



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES – OFFICE OF COLLEGE AND CAREER READINESS

50/50 CAREER EDUCATION EQUIPMENT/EDUCATIONAL RESOURCE(S) INFORMATION

INSTRUCTIONS

Forms and supporting documentation must be sent electronically to the appropriate section/Career and Technical Education (CTE) program email listed below. The Application for Authorization of Career Education Expenditures (FV-4) will not be approved until 50/50 Career Education Equipment/Educational Resource(s) Information form has been completed and received by the appropriate CTE program section. For questions, contact your section/CTE program.

Agriculture Education	dese.ag@dese.mo.gov	573-522-6538
Business Education	dese.bmit@dese.mo.gov	573-751-4367
Family Consumer Sciences and Human Services	dese.fcs@dese.mo.gov	573-751-7964
Health Sciences	dese.health@dese.mo.gov	573-751-3407
Marketing and Cooperative Education	dese.bmit@dese.mo.gov	573-751-4367
Skilled Technical Sciences	dese.sts@dese.mo.gov	573-522-5804
Technology and Engineering	dese.ths@dese.mo.gov	573-751-7764

LOCAL EDUCATIONAL AGENCY INFORMATION

LOCAL EDUCATIONAL AGENCY (LEA) NAME			COUNTY-DISTRICT CODE
LEA BUILDING NAME			SCHOOL CODE
ADDRESS			
CITY	STATE	ZIP	PHONE
LEA CONTACT	LEA CONTACT EMAIL		FORM DUE DATE July 1
DISTRICT SUPERINTENDENT/LEA ADMINISTRATOR NAME		DISTRICT SUPERINTENDENT/LEA ADMINISTRATOR EMAIL	

CTE TEACHER REQUESTING INFORMATION

Teacher is appropriately certified (secondary and full-time adult only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Career Technical Student Organization (CTSO) is affiliated at the state and national level	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advisory committee provided input into this funding request (documentation on file)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Written program evaluation and/or Common Criteria and Quality Indicators (CCQI) exist	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of last program evaluation:	

INDIVIDUALS WHO WILL BE UTILIZING THE EQUIPMENT/EDUCATIONAL RESOURCE(S)

TEACHER NAME	ROOM NUMBER	TEACHER NAME	ROOM NUMBER

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephonenumber 573-526-4757 or TTY 800-735-2966 emailcivilrights@dese.mo.gov.

APPROVED CTE COURSES TAUGHT BY REQUESTING TEACHER *(courses taught this school year)*

FOR AGRICULTURE, BUSINESS, HEALTH, MARKETING, COOPERATIVE AND SKILLED TECHNICAL SCIENCES EDUCATION ONLY

COURSE NAME	THREE-YEAR AVERAGE CLASSROOM ENROLLMENT	COURSE NAME	THREE-YEAR AVERAGE CLASSROOM ENROLLMENT

FAMILY CONSUMER SCIENCES AND HUMAN SERVICES SECTION REQUIREMENT ONLYCheck all courses that will be offered during the next school year. A minimum of one semester course must be offered in each of the four core areas. *(*meets graduation requirements)***COMPREHENSIVE FAMILY CONSUMER SCIENCES**

Discovering Family and Consumer Sciences (Below 9th Grade)

Career Development and Entrepreneurship

(Can be used in this quadrant or in the Family/Consumer Resource Management quadrant)

NUTRITION AND WELLNESS

Family/Individual Health *

Food Science

Nutrition and Wellness

International Foods

ProStart I

ProStart II

FAMILY AND HUMAN DEVELOPMENT

Child Development I

Child Development II

Human Development

Interpersonal Relationships

Parenting

Career Pathways to the Teaching Profession

Practicum in Teaching Pathways

FAMILY AND CONSUMER RESOURCE MANAGEMENT

Career Development and Entrepreneurship (can be used in this quadrant or in the Family/Consumer Resource Management quadrant)

Family/Consumer Resource Management

Apparel, Textiles, and Fashion

Apparel, Textiles and Fashion, Advanced

Housing Environments and Design

Fashion and Interior Design Fundamentals Level I (part of new Apparel, Textiles & Interior Design Program of Study)

Fashion Design and Construction Level II (part of new Apparel, Textiles & Interior Design Program of Study)

Interior Design, Advanced Level II (part of new Apparel, Textiles & Interior Design Program of Study)

Fashion/Interior Design and Merchandising Level III (part of new Apparel, Textiles & Interior Design Program of Study)

Hospitality and Tourism Management Program I

Hospitality and Tourism Management Program II

Personal Finance *

GRANT FUNDING INFORMATION

Grant funds are available for improving CTE programs through the purchase of equipment/curriculum enhancement resources. Only department-approved CTE programs, grades 7-12, or postsecondary programs as approved by the appropriate section director, are eligible to apply. Priority will be given to programs consistently maintaining all the components of an approved program and in the order in which grant applications are received. See the Assurances section located on the Application for Approval of Career Education Programs Form [MO 500- 2457](#).

- Every item must have a minimum unit cost of \$200. Non-consumable items under \$200 may be approved at the discretion of the section director.
- Professional training/development are allowable expenditures subject to the availability of funds and at the discretion of each CTE program section.
- A local match of 50% is required and must be from local funds (not state or federal funds).

The following items will not be approved:

- Facility improvements or repairs (cabinets, flooring, air conditioning, wall removal, interior/exterior construction, etc.)
- Fax or copying machines
- Furniture (teacher or student)
- Service contracts/maintenance agreements
- Vehicles

Application for Authorization of Career Education Expenditures (FV-4) form: Grant Funding Requests for equipment/curriculum enhancement resources must include the following:

- A completed 50/50 Career Education Equipment Educational Resource(s) form [MO 500-3069](#) (cover page)
- Original FV-4 form [MO 500-1304](#) ; must be submitted on or before **July 1**
 - Amount requested on the FV-4 form should reflect the total of the state and district/Local Education Agency (LEA) contributions
 - Forms must have original signature of appropriate school district/LEA administrator
 - Cover page and FV-4 form must be sent electronically to appropriate section/CTE program email at the top of this form

Reimbursement Request for Approved Career Education Expenditures (FV-2) form: Grant Reimbursement Requests for equipment purchases must include the following:

- Original FV-2 form [MO 500-1303](#); must be submitted no later than **February 1**.
 - Appropriate invoices
 - Form must have original signature of appropriate school district/LEA administrator
 - FV-2 form and appropriate invoices must be sent electronically to appropriate section/CTE program email at the top of this form
 - Funds not expended and submitted for payment by February 1 deadline may be redistributed

FV-4 application forms and FV-2 reimbursement forms are available through DESE's website at <http://dese.mo.gov/college-career-readiness/career-education/forms-applications>.