

Perkins and Work-Based Learning

Overview

Starting with the 2024-2025 fiscal year, Work-Based Learning (WBL) will be an exemption to the Universal course rule for the use of Perkins funds. School systems may use Perkins funds for Work-Based Learning as an exemption as long as fiscal requirements, application requirements, and student eligibility are met.

Fiscal Requirements

In order to use Carl Perkins Funds for Work-Based Learning, the following guidelines must be met:

- **Supplement not Supplant**
Before using Perkins funds, please discuss with your finance department to guarantee that [supplanting will not occur](#). State funds generated by the course enrollments must be exhausted prior to utilizing state funding.
 - **Career Development Funds (CDF)**
 - School systems must first use all CDF funds generated by the course enrollment towards the WBL activity.
 - **CTE 6%**
 - School systems must first use all CTE 6% funds generated by the course enrollment towards the WBL activity.
- **Allowable Expenses**
 - All expenses must meet the basic cost considerations of necessary, reasonable, and allocable as outlined in the Uniform Grant Guidance (UGG).
 - Perkins funds must be used for additional costs not covered by the employer, such as instructor/support staff salaries, student transportation, student uniforms, etc.
 - LDOE must approve all expenses requiring the use of Perkins funds. For guidance on purchases, please refer to the [Perkins Allocability Flowchart](#).
 - Perkins funds **cannot** be used to pay students.

Carl Perkins Application

- **[Comprehensive Local Needs Assessment \(CLNA\)](#)**
 - WBL must be defined as a need in the CLNA.
- **Super App Narrative**
 - WBL must be described in the application's corresponding narrative questions. The narrative must clearly describe how CTE 6%, CDF, and other funds are braided to cover the cost of WBL.
- **Super App Budget**
 - WBL activities/expenses funded by Perkins must be directly aligned to a Perkins approved cluster and program of study.
 - The budget description must state “work-based learning Universal Course exemption”.
 - WBL activities/expenses not aligned to Perkins approved clusters and programs of study must be covered by other funds such as CTE 6% or CDF.

Student Eligibility

- School systems must determine Perkins eligibility for each student. Students must meet the definition of a CTE Participant in order to be eligible for services provided by Perkins.
 - A CTE Participant is defined as a student taking at least one CTE course.
 - All universal courses, including all WBL course codes, are excluded from the CTE participant definition.

All uses of Perkins funds for WBL activities will be monitored for the 2024-2025 fiscal year. School systems not identified for Perkins monitoring through the risk assessment will only receive a modified version of the desk monitoring tool that includes only WBL.