

**GEORGIA DEPARTMENT OF EDUCATION  
TITLE I PROGRAMS  
LEA MONITORING FORM**

**System** \_\_\_\_\_

**Date** \_\_\_\_\_

**INSTRUCTIONAL SUPPORT**

**1. COMPREHENSIVE LEA IMPROVEMENT PLAN (CLIP)**

| ITEMS  | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|---|--|--|
| <p>The approved Comprehensive LEA Improvement Plan (CLIP) with supporting documentation on file.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB <b>SEC. 1112</b></p> | <p>1. Approved CLIP.</p> <p>2. Evidence of periodic review, evaluation, and revision of CLIP.</p> <p>3. Signed assurances as prescribed under Sec. 1112(c).</p> | <p>1. Copy of approved CLIP (NCLB/IDEA Descriptors, LEA Implementation Plan, and System Level Profile).<br/>Copy of Consolidated Application Audit Trail showing CLIP approval.</p> <p>2. Copy of revised CLIP</p> <p>3. Copy of general and program assurances from the Consolidated Application.</p> | <p>1. Department provides documentation.</p> <p>2. Copy of meeting agendas, sign-in sheets, etc.</p> <p>3. Copy of meeting agendas and sign-in sheets that include stakeholders representing teachers, principals, administrators and other appropriate school personnel, and parents of children in schools receiving Title I services.</p> |

**2. PARENTAL INVOLVEMENT**

| ITEMS  | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|--|---|---|---|
| <p>The LEA and schools meet parental involvement requirements.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB <b>SEC. 1118 (a) – (h)</b><br/><b>SEC. 1111 (c)(14)</b><br/><b>SEC. 1111 (d)</b><br/><b>SEC. 1118 (e) 1,2,3,4,5,14</b><br/><b>SEC. 1116 (a)(1) (C) and (D)</b></p> | <p>1. Evidence parents have been notified about:</p> <p>a. AYP status,</p> <p>b. School improvement status,</p> <p>c. Public School Choice,</p> <p>d. Supplemental Educational Services,</p> <p>e. Teacher and paraprofessional qualifications, and</p> <p>f. The assignment of a child to a teacher who does not meet the highly qualified requirements for four or more consecutive weeks.</p> <p>2. LEA and school written parental involvement policies and evidence that they are updated periodically.</p> <p>3. Evidence that school parent involvement policies have been distributed to parents.</p> | <p>1. LEA provides documentation.</p> <p>a. LEA provides documentation.</p> <p>b. LEA provides documentation.</p> <p>c. LEA provides documentation.</p> <p>d. LEA provides documentation.</p> <p>e. LEA provides documentation.</p> <p>f. LEA provides documentation.</p> <p>2. LEA provides documentation.</p> <p>3. LEA provides documentation.</p> | <p>1. Copy of LEA notification about:</p> <p>a. AYP status (student handbooks, and/or other means of notification),</p> <p>b. School improvement status (letters),</p> <p>c. Public School Choice (letters),</p> <p>d. Supplemental Educational Services (letters),</p> <p>e. Teacher and paraprofessional qualifications (letters, student handbooks, and/or other means of notification), and</p> <p>f. The assignment of a child to a teacher who does not meet the highly qualified requirements for four or more consecutive weeks (letters).</p> <p>2. Copy of LEA policy and each school policy with revision date on cover page. Copy of completed Parent Involvement Policy checklists.</p> <p>3. Copy of student handbook, newsletter, newspaper article, or other documentation for each school.</p> |

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|       | <p>4. Evidence that LEA has required schools to develop a written School/Parent Compact.</p> <p>5. Evidence that schools hold an annual meeting to inform participating parents about Title I programs.</p> <p>6. Evidence that LEA and schools have reviewed the effectiveness of school parental involvement activities.</p> <p>7. Evidence that LEA and schools have carried out the six requirements to build parents' capacity to be involved in school.</p> <p>8. Evidence that the LEA and schools have informed parents about the existence of a parent resource center, where applicable.</p> <p>9. Evidence that LEAs communicate with parents in multiple languages, in writing and orally, as appropriate.</p> | <p>4. LEA provides documentation.</p> <p>5. LEA provides documentation.</p> <p>6. LEA provides documentation.</p> <p>7. LEA provides documentation.</p> <p>8. LEA provides documentation.</p> <p>9. LEA provides documentation.</p> | <p>4. Copy of compact for each school. Copy of completed School/Parent Compact Checklist.</p> <p>5. Copies of agenda, sign-in sheets, newspaper article, etc.</p> <p>6. Copy of annual parent survey and summary of results.</p> <p>7. Copies of</p> <ul style="list-style-type: none"> <li>• Meeting agenda with sign-in sheets of parental involvement activities</li> <li>• Newsletter articles</li> <li>• Parenting classes</li> <li>• Other evidence that LEA and schools have carried out the six requirements to build parents' capacity to be involved in school.</li> </ul> <p>8. Copies of newsletter, student handbook, etc.</p> <p>9. Copies of correspondence to parents in multiple languages where appropriate.</p> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. What are the LEA's procedures and/or policies for parental notification and involvement requirements?</li> <li>2. What is the LEA process of developing/revising parental involvement policies, including the timeline and method used?</li> <li>3. How does the LEA review schools' parental involvement policies and school-parent compacts for content consistent with statutory requirements?</li> <li>4. How has the 1 percent required set-aside for parental involvement been used, and what was the extent of parental involvement in those decisions?</li> <li>5. How is the LEA implementing the required activities to build parental capacity (six):</li> </ol> |

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|       |              |   | <ul style="list-style-type: none"> <li>• Assisting in understanding the State's content standards, academic achievement standards, assessments, monitoring a child's progress, and working with educators;</li> <li>• Providing materials and training to assist their children;</li> <li>• Educating staff in the value and utility of contributions;</li> <li>• Coordinating and integrating parental involvement programs and activities with other programs (e.g. Head Start, Reading First) including other activities that encourage and support parents to more fully participate;</li> <li>• Ensuring that information is sent to the parents in an understandable language; and</li> <li>• Providing such other reasonable support as requested.</li> </ul> |

**3. SCHOOL IMPROVEMENT**

| ITEMS  | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|--|---|--|---|
| <p>LEAs identified for improvement, corrective action, or restructuring have met the requirements of being so identified.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB</p> <p><b>SEC. 1116 (b)(1)(B)</b><br/> <b>SEC. 1116 (b)(3)</b><br/> <b>SEC. 1116 (b)(4)–(6)</b><br/> <b>SEC. 1116 (b)(7)(C)(ii)</b><br/> <b>SEC. 1116 (b)(14)(B)</b><br/> <b>SEC. 1116 (c)(9)</b><br/> <b>SEC. 1116 (c)(10)(B)(iii)</b></p> <p><b>34 CFR Part 200</b><br/> <b>§200.36.-200.43</b></p> | <ol style="list-style-type: none"> <li>1. Evidence of system tracking status of schools in relation to school improvement.</li> <li>2. LEA Assurances.</li> <li>3. Evidence that School Improvement Grant budget has been approved.</li> <li>4. Evidence that school improvement funds are used in accordance with the approved budget and accounted for separately.</li> <li>5. Evidence that the LEA applies required interventions for schools identified for improvement, corrective action, or restructuring.</li> <li>6. Evidence that LEA has provided or provided for technical assistance grounded in scientifically based research to schools in improvement, corrective action, or restructuring.</li> </ol> | <ol style="list-style-type: none"> <li>1. Copy of AYP Report.</li> <li>2. Copy of signed School Improvement Grant assurances for each applicable school.</li> <li>3. Copy of School Improvement Grant budget for each applicable school.</li> <li>4. LEA provides documentation.</li> <li>5. Copy of State directed contract.</li> <li>6. Copy of signed school improvement assurances.</li> </ol> | <ol style="list-style-type: none"> <li>1. Department provides documentation.</li> <li>2. Department provides documentation.</li> <li>3. Department provides documentation.</li> <li>4. Copies of budget and purchase orders using fund number 1770.</li> <li>5. Copy of School Improvement and Corrective Action plans.</li> <li>6. Department provides documentation.</li> </ol> |

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|       | <p>7. Evidence that the LEA provides identified schools with guidance in developing or revising school improvement plans as required.</p> <p>8. Evidence that the LEA conducts a peer review process for school improvement plans, as required.</p> <p>9. Evidence that the LEA monitors the implementation of school improvement plans.</p> | <p>7. Copy of signed school improvement assurances.</p> <p>8. Copy of signed school improvement assurances.</p> <p>9. Copy of signed school improvement assurances.</p> | <p>7. Department provides documentation.</p> <p>8. Department provides documentation.</p> <p>9. Department provides documentation.</p> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. How are schools and/or LEAs identified for improvement, corrective action, or restructuring?</li> <li>2. How is the LEA supporting schools that are in needs improvement, corrective action, or restructuring with developing, revising, and implementing school improvement plans?</li> <li>3. What process is used to review and/or amend school improvement plans?</li> <li>4. How does the LEA monitor the expenditure of professional development and school improvement funds at the school level?</li> <li>5. What process does the LEA have in place for reviewing the progress of schools identified for improvement, corrective action, or restructuring?</li> <li>6. How does the school's and/or LEA's school improvement plan correlate/align with its instructional activities?</li> <li>7. How have the schools' improvement plans and instructional activities impacted student achievement?</li> <li>8. What has been the impact of the Department's system of support and improvement for the LEA?</li> </ol> |

