

The New Face of LEA Cross-Functional Monitoring in FY16 October 2015 Training Workshop for Georgia LEAs

Local Educational Agency Cross-Functional Monitoring Training Sites



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Tuesday, October 20, 2015

Forsyth County BOE
1120 Dahlonega Hwy
Cumming, GA 30040

Wednesday, October 21, 2015

Houston County BOE
The Annex
1600 Macon Road
Perry, GA 31069

Presenters



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Office of Federal Programs	Title I, Part A - Grants to LEAs Title I, Part A - Reward Schools Title I, Part A - Reward Districts Title I, Part A - Flexible Learning Programs (FLP)
Office of School & District Effectiveness	School Improvement Grants - 1003(a) School Improvement Grants (SIG) - 1003(g)
Office of Teacher & Leader Effectiveness	Title II, Part A - Grants
Office of Special Education	Individuals with Disabilities Education Act of 2004 (IDEA)

Presenters



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Office of Outreach Programs	Title I, Part A - Parental Involvement & Engagement Title I, Part C - Migrant Education Program (MEP) Title I, Part D - Neglected or Delinquent Title IV, Part B - Rural Education Achievement Program (REAP) Title X, Part C - Education for Homeless Children and Youth
Office of Curriculum, Instruction, & Assessment	Title III, Part A - LEP & Immigrant Grants
Office of Special Education	Individuals with Disabilities Education Act of 2004 (IDEA)

SCHOOL IMPROVEMENT & DISTRICT EFFECTIVENESS





Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Agenda

- The Purpose of Monitoring
- Georgia Department of Education (Department) Monitoring Process
 - Ways the Department Monitors Federal Programs
 - Monitoring Selection Process
 - On-Site Monitoring Process
- Local Educational Agency (LEA) Preparation for Monitoring
- Title Programs Monitoring
 - New for FY16
- FY16 Monitoring Document
 - Review of Descriptors and Required Documentation
- Procedures for Submission of LEA Documentation Prior to On-Site Visit
- The Visit Itself
- Questions and Answers



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Agenda

- Title Programs to be monitored:
 - Title I, Part A - Improving the Academic Achievement of the Disadvantaged
 - Title I, Part A - Academic Achievement Awards
 - Title I, Part A - Parental Involvement
 - Title I School Improvement - 1003(a)
 - Title I School Improvement Grants (SIG) - 1003(g)
 - Title I, Part C - Education of Migratory Children
 - Title X, Part C - Education for Homeless Children & Youth
 - Title I, Part D - Prevention & Intervention Programs for Children & Youth Who Are Neglected, Delinquent, or At-Risk

Agenda



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

- Title VI, Part B - Rural Education Achievement Programs (REAP)
- Title II, Part A - Improving Teacher Achievement Program
- Title III, Part A - Language Instruction for LEP and Immigrant Students
- Individuals with Disabilities Education Act of 2004 (IDEA)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.gov
gaedoe.org

Purpose of Monitoring

- Monitoring of federal programs is conducted to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education.
- Monitoring emphasizes accountability for using federal resources wisely.
- Monitoring serves as a vehicle for the Department to help LEAs achieve high quality implementation of educational programs utilizing the LEAs' federal allocations.

Department LEA Cross-Functional Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Nine Ways the Department Monitors

Federal Monitoring

- Review of program compliance requirements
- Monitoring of budgets & expenditures
- Results based monitoring for Title I, Part A program implementation
- Single audit (2 C.F.R. 200.501)
- On-site monitoring

Federal Monitoring

- Self-monitoring
- Desktop monitoring
- Inventory monitoring
- Flexible Learning Programs (FLP) on-site observation and interviews

The On-Site Monitoring Selection Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.gov
gaedoe.org

- LEAs monitored on a four-year cycle (approximately 1/4 each year)
Note: Some federal programs monitor more frequently. McKinney-Vento grant recipients are monitored annually.
- Federal Programs is currently on cycle two of the four-year monitoring schedule.
- LEAs selected randomly.
- High-Risk LEAs added to current cycle
 - Risk assessment is completed to determine if an LEA falls into the high-risk category.

The On-Site Monitoring Selection Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

- The Department's Title Programs Division defines high-risk as:
 - LEAs showing evidence of serious or chronic compliance problems.
 - LEAs with previous financial monitoring/audit findings.
 - LEAs with a high number of complaints from parents and other stakeholders about program implementation.
- Other LEAs as deemed necessary.

The On-Site Monitoring Selection Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- Other elements that may cause an LEA to be determined as high-risk include:
 - LEAs receiving a Title I allocation in the top 25-percent of LEAs receiving the greater portion of Title I funding in any given fiscal year.
 - LEAs having new management personnel not familiar with program implementation and federal guidelines; for example a new superintendent, Title I director or finance officer.
 - LEAs having directors/coordinators not attending Department technical assistance training sessions.

Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Title I, Part A Only!

- Results-based monitoring
 - Results-based monitoring will be part of the FY16 Cross-Functional Monitoring.
 - **LEAs will have approximately an hour interview with Title I, Part A staff at the beginning of the monitoring visit.**
 - Team Leads will conduct the interview with the LEA Title I director/coordinator, superintendent, finance officer, and other appropriate Title I staff as deemed necessary by the Team Lead.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Monitoring Process

Title I, Part A Only!

- Results-based monitoring:
 - A set of prescribed interview questions will be asked and responses will be recorded by the Department Title Programs monitors.
 - Department Title Programs monitors will interview LEA staff regarding the process that the LEA utilized to design its Title I, Part A instructional program based on achievement data.

Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Title I, Part A Only!

- Results-based monitoring:
 - Department Title Programs monitors will interview staff from a preselected Title I school(s) in the LEA.
 - Title I school interviews will be conducted with the principal, the Title I teacher, and other appropriate school staff as deemed necessary by the Team Lead.
 - Total interview process is approximately an hour.

Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Title I, Part A Only!

- Results-based monitoring sample interview questions:
 - How did the LEA use achievement data to design and implement the Title I instructional program?
 - How did the LEA determine the strengths/weaknesses of the Title I instructional program?
 - How did the LEA determine the strategies used during implementation?



Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Title I, Part A Only!

- Results-based monitoring sample interview questions:
 - How does the LEA's instructional program meet the intent of Title I, Part A?
 - What scientifically-based research and/or best practices for instruction and parental involvement were used to help the LEA decide how the Title I, Part A instructional program was developed?



Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Title I, Part A Only!

- Results-based monitoring sample interview questions:
 - What support did the LEA provide to Title I Priority and Focus Schools?
 - What professional learning did the LEA provide to teachers/instructors that were related to instruction?
 - How did the LEA evaluate the instructional program and the professional development that was provided to it's teachers/instructors?



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Monitoring Process

Title I, Part A Only!

- Flexible Learning Program (FLP) on-site monitoring (monitored by the Title I Education Program Specialist)
- Interview LEA and School Staff (Superintendent, Title I Director, Principal and FLP teacher)
 - A set of prescribed interview questions about the LEA's FLP will be asked and responses will be recorded by the Title I Program Specialist
- Observe FLP program
 - What are the students doing?
 - What are the teachers/tutors doing?
- Schedule
 - Typically 1 Day (4-8 hours)

LEA Preparation for Federal Programs Cross-Functional Monitoring

LEA Preparation Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- LEAs are required to provide supporting documentation that is not already available to the Department's Cross-Functional monitoring team.
- The Department's federal programs will provide a list of LEA documentation that will be provided by the LEA prior to the on-site monitoring visit.
- LEAs will upload the requested documentation to a Web based application and will place the documentation by:
 - LEA
 - Federal Program
 - LEAs will be notified by each federal program if uploaded files need to be listed as a specific file name
 - **Do not upload any identifying information**

Procedures for Submission of LEA Documentation Prior to On-Site Monitoring Visit

LEA Documentation Submission Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- The address for the location for documentation upload will be sent to LEAs via an email from Team Lead and /or Program Director.
- Due to FERPA regulations some information cannot be submitted via internet; therefore, these programs will utilize alternate submission protocols:
 - IDEA
 - Title III (LEP)
 - Title I, Part C (Migrant)

LEA Documentation Submission Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

JotForm Links

- Title I, Part A - <https://form.jotform.com/52604156970153>
- Title I, Part D (N&D) - <https://form.jotform.com/52606546496161>
- Title II, Part A - <https://form.jotform.com/52605063957156>
- Title X, Part C - <https://form.jotform.com/52606632144147>
- Title VI, Part B (REAP) - <https://form.jotform.com/52776070055152>

LEA Documentation Submission Prior to Desktop Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

JotForm Links for **Desktop Monitoring ONLY**

- Title I, Part C (Migrant) - <https://form.jotform.com/52606074602146>
- Title I, Part D (N&D) - <https://form.jotform.com/52815530450146>
- Title VI, Part B (REAP) - <https://form.jotform.com/52815586856167>
- Title X, Part C (Homeless) - <https://form.jotform.com/52805805832154>
- Parental Involvement - <https://form.jotform.com/52774841578166>

LEA Documentation Submission Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Documents requested prior to On-Site Monitoring must be submitted at least 4 weeks prior to visit
- Documents requested for Desktop Only Monitoring are due by **9 AM** the same day that the remainder of the CFM Team is visiting the district
- All uploaded files must be in PDF format
- File names need to be as close to a limit of 24 characters as possible

FY16 Title I-A Cross-Functional Monitoring Document Upload

Please upload required documents in PDF format only! All uploaded document file names must be limited to 20 characters to allow readers to access the document information. An upload of each requested file is required in order to submit this report. If a requested file does not apply to the current situation of your LEA, please upload a single document stating the request does not apply to your LEA.

School District *

Files Submitted by: *
First Name Last Name

Phone Number * -
Area Code Phone Number

E-mail *

FY16 Title I Detail Expenditure Report *

FY16 Title I Payroll Report *

School District *

ANY County

Files Submitted by: *

Any

First Name

Body

Last Name

Phone Number *

777

Area Code

- 7777

Phone Number

E-mail *

Abody@ANY.LEA.net

FY16 Title I Detail
Expenditure Report *

Upload a File

Any LEA T-I Expenditures.pdf

0.6MB

FY16 Title I Payroll
Report *

Upload a File

Any LEA T-I Payroll.pdf

47.3KB

Submit

LEA Documentation Submission Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- For example, when uploading documentation please name files accordingly:

Indicator 3.7: Parent Input in 1% Set Aside

- LEA Survey with 1% Input.pdf
- LEA Input Meeting.pdf
- ABC School Input Meeting.pdf
- DEF School Input Meeting.pdf

LEA Preparation for Federal Programs Cross-Functional Monitoring

LEA Preparation Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

- Current year documentation not sent for prior review by the Department for each required descriptor should be placed in a folder for team review.
- Items too large to be placed in folders should be readily available and with required items clearly identified.
- Items too large for printing to be placed in folders should be made available to the Department's Cross-Functional monitoring team via Internet and/or Web site links/or jump drive.

LEA Preparation Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaode.org

- LEAs must provide:
 - A room large enough to accommodate the entire monitoring team. If need be, more than one room can be used.
 - Internet access for the monitoring team to be able to review district and schools' Web site information.
- LEA staff need to be on-site and/or available during the monitoring visit. It is important that other meetings requiring LEA staff are not scheduled during the monitoring visit.

LEA Preparation Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- LEA staff to be present during monitoring include:
 - Title I, Part A - Improving the Academic Achievement of the Disadvantaged
 - Title I, Part C - Education of Migratory Children
 - Title I, Part D - Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
 - Title II, Part A - Improving Teacher Quality
 - Title III, Part A - Language Instruction for LEP and Immigrant
 - Title VI, Part B - Rural Education Achievement Program
 - Title X, Part C - Education for Homeless Children and Youth
 - School Improvement Grants under Section 1003(a) and 1003(g)
 - Individuals with Disabilities Education Act of 2004 (IDEA)

LEA Preparation Prior to On-Site Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Specific LEA staff that also may need to be present are:
 - Federal program director/coordinator
 - LEA program staff assigned specific duties in any given federal program
 - Financial persons responsible for federal grant budgets

Federal Programs LEA Cross-Functional Monitoring

New for FY16 Monitoring

- Emphasis on internal controls in the Uniform Grants Guidance, 2 C.F.R., Part 200.
- **Written policies and procedures are required!**
 - Written Cash Management Procedure - §200.302(b)(6) & §200.305
 - Written Allowability Procedures - §200.302(b)(7)
 - Written Conflicts of Interest Policy - §200.318(c)
 - Written Procurement Procedures - §200.319(c)
 - Written Method for Conducting Technical Evaluations of Proposals and Selecting Recipients - §200.320(d)(3)
 - Written Travel Policy - §200.474(b)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

New for FY16 Monitoring

- What is the LEA's process for writing these policies and procedures?
 - Review existing policies and procedures
 - Develop questions
 - Schedule interviews with relevant staff
 - Gather information on actual practices
 - Draft policies and procedures
 - Review internally with appropriate staff
 - Revise
 - Formally adopt and implement
 - Train staff

Written Cash Management Procedures (NEW)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

NEW: Written Cash Management

- Procedures to implement requirements of § 200.305 Payment, including internal controls
 - To segregate duties associated with cash management,
 - To monitor cash management activities (including reconciliations),
 - To ensure reimbursements are made only after costs have been incurred, or cash advances are made as close as is administratively possible (not more than 2 days) to actual cash outlay, and
 - To implement the requirements of §200.305-Payment (includes regulations regarding earning interest, standards governing the use of banks, etc.).

Written Allowability Procedures (NEW)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

NEW: Written procedures for determining allowability

- In accordance with Subpart E – Cost Principles and terms and conditions of federal award.
- Not a restatement of Subpart E but a GPS through grant development and budget process.
- Training tool for employees.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Procurement Procedures (NEW)

NEW: All non-federal entities must have documented procurement procedures which reflect applicable federal, state, and local laws and regulations.

§200.318(a).

- Open competition
- Conflict of Interest
- Solicitation
- Cost/Price Analysis
- Vendor Selection
- Required Contract Provisions
- Contract Administration
- Protest Procedures

Vendor Selection Process §200.320



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

- Methods of procurement:
 - **NEW: Micro-purchase**
 - Small purchase procedures
 - Competitive sealed bids
 - Competitive proposals
 - Noncompetitive proposals

Contract Administration §200.318



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Changed: Non-federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract.

