

Coordinated School Health Finance Policy

Effective July 1, 2021

Coordinated School Health (CSH) expenditures **must** support the LEA's CSH action plan goals and/or one of the eight components of Coordinated School Health.

- Health Education
- Health Services
- Nutrition
- Physical Education/Physical Activity
- Healthy School Environment
- School Counseling, Psychological, and Social Services
- Student, Family, and Community Involvement
- Staff Wellness

Please submit your purchase request [here](#).

Basic Guidance

- Coordinators are strongly encouraged to recruit community partners to either donate or provide a match for Coordinated School Health expenditures whenever possible.
- Verify the expenditure is not more appropriately aligned to other funding sources (Examples: ESSER, Safe Schools, etc.)
- All expenditures over \$1,000 for items other than salaries and benefits must be pre-approved by the Office of Coordinated School Health.
- Please note items on the approved list exceeding \$1,000 must still be submitted via the purchase request form.
- Pre-approval from the state coordinator is required before using Coordinated School Health funds for out-of-state travel.
- Any changes to the Coordinated School Health budget must be recorded in ePlan and approved. A budget narrative must accompany the requested budget change.
- Item requests may be considered on a case-by-case basis by submitting the required [form](#) and obtaining prior approval from the Office of Coordinated School Health.

Expenditure Request Examples

**Please note this table includes frequently approved and unapproved expenditures and should not be considered all inclusive.*

Category	Approved	Unapproved
Health Education	Supplemental curriculum (see "Curriculum" section below)	School adopted textbooks
Health Services	Medical equipment directly related to school health screenings (vision screeners, blood pressure cuff/ monitor, height/weight scales)	AEDs – equipment, training fees and/or training materials, batteries, and pads Cleaning supplies, signage, manikins
		CPR training and materials First Aid training and materials
		Hand sanitizers (approved on a case by case basis)
Nutrition	Salad bars	Cafeteria equipment (small appliances, utensils, ice machine)
	Food carts	Large expenditures for food
	Food (minimal expenses such as food for CSH-sponsored meetings and events and fresh fruits and vegetables for nutrition education)	Smoothie machine
Physical Education/ Physical Activity	Physical activity/physical education (PA/PE) equipment that fosters vigorous activity	Race registration fees for either students or staff
	Conference registration for PE teacher(s) to attend professional development (TAHPERD, Shape America)	Exercise equipment when intended use is for only one individual or group (such as a sports team)
Healthy School Environment	Water refill stations	Basic building maintenance
	Vape detectors (must have in Action Plan)	School signage
Student, Family, and Community Involvement	Mobile food pantry	Food expenditures over \$1000
Staff Wellness	Fitness room equipment (treadmill, stationary bike, yoga mats)	Gift card for massage, spa
	Fitness classes (yoga, virtual videos, HIIT, etc.)	Gym memberships
	Fitness technology (Fitbit, Garmin, Apple Watch, etc.)	
	Calming room/Staff wellness lounge	

General	General office supplies (paper, toner, pens, etc.)	Rental cars without prior approval from OCSH
	Membership to professional organizations for district staff related to one of the eight components of CSH. Examples of organizations include TNSCH, TAHPERD, etc.	Large quantities of t-shirts (purchases of t-shirts will be approved on a case-by- case basis and must be for a CSH-sponsored event/activity)
	Professional development for health-related staff	Office furniture (desks, chairs, tables, cabinets, shelves)
	Mini grants that address one of the eight components of CSH	In-state flights
	Computers and/or printers used ONLY by CSH staff	Speakers for assemblies (only in rare circumstances will OCSH make an exemption to paying for speakers)
	Printing costs (large quantities)	
	Web page expenses	
Promotional	Limited quantities of CSH incentives or promotional items (notepads, pens, water bottles, etc.)	Personal t-shirts, Jackets, cardigans, polos.
		Store gift card incentives
Curriculum	PA/PE curriculum	Curriculums/programs that are not research- and evidence- based
	Evidence-based comprehensive health education curriculum	
	School counseling curriculum (i.e. On Point, Journey of Hope, One Love)	