



# Department of Grant Compliance and Administration

## Request for Approval of Participant Support Costs: Parental Involvement

The purpose of this form is to provide required approval to all TEA grantees that expend any federal grant funds on the provision of parental involvement activities.

Title 2 of the Code of Federal Regulations (2 CFR) 200.456 makes allowable the expenditure of federal grant funds on participant support costs.

According to the definition provided in 2 CFR 200.75, "participant support costs" means the direct cost of providing training, including attendance of professional conferences, to grant program participants. Direct costs may include the cost of travel to the training and any registration fees.

This form is applicable to all TEA subrecipients and to any federal grant administered by TEA in which parental involvement activities are required and therefore allowable.

### Instructions

1. Complete the school year and county-district number fields of this form, below.
2. Print a copy of the completed form.
3. Maintain the printed copy as documentation of the required approval for expenditure of federal grant funds on participant support costs. This documentation must be provided to auditors and monitors upon request.

### School Year and Grantee Information

School Year  County-District #

### Description of Costs Planned for Parental Involvement Activities

In order to provide parental involvement activities, the grantee must expend federal grant funds on the following participant support costs, which are required and therefore allowable under the grant.

The required/allowable participant support costs are registration and travel costs for participating in allowable parent training or conferences and required parent involvement/advisory committees.

### How Costs are Reasonable and Necessary, Allocable, and Properly Documented

These activities are required, and therefore allowable, under specific program statute. Failure to provide these activities may be considered noncompliance with federal statute.

### For TEA Use

Request for prior written approval is approved as requested.

Please note: This activity is approved to the start of the individual subrecipient's federal grant as documented on the Notice of Grant Award (NOGA) for federal programs requiring/allowing parental involvement activities.

Signature of Associate Commissioner