that results in low achieving students improving their academic achievement, particularly students from economically disadvantaged families, students from racial/ethnic minority groups and students with disabilities.
- An initial Recruitment/Retention Spreadsheet is to be completed and uploaded in the Title II-A Related Documents section within the Grants Management System as part of the ESEA Consolidated Application. It must contain the teacher/principal positions and the amount of the stipends. A finalized spreadsheet must be submitted with the Completion Report in the CR Related Documents section within the Grants Management System.
 - The Spreadsheet must include the following:
 - A list of the teachers and/or principals who will be receiving a recruitment stipend.
 - The school assignment of each teacher and/or principal provided a recruitment stipend.
 - The high need academic subjects each teacher will be assigned to teach.
 - The amount of the recruitment stipend being provided to each person.

A template is available in the Title II-A Related Documents section of the ESEA Consolidated application.

- Recruitment stipends may include relocation expenses for out-of-state teachers and principals.
- New employees to an LEA may only receive a recruitment stipend onetime. It is not to be used as a signing bonus for returning teachers or principals.
- Teachers and principals who are transferred within the LEA for the purpose of equitable access may receive a recruitment stipend multiple times. This teacher must have demonstrated a record of success in academic achievement prior to the funding payment.
- Within the LEA Continuous Improvement Plan, the LEA must document the high-need and how the stipend will help achieve equitable access for students.
- Other allowable recruitment expenses:
 - Recruitment fees for programs such as Teach for America, I Teach or Teaching Interns
 - Recruitment website fees
 - Job fair registration fees

(Travel/per diem for the purpose of recruitment must adhere to the approved state rate.)
- Salary and benefits for recruiters are NOT an allowable expense.