Time & Effort: Standards for Documentation of Personnel Expenses §200.430



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

NEW: Charges for salaries must be based on records that accurately reflect the work performed

- Must be supported by a system of internal controls which provides reasonable assurance charges are accurate, allowable and properly allocated
- Be incorporated into official records
- Reasonably reflect total activity for which employee is compensated
Not to exceed 100-percent
- Encompass all activities (federal and non-federal)
- Comply with established accounting policies and practices
- Support distribution among specific activities or cost objectives

Time & Effort: Standards for Documentation of Personnel Expenses §200.430



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

NEW: If records meet the standards: the non-federal entity *will NOT be required to provide additional support or documentation for the work performed*
§ 200.430(i)(2)

- BUT, if “records” of grantee do not meet new standards, the Department may require PARs §200.430(i)(8)
 - PARs are not defined!!



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

New for FY16 Monitoring

- **§200.410 Collection of unallowable costs.**
- Payments made for costs determined to be unallowable by either the federal awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the Federal Government in accordance with instructions from the federal agency that determined the costs are unallowable unless federal statute or regulation directs otherwise. See also Subpart D—Post Federal Award Requirements of this part, §§200.300 Statutory and national policy requirements through §§200.309 period of performance

Review of Monitoring Form Required Documentation and Descriptors

Documentation for Monitoring of Federal Programs

- Emails
- Memos
- Dated meeting agendas
- Dated sign-in sheets
- Checklists with comments
- Record of physical inventory of equipment and real property
- Other forms of documentation



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Overarching Requirement FY16 Monitoring Indicators and Documentation

Federal Programs Indicator 1.1- Monitoring of Schools and Programs



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Requirement

- The LEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title I programs compliance. [§9304; 2 C.F.R. Part 200.328; 2 C.F.R. Part 200.330] Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.
- **When was the last time you monitored your LEA and schools?**

Documentation

- Established cycle of monitoring for all federal programs the LEA receives an allocation.
- **Written** description of the LEA monitoring process
 - On-site procedures
 - Timeline and schedules
 - Due date of completed plan(s)
 - Frequency of monitoring
 - Data review

Federal Programs Indicator 1.1- Monitoring of Schools and Programs



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaode.org

Requirement

- **When was the last time you were audited by the state or external auditors?**
- **What findings, if any, did you have from the last Department monitoring visit, state auditors and/or Office of Inspector General (OIG)?**
- **Were there any corrective actions required and, if so, did the LEA meet those requirements?**

Documentation

- **Written** internal control procedures
 - Procedures for follow up/verification of required corrective actions
- **Written** corrective action process
 - Copies of corrective actions required by LEA
- **Results** of technical assistance provided by the LEA to schools.

Federal Programs Indicator 2.1- Comprehensive LEA Improvement Plan (CLIP)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA ensures that it complies with the provision for submitting an annual application to the SEA and revising the LEA's plans as necessary to reflect substantial changes in the direction of the LEAs program [§11112]:
 - Title I, Part A – including TA, SWP, Parental Involvement; School Improvement 1003(a) & 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act; & IDEA, if applicable.

Documentation

- Copies of dated meeting agendas, sign-in sheets (role identified), etc. to show evidence of periodic review, evaluation, and revision of CLIP & other ESEA required plans.
- Dated sign-in sheets that include stakeholders representing teachers, administrators, other appropriate school personnel, parents and children in schools receiving ESEA and/or IDEA services.

Federal Programs Indicator 2.1- Comprehensive LEA Improvement Plan (CLIP)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA ensures that it complies with the provision for submitting an annual application to the SEA and revising the LEA's plans as necessary to reflect substantial changes in the direction of the LEAs program [§1112].
- **What is the LEA's process for review and approval of any federally required plan/application?**

Documentation

- **Written** procedures describing how the LEA oversees and monitors the CLIP & other ESEA required plans.
- **Written** procedures on how the LEA reviews and implements the CLIP & other ESEA required plans.
- **Written** procedures on how the LEA makes needed amendments to the CLIP any federally required plan(s).

Federal Programs Indicator 2.1- Comprehensive LEA Improvement Plan (CLIP)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA ensures that it complies with the provision for submitting an annual application to the SEA and revising the LEA's plans as necessary to reflect substantial changes in the direction of the LEAs program [§1112].
- **What is the LEA's process for review and approval of any federally required plan/application?**

Documentation

- **Written** procedures describing how the LEA oversees and monitors School Improvement 1003(a) plans, School Improvement 1003(g) SIG plans, Title I, Part A plans, CLIP plans/ etc.
- **Written** procedures on how the LEA reviews and implements the plans.
- **Written** procedures on how the LEA makes needed amendments to any federally required plan(s).

Federal Programs Indicator 2.1- Comprehensive LEA Improvement Plan (CLIP)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- What process does the LEA use to ensure plans/applications have met all federal requirements?
- What process does the LEA utilize to make amendments to any federally required plan/application?

Documentation

- **Written** procedures describing how the LEA provides technical assistance to schools in developing, revising, implementing and coordinating the CLIP and any required federal plan.
- **Written** procedures on how the Needs Assessment data was used to develop and implement the CLIP and any federally required plan.

Federal Programs Indicator 6.4 - Supplement Not Supplant : TA



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Supplement Not Supplant. The LEA ensures that it complies with
 - The procedures for ensuring that federal funds are supplementing and not supplanting non-federal sources used for the education of participating children.

Documentation

- Federal funds are used to supplement or increase non-federal sources used for education of **participating** children
 - Copy of approved school budgets.
 - Copy of purchase orders indicating expenditures of federal funds at the LEA and school level.
 - Copy of detailed expenditure reports.

Federal Programs Indicator 6.4 - Supplement Not Supplant : TA



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- 6.4 TA (*continued*)
- Supplement Not Supplant. The LEA ensures that it complies with
 - The procedures for ensuring that federal funds are supplementing and not supplanting non-federal sources used for the education of participating children.

Documentation

- Roster showing LEA allocation of personnel.
- Copy of written purchasing procedures.
- Copies of LEA financial internal control policies and procedures.
- Copies of LEA accounting reports to include:
 - Chart of accounts
 - Budget reports

Documentation for Federal Programs Indicator 6.4 - Supplement Not Supplant: SWP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

- To ensure that federal funds have the opportunity to make a difference, a schoolwide program relies on the equitable distribution of non-federal funds.
- Equitable distribution of non-federal funds requires that:
 - A schoolwide program school shall use Title I funds only to supplement the amount of funds that would, in the absence of Title I funds, be available from non-federal sources for the school, including funds needed to provide services that are required by law for children with disabilities and English Learners.

Note: Supplement in a schoolwide program is no longer determined at the **expenditure** level. It is determined at the LEA level and looks to ensure non-federal funds are distributed to all schools across the LEA in **equitable** ways.

Federal Programs Indicator 6.4 - Supplement Not Supplant : SWP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Cost Principles: Reasonable, Necessary, Allocable, and Allowable – The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are reasonable, necessary, allocable and allowable to the federal program monies used for expenditures from non-federal sources used for the education of eligible participating children according to program requirements and cost principles outlined in 2 C.F.R. Part 200, Subpart E.

Documentation

- **Written** allowability procedures that provide detailed processes that will take the LEA through grant development and budget process. (The Allowability Procedures may not be a simple restatement of 2 C.F.R. Part 200, Subpart E.)
- Accounting records that are sufficient to permit preparation of reports, tracing of funds to a level of expenditures, identification of the source and use of funds, and budgetary control.

Federal Programs Indicator 6.4 - Supplement Not Supplant : SWP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.4 SWP (*continued*)
- Cost Principles: Reasonable, Necessary, Allocable, and Allowable – The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are reasonable, necessary, allocable and allowable to the federal program monies used for expenditures from non-federal sources used for the education of eligible participating children according to program requirements and cost principles outlined in 2 C.F.R. Part 200, Subpart E.

Documentation

- Accounting records that are supported by source documentation and costs are allowable under applicable laws and regulations.
- Number of employed staff at each school is consistent with the LEA's approved application (i.e., payroll personnel compared to School Allocation tab).

Federal Programs Indicator 6.4 - Supplement Not Supplant : SWP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.4 SWP (*continued*)
- Cost Principles: Reasonable, Necessary, Allocable, and Allowable – The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are reasonable, necessary, allocable and allowable to the federal program monies used for expenditures from non-federal sources used for the education of eligible participating children according to program requirements and cost principles outlined in 2 C.F.R. Part 200, Subpart E.

Documentation

- Capital expense funds used as detailed in approved application.
- Approval (email) from the Department to make capital expenditures with Title I funds (object code 700). Purchase orders for items in object code 700.

Federal Programs Indicator 6.4 - Supplement Not Supplant : SWP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.4 SWP (*continued*)
- Cost Principles: Reasonable, Necessary, Allocable, and Allowable – The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are reasonable, necessary, allocable and allowable to the federal program monies used for expenditures from non-federal sources used for the education of eligible participating children according to program requirements and cost principles outlined in 2 C.F.R. Part 200, Subpart E.

Documentation

- **Written** procurement procedures that include the rationale of contractual service complies with applicable policies, procedures and regulations, and performance/deliverables. There are signed contract(s). Performance/deliverables must be verifiable.
- **Written** method/procedures for conducting technical evaluations of proposals and selecting recipients for procurement.

Federal Programs Indicator 6.4 - Supplement Not Supplant: SWP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Cost Principles: Reasonable, Necessary, Allocable, and Allowable – The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are reasonable, necessary, allocable and allowable to the federal program monies used for expenditures from non-federal sources used for the education of eligible participating children according to program requirements and cost principles outlined in 2 C.F.R. Part 200, Subpart E.

Documentation

- **Written** travel policy that addresses expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-federal entity.
- Record of signed and dated travel authorizations and vouchers paid using federal funds.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- **Written** internal control procedures that are designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 - Effectiveness and efficiency of operations;
 - Reliability of reporting for internal and external use; and
 - Compliance with applicable laws and regulations.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Accounting records that are sufficient to permit preparation of reports, tracing of funds to a level of expenditures, identification of the source and use of funds, and budgetary control.
- Accounting records that are supported by source documentation and costs are allowable under applicable laws and regulations.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA if applicable.

Documentation

- Detailed expenditure reports.
- Detailed general ledger for Title I accounts.
- Payroll distribution report.
- Copy of payroll verifying that the number of employed staff is equal to the number approved in the Consolidated Application (ConApp).

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Supporting source documentation (voucher package)
 - Invoices
 - Purchase Orders
 - Travel vouchers and agendas for conferences
- Record of inventory purchased with the last two years that contains all the required components.
- Copy of **written** plan detailing when after-the-fact periodic certifications will be conducted.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Copy of after-the-fact periodic certifications for each person paid 100-percent with federal funds.
- Copy of procurement policies for consultants and contractual agreements.
- Sign-in sheets, evaluations, or other documentation that verify performance/deliverables.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Non-federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Copy of travel authorizations and vouchers paid using Title I, School Improvement 1003(a) and 1003(g) SIG funds.
- Copies of time logs for any split-funded personnel being paid with federal funds.
- Schedules identifying the time and federal fund source may be used for personnel with fixed daily schedules.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Schedule and/or time log must have signature of the employee or supervisor on a monthly basis, with dates of signatures.
- Copy of purchase orders for use of capital expense funds (object code 700) with prior approval notification from the Department Title Programs Division.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Copy of **written** internal control procedures that include:
 - Segregation of duties
 - Reconciliation

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Copy of **written** allowability procedures §200.302(b)(7) that include:
 - In accordance with Subpart E – Cost Principles and terms and conditions of federal award.
 - Not a restatement of Subpart E.
 - But a GPS through grant development and budget process.
 - Training tool for employees.

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- Copy of:
 - **Written** Conflicts of Interest Policy - § 200.318(c)
 - **Written** Procurement Procedures - § 200.319(c)
 - **Written** Method for Conducting Technical Evaluations of Proposals and Selecting Recipients – § 200.320(d)(3)
 - **Written** Travel Policy – § 200.474(b)

Federal Programs Indicator 6.5 - Internal Controls



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act, and IDEA, if applicable.

Documentation

- **Written** cash management – § 200.302(b)(6) & § 200.305 procedure that provides:
 - Internal controls to segregate duties associated with cash management, monitoring of cash management activities (including reconciliations), reimbursements are made only after costs have been incurred, or cash advances are made as close as is administratively possible (not more than 2 days) to actual cash outlay and to implement the requirements of §200.305-Payment (includes regulations regarding earning interest, standards governing the use of banks, etc.)

Federal Programs Indicator 6.6 - Cash Management



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Cash Management. The LEA provides evidence of
 - Methods and procedures for payment that shall minimize the time elapsing between the transfer of funds and disbursement by the grantee or subgrantee.

Documentation

- Copy of **written** policy or procedure that provides:
 - Internal controls to segregate duties associated with cash.
 - Management, monitoring of cash management activities (including reconciliations), reimbursements are made only after costs have been incurred, or cash advances are made as close as is administratively possible (not more than 2 days) to actual cash outlay.

Federal Programs Indicator 6.6 - Cash Management



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Subrecipients' requests for federal funds are evaluated, and drawdown's of federal cash are only for immediate needs.

Documentation

- Copy of draw downs made from Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) funds to date.
- Policy/procedures that indicate how subrecipient requests are evaluated before funds are released for reimbursement.

Federal Programs Indicator 6.6 - Cash Management



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that LEAs do not draw funds before actual need. Excess cash balances are funds maintained at the recipient/subrecipients level in excess of immediate (usually three days) needs.

Was there excess cash or cash on hand? If yes, what is the method used to calculate interest?

Was repayment of excess interest made to the Department?

Documentation

- Copy of LEA's drawdown requests to ensure requests are consistent with the GaDOE's DE0147, and LEAs requests are supported by accounting records of outlays (expenditures) prior to but not more than two days usually of request.
- Payments to LEA were determined to meet immediate cash needs.

Federal Programs Indicator 6.7 - Complaints



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Complaints.
- The LEA has implemented complaint procedures that address complaints from parents, students, staff, private schools and the general public for Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Copy of LEA complaint procedures that include a process for tracking complaints and reports of their resolution.
- Documentation that information on the complaint process has been widely disseminated to parents, students, staff, private schools and the general public.

Federal Programs Indicator 6.7 - Complaints



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.7 Complaints (*continued*)
- Information on the complaint process has been widely disseminated to schools in the LEA.

Documentation

- Documentation that information on the complaint process has been disseminated to schools in the LEA.

Federal Programs Indicator 6.8 - Waste, Fraud, Abuse and Corruption



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Waste, Fraud, Abuse and Corruption.
- Employees shall disclose waste, fraud, abuse and corruption to the appropriate authorities for- Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act;, if applicable.