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**4. PUBLIC SCHOOL CHOICE**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|---|--|---|
| <p>The LEA ensures that requirements for public school choice are met.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB<br/><b>SEC. 1116 (b)(1)(D) and (E)</b><br/><b>SEC. 1112 (g)(4)</b></p> <p><b>34 CFR Part 200</b><br/><b>§200.44</b></p> | <ol style="list-style-type: none"> <li>1. List of schools identified for improvement, corrective action, or restructuring that are required to offer public school choice.</li> <li>2. LEA guidance to identified schools regarding the implementation of public school choice.</li> <li>3. Written record of parent requests and student placement.</li> <li>4. Number of students eligible for transfer and the number of actual transfers by school</li> <li>5. Written record of parent inquiries and complaints regarding public school choice, and their resolution.</li> </ol> | <ol style="list-style-type: none"> <li>1. Copy of AYP Report.</li> <li>2. LEA provides documentation.</li> <li>3. LEA provides documentation.</li> <li>4. LEA provides documentation.</li> <li>5. LEA provides documentation.</li> </ol> | <ol style="list-style-type: none"> <li>1. Department provides documentation.</li> <li>2. Copy of communication documents, agendas of meetings, etc.</li> <li>3. List of parents and students requesting choice with sending and receiving schools noted.               <ol style="list-style-type: none"> <li>a. Number of students eligible for transfer</li> <li>b. Number of students actually transferring</li> </ol> </li> <li>4. Copy of student information system enrollment report by school and list indicating number of actual transfers by school.</li> <li>5. Copy of inquiries and complaints and the resolution of each.</li> </ol> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. What written process did the LEA use to notify parents and offer assistance in accessing public school choice, if requested?</li> <li>2. If public school choice is not available, are students offered supplemental educational services instead?</li> <li>3. If participation rates are low, what steps has the LEA taken to increase those rates?</li> </ol> |

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**5. SUPPLEMENTAL EDUCATIONAL SERVICES (SES)**

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|--|--|---|--|
| <p>The LEA ensures that requirements for the provision of supplementary educational services (SES) are met.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB <b>SEC. 1116 (e)</b><br/><b>34 CFR Part 200</b><br/><b>§200.45 - 47</b></p> | <ol style="list-style-type: none"> <li>1. List of schools offering supplemental educational services and number of eligible students participating at each school.</li> <li>2. Notification to parents of eligible children of the availability of supplemental educational services, including:               <ol style="list-style-type: none"> <li>a. a list of approved providers and description of services;</li> <li>b. an explanation of procedures to determine student eligibility; and</li> <li>c. an offer to assist parents in choosing a provider.</li> </ol> </li> <li>3. Parents request on file. Disposition of request indicated on form.</li> <li>4. Calculation of per pupil maximum amount.</li> <li>5. Agreement/contract between LEA and selected providers that meets statutory requirements.</li> <li>6. List of students served by each provider.</li> <li>7. Evidence that the LEA has complied with the required priority for providing SES if funds to serve all eligible students are insufficient.</li> <li>8. Evidence that, if the LEA has reallocated funds reserved for choice-related transportation and/or supplemental educational services to other activities, it has first assured the SEA that eligible children and their families have had adequate time to avail themselves of the opportunity to transfer to other schools or to receive supplemental educational services.</li> <li>9. Evidence that the LEA has a procedure in place for handling complaints from schools, parents, and providers</li> </ol> | <ol style="list-style-type: none"> <li>1. LEA provides documentation.</li> <li>2. LEA provides documentation.               <ol style="list-style-type: none"> <li>a. List of approved providers.</li> <li>b. LEA provides documentation.</li> </ol> </li> <li>4. Worksheet showing calculation.</li> <li>5. LEA provides documentation.</li> <li>6. LEA provides documentation.</li> <li>7. LEA provides documentation.</li> <li>8. LEA provides documentation.</li> <li>9. LEA provides documentation.</li> </ol> | <ol style="list-style-type: none"> <li>1. List of schools with number of students served at each school.</li> <li>2. Copy of letter mailed to parents listing providers and description of services.               <ol style="list-style-type: none"> <li>a. Department provides documentation.</li> <li>b. Other evidence of recruitment for SES (newsletters, newspaper articles, provider fairs, etc.)</li> </ol> </li> <li>3. Copy of requests.</li> <li>4. Department provides documentation.</li> <li>5. Copy of signed contract(s) per provider.</li> <li>6. List of students served by each provider.</li> <li>7. Copy of Free and/or Reduced Meals status used to determine eligible children, priority list, and list of children served.</li> <li>8. Evidence of aggressive and effective measures to increase enrollment including copies of announcements/recruitment efforts to inform and encourage participation by eligible children in public school choice and/or supplemental educational services.</li> <li>8. Copies of the LEA's complaint procedures. Documentation of complaints with resolution where applicable.</li> </ol> |

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|       |              |   | <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. What is the LEA's process for assisting parents in choosing SES providers, when requested?</li> <li>2. How has the LEA implemented and monitored SES for eligible students?</li> <li>3. What has the LEA done to increase participation rates?</li> <li>4. What are the LEA's procedures for determining student eligibility for SES?</li> </ol> |

**6. SCHOOLWIDE PROGRAMS**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|--|--|--|
| <p>The LEA ensures that schools develop schoolwide programs that use the flexibility provided to them by law to improve the academic achievement of all students in the school.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB <b>SEC. 1114</b></p> <p><b>34 CFR Part 200 §200.25 – 28</b></p> | <ol style="list-style-type: none"> <li>1. Schoolwide program plans that include the ten required components.</li> <li>2. Evidence that Title I schoolwide program is designed to upgrade the educational program for all students, but especially those most at risk of not meeting State standards.</li> <li>3. Evidence that LEA provides guidance to schools about the development, implementation, and evaluation of schoolwide programs and program requirements.</li> <li>4. Evidence that LEA provides technical assistance and support to schools developing schoolwide programs in the areas of needs assessment, comprehensive planning, implementation, and evaluation.</li> <li>5. Evidence that schoolwide programs are comprehensively developed, reviewed and evaluated annually, and revised accordingly.</li> <li>6. Evidence that indicates which program funds have been consolidated in the schoolwide program and how the intent and purposes of the individual programs consolidated are addressed.</li> </ol> | <ol style="list-style-type: none"> <li>1. LEA provides documentation.</li> <li>2. LEA provides documentation.</li> <li>3. Written communication and/or agendas. Copy of SWP intent letter. Copy of SWP approval letter.</li> <li>4. LEA provides documentation.</li> <li>5. LEA provides documentation.</li> <li>6. Copy of CLIP. Schoolwide consolidation of funds budget in the Consolidated Application.</li> </ol> | <ol style="list-style-type: none"> <li>1. Copies of Schoolwide Plans that include the ten required components; Copies of Schoolwide Program Checklists.</li> <li>2. Strategies used in whole school reform highlighted in plan that are designed to upgrade the educational program for all students, but especially those most at risk of not meeting State standards.</li> <li>3. Department provides documentation.</li> <li>4. Written communication and/or agendas and name of technical assistance provider.</li> <li>5. Revised plan with date of revision.</li> <li>6. Examples of activities that support the intent and purpose of other federally funded programs.</li> </ol> |

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|       | 7. Evidence that services students receive are supplementary to instructional services required to be provided by the school. | 7. Copy of signed Consolidated Application assurances.        | 7. Copy of purchasing procedures.<br><br>Interview Questions:<br>1. In what ways is the schoolwide program used as a whole school reform strategy?<br>2. What did schools find in their needs assessment and how did their findings impact their comprehensive planning and implementation of their schoolwide programs?<br>3. How does the LEA consolidate its funds in schoolwide programs?<br>4. How does the LEA monitor its schoolwide programs? |

**7. TARGETED ASSISTANCE PROGRAMS**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|--|--|--|
| The LEA ensures that targeted assistance programs meet all requirements. | 1. Evidence that the LEA promotes the integration of staff supported with targeted assistance funds into the regular school programs, including professional development.<br><br>2. Evidence that LEA ensures that targeted assistance program planning coordinates with and supports the regular education program in schools.<br><br>3. Evidence that the LEA has established targeted assistance programs that address statutory purposes and meet requirements, including <ul style="list-style-type: none"> <li>• Using effective instructional methods and strategies that strengthen the core academic program of the school,</li> <li>• Correctly identifying students for participation,</li> <li>• Giving primary consideration to providing extended learning time for students served,</li> <li>• Providing an accelerated high quality curriculum, and</li> </ul> | 1. LEA provides documentation.<br><br>2. LEA provides documentation.<br><br>3. LEA provides documentation. | 1. Copy of sign-in sheets with Title I personnel highlighted.<br><br>2. School TA plan.<br><br>3. Copy of School Targeted Assistance Plan.<br><br><ul style="list-style-type: none"> <li>• List of students eligible for Title I services in rank order according to multiple selection criteria with students receiving services identified.</li> <li>• Copy of teachers' schedules.</li> <li>• Copy of class rosters for students receiving services.</li> </ul> |

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|       | <ul style="list-style-type: none"> <li>• Minimizing the removal of children from the regular classroom during regular school hours</li> </ul> |   | <p>List of scheduling models used.</p> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. Describe methods of delivering targeted assistance services.</li> <li>2. How do activities and strategies in targeted assistance programs coordinate with schools; core academic programs?</li> <li>3. In what ways do schools provide extended learning time for students?</li> <li>4. What multiple selection criteria and ranking procedures are used by the schools? (Distinction between K-2 and 3-5 selection should be evident when applicable.)</li> <li>5. In what ways are schools' curricula for targeted assistance students high quality?</li> <li>6. What procedures are currently in place to minimize removal of students from regular classrooms during the school day?</li> </ol> |

**FIDUCIARY RESPONSIBILITY**

**8. MAINTENANCE OF EFFORT**

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| <p>The LEA complies with the maintenance of effort provisions of Title I.</p> <p>-----</p> <p>For more detail about requirements, reference<br/><b>SEC. 1120A of Title I of NCLB</b></p> | <p>1. Evidence LEA has documented Title I Maintenance of Effort by comparing fiscal effort of preceding fiscal year to second preceding fiscal year.</p> <p>Note: Only if LEA has not met MOE.</p> | <p>1. Documentation listed below is required only for districts that do not meet the required maintenance of effort.<br/>NOTE: State Schools, State Charter Schools, and the Department of Juvenile Justice must attach these documents to the LEA's consolidated application:</p> <p>Financial Analysis Reports for Fund 100 for Fiscal Year 2005 and Fiscal Year 2006.</p> <p>Copy of completed MOE worksheets for Fiscal Year 2005 and Fiscal Year 2006.</p> <p>Copy of corresponding October FTE reports if per pupil amount is used.</p> | <p><b>1. Documentation listed below is required only for districts that do not meet the required maintenance of effort.</b></p> <p>Financial Analysis Reports for Fund 100 for Fiscal Year 2005 and Fiscal Year 2006.</p> <p>Copy of completed MOE worksheets for Fiscal Year 2005 and Fiscal Year 2006.</p> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. How does the LEA verify information provided on its MOE worksheets?</li> </ol> |

