



IOWA

Department of Education

Ann Lebo, Director

Kim Reynolds, Governor
Adam Gregg, Lt. Governor

TO: Perkins Grant Recipients
DATE: October 14, 2020
RE: Career and Technical Student Organization (CTSO) Membership Dues

The purpose of this memorandum is to clarify how Perkins funds can be used to pay for CTSO membership dues.

Membership in a technical or professional organization, in this case, CTSOs is an allowable expenditure with Perkins funds. However, only institutional memberships (costs of a school district or community college) are allowable. Individual student, staff, advisor or instructor memberships are not allowable. It is important to note that not all CTSOs allow for institutional memberships. In this case, CTSO memberships would not be an allowable expenditure.

As before, recipients are required to keep claim invoices on file, however, invoices will no longer be required when submitting claims through Iowa Grants. Due to the nature of this particular expenditure, if you are submitting a claim for reimbursement for CTSO institutional memberships, you must attach the appropriate invoice(s) in Iowa Grants.

Invoices submitted for chapter, institutional, or affiliation membership will be reimbursed:

- If the institution is invoiced for one sum (quantity of one) that pays the chapter, institutional, or affiliation dues.
- If the institution is invoiced for one membership fee that is (or includes) a program fee.

Invoices submitted indicating *any quantity of individual memberships* included in the chapter, institutional, or affiliation membership are *ineligible* for reimbursement.

- Individual memberships are *individual benefit costs* and are *ineligible* for reimbursement.

If you are unsure whether or not a CTSO membership is eligible for reimbursement, please contact Amy Vybiral at amy.vybiral@iowa.gov or Chris Dzurick at chris.dzurick@iowa.gov.

Thank you!

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