Documentation

- **Written** LEA's fraudulent activity policy or administrative regulations addressing the code of ethics and fraud, waste, and abuse.
- **Written** procedures for technical assistance to schools
 - Dated agendas
 - Dated sign-in sheets

Federal Programs Indicator 6.8 - Waste, Fraud, Abuse and Corruption



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.8 (*continued*)
- Waste, Fraud, Abuse and Corruption.
- Employees shall disclose waste, fraud, abuse and corruption to the appropriate authorities for- Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Copies of **written** procedures for dissemination of the LEA's fraudulent activity policy or administrative regulations to all employees
 - Dated agendas
 - Dated sign-in sheets

Federal Programs Indicator 6.8 - Waste, Fraud, Abuse and Corruption



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.8 (*continued*)
- Waste, Fraud, Abuse and Corruption.
- Employees shall disclose waste, fraud, abuse and corruption to the appropriate authorities for- Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Written conflict of interest policy that includes standards of conduct covering conflicts of interest and governing the actions of the LEA's employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

Federal Programs Indicator 6.8 - Waste, Fraud, Abuse and Corruption



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.8 (*continued*)
- Are you aware of any fraudulent activity occurring in this program?
- Have you been asked to participate in any fraudulent activity for this program?
- How is this policy/procedure disseminated to all employees/staff?

Documentation

Federal Programs Indicator 6.9 - Assessment Security



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Assessment Security.
- The LEA's test security policy/plan and consequences for violation are made available to local educators.

Documentation

- Copies of communication to local educators regarding the LEA's test security policy and consequences for violation.

Title I, Part A FY16 Monitoring Indicators and Documentation

Federal Programs Indicator 6.1 - Maintenance of Effort (MOE): Title I, Part A & IDEA



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

org

Requirement

- Maintenance of Effort (MOE) The LEA ensures that it complies with:
 - The procedures for ensuring MOE as outlined in §§1120A and 9021 of the ESEA and for IDEA as outlined in 34 CFR 300.203, 34 CFR 300.204, and 34 CFR 300.205.

Documentation

- Title I MOE will be calculated by the Department.
 - Exceptions: New Special State Charter schools.
- Title I Documentation required only for LEAs that do not meet the required MOE.
- Documentation for ensuring MOE for IDEA
 - Exception requirement forms with supporting evidence verifying expenditures (expenditure report).
 - Correction forms if applicable with supporting evidence verifying expenditures.

Federal Programs Indicator 6.2 - Comparability: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Comparability. The LEA ensures that it complies with:
 - The procedures for meeting the comparability requirements as outlined in §1120A of the ESEA.

Documentation

- Copies of CPI staff lists report and enrollment reports that support the revised Title I Comparability Report.
- Copies of supporting documentation related to the Title I Comparability Report.
- An LEA Resource Allocation Plan that has been approved by the Department.

Federal Programs Indicator 6.3 - Cost Principles: Title I, Part A

Requirement

- Cost Principles. The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are expended according to program requirements and cost principles outlined in 2 CFR Part 200, Subpart E.

Documentation

- The LEA has **written** allowability procedures that provide detailed processes that will take the LEA through grant development and budget process. The allowability procedures may not be a simple restatement of 2 CFR Part 200, Subpart E.
- The LEA maintains accounting records that are sufficient to permit preparation of reports, tracing of funds to a level of expenditures, identification of the source and use of funds, and budgetary control.

Federal Programs Indicator 6.3 - Cost Principles: Title I, Part A

Requirement

- 6.3 (*continued*)
- Cost Principles. The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are expended according to program requirements and cost principles outlined in 2 CFR Part 200, Subpart E.

Documentation

- The LEA maintains accounting records that are supported by source documentation and costs are allowable under applicable laws and regulations.
- Number of employed staff is consistent with the LEA's approved application (i.e., payroll personnel).
- Capital expense funds used as detailed in approved application.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Federal Programs Indicator 6.3 - Cost Principles: Title I, Part A

Requirement

- 6.3 (*continued*)
- Cost Principles. The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are expended according to program requirements and cost principles outlined in 2 CFR Part 200, Subpart E.

Documentation

- The LEA has received approval (email) from the Department to make capital expenditures with Title I funds (object code 700). Purchase orders for items in object code 700.
- The LEA has **written** procurement procedures that include the rationale of contractual service complies with applicable policies, procedures and regulations, and performance/deliverables. There are signed contract(s). Performance/deliverables must be verifiable.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Federal Programs Indicator 6.3 - Cost Principles: Title I, Part A

Requirement

- 6.3 (*continued*)
- Cost Principles. The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are expended according to program requirements and cost principles outlined in 2 CFR Part 200, Subpart E.

Documentation

- The LEA has a **written** method for conducting technical evaluations of proposals and selecting recipients for procurement.
- The LEA has a **written** travel policy that addresses expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-federal entity.
- The LEA has a record of travel authorizations and vouchers paid using federal funds.

Federal Programs Indicator 6.4 - Supplement Not Supplant : Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Supplement Not Supplant. The LEA ensures that it complies with:
 - The procedures for ensuring that federal funds are supplementing and not supplanting non-federal sources used for the education of participating children.

Documentation

- Federal funds are used to supplement or increase non-federal sources used for education of participating children:
 - Copy of approved school budgets.
 - Copy of purchase orders indicating expenditures of federal funds at the LEA and school level.
 - Copy of detailed expenditure reports.

Federal Programs Indicator 6.4 - Supplement Not Supplant : Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.4 (*continued*)
- Supplement Not Supplant. The LEA ensures that it complies with
 - The procedures for ensuring that federal funds are supplementing and not supplanting non-federal sources used for the education of participating children.

Documentation

- Roster showing LEA allocation of personnel
- Copy of written purchasing procedures.
- Copies of LEA financial internal control policies and procedures.
- Copies of LEA accounting reports to include:
 - Chart of accounts
 - Budget reports

Federal Programs Indicator 6.5 - Internal Controls: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; and Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Detailed expenditure reports.
- Detailed general ledger for Title I.
- Payroll distribution report.
- Copy of payroll verifying that the number of employed staff is equal to the number approved in the Consolidated Application.

Federal Programs Indicator 6.5 - Internal Controls: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; and Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Supporting source documentation (voucher package)
 - Invoices
 - Purchase orders
 - Travel vouchers and agendas for conferences
- Copy of **written** plan detailing when after-the-fact periodic certifications will be conducted.

Federal Programs Indicator 6.5 - Internal Controls: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; and Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Copy of after-the-fact periodic certifications for each person paid 100-percent with federal funds.
- Copy of **written** procurement policies for consultants and contractual agreements.
- Sign-in sheets, evaluations, or other documentation that verify performance/deliverables.

Federal Programs Indicator 6.5 - Internal Controls: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; and Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Copy of travel authorizations and vouchers paid using Title I, School Improvement 1003(a) and 1003(g) SIG funds.
- Copies of time logs for any split-funded personnel being paid with federal funds:
 - Schedules identifying the time and federal fund source may be used for personnel with fixed daily schedules.

Federal Programs Indicator 6.5 - Internal Controls : Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; and Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Schedule and/or time log must have signature of the employee or supervisor on a monthly basis, with dates of signatures.
- Copy of purchase orders for use of capital expense funds (object code 700) with prior approval notification from the Department Title Programs Division.

Federal Programs Indicator 6.5 - Internal Controls: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 6.5 (*continued*)
- Internal Controls. The LEA ensures that it complies with:
 - Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) SIG; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title VI, Part B; and Title X, Part C – McKinney-Vento Act; and IDEA, if applicable.

Documentation

- Copy of **written** internal control procedures that include:
 - Segregation of duties
 - Reconciliation

Federal Programs Indicator 6.6 - Cash Management: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Cash Management. The LEA provides evidence of:
 - Methods and procedures for payment that shall minimize the time elapsing between the transfer of funds and disbursement by the grantee or subgrantee.

Documentation

- Copy of **written** policy or procedure that provides:
 - Internal controls to segregate duties associated with cash.
 - Management, monitoring of cash management activities (including reconciliations), reimbursements are made only after costs have been incurred, or cash advances are made as close as is administratively possible (not more than two days) to actual cash outlay.

Federal Programs Indicator 6.6 - Cash Management: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Subrecipients' requests for federal funds are evaluated, and drawdown's of federal cash are only for immediate needs.

Documentation

- Copy of draw downs made from Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; IDEA, School Improvement 1003(a) and School Improvement 1003(g)(SIG) funds to date.
- **Written** policy/procedures that indicate how subrecipient requests are evaluated before funds are released for reimbursement.

Federal Programs Indicator 6.6 - Cash Management: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that LEAs do not draw funds before actual need. Excess cash balances are funds maintained at the recipient/subrecipients level in excess of immediate (usually three days) needs.

Was there excess cash or cash on hand? If yes, what is the method used to calculate interest?

Was repayment of excess interest made to the Department?

Documentation

- Copy of draw downs made from Copy of LEA's drawdown requests are consistent with the Department's DE0147, and LEAs request are supported by accounting records of outlays (expenditures) prior to but not more than two days usually of request. Payments to LEA were determined to meet immediate cash needs.

Federal Programs Indicator 7.1 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **General LEA Selection and Allocation Requirements.**
- The LEA complies with the requirements with regard to:
 - Reserving funds for the various set-asides either required or allowed under the statute.

Documentation

- Copies of documentation, if applicable, that the LEA has a waiver of requirements for the determination of eligible school attendance area and allocations under a state-ordered or court-ordered desegregation plan.

Federal Programs Indicator 7.1 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **General LEA Selection and Allocation Requirements**
- Allocating funds to eligible attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible attendance area. [§§1113, 1116, 1118 of the ESEA and §200.77 and §200.78 of the Title I regulations].

Documentation

- Copies of:
 - LEA provides copy of Direct Certified Report from the LEA School Food Nutrition Department for participating CEP schools.
 - LEAs using the CEP option must provide **written** procedures for determining rank order for the LEA's schools.
 - LEAs using the CEP option provide a copy of the Eligible Attendance Area worksheet-CEP.

Federal Programs Indicator 7.1 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **General LEA Selection and Allocation Requirements**
- 7.1 (*continued*)
- Allocating funds to eligible attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible attendance area. [§§1113, 1116, 1118 of the ESEA and §200.77 and §200.78 of the Title I regulations].

Documentation

- LEA provides documentation for residential treatment facilities (previously called Senate Bill 618 schools). For residential treatment facilities, a list showing the referring entity for each student: Parent/guardian, Georgia Department of Behavioral Health & Developmental Disabilities (DBHDD), Department of Juvenile Justice (DJJ), or another LEA.

Federal Programs Indicator 7.1 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 7.1 (*continued*)
- What guidance or instructions related to general selection and allocations requirements has the LEA provided to LEA staff and schools?
- Has the LEA used the same measure of poverty for identifying eligible attendance areas and determining the allocation of each attendance area?

Documentation

- For those students referred by a parent/guardian or another LEA, documentation regarding poverty must be on file (example: TANF, school lunch application, etc.).

Federal Programs Indicator 7.1 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- 7.1 (*continued*)
- Are charter school, alternative schools and virtual schools included in the ranking?

Documentation

Federal Programs Indicator 7.2 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Rank Ordering and Allocation Procedures.**
- The LEA has procedures to ensure that it meets requirements related to rank order.

Documentation

- Copy of **written** procedures for identifying eligible students.
- List of students by each content area served in rank order according to multiple, educationally related, objective selection criteria with students receiving services identified in the following programs:
 - Targeted Assistance Program

Federal Programs Indicator 7.2 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 7.2 (*continued*)
- **Rank Ordering and Allocation Procedures.**
- The LEA has procedures to ensure that it meets requirements related to rank order.

Documentation

- Schoolwide Programs where participation is offered to a select group of eligible Title I students.
- Flexible Learning Programs (FLP) (prior to the application of the Federal Rank Order).

Federal Programs Indicator 7.3 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Documentation showing new/expanding charter schools within an LEA request for Title I funds.

Documentation

- This documentation is on file at the Department.

Federal Programs Indicator 7.4 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Documentation showing new/expanding charter schools within an LEA received Title I funds within five (5) month of opening/expanding.
- **How does the LEA ensure that, when it elects to skip an eligible school, that skipped school meets all the requirements related to skipping?**

Documentation

- This documentation is on file at the Department

Federal Programs Indicator 7.4 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 7.4 (*continued*)
- How does the LEA ensure that all schools in the LEA including charter schools within the LEA, alternative schools, and special education schools are included in the rank order?
- Are low-income and enrollment data used in determining school rank order?

Documentation

Federal Programs Indicator 7.5 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **LEA Reservation of Funds**

The LEA has procedures to ensure that it meets reservation requirements annually.

Documentation

- Evidence that the LEA can provide documentation related to the amount of funding that has been expended for Flexible Learning Programs (FLP) to date.
- Evidence that the LEA has procedures to ensure that it has correctly calculated the amount of funds for parental involvement and FLP including carryover as appropriate. (Expenditure detail, carryover worksheet.)

Federal Programs Indicator 7.5 - Within District Allocation Procedures: Title I, Part A



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 7.5 (*continued*)
- **LEA Reservation of Funds**
The LEA has procedures to ensure that it meets reservation requirements annually.

Documentation

- **Written** procedure describing the LEA's process and timelines for receiving, processing, and implementing transfer options. Be sure to indicate all options in place for IntraDistrict Transfer Option.

Title I, Part A – Private Schools FY16 Monitoring Indicators and Documentation

Federal Programs Indicator 14.1 - Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

Equitable Services for Private School Participants

- The LEA has procedure(s) to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families.

Documentation

- Evidence that the LEA has **written** procedures to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families, including carryover, as appropriate. Amount reserved for instructional services--Private School Participants
Amount reserved for parental involvement--Families of private school participants.

Federal Programs Indicator 14.1 - Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 14.1 (*continued*)

Equitable Services for Private School Participants

- The LEA has procedure(s) to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families.

Documentation

- Copy of **written** procedures that the LEA uses to determine that the required consultation, **written** affirmation, and evaluation of the program occurred.
- Evidence that consultation has occurred between the LEA and private school officials or its representatives regarding services for private school children **prior to** the LEA making any decision.

Federal Programs Indicator 14.1 - Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 14.1 (*continued*)

Equitable Services for Private School Participants

- The LEA has procedure(s) to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families.

Documentation

- Copies of all DE1111 forms submitted to LEA for the FY16 school year and the private school letter with U. S. postal registration receipt inviting private school(s) participation in Title I, Part A funding.
- Evidence that the LEA has met the requirement for financial record keeping related to services to private school children that facilitate an effective or programmatic audit.

Federal Programs Indicator 14.1 - Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 14.1 (*continued*)

Equitable Services for Private School Participants

- The LEA has procedure(s) to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families.

