



Reimbursement Policy

Overview

The primary purposes of Title II, Part A (ESEA section 2001) are to:

- Increase student academic achievement;
- Improve the quality and effectiveness of teachers, principals, and other school leaders;
- Increase the number of effective educators who can improve student outcomes; and
- Provide low-income and minority students with greater access to effective educators.

Investments should align with Hawaii Department of Education or Charter School strategies to support effective instruction and improve academic results.

General Reimbursement Criteria

Reimbursements to educators must follow federal grant regulations and requirements and require that the costs are allocable to Title II A by:

- Meeting the purpose of Title II A and
- Costs are supplemental and do not supplant other funds, and
- Costs are reasonable and necessary, and
- Meets the ESSA definition for Professional Development.

Eligibility and Documentation

Reimbursement may be made to teachers/school leaders for professional development activities that meet the following requirements:

- Teacher/school leader must be currently employed by the Hawaii Department of Education or Hawaii Public Charter School and have held a teacher/school leader position at the time the activity was attended.
- Reimbursements cannot be grouped into general categories, such as "college" courses and must include the following supporting documentation:
 - a. Date of Course
 - b. Course Number and Course Name
 - c. Passing grade and
 - d. Institution or Organization of the course provider

Reimbursement Eligible Activities:

- In the content area, the teacher is identified as a Not Hawaii Qualified Teacher (NHQT).
- Meeting HIDOE Sheltered Instruction requirements.
- Professional development or coursework for School Leadership (e.g., HICISL).

Tiered Activity Guidelines

Tier I Activities - Program ID 20696 can only be used to support NHQT to meet HQ requirements:

- Teacher must have been identified as NHQT in the content area for the expense to be eligible for reimbursement (i.e. if the teacher is not identified as NHQT for Science, he/she cannot submit for reimbursement for a science course).
- Praxis II exam must be for the area that the teacher is identified as NHQT.
- Activity must have been identified on an approved Professional Development Plan (PDP) or in a verification letter by the principal.

Non Tier I Activities: Program ID's: 20697 and 20698

- Non Tier I professional development activities may be reimbursed using eligible Tier II program ID's
- The activity must have been pre-approved by the Principal/Administrator or higher level administrator/authority on a:
 - Approved PDP or
 - A verification letter or
 - As a participant in a program approved for professional development reimbursement (i.e. HICISL) under Title II A.