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**9. COMPARABILITY OF SERVICES**

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|--|---|--|---|
| <p>The LEA complies with the comparability provisions of Title I.</p> <p>For more detail about requirements, reference<br/><b>SEC. 1120A of NCLB</b></p> | <ol style="list-style-type: none"> <li>1. LEA annually ensures Title I schools are comparable to non-Title I schools.</li> <li>2. Comparability checked as of the first FTE count day.</li> <li>3. Comparability demonstrated by December 1 using correct calculations</li> <li>4. Procedures for Determining Comparability of Services (Georgia).</li> </ol> | <ol style="list-style-type: none"> <li>1. Copy of Title I Comparability Report with superintendent's signature.</li> <li>2. Copy of Comparability report.</li> <li>3. Copy of Revised Comparability Report (if applicable).</li> <li>4. Copy of Georgia Department of Education Comparability of Services guidance.</li> </ol> | <ol style="list-style-type: none"> <li>1. Copies of staff lists and enrollment reports that support the Title I Comparability Report.</li> <li>2. Department provides documentation.</li> <li>3. Department provides documentation.</li> <li>4. Department provides documentation.</li> </ol> <p>Interview Questions:<br/>1. Briefly describe the LEA's process for collecting and interpreting data for determining comparability.</p> |

**10. ALLOCATIONS AND CARRYOVER**

| ITEMS  | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|--|---|--|---|
| <p>The LEA complies with the procedures for carryover outlined in <b>SEC. 1127</b> of the Title I statute.</p> <p>-----<br/>For more detail about requirements, reference<br/><b>SEC. 1127</b></p> | <ol style="list-style-type: none"> <li>1. Evidence that LEA received notification of its allocation from SEA.</li> <li>2. Evidence that LEAs with allocations greater than \$50,000 per year have not carried over more than 15 percent of their allocation from one year to the next unless the Georgia Department of Education has waived the limitation (allowable once every 3 years if the Georgia Department of Education believes the request is reasonable and necessary).</li> <li>3. Evidence that the LEA has requested and received a waiver from the Georgia Department of Education if the carryover from the prior year exceeds 15 percent.</li> <li>4. Evidence that the LEA appropriately categorizes carryover funds to distinguish the Parent Involvement and Private School portions.</li> <li>5. Rank order chart for the LEA which includes correct allocation amounts</li> </ol> | <ol style="list-style-type: none"> <li>1. Copy of Application Approval letter from Georgia Department of Education. Copies of the LEA's documentation provided by the Department during on-site monitoring.</li> <li>2. Copy of Consolidated Application. Copy of Grants Accounting Carryover letter. Copy of Interim Report Memo (if applicable.)</li> <li>3. Copy of waiver request letter; Copy of waiver approval letter.</li> <li>4. LEA provides documentation.</li> <li>5. Copy of Consolidated Application.</li> </ol> | <ol style="list-style-type: none"> <li>1. Department provides documentation.</li> <li>2. Department provides documentation.</li> <li>3. Department provides documentation.</li> <li>4. Copy of worksheets showing the amount of parent involvement and private school funds carried over to the next fiscal year and their reallocation</li> <li>5. Department provides documentation.</li> </ol> |

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\*\* Copies of this documentation provided by the LEA during the on-site visit.

**GEORGIA DEPARTMENT OF EDUCATION  
TITLE I PROGRAMS  
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|-------|--|--|---|
|       | <p>6. Evidence that LEA is only serving eligible schools.</p> <p>7. Evidence that all schools above 75 percent poverty are served.</p> <p>8. Evidence that the 125 percent rule is applied if schools below 35percent poverty are served</p> <p>9. Evidence that charter schools and SB 618 schools are included in the LEA ranking of schools</p> | <p>6. Copy of Consolidated Application.</p> <p>7. Copy of Consolidated Application.</p> <p>8. Copy of Consolidated Application.</p> <p>9. Copy of Consolidated Application</p> | <p>6. Department provides documentation.</p> <p>7. Department provides documentation.</p> <p>8. Department provides documentation.</p> <p>9. Department provides documentation.</p> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. How does the LEA determine each school's allocation?</li> <li>2. How does the LEA calculate the feeder pattern, if applicable?</li> <li>3. How does the LEA reallocate its carryover?</li> <li>4. What improvement in program implementation could prevent the need for future waiver requests, if applicable?</li> <li>5. What is the LEA's understanding of the ranking of schools based on poverty rates of: <ul style="list-style-type: none"> <li>• 75 percent and above?</li> <li>• The system average?</li> <li>• Less than 35 percent?</li> </ul> </li> </ol> |

**11. SUPPLEMENT NOT SUPPLANT**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|---|--|--|
| <p>The SEA ensures that Title I funds are used only to supplement or increase non-Federal sources used for the education of participating children and not to supplant funds from non-Federal sources.</p> <p>-----</p> <p>For more detail about requirements, reference<br/><b>NCLB</b><br/><b>SEC. 1114</b><br/><b>SEC. 1115</b><br/><b>SEC. 1116</b><br/><b>SEC. 1120A</b></p> | <p>1. Evidence that LEA uses federal funds to supplement non-Federal funds at the district level.</p> <p>2. Title I expenditures used to provide only services that are not required by state or federal law.</p> <p>3. Record of schoolwide program expenditures verifying that funds have not supplanted non-federal resources.</p> | <p>1. Approved Consolidated Application budget, Copy of LEA state initial earnings (allotment) sheet;</p> <p>2. Copy of CLIP.</p> <p>3. Copy approved Consolidated Application budget.</p> | <p>1. Copy of POs; LEA budget/expenditure report indicating Title I expenditures; Roster showing LEA allocation of personnel.</p> <p>2. Copy of purchasing procedures, purchase orders, and interview.</p> <p>3. Copy of POs and school budgets/expenditure reports.</p> |

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|-------|---|---|---|
|       | 4. Record of targeted assistance program expenditures verifying that funds have been used to meet the statutory requirements for such programs and not to supplant non-federal resources. | 4. Copy approved Consolidated Application budget.             | 4. Copy of PO's and school budgets/expenditure reports.<br><br>Interview Questions:<br>1. What is the difference between supplement and supplant?<br>2. If you can answer yes to the following questions you may have supplanted: <ul style="list-style-type: none"> <li>• Would other monies from the state, local or other federal resources have been used to pay for the item or service?</li> <li>• Was the item or services provided with non-federal funds in the previous year?</li> <li>• Was the item or services provided to participating children with Title I funds (Title I Schools) and to non-participating children (non-Title I schools) with non-federal funds?</li> </ul> 3. What would have happened in the absence of federal funds? |

**12. EQUIPMENT AND REAL PROPERTY**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|--|---|--|
| Equipment and Real Property<br><br>For more detail about requirements, reference<br><b>OMB A-87<br/>EDGAR 80.32</b> | 1. The LEA maintains records to document the procurement and location of equipment and real property purchased with federal funds.<br><br>2. The LEA documents the lease of equipment.<br><br>3. Property inventory maintained for equipment and real property.<br><br>4. The LEA conducts periodic physical inventories of equipment and real property.<br><br>5. Current equipment use plan on file for TA schools.<br><br>6. Method for documenting the disposition of equipment. | 1. LEA provides documentation.<br><br>2. LEA provides documentation.<br><br>3. LEA provides documentation.<br><br>4. LEA provides documentation.<br><br>5. LEA provides documentation.<br><br>6. Copy of "General Guidelines for the Use of Title I Equipment" from the Implementing Title I in Georgia Schools handbook. | 1. Copies of purchase orders documenting purchases of equipment or real property purchased with federal funds; copies of inventory records indicating location of equipment and real property.<br><br>2. Copies of vendor contracts for equipment leased with federal funds.<br><br>3. Copies of inventory records showing item, cost, date of purchase, serial number, location, etc.<br><br>4. Records/logs of dates that physical inventories were conducted, including equipment located at private schools and charter schools.<br><br>5. Current equipment use plan for TA schools including method for documenting use in building.<br><br>6. Copy of LEA Equipment Disposition Policy. |

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|-------|--------------|---|--|
|       |              |   | Interview Questions:<br>1. How does the LEA determine the purchase of equipment, how it is going to be used, and how will the LEA dispose of it when it is no longer useful?<br>2. How does the LEA keep track of inventory? |

**13. EXPENDITURE OF FUNDS**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|--|---|
| Expenditure of Funds<br><br>For more detail about requirements, reference<br><b>OMB Circular A-87</b> | 1. Number of employed staff consistent with approved application (i.e. payroll personnel).<br><br>2. Periodic Certification on file for personnel paid 100 percent with federal funds<br><br>3. Split-funded Title I personnel paid based on acceptable time logs.<br><br>4. Capital expense funds used as detailed in approved application.<br><br>5. Completion reports for expenditures of federal funds completed and submitted within established department timelines. | 1. LEA provides documentation.<br><br>2. LEA provides documentation.<br><br>3. LEA provides documentation.<br><br>4. Copy of Consolidated Application.<br><br>5. Copy of completion report for previous fiscal year. | 1. Copy of payroll showing number of teachers/paraprofessionals/other at each school (must match number approved in Consolidated Application).<br><br>2. Copy of written plan detailing when periodic certifications will be conducted.<br>Copy of current school year's periodic certifications.<br>Copy of previous school year's periodic certifications (if two certifications have not been completed in current year).<br><br>3. Copies of time logs or teacher schedules (Class schedules identifying the time funded by Title I may be used if the personnel have a fixed daily schedule).<br><br>4. Copy of purchase orders for items in object code 700.<br><br>5. Department provides documentation.<br><br>Interview Questions:<br>1. What is the LEA's check and balance for ensuring its Title I payroll corresponds with appropriate personnel?<br><br>2. Briefly describe the LEA's current procedures for documenting expenditures such as registration, travel on requisitions for purchases. |