Documentation

- Evidence that, when the LEA contracts with third party contractors to provide services to private school children, the administrative costs for the contractor are taken off the top.
- Third party contract(s) and invoices from the third party contractor (If applicable).
- Evidence that providers of services are employees of the LEA or employees of third party contractor.

Federal Programs Indicator 14.1 - Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 14.1 (*continued*)

Equitable Services for Private School Participants

- The LEA has procedure(s) to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families.

Documentation

- Monitoring procedures that the LEA uses to monitor the requirements of services to eligible children attending private schools.
- Evidence that private school children that have been selected for services reside in a participating public school attendance area and meet the multiple academic criteria established by the LEA in consultation with private school officials.

Federal Programs Indicator 14.1 - Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 14.1 (*continued*)

Equitable Services for Private School Participants

- The LEA has procedure(s) to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families.

Documentation

- Documentation that all teachers and/or paraprofessionals employed by the LEA who provide services to private school children meet the Section 1119 requirements.

Federal Programs Indicator 14.1- Title I, Part A: Services to Eligible Private School Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 14.1 (*continued*)
- **What procedures does the LEA use to ensure that it has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families?**

Documentation

- Amount reserved for professional development--teachers of private school participants was calculated correctly.
- Evidence that the LEA has documentation when serving private school children through contracts with a third party that ensures the third party is providing Title I services to eligible private school children in accordance with all Title I requirements.

Title I, Part A Parental Involvement FY16 Monitoring Indicators and Documentation

Title I, Part A Parental Involvement FY16 Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

- LEAs selected for Cross-Functional Monitoring will either be monitored on-site or by desktop monitoring.
- LEAs will be notified in **December** of whether on-site or desktop monitoring will be **occurring**.
- LEAs with **more than five (5) schools** will be notified **two (2) weeks** prior to on-site/desktop monitoring with regard to **which schools** will be monitored.
- LEAs with **five (5) or fewer schools** will have all schools monitored.

Title I, Part A Parental Involvement FY16 Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- ***On-site monitoring*** will take place on the same day as the Cross-Functional Monitoring and consist of a ***document review*** as well as an ***interview component***. Interviews will be conducted by Department parent engagement staff.
- Interview scheduling will be coordinated through the team lead and will be held with ***three (3) different individuals*** and last about ***15 minutes*** each.

Title I, Part A Parental Involvement FY16 Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- The **three** (3) separate **interviews** will take place with:
 - Title I Director
 - LEA Parent Involvement Coordinator (if applicable) or Title I school principal
 - Title I School Parent Involvement Coordinator (if applicable) or person at a Title I school responsible for parental involvement (SEA will select the school)



Title I, Part A Parental Involvement FY16 On-Site Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.gov
gaedoe.org

- **Four (4) to five (5)** questions will be asked during the interviews.
- Questions will focus primarily on whether what the **LEA is doing for family engagement is working**. Consider:
 - Parental involvement **funding** (1-percent)
 - **Impact** on student achievement
 - Building **parent and staff capacity** (The 4 C's: Capabilities, Connections, Cognition, and Confidence)



Title I, Part A Parental Involvement Desktop Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

- ***Desktop monitoring*** will take place on the same day as the cross-functional monitoring and consist of an online ***document review*** as well as ***an on-site interview question***. The interview portion will be conducted during the Title I, Part A interviews conducted by Department Title, Part A staff.
- LEAs will have until ***9:00 a.m.*** on the day of their Cross-Functional Monitoring to ***upload parental involvement documentation***.



Title I, Part A Parental Involvement Desktop Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- Those LEAs participating in desktop monitoring will be required to ***upload documentation in virtual files*** similar to what they typically would do for on-site monitoring.
- When uploading documentation, please ***name each file*** with either the ***LEA or school name***, the indicator number the documentation refers to, and the ***content*** the file contains. There is a 20 character limit for file names. Files with more than 20 characters in the file name will not open



Title I, Part A Parental Involvement Desktop Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- Those LEAs participating in desktop monitoring will be required to ***upload documentation in virtual files*** similar to what they typically would do for on-site monitoring.
- When uploading documentation, please ***name each file*** with either the ***LEA or school name***, the indicator number the documentation refers to, and the ***content*** the file contains. There is a 20 character limit for file names. Files with more than 20 characters in the file name will not open.



Title I, Part A Parental Involvement Desktop Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

- For example, when uploading documentation please name files accordingly:

Indicator 3.7: Parent Input in 1-percent Set-Aside

- LEA Survey with 1-percent Input.pdf
- LEA Input Meeting.pdf
- ABC School Input Meeting.pdf
- DEF School Input Meeting.pdf



Title I, Part A Parental Involvement Desktop Monitoring Process



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- The Department will only be ***monitoring seven (7) indicators*** for parental involvement in FY16
- Some indicators will require:
 - ***only LEA documentation;***
 - ***only school(s) documentation;*** and
 - in some cases ***both LEA and school(s) documentation***

Parental Involvement FY16 Monitoring Indicators



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

IMPORTANT:

- Please note that while the Department ***is only monitoring seven (7)*** parental involvement requirements this year, ***LEAs are still required to enforce and monitor ALL*** Title I, Part A parental involvement requirements in statute.
- Please refer to the Department's handbook ***Systemic Family Engagement: A Comprehensive Guide to Implementing an Effective Title I Parental Involvement Program*** for complete Title I, Part A parental involvement requirements.

Federal Programs Indicator 3.1- Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

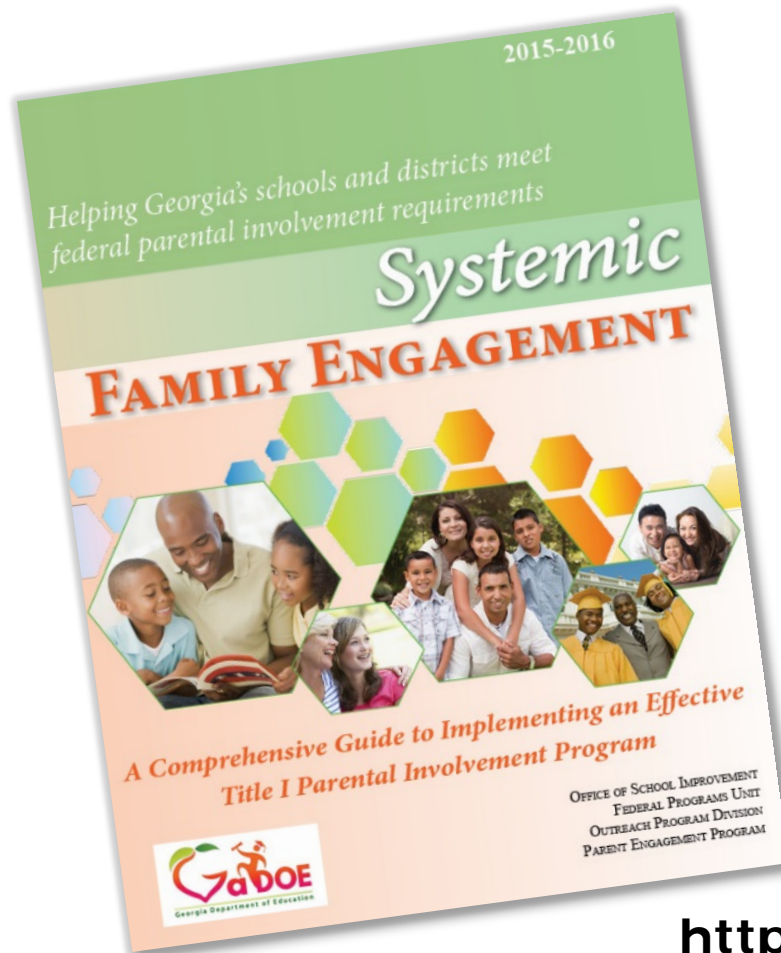
Requirement

- Evidence that the LEA *notifies parents in multiple ways* about:
 - **School Designation Status** for Georgia's ESEA Flexibility Waiver (Priority or Focus Schools, Reward, Title I)
 - **Flexible Learning Program (FLP)**

Documentation

- Dated letter sent home for Title I Schools.
- Letter mailed to parents via U.S. Postal Service for Priority and Focus Schools (postage receipts, list of addresses, etc.).
- Student handbook, newsletter, Web site, flyers, etc.
- FLP parent response form, newspaper articles, Web site screen shot, etc.

Federal Programs Indicator 3.1- Parental Notifications



pp. 237-278

- **Templates**

<http://tinyurl.com/puwe2dt>

Federal Programs Indicator 3.2 - Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- LEA provides ***technical assistance*** to schools in planning and implementing ***effective parental involvement practices***, school parental involvement plans, school-parent compacts as well as **all Title I parental involvement requirements.**

Documentation

- Meeting agendas and minutes
- Sign-in sheets
- Guidance and sample communication materials
- Timelines and checklists
- Disseminated materials on effective parental involvement practices
- Training materials, flyers, emails, or surveys

Federal Programs Indicator 3.3 - Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

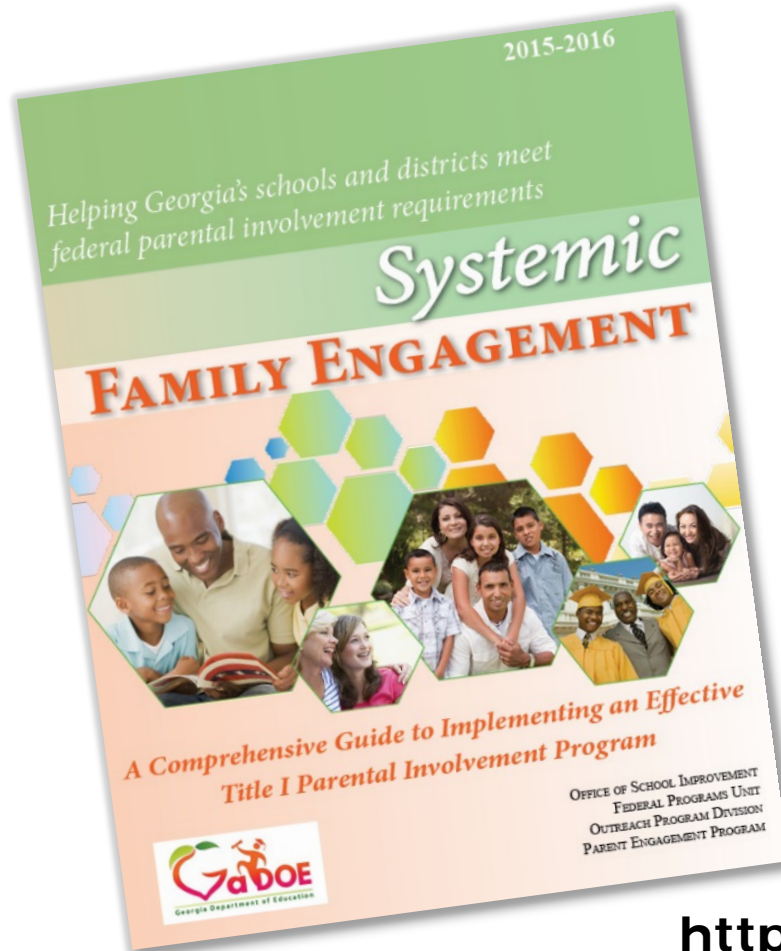
Requirement

- LEA parental involvement plan that is **revised annually** (providing parents with more than one opportunity for feedback), **developed jointly**, and agreed upon with parents.
- The completed and revised LEA plan **must be distributed to parents in multiple ways** and available to the local community
- The LEA plan must contain all of the **required components** as outlined by Section 1118 (a)(2)(A-F)

Documentation

- LEA parental involvement plan with yearly revision date prior to November 1st (month, day, and year) as well as a school year date (2015-2016) on cover page.
- Flyers, invitations, agendas, sign-in sheets, and minutes for parent feedback opportunities.
- Evidence of multiple means of distribution.

Federal Programs Indicator 3.4 - District Parental Involvement Policy



pp. 127-150

- Checklist
- Traditional Template
- Innovative Template

<http://tinyurl.com/puwe2dt>

Federal Programs Indicator 3.4 - Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

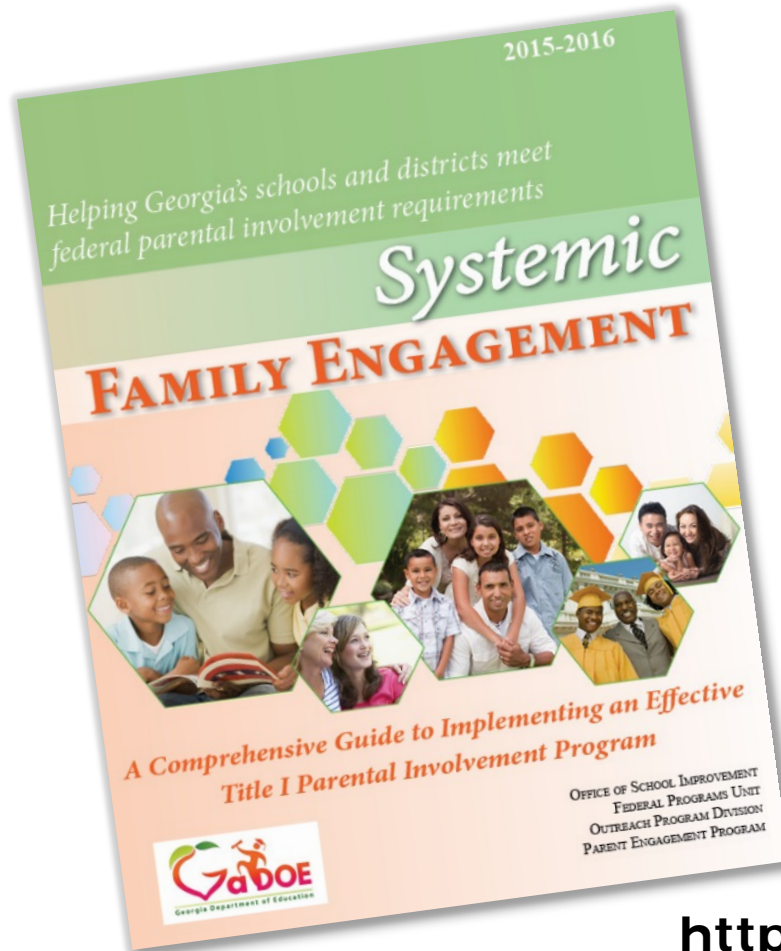
Requirement

- School parental involvement plan that is **revised annually** (providing parents with more than one opportunity for feedback), **developed jointly**, and agreed upon with parents.
- The completed and revised school plan has been **distributed in multiple ways to all parents** and available to the local community in a timely manner.
- The school parental involvement plan must also contain all of the **required components** outlined by Section 1118 Subsections (c) through (f)

Documentation

- School parental involvement plans with yearly revision date prior to November 1st (month, day, and year) as well as a school year date (2015-2016) on cover page.
- Flyers, invitations, agendas, sign-in sheets, minutes, for parent feedback opportunities.
- Evidence of multiple means of distribution.

