

Coronavirus Relief Fund (CRF)
Guidance on Allowable Expenses

In general, CRF may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The State Department of Education (SDE) is administering this grant to local educational agencies (LEAs) on behalf of the Office of Policy and Management (OPM). OPM has provided funding in the following categories and the following will provide some guidance and examples for allowable expenses within those categories. The following is not an exhaustive list of items that may be allowable, so to the extent that districts have any questions about a specific item being an allowable expense, please contact **Leah Grenier** at leah.grenier@ct.gov.

Building Cleaning, Health, and PPE

Non-personnel related costs are those costs associated with any equipment, products, or other goods needed to ensure that the physical health and safety of students and staff are met while physically present at school. Items may include:

- Hand sanitizer (including any dispensers needed)
- Additional soap needed beyond what was needed prior to Covid-19
- Thermometers for temperature checks
- Face masks
- Disposable gloves
- Face shields
- Desk shields for teachers and/or students
- Ventilation/HVAC changes needed to address ventilation issues due to Covid-19
- Signage needed to direct flow of students/staff in building or grounds

Personnel related costs are those salary and benefit costs associated with the need to hire any additional nurses, health care workers, or custodial staff or to pay current staff overtime due additional duties required to respond to Covid-19.

Transportation

Non-personnel related costs are those costs associated with changes needed to ensure that students are safely transported on school buses given guidelines on social distancing and cleaning. Items may include:

- Additional fuel needed due to additional bus runs in order to maintain social distancing on each bus run
- Additional cleaning products needed to clean/sanitize buses between runs
- Cameras on buses to monitor social distancing and mask compliance on buses

- Additional buses needed to accommodate social distancing

Personnel related costs are those salary and benefit costs associated with the need to hire any additional bus drivers or bus monitors or to pay current staff overtime due additional duties or bus runs required to respond to Covid-19.

Academic

Personnel related costs are those salary and benefit costs associated with the need to supplement current certified staff due to Covid-19. Examples include:

- Substitute teachers needed to cover for teachers not coming in due to Covid-19
- Teachers or paraprofessionals needed to supplement classrooms to accommodate social distancing
- Teaching staff needed for remote teaching for hybrid models
- Additional supports needed for some students, i.e. reading specialists, math specialists, ELL

Student Support

Personnel related costs are those salary and benefit costs associated with the need to provide additional supports to students due to Covid-19. Examples include:

- Additional guidance counselors or overtime compensation for current guidance counselors needed to help students navigate school in the hybrid model and with student attendance issues due to Covid-19
- Additional school psychologists/counselors or overtime compensation for current psychologists/counselors to help students struggling with remote learning in the hybrid model, isolation and family trauma due to Covid-19
- Additional staff needed due to school feeding programs changes like in-classroom meals or proving meals to students who are learning remotely in the hybrid model