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**14. RESERVATION OF FUNDS**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|--|--|--|
| <p>The LEA complies with requirements regarding the reservation of funds.</p> <p>-----</p> <p>For more detail about requirements, reference<br/><b>NCLB</b><br/><b>SEC. 1113 (c)(3)(A-C)</b><br/><b>SEC. 1116 (b)(10)(A)(i)(ii)(iii)</b><br/><b>SEC. 1116 (b)(10)(D)</b><br/><b>SEC. 1116 (c)(7)</b><br/><b>SEC. 1118</b></p> | <p>1. Evidence that the LEA has reserved funds that are reasonable and necessary to provide services comparable to those provided to children in Title I funded schools to serve homeless children who do not attend participating schools, children in local institutions for neglected children, and, if appropriate, children in local institutions for delinquent children, and neglected and delinquent children in community-day programs.</p> <p>2. Evidence that the LEA has expended 5 percent for transportation, 5 percent for supplemental services, and 10 percent for transportation/supplemental services or both unless a lesser amount is needed.</p> <p>3. Evidence that LEA has not given its schools in corrective action or restructuring less than 85 percent of their previous year's allocation as a result of Choice/SES set asides.</p> <p>4. Evidence that LEAs receiving more than \$500,000 have reserved at least 1 percent of their allocation for parental involvement.</p> <p>5. Evidence that the LEA has reserved funds for parental involvement activities for parents of eligible private school children.</p> <p>6. Evidence that the LEA has distributed at least 95 percent of the one percent of its allocation reserved for parental involvement to its Title I public schools or that some or all schools agreed to allow their individual parent involvement allocation to fund a districtwide activity.</p> <p>7. Evidence that the LEA has correctly calculated the amount of funds needed to provide equitable services to private school participants, their teachers, and their families, including carryover as appropriate.</p> | <p>1. Copy of Consolidated Application program and budget detail pages.<br/>A description of the calculation method used to determine the set-aside amount for homeless children in non-Title I schools must be provided in the explanation for the homeless set-aside in the consolidated application.</p> <p>Copies of the LEA's documentation provided by the Department during on-site monitoring.</p> <p>2. Copy of Request for Lesser Amount worksheet (if applicable).</p> <p>3. Copy of Current Consolidated Application and Consolidated Application from previous year.</p> <p>4. Copy of Consolidated Application.</p> <p>5. Copy of Consolidated Application and Private Schools Equitable Services worksheet.</p> <p>6. Copy of Consolidated Application; Copy of Districtwide Parent Activity Assurance, if principals agree to pool all or part of their parent involvement allocation for district-level activities.</p> <p>7. Copy of the Consolidated Application and Private Schools Equitable Services worksheet and Private Schools Per Pupil Amount worksheet.</p> | <p>1. Department provides documentation.</p> <p>2. Copy of printout of itemized expenditures for SES and choice transportation.</p> <p>3. Department provides documentation.</p> <p>4. Department provides documentation.</p> <p>5. Department provides documentation.</p> <p>6. Department provides documentation.</p> <p>7. Department provides documentation.</p> |

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|-------|---|--|---|
|       | <p>8. Evidence that, if the LEA has been identified for improvement (NI 1 or NI 2), it has reserved at least 10 percent of its allocation for professional development activities (this may include funds reserved at the school level for those schools identified for improvement).</p> <p>9. Evidence that Title I schools that have been identified for improvement (NI 1 or NI 2) have reserved at least 10 percent of their allocation to provide the schools' teachers and principals high quality professional development.</p> <p>10. Evidence that the LEA has reserved not less than 5percent of its Title I funds on professional development activities to ensure that teachers and paraprofessionals meet NCLB highly qualified requirements.</p> | <p>8. LEA provides documentation.</p> <p>9. LEA provides documentation.</p> <p>10. Copy of the Consolidated Application.<br/>Copy of Hi Q Request for Lesser Amount (if applicable).</p> | <p>8. Copy of itemized expenditures printout of funds spent for professional development (function code 2210).</p> <p>9. Copy of itemized expenditures printout for each school from function code 2210.</p> <p>10. Department provides documentation.</p> <p>Interview Questions:</p> <p>1. How does the LEA determine its reservations/set-asides and assist its staff and local school staff in understanding the purposes (e.g. parental involvement, highly qualified teachers, public school choice, SES, homeless, neglected and delinquent)?</p> <p>2. If LEA listed "0" on Consolidated Application, has the LEA identified any homeless, migrant, neglected and delinquent or other at-risk youth since the Consolidated Application was submitted?</p> <p>3. Has the LEA reserved funds to provide, where appropriate, financial incentives and rewards to teachers who serve students in Title I schools identified for improvement, corrective action, or state directed status?</p> |

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**15. ATTENDANCE AREA DETERMINATION**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|--|--|---|---|
| <p><b>RANK ORDER PROCEDURES</b><br/>The LEA ensures that it complies with the requirements in <b>Section 1113</b> of the Title I statute and <b>Sec. 200.77</b> and <b>200.78</b> of the regulations when allocating funds to eligible school attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible school attendance area.</p> <p>For more detail about requirements, See Department of Education's August, 2003 guidance on LEA identification and selection of school attendance areas and schools and allocation of Title I funds to those areas or schools and the October, 2003 guidance on services to private school children.</p> | <p>1. Provide a list of all school attendance areas and schools in the district showing the total number of children in each attendance area, the number of poor children within the attendance area, and the poverty percentage for each attendance area ranked according to the percentage of poor children. The LEA should also indicate the poverty measure it is using in its ranking of attendance areas and schools and in the allocation of Title I funds.</p> <p>2. Show the allocation to each eligible school attendance area or school and the amount allocated per-child.</p> <p>3. The ranking procedures without regard to grade spans for schools with a poverty rate of 75 percent and above.</p> <p>4. Indicate whether the LEA has grouped attendance areas or schools by grade span for those schools that have a poverty rate of less than 75 percent.</p> <p>5. The LEA indicates how it is providing funds to ensure that private school children receive equitable services from funds allocated among school attendance areas and from funds used for instructional and professional development purposes that the LEA reserves. The district should be able to document the number and home school attendance area of private school children who reside in eligible Title I attendance areas.</p> | <p>1. Copy of:</p> <ul style="list-style-type: none"> <li>a. Eligible Attendance Area worksheet;</li> <li>b. LEA provides documentation.</li> <li>c. LEA provides documentation.</li> <li>d. LEA provides documentation.</li> <li>e. LEA provides documentation.</li> <li>f. Enrollment report (previous October);</li> <li>g. School Nutrition Report (previous October); and</li> <li>h. LEA provides documentation.</li> </ul> <p>2. Copy of Consolidated Application.</p> <p>3. Copy of Consolidated Application.</p> <p>4. Copy of Consolidated Application</p> <p>5. Copy of worksheets detailing calculation of funds for private school services (Private School Per Pupil worksheet and Equitable Services worksheet).</p> | <p>1. Copy of:</p> <ul style="list-style-type: none"> <li>a. Department provides documentation.</li> <li>b. Private School Report of Enrollment;</li> <li>c. Home study declaration;</li> <li>d. Dropout Report;</li> <li>e. List of 5 year olds not in school, if known;</li> <li>f. Department provides documentation.</li> <li>g. For Senate Bill 618 schools, a list showing the referring entity for each student: parent/guardian, Department of Human Resources (DHR), Department of Juvenile Justice (DJJ), or another LEA. For those students referred by a parent/guardian or another LEA, documentation regarding poverty must be on file (example: TANF, school lunch application, etc.)</li> <li>h. Child Care Center Roster of Food Program Participants</li> </ul> <p>2. Department provides documentation.</p> <p>3. Department provides documentation.</p> <p>4. Department provides documentation.</p> <p>5. Copy of Private School Enrollment Report. Refer to 15.1b</p> |

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|-------|--|---|--|
|       | 6. The requirement to exclude pre-kindergarten children from the poverty count of any school | 6. Copy of Eligible Attendance Area worksheet.                | 6. Department provides documentation.<br><br>Interview Questions:<br>1. What documentation did the LEA use to determine its eligible attendance areas and how did the LEA use the documentation? |

**ACCOUNTABILITY**

**16. MONITORING**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE  |
|---|--|---|--|
| <p>The LEA conducts monitoring of its schools sufficient to ensure compliance with Federal program requirements.</p> <p>For more detail about requirements, reference<br/><b>GEPA 440</b><br/><b>Education Department General Administrative Regulations (EDGAR)</b><br/><b>80.40 (a)</b></p> | 1. The LEA monitors its schools' implementation of Federal programs. | <p>1. LEA provides documentation.</p> <p>a. LEA provides documentation.<br/>b. LEA provides documentation.<br/>c. LEA provides documentation.</p> | <p>1. Evidence of technical assistance provided by the LEA as a result of issues identified through the LEA's monitoring process. Copies of:</p> <p>a. Procedures for monitoring Title I schools in the LEA;<br/>b. Evidence that the LEA provides technical assistance to its schools. Reports, corrective action, and results of technical assistance;<br/>c. Completed plans (SWP, TA and Parental Involvement), policy checklists, and school budgets.</p> <p>Interview Questions:</p> <p>1. How does the LEA monitor its local schools' implementation of federal programs and provide technical assistance?<br/>2. How do you involve your school principals in LEA monitoring policies and procedures?<br/>3. How does the LEA monitor/compare school expenditure requests with needs listed in the Schoolwide or Targeted Assistance Plan?</p> |

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**17. AUDITS**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*               | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|--|--|---|---|
| <p>The LEA ensures that all corrective actions required through the audit process or monitoring findings are fully implemented.</p> <p>-----</p> <p>For more detail about requirements, reference<br/><b>Circular A-87</b><br/><b>Circular A-133</b></p> | <p>1. Copies of single A-133 audit reports.</p> <p>2. Evidence of corrective action plans when required.</p> | <p>1. LEA provides documentation.</p> <p>2. LEA provides documentation.</p> | <p>1. Copies of single A-133 audit reports (2 most recent).</p> <p>2. Copies of LEA policies and procedures for the resolution of audit findings. Evidence of corrective action plans when required.</p> <p>Interview Questions:</p> <p>1. How does the LEA ensure that issues identified through the single audit process are resolved in a timely manner?</p> <p>2. Discuss the status of any corrective actions. Are there any patterns of recurring findings and, if so, what is being done to address these</p> <p>3. How does the LEA utilize data from the single audit process in its monitoring process?</p> <p>4. How are the LEA's charter schools involved in the single audit process?</p> |