Federal Programs Indicator 3.5 - School Parental Involvement Policy



pp. 151-173

- Checklist
- Traditional Template
- Innovative Template

<http://tinyurl.com/puwe2dt>

Federal Programs Indicator 3.5 - Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

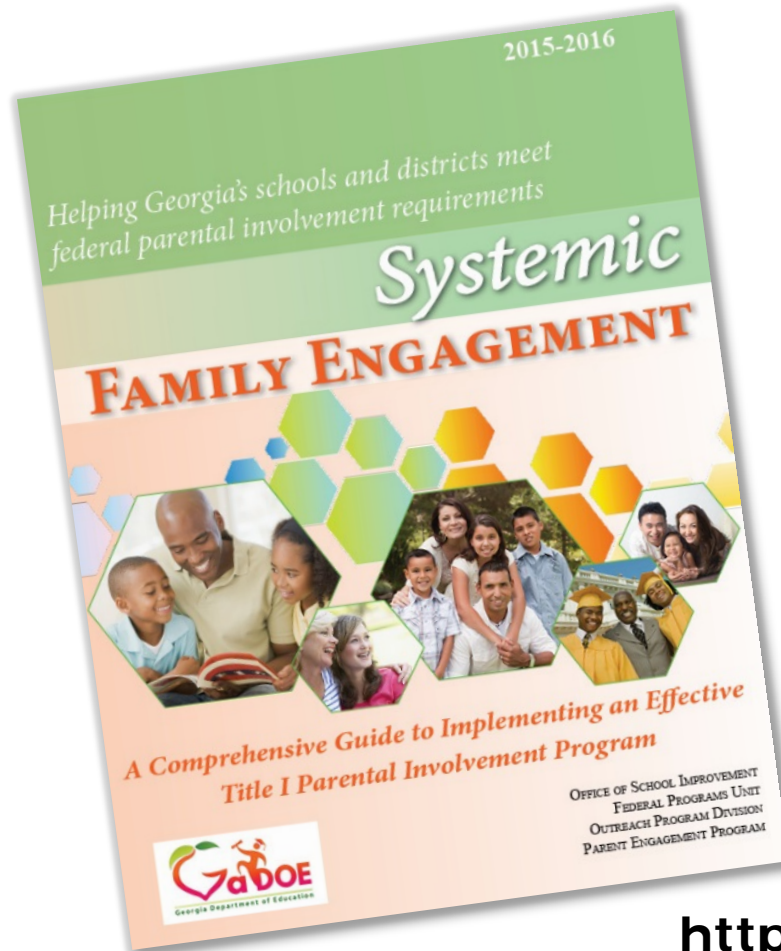
Requirement

- Schools have a **signed and dated** school–parent compact that is **revised annually** (providing parents with more than one opportunity for feedback), **developed jointly**, and agreed upon with parents.
- The completed and revised school–parent compact has been **distributed in multiple ways to all parents** and available to the local community in a timely manner.
- The school–parent compact must also contain all of the **required components** outlined by Section 1118(d)

Documentation

- School–parent compact for each selected school signed and dated prior to November 1st by the student, school, and parent on the compact or on the compact cover page.
- Meeting agendas, minutes, and sign-in sheets.
- Record of parent feedback.
- Flyers, meeting notices.
- School Parental Involvement Policy describing the process for parents to provide input into the school–parent compact.

Federal Programs Indicator 3.5 - School-Parent Compact



pp. 174-197

- Checklist
- Focus Area Suggestions
- Traditional Template
- Innovative Template

<http://tinyurl.com/puwe2dt>

Federal Programs Indicator 3.6 - Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

Requirement

- **Building Capacity for Involvement** – the LEA and schools assisted under this part shall **educate all school staff**, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

Documentation

- Meeting agendas of professional development conducted for school personnel.
- Meeting notifications of staff meetings.
- PowerPoints of training materials used for staff trainings to build capacity to increase parental involvement.
- Sign-in sheets
- Newsletters, tips sheets, flyers
- Brochures
- Social media and Web site resources shared with school staff.

Federal Programs Indicator 3.7 - Title I, Part A: Parental Involvement



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- LEA ensures that all parents of Title I students have the opportunity to be involved in **decisions** about the use of the **1-percent reservation** with allocations greater than \$500,000 per year **for parental involvement to schools.**

Documentation

- Record of parent feedback
- Meeting notices, agendas, sign-in sheets, and minutes
- Presentations, flyers, handouts
- Invoices
- Surveys

School Improvement 1003(a) FY16 Monitoring Indicators and Documentation

Federal Programs Indicator 4.1 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of LEA tracking status of schools in relation to school improvement, in other words, LEA schools that have been identified as Priority or Focus Schools have met the requirements of being identified, as such.

Documentation

- Copy of Georgia's ESEA Flexibility Waiver (*Department provides documentation*).
- Copies of revised Schoolwide & School Improvement plans with schoolwide components sufficiently addressed.
- Comprehensive Needs Assessment with a focus on the area of need for the school based on data analysis of root cause.
- Copies of dated meeting agendas and sign-in sheets.

Federal Programs Indicator 4.2 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA has provided written guidance and technical assistant support to schools in developing, revising and implementing and coordinating targeted assistance, schoolwide and school improvement plans.

Documentation

- Copy of budget, detailed expenditure reports, and purchase orders for school improvement expenditures.
- **Written** procedures that describes how LEA:
 - Monitors & reviews plan(s).
 - Provides professional development.
 - Provides technical assistance & support to schools.

Federal Programs Indicator 4.2 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 4.2 (*continued*)
- Evidence that the LEA has provided written guidance and technical assistant support to schools in developing, revising and implementing and coordinating targeted assistance, schoolwide and school improvement plans.

Documentation

- Copies of dated agendas and/or minutes, sign-in sheets of professional development meetings.
- Copies of correspondence between LEA and schools identified as Priority or Focus Schools.
- Copy of training materials
- Expenditure detail reports reflecting professional learning activities (Function 2210).

Federal Programs Indicator 4.2 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 4.2 (*continued*)
- Evidence that the LEA has provided written guidance and technical assistant support to schools in developing, revising and implementing and coordinating targeted assistance, schoolwide and school improvement plans.

Documentation

- **Written** procedures on how LEA supports schools on how to use & analyze data to develop, implement and coordinate the LEA's targeted assistance, schoolwide and school improvement plans.
- **Written** procedures for monitoring use of school improvement [1003(a)] funds.

Federal Programs Indicator 4.3 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- LEA Assurances

Documentation

- Copy of signed School Improvement grant assurances for each applicable school (Department provides documentation).

Federal Programs Indicator 4.4 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA provides assistance to schools in analyzing data from the state assessment system and other examples of student work to identify and develop solutions to problems in a) instruction; b) implementing the requirements for parental involvement and professional development; and c) implementing the school improvement plan, including LEA and school level responsibilities under the plan.

Documentation

- Copies of School Improvement 1003(a) plans and corrective action, and State Directed schools' contracts.
- Copies of dated agendas and/or minutes, sign-in sheets of committee meetings.
- Copies of correspondence to schools.

Federal Programs Indicator 4.5 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA provides assistance to schools identified as Title I Priority or Focus Schools, including implementing required corrective actions.

Documentation

- Copies of dated agendas and/or minutes, sign-in sheets of professional development meetings.
- Copies of correspondence between LEA and schools identified as Priority or Focus Schools.
- Copies of training materials.

Federal Programs Indicator 4.6 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA/school has designed teacher professional development to ensure that teacher learning opportunities are sustained, job-embedded, collaborative, data-driven and focused on student instructional needs.

Documentation

- Expenditure detail reports reflecting professional learning activities (2210).

Federal Programs Indicator 4.7 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that where a school is both a schoolwide school and a school identified for improvement and develops a single plan, that the LEA ensures that the single plan contains the schoolwide requirements under section 1114(b)(1) and the school improvement plan requirements under section 1114(b)(3)(A) (if applicable).

Documentation

- Copy of the revised School Improvement Plans with the schoolwide requirements sufficiently addressed and clearly identified (i.e., the Department Schoolwide/School Improvement Plan template).

Federal Programs Indicator 4.8 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that School Improvement grant has been approved.

Documentation

- Department provides documentation.

Federal Programs Indicator 4.9 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA and schools use school level data to make decisions about the use of 1003(a) funds for school improvement.
- Copy of the current, revised targeted assistance, schoolwide or school improvement plans.

Documentation

- Comprehensive Needs Assessment with a focus on the area of need for the school based on data analysis of root causes.
- Copy of the current, revised targeted assistance, schoolwide, and/or School Improvement Plans.
- Copies of meeting agendas, sign-in sheets, etc.

Federal Programs Indicator 4.10 - School Improvement 1003(a)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of the process the LEA uses for monitoring or reviewing how schools are using section 1003(a) funds to ensure the on-going quality of school improvement activities.

Documentation

- Written description of the LEA's process or procedures for on-going review of school-level implementation of section 1003(a) funds.

School Improvement Grant (SIG) 1003(g) FY16 Monitoring Indicators and Documentation

Federal Programs Indicator

5.1 - School Improvement Grant

(SIG) 1003(g)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- LEA Assurances

Documentation

- Signed SIG assurances
(The Department provides this documentation.)

Federal Programs Indicator

5.2 - School Improvement Grant

(SIG) 1003(g)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA/school has designed teacher professional development to ensure that teacher learning opportunities are sustained, job-embedded, collaborative, data-driven, and focused on student instructional needs.
- SIG 1003(g) requires 300 hours of Increased Learning Time (ILT).

Documentation

- Expenditure detail report reflecting professional learning activities.
- Copy of agendas, schedules, meeting minutes, meeting summary reports, sign-in sheets or training materials.
- ILT calendars or schedules.
- Payroll report and timesheets.

Federal Programs Indicator 5.3 - School Improvement Grant (SIG) 1003(g)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that School Improvement Grant has been approved.

Documentation

- Approved SIG budget for each applicable school.

(The Department provides this documentation.)

Helpful Resources



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

SIG Guidance:

<http://www2.ed.gov/programs/sif/legislation.html>

Title I, Part C – Migrant Education Program (MEP) Services FY16 Monitoring Indicators and Documentation

Federal Programs Indicator 15.1 - Title I, Part C: Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

org

Requirement

- **Records Maintenance and Transfer.** Evidence that student enrollment, withdrawal, demographic, academic, and health data are reviewed, entered and updated in the LEA student information system according to information provided by the student, family, and/or state or regional Migrant Education Program office.

Documentation

- SIS report of current K-12 migrant coded participants (alphabetical order by last name) faxed to John Wight at (770) 408-4202 on the day of monitoring.
 - **(CONSORTIUM: This is required. If no migrant students are enrolled, the SIS report will have no names listed.)**
- Copies of signed MEP report verification forms.
- Copies of submitted information change forms and departure forms.

Federal Programs Indicator 15.2 - Title I, Part C: Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Records Maintenance and Transfer.** Evidence that the LEA has sent and/or received education and health data involving children migrating either in or out of state, country. Evidence of use of the Migrant Student Information Exchange (MSIX), where appropriate.

Documentation

- Copies of local communication (letters, memos, faxes, telephone logs) between LEA and sending or receiving schools regarding student educational and health data.
 - **(CONSORTIUM: This applies only if migrant students have enrolled or withdrawn since the first day of school.)**
- Desktop only: Fax to John Wight at (770) 408-4202 on the day of monitoring.

Federal Programs Indicator 15.3 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Identification and Recruitment**

Evidence that the LEA has ID & R certified staff or operational procedures in place to carry out identification and recruitment functions (including use of the Occupational Survey) throughout the school year and summer months as required in the Georgia Migrant Education Program Identification, Recruitment, and Data Collections Handbook.

Documentation

- List of MEP funded staff (full or part time, or contracted)
- Travel reimbursement, phone log, and weekly schedule showing recruitment ongoing during the year
- Completed occupational surveys (10) from various schools selected by the Department showing completion by new students and returning students. (LEAs will be notified 1-week in advance of the selected schools.)
 - **(CONSORTIUM: This is required.)**
- Desktop only: Fax surveys to John Wight at (770) 408-4202 on the day of monitoring.



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

School District: _____ Date Completed: _____

Parent Occupational Survey

Please complete this form to determine if your child(ren) qualify to receive additional services under Title I, Part C

Has your family moved in order to work in another city, county, or state, in the last three (3) years? Yes No

If so, what is the date your family arrived in the city/town you reside? _____

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? (Check all that apply)

- 1) Agriculture: planting/picking vegetables or fruits such as tomatoes, squash, grapes, onions, strawberries, blueberries, etc.
- 2) Planting, growing, or cutting trees (pulpwood)/raking pine straw
- 3) Processing/packing agricultural products
- 4) Dairy/Poultry/Livestock
- 5) Meatpacking/Meat processing/Seafood
- 6) Fishing or fish farms
- 7) Other (Please specify occupation): _____

Name of Student(s)	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of Parent(s) or Legal Guardian(s) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Thank You!

Please return this form to the school

The answers to this survey will help determine if your child(ren) are eligible to receive supplemental services from the Title I, Part C Program.

Note for the school/district: When both "yes" and one or more of the boxes from 1 to 7 is/are checked, please give this form to the migrant liaison or migrant contact for your school/district. Please file original in student's records. Non-funded (consortium) systems should fax occupational parent surveys to the regional MEP office serving their district. For additional questions regarding this form, please call the MEP office serving your district.

GaDOE Region 1 MEP, P.O. Box 780, 201 West Lee Street Brooklet, GA 30415
 Toll Free (800) 621-5217 Fax (912) 842-5440
 GaDOE Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637
 Toll Free (866) 505-3182 Fax (229) 546-3251



Richard Woods,
 Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Occupational Survey

Available languages:

- English
- Spanish
- French
- Karen
- Haitian Creole
- Korean
- Vietnamese
- Somali
- Nepali
- Chinese
- Burmese
- Arabic
- Ahmaric

Federal Programs Indicator 15.4 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Priority for Services.**
Evidence that the migrant students identified on the LEA Priority for Services (PFS) reports, supplied by the state or regional Migrant Education Program office, are being provided the opportunity for MEP funded services before other migrant students are served during regular and/or summer programs.

