

# Comprehensive School Health Services (CSHS) Grant: Budget



School Health Institute for Education  
and Leadership Development

## Job Aid

### What is the intended goal of CSHS funds, and how should those funds be spent?

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- 1** CSHS funds for both model and affiliated programs are intended to build upon existing infrastructure support to ensure a comprehensive quality school health program. Funds must be spent in a way that meets and aligns with the CSHS grant goals.

### What categories are included in the budget?

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- 2** The budget structure includes categories for:
- Personnel
  - Fringe
  - Program support
  - Administrative support
  - Equipment
  - Travel/conference registrations
  - Supplies and materials
  - Indirect fixed cost of overall budget

### What expenses are allowable and not allowable under the personnel category in the budget?

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- 3** CSHS grant funding is not intended to replace current activities or staffing (however, funding can cover new staff for existing programs).

Allowable expenses are those related to the implementation of grant objectives, including:

- Administrative/MIS staff and support
- Nurse manager's salary (for the first 3 years of this grant)
- Per diem/substitute nurse (coverage for mandated screenings, etc.)
- Stipends
- Overtime for personnel

Components that are not allowable include:

- Membership fees and tuition
- Direct nursing services
- Personnel services that are eligible for reimbursement from MassHealth (private schools)

### What is allowable and not allowable under the fringe category?

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- 4** Health insurance and FICA are allowable under the fringe category; however, retirement/annuities are not.

### What is allowable and not allowable under program support?

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- 5** Consultants and professional development programs related to school health (must be MDPH approved vendors) are allowable in the budget under program support. No school staff should be included in the program support category.

**What can funds be used for in the administrative support category?**

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- 6** Funding can only be used to cover support activities that assist the school district's CSHS, including:
- Phone bills
  - IT (includes computer software and licensing)
  - Printing/photocopying
  - Accounting
  - Advertising

No school staff or contracted employees should be included in the administrative support category.

**What are the allowable expenses in the equipment category?**

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- 7** Allowable expenses in the equipment category include:
- School health office equipment (vision and hearing equipment, medical equipment, exam chairs)
  - Hardware – fax machines, phones, copiers, computers
- Note that capital purchases for hardware are only allowed if they have a life expectancy of 5 years or more. All equipment component purchases should not exceed 15% of the yearly appropriated grant amount.

**What is allowable under the travel/conference registrations category?**

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- 8** MDPH approved meetings, MDPH required trainings, and registration costs for professional development trainings and conferences that are provided by SHIELD, NASN, or another MDPH-approved high quality continuing education provider. Hotel expenses and out of state travel are not allowable.

**Under the supplies and materials category, what is allowed and what is not allowed in the budget?**

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- 9** Training materials and school health education resources (i.e., DVDs, books, curricula) are allowable in the budget under supplies and materials. Consumable supplies (paper, pens, printer toner, office supplies) are not allowed in the budget, with the one-time exemption to use FY21 CSHS funds for COVID related expenses.

**What is covered under the indirect fixed cost of overall budget category?**

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- 10** The indirect fixed cost of overall budget category is both for expenses directly related to a program (direct costs) and for expenses related to the overall direction of the agency (indirect administration). Allowable items in this category include overhead expenses, occupancy, and utility bills. All components in this category should not exceed 5% of the overall budget.

**What is a budget amendment?**

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- 11** A budget amendment occurs when needs change and the district decides to reduce or increase a line item in the budget. Amending the budget up to 3 times per year is acceptable, the total award amount should stay the same. March 31<sup>st</sup> is last day to make budget amendments.

**What happens during a budget reconciliation?**

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- 12** CSHS grants are allocated for specific services over a certain time period. At the end of each fiscal year, all unused CSHS grant funds are returned to MDPH. MDPH then verifies the budget used and compares that to what is remaining. Funds returned to MDPH may result in a reduced budget the following year.