**GRANT PROGRAMS**

**18. SERVICES FOR HOMELESS CHILDREN AND YOUTH**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|--|---|
| <p>The LEA provides comparable Title I, Part A services to homeless children and youth attending non-Title I schools.</p> <p>For more detail about requirements, reference<br/>Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act</p> <p><b>SEC. 722(g)(3-7)</b><br/><b>SEC. 722(e)(3)(C)(i)(IV)</b></p> | <p>1. The LEA describes services provided for homeless children and youth.</p> <p>2. The LEA Plan under Sec. 1112 is coordinated with the McKinney-Vento Act.</p> <p>3. The LEA has policies for the education of homeless children and youth that identify and remove any barriers:</p> <p>(a) Identification</p> <p>(b) School Selection</p> <p>(c) Enrollment</p> <p>(d) Transportation</p> <p>(e) Disputes</p> | <p>1. Copy of Comprehensive LEA Improvement Plan (CLIP).</p> <p>2. Copy of the CLIP.</p> <p>3. LEA provides documentation.</p> <p>a. LEA provides documentation.</p> <p>b. LEA provides documentation.</p> <p>c. LEA provides documentation.</p> <p>d. LEA provides documentation.</p> <p>e. LEA provides documentation.</p> | <p>1. Department provides documentation.</p> <p>2. Department provides documentation.</p> <p>3. Copy of LEA policy(ies) for Education for Homeless Children and Youth Adopted 2002 or later.</p> <p>a. LEA Policy/Procedure.</p> <p>b. LEA Policy/Procedure.</p> <p>c. LEA Policy/Procedure.</p> <p>d. LEA Policy/Procedure.</p> <p>e. LEA Policy/Procedure.</p> <p>• Copy of LEA Dispute Resolution procedure.</p> |

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|-------|---|---|---|
|       | <p>4. The LEA records schools in which homeless children were enrolled.</p> <p>5. The LEA designates a liaison for homeless children and youth.</p> <p>6. LEA's procedures for providing awareness and contact information of Homeless Liaison to parents, guardians, school personnel.</p> | <p>4. LEA provides documentation.</p> <p>5. Copy of Consolidated Application Coordination page;</p> <p>6. LEA provides documentation.</p> | <p>4. List of schools and number of homeless children enrolled.</p> <p>5. Copy of district, department, or unit organization chart with liaison identified.</p> <p>6. Copy of flyers, handouts, posters that identify homeless Liaison with contact information.</p> <p>Interview Questions:</p> <p>1. Describe and discuss the process for the development and preparation of the LEA's plan for serving homeless children and youth including technical assistance provided on the process.</p> <p>2. Describe the process for identifying homeless children and youth using the definition under the McKinney-Vento Act.</p> <p>3. Describe the process for establishing reservations/set-asides for serving homeless children and youth.</p> <p>4. Describe the process for selection of the homeless liaison and what qualifications were required for appointment. Discuss the appointment (full time, part-time and how time is documented).</p> |

**19. SERVICES FOR NEGLECTED AND DELINQUENT CHILDREN**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|--|--|--|
| <p>The LEA reserves funds to provide comparable Title I, Part A services to neglected and delinquent children.</p> <p>For more detail about requirements, reference<br/><b>SEC. 1112(b)(1)(E)(ii), (I)</b><br/><b>SEC. 1113(c)(3)(B) and (C)</b><br/><b>SEC. 1118</b></p> | <p>1. The LEA describes the services provided for neglected and delinquent children.</p> <p>2. The LEA identifies children in local institutions for neglected and delinquent children.</p> <p>3. The LEA describes Title I services and educational programs that are year round.</p> | <p>1. Copy of Comprehensive LEA Improvement Plan (CLIP). Copy of the Consolidated Application Coordination page.</p> <p>2. LEA provides documentation.</p> <p>3. LEA provides documentation.</p> | <p>1. Department provides documentation.</p> <p>2. Copy of <b>source data</b> for Annual Survey of Institutions for Neglected Children for previous and current year with student list from each facility</p> <p>3. Class schedules and calendar confirming that Title I services and educational program are year round; List of staff at neglected or delinquent institution(s) funded with Title I reservation.</p> |

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| ITEMS | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|-------|---|--|---|
|       | <p>4. The LEA provides high quality instruction based on scientifically based research.</p> <p>5. The LEA provides SPED services, as needed.</p> <p>6. The LEA consults with institutions regarding educational plans and budget</p> <p>7. The LEA ensures that institutions implement parental involvement plan in order to increase student achievement and, if appropriate, decrease delinquent behavior.</p> <p>8. The LEA utilizes financial procedures that ensure fiscal control.</p> <p>9. The LEA verifies the authenticity of neglected facilities in the district.</p> | <p>4. LEA provides documentation.</p> <p>5. LEA provides documentation.</p> <p>6. LEA provides documentation.</p> <p>7. LEA provides documentation.</p> <p>8. LEA provides documentation.</p> <p>9. Copy of Consolidated Application school allocation page with all neglected and delinquent facilities licensed by the Office of Regulatory Services or that are covered by Senate Bill 618.</p> | <p>4. Sample curriculum plan based on scientifically based research for a school serving an institution.</p> <p>5. Number of students receiving special education services and a sample copy of an IEP from a student residing in an institution.</p> <p>6. Collaborative planning agendas.</p> <p>7. Parent involvement correspondence and parent involvement plan.</p> <p>8. Purchase orders for materials and equipment as well as real property and equipment inventory documentation.</p> <p>9. Department provides documentation.</p> <p>Interview Questions:</p> <p>1. Discuss the process for the development of the LEA's plan for serving neglected or delinquent children including technical assistance provided on the process.</p> <p>2. Describe the process for identifying neglected or delinquent children.</p> <p>3. Describe the process for establishing reservations/set asides for serving neglected or delinquent children.</p> <p>4. Describe how instruction incorporates scientifically based research.</p> <p>5. Describe how the LEA ensures that the same academic standards required by all students and schools in the LEA are being provided to children residing in neglected or delinquent institutions.</p> |

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**GEORGIA DEPARTMENT OF EDUCATION  
TITLE I PROGRAMS  
LEA MONITORING FORM**

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|-------|--------------|---|--|
|       |              |   | 6. Describe services provide to special education population residing in institutions.<br><br>7. Describe the consultation process with Neglected and Delinquent institutions.<br><br>8. Describe the parent involvement plan. |

**PRE-KINDERGARTEN**

**20. PRE-KINDERGARTEN PROGRAMS**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*                           | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|---|---|---|
| The LEA may utilize Title I funds to expand Pre-Kindergarten services in Title I schools. | 1. The LEA describes Pre-Kindergarten services that are provided (if applicable). | 1. Copy of approved CLIP; Copy of approved Consolidated Application with budget sheets. | 1. Department provides documentation.<br><br><br>Interview Questions:<br>1. Do you have Pre-K programs in the LEA? How are they funded?<br>2. In what ways is the LEA supporting its Pre-K program(s) with Federal funds? |

**TITLE II, PART A TEACHER QUALITY**

**21. TITLE II-A**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|--|---|--|
| Qualifications for teachers and paraprofessionals.<br>The LEA implements procedures that ensure the hiring and retention of qualified paraprofessionals and ensure that parents are informed of educator credentials as required.<br><br>-----<br>For more detail about requirements, reference<br><b>NCLB<br/>SEC. 1111 (h)(6)(A)<br/>SEC. 1119 (c) - (I)</b> | 1. Evidence that all teachers in Title I Schools hired after 2001-2002 school year meet highly qualified requirements.<br><br>2. Certification by principal that all teachers are highly qualified.<br><br>3. Evidence that Title I instructional paraprofessionals meet the NCLB hiring requirements. | 1. Copy of:<br><br>a. Consolidated Application Assurances for Title II A;<br>b. LEA provides documentation.<br>c. LEA provides documentation.<br><br>2. LEA provides documentation.<br><br>3. LEA provides documentation. | 1. Copy of:<br><br>a. Department provides documentation.<br>b. List of teachers and paraprofessionals who are highly qualified with supporting documentation (ex. highly qualified report from PSC);<br>c. Most current Title II A monitoring checklist.<br><br>2. A copy of principal's attestations/certification.<br><br>3. Written procedures and/or Human Resources Policy. |

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|-------|---|---|---|
|       | 4. Evidence that Title I instructional paraprofessionals perform their work under the direct supervision of a highly qualified teacher. | 4. LEA provides documentation.                                | 4. Copy of instructional paraprofessional's schedule that indicates the highly qualified teacher providing direct supervision.<br><br>Interview Questions:<br>1. What current procedures does the LEA have in place to ensure that all teachers and paraprofessionals are highly qualified?<br><br>2. How does the LEA ensure that Title I instructional paraprofessionals work under the direct supervision of a highly qualified teacher?<br><br>3. Describe (where applicable) any duties performed by paraprofessionals that are beyond their instructional duties, and performed by similarly situated personnel on a limited basis. |

**PRIVATE SCHOOLS**

**22. PRIVATE SCHOOLS**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|---|--|---|
| The LEA provides Title I services to eligible children attending private schools.<br>-----<br><br>For more detail about requirements, reference<br><b>SEC. 1120</b><br><b>SEC. 9506</b><br><b>34 CFR Part 200.62-200.67</b><br><b>34 CFR Part 200.77 (f)</b><br><b>34 CFR Part 200.78 (a)</b> | 1. Guidance to LEAs on provision of services to eligible private school students.<br><br>2. Evidence that the LEA has policies and/or procedures for provision of services to eligible children attending private schools.<br><br>3. Evidence that consultation occurred between the LEA and private school officials regarding services for private school children prior to the LEA making any decision.<br><br>4. Evidence that private school children that have been selected for services reside in a participating public school attendance area.<br><br>5. Evidence that students who will receive Title I services have been identified by the use of multiple selection criteria. | 1. Copy of U.S. Department of Education Non-Regulatory Guidance –(a) Title I Services to Eligible Private School Children and (b) Equitable Services to Eligible Private School Students, Teachers, and Other Educational Personnel.<br><br>2. LEA provides documentation.<br><br>3. LEA provides documentation.<br>a. LEA provides documentation.<br>b. LEA provides documentation.<br>c. LEA provides documentation.<br><br>4. LEA provides documentation.<br><br>5. LEA provides documentation. | 1. Department provides documentation.<br><br>2. Copy of LEA policy and/or procedures including complaint procedures.<br><br>3. Copy of:<br>a. Private school letter with U. S. postal registration receipt.<br>b. Signed affirmation of consultation, if applicable.<br>c. Consultation meeting agenda(s) with date(s) of meeting(s).<br><br>4. Copy of Private School Report of Students Enrolled with public school attendance area noted for each student.<br><br>5. Copy of multiple selection criteria worksheets (separate for K-2 and 3-12). |