Document

- Migrant staff current year schedules showing PFS participants being served.
- Supplemental Services Tracking Form (first name, last name, initial for desktop monitoring) with narrative explaining why or why not a PFS participant is being served.

Federal Programs Indicator 15.5 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Priority for Services.**
Evidence that updated Priority for Services reports are verified and reviewed on a regular basis to ensure appropriate students are receiving service priority and that PFS reports are completed as required in the Georgia Migrant Education Program Identification, Recruitment, and Data Collections Handbook.

Documentation

- Evidence of dissemination of reports and adjustments to services based on reports:
 - Memos to teachers and principals explaining PFS and PFS students.
 - Migrant staff schedules for the year (submitted in 15.4).

Federal Programs Indicator 15.6 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Comprehensive Needs Assessment and Service Delivery Plan.**

Evidence that the LEA has identified and addressed migrant child specific needs in the LEA and/or school service plan(s). The results align with and support the state's Service Delivery Plan.

Documentation

- Evidence the LEA is planning and organizing for the FY17 local needs assessment that comports with the state's SDP.
 - Names of needs assessment team members
 - Agenda
 - Meeting date

Federal Programs Indicator 15.7 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Migrant Services Coordination.**
Evidence that the LEA plans for and 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.

Documentation

- Supplemental Services Tracking Form (first name last initial for desktop monitoring) with narrative explaining why or why not K-12 and OSY/DO participants are being served through the Implementation Plans or other non-migrant support services for eligible migrant participants (community, social, health, and educational services). Submitted in 15.4.
- Migrant staff current year schedules (submitted in 15.4)
- OSY Profile Form

Federal Programs Indicator 15.8 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Parental Involvement/PAC.**
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 and evidence that the migrant PAC is predominantly made up of parents of migrant children.

Documentation

- List of dates for three (3) migrant PAC meetings.
- Documentation of two of three meetings is required:
 - Sign-in sheets showing migrant parents represent over 50-percent of the PAC membership.
 - Agenda and minutes showing consultation with parents regarding planning, implementing, and evaluating migrant projects (language of communication and evidence of interpreting, if required).

Federal Programs Indicator 15.9 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Professional Development.**
Evidence that migrant education program staff or other LEA staff, if applicable, attended required Migrant Education Program training provided by the Department, or other non-local professional development opportunities, i.e., identification and recruitment (ID&R) trainings or workshops, and/or national/state/local migrant education program conferences aligned to the needs of migrant students.

Documentation

- Participation documentation for MEP staff involved in/attending LOCAL and/or RESA and/or other trainings, workshops, or conferences (face-to-face or online) directly related to the local CNA and the instructional or support services they are providing to migrant participants.

Federal Programs Indicator 15.10 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Early Childhood Education.**
Evidence that preschool migrant children (ages 3-5) are served in early childhood programs offered by the MEP, LEA or other community agency.

Documentation

- Supplemental Services Tracking Form – (first name, last name, initial for desktop monitoring) with narrative explaining why or why not migrant preschool children are being served through the Implementation Plans or other non-migrant support services for eligible migrant participants (community, social, health, and educational services). Submitted in 15.4.
- Migrant staff current year schedules (submitted in 15.4)

Federal Programs Indicator 15.11 – Title I, Part C – Migrant Education Program (MEP) Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- **Program Evaluation.**
Evidence that the LEA evaluates the effectiveness of the migrant program (ongoing and annually) throughout the LEA.

Documentation

- As of the monitoring date, a summary and interpretation of participant progress:
 - Within the implementations plans,
 - Classroom performance,
 - Benchmark scores (if any) and
 - The most recent state assessment scores
- Data disaggregated by Migrant compared to Non-Migrant; and Migrant PFS compared to Migrant Non-PFS.

Title I, Part C Migrant Education Program Services



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Use of Title I, Part C Funds (Section 6)

- Current year expenditure report
- Supporting documentation for items selected for review (prior authorization, invoice, sign in sheets, agenda, purchase orders).
- Current school year's after-the-fact periodic certifications.
- Copy of draw downs made from Title I, Part C.
- Complaint procedures documentation showing Title I, Part C is included.
- Fraud, Waste, Abuse written procedures showing Title I, Part C is included.
- Records of inventory (learning resources, property, and technology) purchased within the last two (2) years with Title I, Part C funds.
- Federal programs monitoring policies and procedures document showing Title I, Part C.

Grants Programs – Services for Homeless Children and Youth FY16 Monitoring Indicators and Documentation



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Documentation for Federal Programs - Services for Education of Homeless Children and Youth (EHCY)

The Department will conduct onsite visits for all EHCY grantees. Grantees that are part of the cross-functional monitoring (CFM) will be monitored with the Department CFM team. Grantees not part of the CFM will receive a separate onsite monitoring. For all other LEAs that are part of the CFM, the Department will notify these LEAs if they will be monitored onsite or if a desktop monitoring will occur. LEAs should be prepared to provide evidence for the following monitoring indicators:

1.1 – LEA Monitoring of Schools and Programs

2.1 – CLIP

6.1 – Maintenance of Effort

6.5 – Internal Controls

6.6 – Cash Management

6.7 – Complaints

6.8 – Waste, Fraud, Abuse and Corruption

7.1 – General LEA Selection and Allocation Requirements

7.5 – LEA Reservation of Funds

8 (All indicators) – Services for Homeless Children and Youth

8.1 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- The LEA describes services provided for homeless children and youth. The LEA provides evidence of funds reserved under Title I, Part A.

Documentation

- The Department provides documentation:
 - Copy of Comprehensive LEA Improvement Plan (CLIP).
 - Set-Aside page

8.2 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA plan under Section 1112 is coordinated with the McKinney-Vento Act.

Documentation

- The Department provides documentation.
 - Copy of Comprehensive LEA Improvement Plan (CLIP).

8.3 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA has written procedures for the education of homeless children and youth that identify and remove any barriers. The written procedures must include:
 - Identification
 - School Selection
 - Enrollment
 - Transportation
 - Disputes

Documentation

- Copy of LEA written procedures for Education for Homeless Children and Youth indicating annual revision and/or review date (month, date, and year).
 - LEA written procedures
 - LEA written procedures
 - LEA written procedures
 - LEA written procedures
 - LEA written procedures

8.4 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA records the schools in which homeless children and unaccompanied youth experiencing homelessness are enrolled.

Documentation

- List of schools and the number of homeless children and unaccompanied youth experiencing homelessness enrolled.
- Student roster by student identifier and/or name and school location.

8.5 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA designates a liaison for homeless children and youth that has sufficient training, resources and time to carry out the duties of the Act.

Documentation

- Copies of agendas, meeting minutes, emails and/or sign-in sheets for professional development activities received by the LEA homeless liaison and other LEA personnel responsible for the implementation of the McKinney-Vento grant program.

8.6 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA has procedures for providing awareness and contact information of Homeless Liaison to parents, guardians, and school personnel.

Documentation

- Copy of flyers, handouts, written procedures for notifying stakeholders, program brochure, posters that identify Homeless Liaison with contact information. List of community locations where information is posted.

8.6 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 8.6 (*continued*)
- The LEA has procedures for providing awareness and contact information of Homeless Liaison to parents, guardians, and school personnel.

Documentation

- Training session schedules, emails, minutes, sign-in sheets, agendas, materials (including the LEA homeless policy) for key school personnel training (Some of these training sessions should take place in the fall so that stakeholders are aware of McKinney-Vento throughout the school year.) Key personnel should include, but not be limited to counselors, social workers, administrators and parents/guardians.

8.7 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA shall ensure that parents or guardians are fully informed of all transportation services, including to and from school of origin, and that appropriate assistance to access transportation is provided.

Documentation

- Evidence of joint trainings and/or meetings with parents/guardians, unaccompanied youth and LEA Transportation Department personnel to inform and facilitate coordination, Include schedules, agendas, training materials, sign-in sheets, emails, and request forms.

8.8 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEAs shall provide services comparable to services offered to all children in the district including, but not limited to, programs for Title I, special education, English language learners, gifted and talented, vocational/technical, and before and after school programs.

Documentation

- Evidence (student rosters, meeting minutes, emails, agendas, sign-in sheets) should include comparable services provided (ex. Title I, 21st Century, ESOL, IDEA, Voc. Ed., gifted and talented programs).

8.9 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- LEAs will collaborate with state, local, non-profit and social service agencies or programs to ensure that services are available for homeless children and youth.

Documentation

- List of additional coordinating agencies, their missions, and services provided to homeless children and youth required. Copies of memoranda of agreements, contracts, etc. with coordinating agencies, if applicable.

8.10 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA shall identify the educational needs of the homeless children and youth, including unaccompanied youth.

Documentation

- Copy of the most recently completed needs assessment instrument used by the LEA to determine needs of homeless children and youth, including unaccompanied youth, and the process for conducting this needs assessment (ex: surveys, pre/post test scores, CRCT/GA Milestones scores).

8.11 Grants Programs - Services for Homeless Children and Youth



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA is required to conduct an annual evaluation of the effectiveness of local grant funded services.

Documentation

- Summary of the activities and services provided and the outcome measures achieved demonstrating impact on identified needs. Copies of agendas, meeting minutes, and sign-in sheets of meetings to determine program outcomes and grant continuation activities based on evaluation conclusions.

Grants Programs – Services for Neglected and Delinquent Children (Neglected Set-Aside) FY16 Monitoring Indicators and Documentation

Federal Programs - Services for Neglected and Delinquent Children



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

The Department will conduct onsite visits for all N&D grantees. Grantees that are part of the CFM will be monitored with the Department CFM team. Grantees not part of the CFM will receive a separate onsite monitoring. For all other LEAs that are part of the CFM, the Department will notify these LEAs if they will be monitored onsite or if a desktop monitoring will occur. LEAs should be prepared to provide evidence for the following monitoring indicators:

1.1 – LEA Monitoring of Schools and Programs

2.1 – CLIP

6.1 – Maintenance of Effort

6.5– Internal Controls

6.6 – Cash Management

6.7 – Complaints

6.8 – Waste, Fraud, Abuse and Corruption

7.1 – General LEA Selection and Allocation Requirements

7.5 – LEA Reservation of Funds

9 (All indicators) – Services for Neglected and Delinquent (N&D) Children

10 – (All Indicators; Title I, Part D, Subpart 2 Grantees only) – Prevention and Intervention Programs for Children Who are Neglected, Delinquent or At-Risk

9.1 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA reserves funds to provide comparable Title I, Part A services to neglected and delinquent children. ESEA
SEC. 1112(b)(1)(E)(ii), (I)
SEC. 1112(b)(1)(Q)
SEC. 1113(c)(3)(B) and (C)
SEC. 1118 1
- The LEA describes the services provided for neglected and delinquent children.

Documentation

- Copy of Comprehensive LEA Improvement Plan (CLIP).
- Copy of the Consolidated Application (ConApp) Coordination page.

9.2 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- The LEA identifies children in local institutions for neglected and delinquent children.

Documentation

- Copy of source data for Annual Survey of Institutions for Neglected and Delinquent Children for previous and current year with student list from each facility.

9.3 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA describes Title I services and educational programs that are year round.

Documentation

- 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 neglected reservation.

9.4 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- The LEA provides high quality instruction based on scientific research.

Documentation

- Sample curriculum plan based on scientific research for institutions operating a school on-site.

9.5 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA provides special education services, as needed.

Documentation

- Number of students receiving special education services and a sample copy of an IEP from a student residing in an institution.

9.6 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- The LEA consults with institutions regarding educational plans and budget.

Documentation

- Collaborative planning agendas. Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and N or D facility.

9.7 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA ensures that institutions implement a parental involvement plan in order to increase student achievement and, if appropriate, decrease delinquent behavior.

Documentation

- Parental involvement correspondence and parental involvement plan:
 - If students are being educated at LEA schools, the LEA schools' parental involvement plan must include a statement that the residential facilities in its school attendance area are included in the parental involvement correspondence and activities.
 - If students are being educated at an N or D facility, then the facility must have a parental involvement plan, correspondence, and activities to the extent feasible.

9.8 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA verifies the authenticity of neglected facilities in the LEA.

Documentation

- The Department provides this documentation.

9.8 Grants Programs - Services for N&D (Neglected Set-Aside)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- 9.8 *(continued)*
- Discuss the process for the development of the LEA's plan for serving neglected or delinquent children including technical assistance provided on the process.
- Describe the process for identifying neglected or delinquent children.
- Describe services provided to special education population residing in institutions.

Documentation

Prevention and Intervention Programs for Children Who are Neglected, Delinquent or At-Risk (Title I, Part D, Subpart 2-Grantees) FY16 Monitoring Indicators and Documentation

Federal Programs - Services for Neglected and Delinquent Children (Title I, Part D)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

The Department will conduct onsite visits for all N&D grantees. Grantees that are part of the CFM will be monitored with the Department CFM team. Grantees not part of the CFM will receive a separate onsite monitoring. For all other LEAs that are part of the CFM, the Department will notify these LEAs if they will be monitored onsite or if a desktop monitoring will occur. LEAs should be prepared to provide evidence for the following monitoring indicators:

1.1 – LEA Monitoring of Schools and Programs

2.1 – CLIP

6.1 – Maintenance of Effort

6.5– Internal Controls

6.6 – Cash Management

6.7 – Complaints

6.8 – Waste, Fraud, Abuse and Corruption

7.1 – General LEA Selection and Allocation Requirements

7.5 – LEA Reservation of Funds

9 (All indicators) – Services for Neglected and Delinquent (N&D) Children

10 – (All Indicators; Title I, Part D, Subpart 2 Grantees only) – Prevention and Intervention Programs for Children Who are Neglected, Delinquent or At-Risk

10.1, 10.2, & 10.3 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA annually surveys delinquent institutions. The LEA completes an annual data report.
- The LEA collects and uses data to drive planning and instruction.
- The LEA creates program specific evaluation reports that include the Title I, Part D, Subpart 2 program.

Documentation

- Copy of the source data for the Annual Survey of Institutions for Delinquent Children for previous and current year with student list from each facility.
- Evidence of longitudinal tracking of annual outcome data.
- Copy of the most recent program specific evaluation reports.

10.4 Grants Programs – Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA ensures that LEA programs for eligible students meet all requirements. The LEA application and supporting documents address the 13 application elements including assurances and descriptions.

Documentation

- The Department provides documentation.

10.5 & 10.6 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA provides high quality instruction based on scientifically-based research.
- The LEA provides special education services, as needed.

Documentation

- Sample curriculum plan using scientifically-based research or institution operating a school on-site.
- Number of students receiving special education services and a sample copy of an IEP from a student residing in an institution.