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|-------|---|---|---|
|       | <p>6. Evidence that an instructional plan has been developed by LEA and private school collaboration.</p> <p>7. Evidence that the LEA set aside appropriate funds for services to eligible private school children.</p> <p>8. Evidence that eligible private school children, families, and teachers are receiving equitable services.</p> <p>9. Evidence that providers of services are employees of the LEA or employees of a third party contractor.</p> <p>10. Evidence that all teachers and/or paraprofessionals employed by the LEA who provide services to private school children meet the highly qualified requirements.</p> <p>11. Evidence that LEA is evaluating the Title I program serving eligible private school students and making modifications if necessary.</p> <p>12. Evidence that the LEA regularly supervises the provision of Title I services to eligible private school children.</p> <p>13. Evidence that the LEA maintains control of the federal funds, materials, equipment and property that support services to private school children.</p> | <p>6. LEA provides documentation.</p> <p>7. Copy of:<br/>a. LEA documentation showing PPA calculations.<br/>b. Consolidated Application.</p> <p>8. Copy of:<br/>a. Private Schools Equitable Services worksheet.<br/>b. System budget.</p> <p>9. LEA provides documentation.</p> <p>10. LEA provides documentation.</p> <p>11. LEA provides documentation.</p> <p>12. LEA provides documentation.</p> <p>13. LEA provides documentation.<br/>a. LEA provides documentation.<br/>b. LEA provides documentation.<br/>c. LEA provides documentation.</p> | <p>6. Copy of private school instructional plan.</p> <p>7. Department provides documentation.</p> <p>8. Department provides documentation.</p> <p>9. Copy of payroll with providers highlighted or copy of contract and invoices if third party is the provider.</p> <p>10. Copy of teachers and/or paraprofessionals credentials.</p> <p>11. Copy of assessment documents showing annual progress of students; list of modifications made.</p> <p>12. Logs, minutes of meetings, list of modifications.</p> <p>13. Copy of:<br/>a. Expenditure report indicating salaries, materials, equipment and property purchased to support services to private school children;<br/>b. Invoices matching expenditure report;<br/>c. Equipment inventory with date physical inventories were conducted.</p> <p>Interview Questions:</p> <ol style="list-style-type: none"> <li>1. Briefly describe the LEA's initial and ongoing consultation with private schools, including program provisions.</li> <li>2. What are the LEA's procedures for determining poverty in private schools?</li> <li>3. Briefly describe the pooling option.</li> <li>4. What are the LEA's responsibilities for the design, implementation, and evaluation of Title I programs in private schools?</li> <li>5. What is the LEA's process for monitoring private school activities?</li> </ol> |

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**GEORGIA DEPARTMENT OF EDUCATION  
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**TITLE V, PART A - INNOVATIVE PROGRAMS**

**23. TITLE V, PART A**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|--|---|
| <p><b>Title V, Part A</b><br/><b>SEC. 5131</b><br/>Innovative Programs<br/>Uses of funds</p> <p><b>SEC. 5133</b><br/>Local Application</p> <p><b>SEC. 5144</b><br/>Supplement, not supplant</p> <p><b>SEC. 5133</b> Local Application</p> <p><b>SEC. 5142 (a)(1)(A) and (c)</b><br/>Participation of children enrolled in Private Schools if LEA has Private School participation</p> | <p>1. Projects and activities that the LEA implements meet three statutory requirements. They must be (1) tied to promoting academic achievement standards, (2) used to improve students' academic achievement, and (3) part of an overall education reform strategy.</p> <p>2. The LEA evaluates its program annually.</p> <p>3. Title V-A funds are used to supplement not supplant any other federal, state or local education funds.</p> <p>4. The LEA has a required plan.</p> <p>5. Private Schools: The LEA is in compliance regarding the participation of children enrolled in private nonprofit schools within the boundaries of the LEA.</p> <p>6. Private school expenditures are equitable. If there is more than one private school, the total private school allocation is divided by the number of students.</p> <p>7. Safeguards and procedures are in place to ensure Title V-A services are provided in a proper manner for the benefit of private school students and personnel.</p> <p>8. The LEA performs periodic monitoring of use of equipment and materials.</p> | <p>1. Copy of most recent Non-Regulatory Guidance.<br/>Copy of Consolidated Application: Title V-A "Program Information" pages and "Budget Detail and Summary" pages.<br/>Copies of the LEA's documentation provided by the Department during on-site monitoring.</p> <p>2. Copy of the most current Title V-A Annual Evaluation Report.</p> <p>3. Copy of Title V-A assurances from Consolidated Application.</p> <p>4. Copy of the Comprehensive LEA Improvement Plan (CLIP).</p> <p>5. LEA provides documentation.</p> <p>6. Copy of allocation for private school reservation.</p> <p>7. LEA provides documentation.</p> <p>8. LEA provides documentation.</p> | <p>1. Copy of latest LEA summary budget of expenditures for Title V-A.</p> <p>2. Department provides documentation.</p> <p>3. Department provides documentation.</p> <p>4. Department provides documentation.</p> <p>5. Copy of <i>Private School Enrollment Data Report for Title V-A Participation</i> for current FY.</p> <p>6. Record of consultation that determined the needs of the children and services to be provided.<br/>Document showing final allocation for private school students if more than one private school is participating.</p> <p>7. Copies of purchase requisitions for private school materials and services.<br/>Copy of assurance, signed by private school official, that any equipment and materials placed in the school will be used for secular, neutral, non-ideological purposes, and will supplement not supplant materials available without Title V-A and that private school personnel have been informed of these limitations.<br/>Copy of up-to-date inventory of materials ordered for private schools.<br/>Procedure for marking AV equipment and materials so that they are clearly identifiable prior to disbursement to private schools.</p> <p>8. Log of spot-checks completed at participating private schools.</p> |

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|--|---|---|--|
| <p><b>Guidance E-6:</b> Use of funds for Personnel</p> <p><b>OMB Circular A-87 Section 8(h)(3)</b></p> | <p>9. The LEA ensures that services primarily benefit the children, not the private school; services and materials must meet the specific needs of the students.</p> <p>10. Split-funded Title V-A personnel are paid based on acceptable time logs.</p> <p>11. Periodic certification on file for personnel paid 100 percent with Title V-A funds.</p> | <p>9. Copy of written assurances.</p> <p>10. LEA provides documentation.</p> <p>11. LEA provides documentation.</p> | <p>9. Copy of purchase requisitions.</p> <p>10. Copy of time logs. Class schedules identifying the time funded by Title V-A may be used if the personnel have a fixed daily schedule.</p> <p>11. Copy of current year's periodic certifications. Copy of previous year's periodic certifications (if two certifications have not been completed in the current year).</p> <p>Interview Questions:</p> <p>1. Describe the process the LEA uses to determine the needs of students and staff that will be addressed with Title V, Part A funds. Who is involved in this process?</p> <p>2. The activities funded with Title V, Part A funds must meet three statutory requirements. Activities must be (a) tied to promoting academic achievement standards, (b) used to improve student achievement and/or increase the quality of education, and (c) be part of an overall education reform strategy. How does the LEA ensure this is happening?</p> <p>3. Explain the LEA's process for contacting private schools within its geographical boundaries to determine if such schools are interested in participating in the Title V, Part A program.</p> <p>4. Explain how the LEA determines the needs of the private school children serviced with Title V, Part A funds and ensures the services provided meet the specific needs of the students and are supplemental in nature.</p> <p>5. How did the LEA use the results of last year's Title V, Part A: Innovative Programs Annual Evaluation Report to improve its Title V, Part A program?</p> |

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**TITLE VI, PART B - RURAL LOW INCOME**

**24. TITLE VI, PART B**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|--|---|--|
| <p><b>Title VI, Part B Rural Low Income Schools (RLIS)</b><br/>Use of Funds<br/><b>SEC. 6222(a) (1-7)</b></p> <p><b>SEC. 6223/6224</b><br/>Required Plan</p> <p><b>SEC. 6232</b> Supplement, not supplant</p> <p><b>SEC. 6224</b> Accountability<br/><b>SEC. 6222 (b)</b> Use of Funds</p> <p><b>OMB Circular A-87 Section 8(h)(4)</b></p> <p><b>OMB Circular A-87 Section 8(h)(3)</b></p> | <p>1. The LEA targets funds to schools for specified activities</p> <p>2. The LEA has a required plan.</p> <p>3. The LEA complies with the stricture against supplanting.</p> <p>4. If, after receiving RLIS funds for three years, the LEA has not made AYP, funds received under Title VI, Part B must be used to carry out requirements of Section 1116.</p> <p>5. Split-funded Title VI, Part B personnel paid based on acceptable time logs.</p> <p>6. Periodic certification on file for personnel paid 100 percent with Title VI-B funds.</p> | <p>1. Copy of Non-regulatory Guidance<br/>Copy of Consolidated Application "Program Information" page and "Budget Detail and Summary" pages.<br/>Copies of the LEA's documentation provided by the Department during on-site monitoring.</p> <p>2. Copy of Comprehensive LEA Improvement Plan (CLIP).</p> <p>3. Copy of Title VI, Part B Assurances from Consolidated Application.</p> <p>4. Copy of AYP status if LEA received funds for three years.<br/>Copy of Consolidated Application "Budget Detail" and "Budget Summary" pages.</p> <p>5. LEA provides documentation.</p> <p>6. LEA provides documentation.</p> | <p>1. Copy of latest LEA budget summary of expenditures for Title VI, Part B.</p> <p>2. Department provides documentation.</p> <p>3. Department provides documentation.</p> <p>4. Department provides documentation.</p> <p>5. Copy of Time logs. Class schedules identifying the time funded by Title VI-B may be used if the personnel have a fixed daily schedule.</p> <p>6. Copy of current year's periodic certifications.<br/>Copy of previous year's periodic certifications (if two certifications have not been completed in the current year).</p> <p>Interview Questions:</p> <p>1. Explain the process the LEA used to determine the specific activities that were funded with Title VI, Part B.</p> <p>2. Explain how these activities will address the specific weaknesses that resulted in the LEA's failure to make AYP.</p> |