10.7 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA consults with institutions regarding educational plans and budgets.

Documentation

- Collaborative planning agendas. Copies of agendas, meeting minutes, and attendance sheets that verify coordination between the LEA and N or D facility.

10.8 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA ensures that institutions implement a parental involvement plan in order to increase student achievement and, if appropriate, decrease delinquent behavior.

Documentation

- Parental involvement correspondence and parental involvement plan:
 - If students are being educated at LEA schools, the LEA schools' parental involvement plan must include a statement that the residential facilities in its school attendance area are included in the parental involvement correspondence and activities.
 - If students are being educated at an N or D facility, then the facility must have a parental involvement plan, correspondence, and activities to the extent feasible.

10.9 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA describes Title I services and educational programs that are year round.

Documentation

- 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 neglected reservation.

10.10 & 10.11 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA describes the process of collaboration with the local facility to provide services for children in delinquent institutions.
- The LEA accounts for Title I, Part D, Subpart 2 funds separately from other funds.

Documentation

- Copy of local System Application for Children in Delinquent Institutions.
- Copy of separate budget and fund number for Title I, Part D, Subpart 2 funds.

10.12 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA maintains documentation of any formal agreements between an LEA, an N or D facility or alternative school program governing the use of Subpart 2 funds when they are subcontracted to a facility or program.

Documentation

- Copies of formal agreements and/or memorandum of understanding (MOU) for services paid for with Title I, Part D, Subpart 2 grant funding.

10.13 Grants Programs - Title I, Part D, Subpart 2 Grantees



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
doe.org

Requirement

- The LEA provides evidence that the LEA or facility is implementing planned and approved activities.

Documentation

- Copy of planned and approved activities, including budget reports, records of expenditures, carryover and other summary reports.

Title VI, Part B – Rural and Low-Income Schools Program FY16 Monitoring Indicators and Documentation

Federal Programs - Services for Title VI, Part B, RLIS



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

The Department will notify RLIS Grantees that are part of the cross-functional monitoring (CFM) if they will be monitored with the CFM team or if a desktop monitoring will occur. LEAs should be prepared to provide evidence for the following monitoring indicators:

- 1.1 – LEA Monitoring of Schools and Programs
- 2.1 – CLIP
- 6.1 – Maintenance of Effort
- 6.4 – Supplement not Supplant
- 6.5 – Internal Controls
- 6.6 – Cash Management
- 6.7 – Complaints
- 6.8 – Waste, Fraud, Abuse and Corruption
- 11 (All indicators) – Title VI, Part B RLIS Program

11.1 Grants Programs - Rural and Low-Income Schools (RLIS) Program



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA targets funds to schools for specified activities, and activities authorized in ESEA Section 6222.

Documentation

- Copy of current LEA budget
detailed report of expenditures for Title VI, Part B. Source documents for expenditures such as copies of purchase orders, contracts, travel expense reports as applicable.

11.2 & 11.3 Grants Programs - Rural and Low-Income Schools (RLIS) Program



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA has a required plan.
- The LEA complies with the restriction against supplanting. Funds shall be used to supplement, not supplant, any other federal, state, or local education funds.

Documentation

- *Department provides* - Copy of Comprehensive LEA Improvement Plan (CLIP)
- *Department provides* - Copy of Title VI, Part B Assurances from Consolidated Application.

11.4 & 11.5 Grants Programs - Rural and Low-Income Schools (RLIS) Program



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- The LEA administers an assessment that is consistent with ESEA Section 1111(b)(3).
- The LEA shall submit an Annual Evaluation Report reporting use of grant funds provided.

Documentation

- Department provides - Verification of required state assessments.
- Department provides - Copy of the Annual Evaluation Report.

Title II, Part A –Teacher and Paraprofessional Qualifications FY16 Monitoring Indicators and Documentation



Title II, Part A Updates for FY16



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- Number of Indicators reduced from 23 to 16 by combining and realigning indicators.
- Internal control procedures required as a part of each indicator.
- Additional specific source documentation required for some indicators.
- Revisions for clarity to some indicators and source documentation.

Title II, Part A - Needs Assessment & Planning Indicator 12.1

Requirement

- Written procedures for ensuring annual needs assessment is conducted which includes all components, source documentation, and required stakeholders.

Documentation

- Copy of written procedures.

Title II, Part A - Needs Assessment & Planning Indicator 12.1



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Requirement

- b. Evidence of completion of an annual needs assessment that addresses each of the following components:
- Recruitment
 - Retention
 - HiQ status of teachers and paraprofessionals
 - Professional Learning and training for teachers, paraprofessionals, principals, assistant principals, and superintendent:
 - Equitable opportunities for all students, including poor and minority, in the areas of:
 - Teacher Quality and experience
 - Meeting the needs of diverse student learners
 - Class size

Documentation

- Title II, Part A Needs Assessment (identifying needs for the current fiscal year) summary data and analysis for each component and corresponding documentation to support summary data and analysis for each component.

Title II, Part A - Needs Assessment & Planning Indicator 12.1



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Requirement

- c. Evidence of completion of annual needs assessment that was completed in collaboration with principals, teachers (including those teaching students with varied needs) paraprofessionals, other relevant school personnel, parents, and community and business leaders.

Documentation

- Copies of dated agendas and/or minutes documenting participation in the needs assessment and planning processes.
- Copies of dated sign-in sheets identifying stakeholder role for each participant.
- If appropriate, copies of surveys, identifying stakeholder groups by each instrument and summary and analysis of survey results.

Title II, Part A - Equity Indicator 12.2



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Requirement

- a. Evidence of written procedures ensuring the implementation of the LEA's Equity Plan and the maintenance of corresponding documentation.
- b. Evidence that LEA is implementing its equity-plan for the selected equity indicator(s) for improvement.

Documentation

- Copy of written procedures.
- A summary of the LEA's progress in implementing the equity plan for the selected equity indicator(s) for improvement (name indicator(s) in the summary).
- Documentation (sign-in sheets, agendas, purchase orders, etc.) verifying implementation of specific actions/strategies in the equity action plan.

Title II, Part A - Effectiveness Indicator 12.3



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Requirement

- a. Evidence of written procedures describing specifically the LEA's identified steps for determining the effectiveness of Title II, Part A funded activities.
- b. Evidence that Title II, Part A funded activities are measured for effectiveness in addressing identified needs.

Documentation

- Copy of written procedures.
- Copy of the Title II, Part A Effectiveness Plan from the previous fiscal year.
- Summary data and an analysis reflected in the prior year's effectiveness plan of the data that explains the effectiveness of each activity in addressing one or more of the LEA's prioritized needs from the previous fiscal year.

Title II, Part A – Professional Learning Indicator 12.4



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of written procedures for ensuring all Title II, Part A funded professional learning activities are based on scientific research or based on evidence of program success resulting in increased student achievement.
- Evidence that professional learning activities are based on scientific research or based on program success resulting in increased student achievement for all Title II, Part A funded professional learning activities.

Documentation

- Copy of written procedures.
- Literature (or hyperlink to literature) referencing the scientifically-based research for current fiscal year budgeted professional learning activities or providing evidence of program success linked to current fiscal year budgeted professional learning activities.

Title II, Part A - Professional Learning for Teachers Indicator 12.5



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of written procedures to ensure an annual increase in the percentage of teachers who are receiving high quality professional development (from any funding source) to enable teachers to become highly-qualified and successful classroom teachers and the maintenance of supporting documentation.

Documentation

- Copy of written procedures.

Title II, Part A - Professional Learning for Teachers Indicator 12.5



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that professional learning activities (from any funding source) from the previous fiscal year are implemented to enable teachers to become or continue to be highly-qualified and successful classroom teachers.

Documentation

- Summary explaining how the LEA calculated the percentage of teachers who attended at least one high-quality professional learning activity in the previous fiscal year as reported in the Program Implementation and Effectiveness tab in the Budget Submission Section of the Consolidated Application.
- Documentation that supports the calculations.

Title II, Part A - LEA Reporting of HiQ Personnel Indicator 12.6



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of written procedures ensuring the timely and accurate completion of Title I, Part A and Title II, Part A Section 1119 Qualifications for Teachers and Paraprofessionals Verification of Compliance – Principal Attestations and Assurances.
- Evidence that data is collected and reported verifying the highly-qualified status of teachers and paraprofessionals in each school.

Documentation

- Copy of written procedures.
- Alphabetical list of all schools with names of current principals.
- Copy of the current fiscal year Title I, Part A and Title II, Part A Section 1119 Qualifications for Teachers and Paraprofessionals Verification of Compliance – Principal Attestations and Assurances (both pages) for each school; signed no later than October 1 (date must be entered when the form is signed).

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.7



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of written procedures to ensure principals receive annual training on the highly-qualified requirements for the hiring and placement of teachers and paraprofessionals.
- Evidence the LEA trains its principals annually on the highly-qualified requirements for the hiring and placement of teachers and paraprofessionals.

Documentation

- **Copy of written procedures.**
- Dated agendas and training documents (handouts, talking points, PowerPoints, module) that specifically identify training on highly qualified teacher and paraprofessional requirements AND include when and by whom the training is provided.
- Dated documentation of attendance for the training identifying employee role and school assignment.

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.8



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of written procedures for ensuring:
 - Appropriate hiring and assignment of highly-qualified core academic teachers and paraprofessionals.
 - Timely and complete development and monitoring of remediation plans for non highly-qualified teachers and paraprofessionals.

Documentation

- Copy of written procedures.

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.8



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that 100-percent of core academic teachers and paraprofessionals are highly qualified (will be determined on the date of monitoring).

Documentation

- Copy of the current fiscal year HiQ System Report. The LEA should provide the teaching certificate and schedule for any core academic teacher/paraprofessional whose record has not been updated to verify the teacher/paraprofessional is highly qualified.
- HOUSSE: For each teacher reported as highly qualified by the HOUSSE rubric, copies of the HOUSSE rubric AND supporting documentation for all data in the rubric.

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.8



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

Requirement	Documentation
<p>b. Evidence that 100-percent of core academic teachers and paraprofessionals are highly qualified (Will be determined on the date of monitoring).</p>	<ul style="list-style-type: none">• Alternative Schools/GNETs: An alphabetized list of teachers by location in alternative schools and/or GNET programs reported as "highly qualified not applicable" by use of the consultative method and copies of the consultative record (use form on the Title II, Part A Web site) and supporting documentation for each teacher's consultation.• Charter LEAs/Strategic Waiver LEAs: Copy of the current HiQ System Report for each Charter School or LEA or Strategic Waiver LEA. For each teacher and paraprofessional in a Charter School or LEA or Strategic Waiver LEA reported as highly-qualified by one of the Charter/Strategic Waiver assertions, a copy of the documentation supporting the assertion (HiQ by major, HiQ by content, or HiQ by test).

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.8



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that class size reduction teachers funded by Title II, Part A are highly qualified.
- Evidence that all teachers paid with Title I, Part A funds in Title I Schools hired after 2001-2002 school year meet highly qualified requirements.

Documentation

- List of class size reduction teachers and the daily schedule of each indicating the core content courses and grade level(s) taught.
- Copy of Georgia Teaching Certificate for any class size reduction teacher not reported in current fiscal year HiQ report.
- An alphabetized list of Title I, Part A paid teachers by location.
- Copy of most recent Payroll report for Title I, Part A listing teachers in alphabetical order by location.

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.8



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that Title I, Part A funded instructional paraprofessionals:
 - are highly qualified; and
 - perform their work under the direct supervision (close and frequent proximity) of a highly-qualified teacher.

Documentation

- An alphabetized list of Title I, Part A paid paraprofessionals by location.
- Copy of most recent payroll report for Title I, Part A listing paraprofessionals in alphabetical order by location.
- Copy of instructional paraprofessional's schedule that indicates the highly-qualified teacher who is providing direct supervision. Samples of guidance, memoranda, and/or agenda of meetings for principals and teachers in Title I schools regarding the duties and assignment of paraprofessionals.

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.8



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence there is a written remediation plan for each non-highly-qualified teacher and paraprofessional that is developed in accordance with the guidance in Section IV of Title II, Part A LEA Handbook: A Guide for Advancing Teacher Quality in Georgia.
- Evidence of written documentation of progress made by each teacher in meeting the requirements outlined in the remediation plan.

Documentation

- Alphabetical list of non highly-qualified teachers and paraprofessionals.
- Copy of the current remediation plan for each non highly-qualified teacher and paraprofessional with attached documentation indicating progress in meeting the requirements of the plan. Plans should be provided in the order of the names on the list.

Title II, Part A - HiQ Teachers & Paraprofessionals Indicator 12.9



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Requirement

- a. Evidence of written procedures for ensuring the complete and timely development and monitoring of remediation plans for core academic teachers who hold a CA, O, CP, NNT, IT, IN4T certificate.
- b. Evidence of a written remediation plan for each core academic teacher who holds a CA, O, CP, NNT, IT, IN4T certificate that is developed in accordance with the guidance in Section IV of the Title II, Part A LEA Handbook.
- c. Evidence of written documentation of progress made by each core academic teacher in meeting the requirements outlined in the remediation plan.

Documentation

- Copy of written procedures.
- Alphabetical list of core academic teachers by location who hold a CA, O, CP, NNT, IT, IN4T certificate.
- Copy of the current remediation plan for each core academic teacher who holds a CA, O, CP, NNT, IT, IN4T with attached documentation indicating progress in meeting the requirements of the plan. The plans should be provided in the order of the names on the list.

Title II, Part A - Parental Notification Indicator 12.10



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence of written procedures for ensuring parents are notified in a timely manner of their right to request the professional qualifications of their child's teachers and paraprofessionals. The notifications must comply with federal law and state guidance.

Documentation

- Copy of written procedures.



Title II, Part A - Parental Notification Indicator 12.10



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

Requirement

- b. Evidence that LEAs notify parents of their “Right to Know” the professional qualifications of their child’s teachers and paraprofessionals:
- Notify parents in a format that is understandable and will ensure that all parents have the opportunity to receive the information. To the extent practicable, the notification should be provided in a language that parents may understand.
 - Ensure the notification or document that contains the notification must include the principal’s contact information, the school or LEA name, the date/ month and year of notification.
 - Maintain records that document the dissemination of the “Right to Know” in multiple forms to the parents of all students.

Documentation

- Copy of documentation verifying the LEA has provided written notification to parents of their “Right to Know” the professional qualifications of their child’s teachers and paraprofessionals (handbooks, other LEA or school publication, or letters).

rg

Title II, Part A - Parental Notification Indicator 12.11



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Requirement

- Evidence of written procedures for ensuring timely parent notification when their child has been taught core academic content for four or more consecutive weeks (20 or more consecutive days) by a non highly-qualified teacher (including one or more multiple long-term substitute teachers).