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**ACADEMIC ACHIEVEMENT AWARDS PROGRAM**

**25. ACADEMIC ACHIEVEMENT AWARDS PROGRAM**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|---|--|---|
| <p>The SEA provides technical assistance and support for LEAs that demonstrate greatest gains in closing the achievement gap.</p> <p>The LEA provides technical assistance and support for those schools that made AYP three or more consecutive years and for those schools making the greatest gains in closing the achievement gap.<br/>For more detail about requirements, reference<br/><b>SEC. 1117(b)(1)(i) and (ii)</b><br/><b>OMB Circular A-87</b><br/><b>EDGAR 74.36</b></p> | <p>1. The Georgia Department of Education provides technical assistance support to LEAs that demonstrate the greatest gains in closing the achievement gap.</p> <p>2. The LEA provides technical assistance and support to the schools that made AYP three or more consecutive years.</p> | <p>1. If the LEA has distinguished district, distinguished schools, or national distinguished schools status</p> <p>1. Copy of signed assurances.<br/>2. Copy of approved budget sheets.</p> <p>2. List of schools in the LEA that made AYP three or more consecutive years.</p> <p>1. Copy of signed assurances.<br/>2. Copy of approved budget from Consolidated Application.<br/>3. LEA provides documentation.</p> | <p>1. Department provides documentation.</p> <p>2. Department provides documentation.</p> <p>1. Department provides documentation.<br/>2. Copies of purchase orders.<br/>3. Copy of distribution of funds worksheet.</p> <p>Interview Questions:</p> <p>1. How did the school and/or LEA choose to use its Distinguished Schools/Distinguished District award funds?<br/>2. Does the school and/or LEA have a process to determine how the school and/or LEA plans to spend its academic achievement award funds? Describe the process.</p> |

**PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN**

**26. PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN WHO ARE NEGLECTED, DELINQUENT, OR AT-RISK**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|--|---|--|
| <p>The LEA operates programs that involve collaboration with locally operated correctional facilities for children and youth.</p> <p>-----</p> <p>For more detail about requirements, reference</p> <p><b>Title I Part D, Subpart 2,</b></p> <p><b>SEC. 1424.</b></p> | <p>1. The LEA describes the process of collaboration with the local facility to provide services for children in delinquent institutions.</p> <p>2. The LEA annually surveys institutions for delinquent institutions.</p> <p>3. The LEA accounts for Title I, Part D funds separately from other funds.</p> <p>4. The LEA expends Title I, Part D funds according to the approved budget.</p> | <p>1. Copy of local System Application for Children in Delinquent Institutions.</p> <p>2. LEA provides documentation.</p> <p>3. Copy of separate budget and fund number for Title I, Part D, Subpart 2 funds.</p> <p>4. LEA provides documentation.</p> | <p>1. Department provides documentation.</p> <p>2. Copy of <b>the source data for the</b> Annual Survey of Institutions for Delinquent Children--the team will look back at #19 and not request a second copy.</p> <p>3. Department provides documentation.</p> <p>4. Copies of POs and other audit expenditure controls for expenses incurred for Title I, Part D, Subpart 2 funds.</p> |

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|-------|--------------|---|--|
|       |              |   | Interview Questions:<br>1. How does the N&D program use supplemental funds to carry out activities, procedures, and policies as stated in the LEA's application? |

**TITLE 1, PART C - MIGRANT EDUCATION PROGRAM SERVICES**

**27. RECORDS MAINTENANCE AND TRANSFER**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|---|---|---|
| <p><b><u>Records Maintenance and Transfer</u></b><br/>           The LEA receives, maintains, updates, and properly codes all required enrollment, educational, and health data in the local Student Information System (SIS) on migrant eligible students and shares migrant student data on an intra-and interstate basis.</p> <p>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 1301(2), 1304 (b)(3), and 1308 (b)(1) – (3)]</p> | <p>1. Evidence that student enrollment, withdrawal, demographic, academic, and health data are entered and updated in the LEA student information system according to information provided by the student, family, and/or the regional State Migrant Education Agency office.</p> <p>2. Evidence that the LEA has sent and/or received education and health data involving children migrating either in or out of state, country.</p> | <p>1. Copies of State Migrant Education Program monthly new student reports, PFS reports, ineligible student reports, and/or current participant reports.</p> <p>2. LEA provides documentation.</p> | <p>1. Department provides documentation.</p> <p>2. Copies of any form of communication (i.e. letters, memoranda, fax transmittals, telephone logs, Binational transfer documents for students leaving US for Mexico) between the LEA and receiving schools relating to the sharing of educational and student health data.</p> <p>Interview Questions:</p> <p>1. Describe and discuss the process for the receipt and processing of migrant student reports sent to and from the regional DOE Migrant Education Agency and/or other LEAs.</p> <p>2. Describe and discuss any quality control or cross-checking procedures used to ensure accurate migrant data in the LEA student information system.</p> |

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**28. IDENTIFICATION AND RECRUITMENT**

| ITEMS  | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|---|---|--|
| <p><b>Identification and Recruitment</b><br/>The LEA carries out the identification and recruitment (ID &amp; R) of migrant children (ages 0-21 inclusive) residing in its district throughout the year.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 1304 (c)(7)]</p> | <p>1. Evidence that the LEA has ID &amp; R certified staff or operational procedures in place to carry out identification and recruitment functions throughout the school year and summer months.</p> | <p>1. List of names of district recruiters with recruitment training certificates, from the required SEA ID &amp; R training for the current year, for each recruiter identified.</p> <p>Copies of completed State Migrant Education Program or LEA developed occupational surveys.</p> <p>Copies of Data Entry Forms (DEFs),</p> | <p>1. Department provides documentation.</p> <p>Copies of any recruitment activity information (i.e. travel logs, telephone logs).</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for the identification and recruitment of migrant children.</p> |

**29. PRIORITY OF SERVICES**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE   | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE  |
|---|--|--|--|
| <p><b>Priority for Services</b><br/>The LEA gives service priority to migrant children: (1) who are failing, or most at risk of failing, to meet the state's challenging state academic content standards and challenging state student academic achievement standards, and (2) whose education has been interrupted during the regular school year.</p> <p>-----</p> <p>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 1301(2), 1304(d)]</p> | <p>1. Evidence that the migrant students identified on the LEA Priority for Services reports, supplied by the regional state Migrant Education Agency office, are being provided the opportunity for MEP-funded services before other migrant students are served during regular and/or summer programs.</p> <p>2. Evidence that updated Priority for Services reports are verified and reviewed on a regular basis to ensure appropriate students are receiving service priority.</p> | <p>1. List of names of Priority for Services students. Priority for Services students' instructional and/or support services plan as described in the LEA NCLB Consolidated Application for funding.</p> <p>2. Updated reports on Priority for Services students obtained from the regional state Migrant Education Agency office. Copies of the LEA's documentation provided by the Department during on-site monitoring.</p> | <p>1. List of instructional and/or support services being provided (schedule of interventions, frequency, schedule of staff/student contact).</p> <p>2. Evidence of dissemination of reports and adjustments to services based on reports.</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for ensuring that Priority for Services students receive appropriate MEP-funded services.</p> |

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**30. PRIVATE SCHOOL CONSULTATION**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|---|--|---|
| <p><b><u>Private School Consultation</u></b><br/>The LEA consults with officials of private schools in a timely and meaningful manner to make available equitable Title I, Part C migrant services to eligible migrant children attending private schools located within the LEA's geographical boundaries.</p> <p>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 9501]</p> | <p>1. Evidence that the LEA annually contacts officials of all private schools within the boundaries of the LEA to determine if such schools want their eligible migrant students to participate in Title I, Part C services.</p> <p>2. Evidence that consultation occurred before the LEA made decisions regarding services to eligible private school students and the consultation continued throughout the implementation and assessment of provided services, if applicable.</p> | <p>1. The LEA indicated in the LEA Consolidated Application the methods in which the private schools are contacted.</p> <p>List of all private schools located within the district's boundaries.</p> <p>2. LEA provides documentation.</p> | <p>1. List of all private schools located within the LEA's boundaries.</p> <p>2. Evidence of multiple opportunities for consultation offered to the private school officials.</p> <p>Telephone logs, memoranda, letters, e-mail concerning contacts with officials of all private schools announcing availability of services.</p> <p>Written responses from officials of all private schools accepting or declining services.</p> <p>Agendas of ongoing meetings and other methods of consultation with private school representatives.</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for ensuring that private schools have an opportunity to have access to Title I, Part C funds for their eligible migrant children.</p> |

**31. COMPREHENSIVE NEEDS ASSESSMENT AND SERVICE DELIVERY PLAN**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|--|---|
| <p><b><u>Comprehensive Needs Assessment and Service Delivery Plan</u></b><br/>The LEA identifies and addresses the special educational needs of migrant children through a comprehensive plan for needs assessment and service delivery.</p> <p>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 1306(a)(1)(A)-(G)]</p> | <p>1. Evidence that the LEA has identified and addressed migrant-specific needs in the LEA and/or school improvement plan.</p> | <p>1. The LEA Consolidated Application, School Improvement Plan, and district/school level Migrant Services Implementation Plan identifying specific migrant participant needs and services. Copies of the LEA's documentation provided by the Department during on-site monitoring.</p> | <p>1. Evidence the LEA has conducted a needs assessment, names of needs assessment committee members, agenda, meeting dates, adjustments made to plan resulting from assessment data, results of assessment data describing goals/targeted assistance.</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for assessing migrant student needs and developing meaningful services for delivery.</p> |

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**32. MIGRANT SERVICES COORDINATION**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|--|---|
| <p><b><u>Migrant Services Coordination</u></b><br/>The LEA coordinates and integrates Title I, Part C services in order to increase program effectiveness, to eliminate duplication, and to reduce fragmentation of the instructional program.</p> <p>For more detail about requirements, reference<br/>NCLB [P.L. 107-110, SEC. 1112(b)(1)(E)]</p> | <p>1. Evidence that the LEA consistently monitors its migrant students to ensure that their needs are being met by all applicable LEA instructional and/or support services during regular school year, intersession, and summer periods.</p> <p>2. Evidence that services to migrant children (ages 0-21) and their families are coordinated with other educational services in the LEA, not for profit organizations, or individual schools such as, but not limited to, Head Start, Even Start, other preschool programs, Reading First, services for children who are English language learners or who have disabilities, are neglected or delinquent youth, homeless, or immigrant.</p> | <p>1. List of instructional and support services provided to migrant students (Who, when, where, and how).</p> <p>2. LEA provides documentation.</p> | <p>1. Evidence that all available services are being provided to migrant students during enrollment or periods of residency in the LEA.</p> <p>2. Evidence that specific migrant needs and services as identified in the LEA Needs Assessment and/or Improvement Plan or LEA/school Migrant Services Plan are coordinated with other services available.</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for ensuring that migrant students and families benefit from a coordination of available services and programs throughout the LEA.</p> |

**33. PARENT INVOLVEMENT/ PARENT ADVISORY COUNCIL**

| ITEMS  | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE                | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE  |
|--|--|---|--|
| <p><b><u>Parent Involvement/PAC</u></b><br/>The LEA has established a parent advisory council (PAC) for the migrant program and has provided for appropriate parent consultation in the planning, implementation, and evaluation of the LEA's migrant program delivered during the regular school year.</p> <p>For more detail about requirements, reference<br/>NCLB [P.L. 107-110, SEC. 1304(c)(3); 1306(a)(1)(B)(ii); and 1118]</p> | <p>1. Evidence that the LEA consults with a migrant PAC on the planning, implementation, and evaluation of its migrant program and projects of one school year in duration.</p> <p>2. Evidence that the migrant PAC is predominantly made up of parents of migrant children.</p> | <p>1. LEA provides documentation.</p> <p>2. LEA provides documentation.</p> | <p>1. List of dates of migrant PAC meetings.</p> <p>Meeting agendas, sign-in sheets, minutes, language of communication, and evidence of interpreting, if required.</p> <p>2. List of PAC members reflecting parents or legal guardians of eligible migrant children and individuals who represent the interest of such parents.</p> <p>Evidence that migrant parents represent over 50 percent of the PAC membership.</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for ensuring that migrant parents are consulted with regard to planning, implementation, and evaluation of its migrant program and projects. How was information communicated to parents, letters in Spanish/English, etc.?</p> |

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**34. PROFESSIONAL DEVELOPMENT**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|--|---|
| <p><b>Professional Development</b><br/>The LEA provides opportunities for professional development programs, including mentoring for teachers and other program personnel, as it relates to the migrant program.</p> <p>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 1304(c)(6)(B)]</p> | <p>1. Evidence that professional development activities are aligned to the needs of migrant students.</p> <p>2. Evidence that migrant education program staff or other LEA staff, if applicable, attended required migrant education program training provided by the GaDOE, or other professional development opportunities, i.e., identification &amp; recruitment (ID&amp;R) trainings or workshops, and/or national/state/local migrant education program conferences.</p> | <p>1. LEA provides documentation.</p> <p>2. Participation documentation for staff involved in/attending MEP trainings,</p> | <p>1. Results of needs assessment are addressed through professional development offerings.</p> <p>2. Participation documentation for staff involved in/attending other trainings, workshops, or conferences.</p> <p>Interview Questions:<br/>1. Describe the processes utilized to identify and develop professional development opportunities related to improving migrant student achievement.</p> |

**35. EARLY CHILDHOOD EDUCATION**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE   |
|---|---|--|---|
| <p><b>Early Childhood Education</b><br/>The LEA has made adequate provision for serving the educational needs of preschool migrant children.</p> <p>-----<br/>For more detail about requirements, reference NCLB [P.L. 107-110, SEC. 1304(b)(1) and (c)(4)]</p> | <p>1. Evidence that preschool migrant children (ages 3-5) are served in early childhood programs offered by the district or other community agency.</p> | <p>1. List of all migrant students ages 3-5.</p>             | <p>1. Enrollment list of migrant students ages 3-5 in early childhood programs.</p> <p>Copies of the LEA's documentation provided by the Department during on-site monitoring.</p> <p>Any denial of services forms signed by the parent, as applicable.</p> <p>Interview Questions:<br/>1. Describe and discuss the LEA process for ensuring that preschool age migrant eligible children are enrolled in early childhood programs. How are Pre-K migrant students' needs identified? How are needs assessed?</p> |

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**36. PROGRAM EVALUATION**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE* | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|---|---|--|
| <p><b>Program Evaluation</b></p> <p>The LEA evaluates and improves the effectiveness of the migrant program, where feasible, using the same approaches and standards that are used to assess the performance of students under Title I, Part A, specifically, to enable all migrant students to meet the same challenging state content and performance standards that all Georgia children are expected to meet.</p> <p>-----</p> <p>For more detail about requirements, reference<br/>NCLB [P.L. 107-110, SEC. 1304 (b)(1), (b)(2), and (c)(5)]</p> | <p>1. Evidence that the LEA annually evaluates the effectiveness of the migrant program throughout the LEA.</p> | <p>1. LEA provides documentation.</p>                         | <p>1. Evaluations of state and local test data disaggregated by migrant student group.</p> <p>Evaluations of dropout data disaggregated by migrant student group.</p> <p>Graduation rate data disaggregated by migrant student group</p><br><p>Interview Questions:</p> <p>1. Describe and discuss the LEA process for evaluating the effectiveness of the instructional and/or support services funded by the MEP. How are program services/interventions measured to evaluate success or failure in ensuring that migrant student achievement is high and dropout rates are low?</p> |

**37. USE OF TITLE I, PART C FUNDS**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE |
|---|--|--|---|
| <p><b>Use of Title I, Part C Funds</b></p> <p>The LEA uses its Title I, Part C funds for "allowable activities" that meet the requirements of the statute, comport with the applicable cost principles in the Office of Management and Budget (OMB) Circular A-87, and meet the applicable requirements of the Education Department General Administrative Regulations (EDGAR), particularly Parts 76 and 80.</p> | <p>1. The activities and services that the LEA funds comport with the results of the state and local MEP needs assessment.</p> | <p>1. Current project implementation plan(s).</p>            | <p>1. Current local MEP needs assessment report.</p>  |

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|---|---|---|---|
| <p>For more detail about requirements, reference <b>NCLB Section 1306(b)</b></p> <p><b>OMB Circular A-87</b> and <b>EDGAR</b></p> | <p>2. MEP funds are used to first meet the identified needs of migrant children that result from their migrant lifestyle, and to permit these children to participate effectively in school.</p> <p>3. LEA uses MEP funds to meet the (supplemental) needs of migrant children that are not addressed by services available from other federal or non-federal programs.</p> <p>4. The costs are necessary and reasonable for the proper and efficient performance and administration of the MEP project(s).</p> | <p>2. Copy of MEP completion reports from previous fiscal year.</p> <p>3. Copy of current year approved MEP budget and most recent year-to-date MEP expense</p> <p>4. LEA provides documentation.</p> | <p>2. Department provides documentation.</p> <p>3. Department provides documentation.</p> <p>4. Copies of invoices for MEP purchased supplies, equipment, materials, and services – including travel reimbursement.</p> |

**CHARTER SCHOOLS**

**38. Charter Schools**

| ITEMS   | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|---|---|--|--|
| <p>The LEA complies with regulations for funding Charter Schools</p> <hr/> <p>For more details about requirements, reference <b>ESEA Section 5206</b></p> <p><b>Non-Regulatory Guidance 34 CFR Part 76, Subpart H (Section 10306 of the Elementary and Secondary Education Act of 1965 as amended by the Charter School Expansion Act of 1998 Public Law No. 105-278)</b></p> | <p>1. Documentation showing new/expanding charter schools request for Title I funds.</p> <p>2. Documentation showing new/expanding charter schools received Title I funds within 5 months of opening/expanding.</p> <p>3. Evidence that students' records and IEPs are transferred to the charter school upon the transfer of the student to the charter school.</p> <p>4. Evidence that the LEA provides for the equitable participation of charter schools in Title I, V-A, and VI, Part B.</p> | <p>1. Copy of Consolidated Application; Verify with the charter.</p> <p>2. LEA provides documentation.</p> <p>3. LEA provides documentation.</p> <p>4. LEA provides documentation.</p> | <p>1. Copy of budget request.</p> <p>2. Copy of accounting documents showing that funds are available.</p> <p>3. Copy of log or other documentation of record transfer.</p> <p>4. Signed Assurance from LEA Charter.</p> |

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**COMPLAINT PROCEDURES**

**39. Complaint Procedures**

| ITEMS  | REQUIREMENTS  | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE*                                  | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**  |
|--|---|--|--|
| <p>The SEA has a system for ensuring fair and prompt resolution of complaints.</p> <p>-----</p> <p>For more details about requirements, reference <b>ESEA Section 5206</b></p> | <p>1. Documentation that information on the complaint process has been widely disseminated to LEAs statewide.</p> <p>2. The LEA has implemented complaint procedures.</p> | <p>1. Copy of State complaint policy and procedures.</p> <p>2. LEA provides documentation.</p> | <p>1. Department provides documentation.</p> <p>2. Copy of LEA complaint procedures that includes a process for tracking complaints and reports on resolution of complaints if applicable.</p> <p>Interview Questions:</p> <p>1. Briefly describe the LEA's complaint policy and procedures.</p> |

**40. ETHICS**

| ITEMS   | REQUIREMENTS   | DOCUMENTATION ON FILE AT THE DEPARTMENT TO VERIFY COMPLIANCE* | DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**   |
|---|--|---|---|
| <p><b>White House Executive Order 12731</b></p> | <p>1. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.</p> | <p>1. LEA provides documentation.</p>                         | <p>1. Copy of the LEA's fraudulent activity policy or administrative regulations.</p> <p>Interview Questions:</p> <p>1. Are you aware of any fraudulent activity occurring in this program?</p> <p>2. Have you been asked to participate in any fraudulent activity for this program?</p> |

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