Documentation

- Copy of written procedures.

Title II, Part A - Parental Notification Indicator 12.11



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Requirement

- b. Evidence parents are provided timely notice that their child has been taught core academic content for four or more consecutive weeks (20 or more consecutive days) by a non highly-qualified teacher (including one or multiple long-term substitute teachers).

Documentation

- Organized by school and teacher name (or, where a permanent teacher is not assigned, by school and core academic class) a list of core academic classes where students were taught four or more consecutive weeks (20 or more consecutive days), by one or multiple non highly-qualified substitute teachers.

Title II, Part A - Parental Notification Indicator 12.11



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Requirement

b. continued

Documentation

- Copy of letters mailed to parents of students, by school, who were taught core academic content for four or more consecutive weeks (20 or more consecutive days) by one or more teachers (including substitutes) who were not highly-qualified. Letter must be dated and signed by the school principal or designated LEA official.

Title II, Part A - Parental Notification Indicator 12.11



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Requirement

b. continued

Documentation

- Evidence that letters were mailed to parents (such as copy of address labels, class roster/list with notation of date mailed, one or more returned letter, postage meter receipt, etc.). This documentation should be provided in the order of the names on the list of core academic classes.

Title II, Part A - Private School Participation Indicator 12.12

Requirement

- Evidence of written procedures to ensure invitation, consultation, and equitable provision of services to private schools within a district's geographic boundaries.
- Evidence that the LEA provides for the equitable participation of private school principals and core academic teachers, in professional learning activities.

Documentation

- Copy of written procedures.
- Alphabetized list of private schools within the LEA's geographic boundaries.
- Copy of letters sent to private schools notifying them of their right to participate (notification sent in previous year for current year participation).
- Copy of response letters from private schools and/or copy of registered mail receipts from private schools.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Title II, Part A - Private School Participation Indicator 12.12

Requirement

- c. Evidence that LEA provided initial consultation to private schools on their participation in Title II, Part A.
- d. Evidence that private schools participate in the design, development, and implementation of the professional learning plan in which they will participate.

Documentation

- Agenda(s) indicating date(s) of consultation and sign-in sheets with participants listed by role.
- Documentation of private school participation in the development of the LEA professional learning plan:
 - Meeting agendas and/or minutes
 - Sign-in sheets
- OR
- Documentation of private school planning for their own professional learning:
 - Needs assessment
 - Professional Learning Plan
 - Documentation that activities are based on scientific research
 - Budget

Title II, Part A - Time and Effort Indicator 12.13



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Requirement

- Evidence of written internal controls that provide reasonable assurance that the charges are accurate, allowable, and properly allocated to support time and effort records.

Documentation

- Copy of written internal controls.

Title II, Part A - Time and Effort Indicator 12.13



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Requirement

- b. Appropriate time and effort records are on file for all personnel for whom any part of their salary and wages are charged to Title II, Part A. (Exception: Time and Effort records are not required for payment of recruitment or retention financial incentives.)
The records must:
- Reasonably reflect the total activity for which the employee is compensated.

Documentation

- Time and Effort records and supporting documentation for selected personnel expenditures charged to the Title II, Part A program.

Title II, Part A - Time and Effort Indicator 12.13



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Requirement

- Indicate or be supported by documentation that indicates the charges are accurate, allowable, and properly allocated.
- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works for more than one federal award or a federal award and a non-federal award.

Documentation

- Time and effort records and supporting documentation for selected personnel expenditures charged to the Title II, Part A program.

Title II, Part A - Federal Award Payments Indicator 12.14



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaode.org

Requirement

- Evidence of written internal controls to ensure:
 - Amount of draw down is based on actual expenditure.
 - Payment must minimize the time elapsing between the transfer of funds and disbursement by the LEA.
 - Evidence that LEA encumbers and draws down Title II, Part A funds in a timely manner, but not before actual need.

Documentation

- Copy of written internal controls.
- Georgia Department of Education Grants Accounting On-line Reporting Systems (GAORS) Form DE147 Fund Requisitions for Title II, Part A.
- LEA accounting records of expenditures that support the request of funds.

Title II, Part A - Financial & Program Management Indicator 12.15



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.gov
ga DOE.org

Requirement

- a. Evidence of written internal controls ensuring:
- Expenditures are allowable: necessary, reasonable and allocable, conform to all applicable laws, regulations and guidance, are consistent with local policies, supplemental in nature, adequately support by source documentation and occur within the period of performance.

Documentation

- Copy of written internal controls.

Title II, Part A - Financial & Program Management Indicator 12.15



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Requirement

- a. Evidence of written internal controls ensuring:
 - Expenditures follow procurement standards: maintain oversight of expenditures (including contracts), avoid conflict of interest, and follow federal, state and local standards and policies related to competition and procurement standards.

Documentation

- a. Copy of written internal controls.

Title II, Part A - Financial & Program Management Indicator 12.15

Requirement

- a. Evidence of written internal controls ensuring:
- Expenditures adhere to financial management standards; require segregation of duties in review and authorization (must include program coordinator) , and if necessary, reconciliation of costs charged to the program.

Documentation

- Copy of written internal controls.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Title II, Part A - Financial & Program Management Indicator 12.15

Requirement

- b. Evidence that Title II, Part A expenditures are:
- Allowable under applicable laws and regulations.
 - Necessary, reasonable, and allocable.
 - Supported by source documentation.
 - Supplemental to non-federal funds.
 - In alignment with approved Title II, Part A budget.
 - For goods and services within the period of performance.
 - In alignment with procurement and financial management standards.

Documentation

- Detailed expenditure report for the previous fiscal year and current fiscal year for Title II, Part A. The expenditures on the report must be sorted by function, object, and location.
- Supporting source documentation for items selected for review (such as purchase orders, invoices, travel expense statements, agendas from conferences, contracts for services, leave forms, documentation for recruitment and retention incentives, and others as appropriate).

Title II, Part A - Inventory and Property Management Indicator 12.16

Requirement

- a. Evidence of written internal controls to direct the management of property (including replacement equipment) until disposition takes place that includes:
1. Use of the equipment for authorized purposes of the property during the period of performance, or until the property is no longer needed for the purposes of the project.
 2. Maintenance of property records to include person responsible for maintaining documentation.
 3. Reconciliation of physical inventory and property records.

Documentation

- Copy of written internal controls.

Title II, Part A - Inventory and Property Management Indicator 12.16

Requirement	Documentation
<ol style="list-style-type: none">4. Adequate safeguards to prevent loss, damage, or theft of the property, to include investigation if loss, damage, or theft occur.5. Maintenance procedures to keep the property in good condition.6. Sale of property procedures to ensure the highest possible return.7. Disposition of equipment in accordance with state laws and procedures.	<ul style="list-style-type: none">• Copy of written internal controls.

Title II, Part A - Inventory & Property Management Indicator 12.16



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Requirement

- b. Evidence the LEA maintains records to document:
- The location of equipment (including expendable equipment) purchased with Title II, Part A funds.
 - It conducts periodic physical inventories and reviews of use of equipment.
 - Equipment is used only for Title II, Part A allowable learning activities.

Documentation

- Copies of purchase orders documenting purchases of equipment with Title II, Part A funds.
- Copies of inventory records showing item description, serial number or other identification number, source of funding for equipment **including the Federal Award Identification Number (FAIN) provided on the official letter of annual notification of allocation from the Department**, date of purchase, cost, percent of federal participation, location, use and condition of property, and disposition data including date of disposal and sale price.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Title II, Part A - Inventory & Property Management Indicator 12.16

Requirement	Documentation
b. continued	<ul style="list-style-type: none">• Records/logs of dates that physical inventories were conducted at LEA and schools with date, and signatures of person conducting inventory.• Documentation of authorized use of equipment purchased with Title II, Part A funds.

Title III, Part A – Language Instruction for Limited English Proficient (LEP) and Immigrant Students FY16 Monitoring Indicators and Documentation



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Important!

The Title III Regional Specialist will contact the **LEA Title III Director**

in

Bleckley, Calhoun City, Clarke, Colquitt,

Emanuel, Gordon and Jones Counties

to advise whether your monitoring can take place with the Cross-Functional team or, due to scheduling constraints, will be held with Title III alone.

No other LEAs on the CFM list will be monitored *onsite* by Title III in Spring 2016.

Federal Programs Indicator 13.1 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 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 limited English proficient and immigrant students to participate in Title III, Part A services.

Documentation

- List of all private schools located within the LEA's boundaries.

Federal Programs Indicator 13.2 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- 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.

Documentation

- Dated documentation providing evidence of multiple opportunities for consultation offered to the private school officials. Telephone logs, memoranda, letters, email concerning contacts with officials of all private schools announcing availability of services.
- Written responses from officials of all private schools accepting or declining services. Agendas of ongoing meetings and other methods of consultation with private school representatives.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Federal Programs Indicator 13.3 - Title III, Part A: Language Instruction for LEP

Requirement

- Evidence of Title III-eligible students served in private schools and LEA records of Title III-purchased property housed in private schools.

Documentation

- List of private school EL and immigrant students and the number participating in Title III.
- Copies of private schools' purchase requests, purchase orders, inventories, travel logs, etc. detailing Title III services and materials supplied by the LEA to private schools within its physical attendance boundaries.
- .



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Federal Programs Indicator 13.4 - Title III, Part A: Language Instruction for LEP

Requirement

- Evidence that the LEA follows federal guidelines and procedures for enrollment and identification of English Learners (EL).

Documentation

- Copy of LEA policy on EL-related procedures; staff interview responses; copies of attendance records/travel records/ agendas indicating student-information or ESOL staff's participating in state or local Title III data entry trainings.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Federal Programs Indicator 13.5 - Title III, Part A: Language Instruction for LEP

Requirement

- Evidence that the LEA maintains required data/records for EL-Yes (EL-Y) and EL-Monitored (EL-M) students.

Documentation

- Printout of EL, EL-M and Immigrant student record data from LEA student information system (use Data Rosters); spot review of EL, EL-M and Immigrant student files.
- Copies of attendance records, travel records, agendas indicating student-information or ESOL staff's participating in state or local data entry trainings.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Federal Programs Indicator 13.6 - Title III, Part A: Language Instruction for LEP

Requirement	Documentation
<ul style="list-style-type: none">Evidence of ELD standards implementation.	<ul style="list-style-type: none">Narrative describing the LEA's Title III professional development plan and offerings.Documents indicating ELD standards training, curriculum development, ESOL endorsement of general education teachers and/or other related activities.LEA professional development plan for ESOL, including ESOL needs assessment, long-range professional development goals, meeting dates, session agendas, handouts, sign-in sheets.

Federal Programs Indicator 13.7 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that LEA staff (including ESOL and non-ESOL teachers and administrative staff) attended scientifically-based Title III/ESOL trainings, workshops, professional development sessions, conferences of sufficient intensity and duration (does not include one-day workshops and conferences) to have a positive and lasting impact on the teachers' performance in the classroom.

Documentation

- Participation documentation including meeting dates, agendas, conference materials, expense statements, sign-in sheets, etc.

Federal Programs Indicator 13.8 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA uses approaches and methodologies based on scientifically-based research with demonstrated effectiveness in increasing English proficiency and student academic achievement.

Documentation

- Samples of research showing the instructional model used by the LEA to be scientifically-based research.
- Samples of research showing the instructional resources purchased with Title III funds to be scientifically-based research.

Federal Programs Indicator 13.9 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that LEA holds schools accountable for annually assessing all ELs' English language proficiency.

Documentation

- ACCESS Not-Tested report (use Data Roster).
- LEA provides additional documentation when ACCESS participation rate is <95-percent. (For example, evidence of policy/process/procedural modification to improve rate to compliance levels.)

Federal Programs Indicator 13.10 & 13.11 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA is making annual increases in the percentage of EL children making progress in learning English.
- Evidence that the LEA is making annual increases in the percentage of EL children achieving English proficiency.

Documentation

- The Department provides documentation (Percent of the LEA's ELs meeting AMAO 1).
- The Department provides documentation (Percent of the LEA's ELs meeting AMAO 2).

Federal Programs Indicator 13.12

- Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA evaluates its LEA assessment and monitoring procedures, as described in ESEA, SEC. 3121 (a).

Documentation

- Narrative describing the LEA's specific policies, processes and procedures related to how exited ELs are monitored and how it ensures the assessment of 100-percent of its EL-Ys on the language proficiency assessment (ACCESS for ELLs).

Federal Programs Indicator 13.13 & 13.14 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA's EL children are making content area progress, as described in ESEA, SEC. 1111(b)(2)(B).
- Evidence that ELs are exited based on Georgia's approved Title III exit requirements.

Documentation

- The Department provides documentation (AMAO 3).
- Documentation of the processes and criteria used for transitioning ELs to monitored status, which includes ACCESS scores, Language Assessment Conference (LAC) documents, reading competency scores, student data files.

Federal Programs Indicator 13.15 & 13.16 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA performs a biennial Title III program evaluation.
- Title III Parent Interview data.

Documentation

- The Department maintains this documentation (LEA Self-Evaluation Report and annual CSPR data request).
- Sample copies of actual LEA/school communication inviting EL parents to participate in the Title III Parent Interviews.
- Completed EL Parent Interview roster (use data roster).

Federal Programs Indicator 13.17 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Notification of child's EL Status.

Documentation

- Sample copies of actual LEA/school communications (compliant with all components of Section 3302) in multiple languages, as appropriate, informing parents of Title III-served students about their child's identification for participation in a language instruction educational program, with list of parents notified.
- Documentation of LEA's policies and procedures regarding parental waiver of direct ESOL services.
- Documentation of LEA's policies and procedures regarding parental waiver of ESOL services.

Federal Programs Indicator 13.18 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Notification of failure to meet Title III AMAOs (when applicable).

Documentation

- Copies in multiple languages, as appropriate, of LEA/school communications to parents of Title III-served EL students informing the parents should the LEA fail to make progress on any the Title III annual measurable achievement objectives, as described in Section 3122 (a)(3).

Federal Programs Indicator 13.19 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Notification of Involvement Opportunities and Supporting Student Achievement.

Documentation

- Copies in multiple languages, as appropriate, of communications or materials disseminated to parents of ELs regarding effective parental involvement practices and participation opportunities geared toward improving ELs' English proficiency and academic achievement.

Federal Programs Indicator 13.20 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- EL Parent Meetings.

Documentation

- Copies of communications in multiple languages, as appropriate, disseminated to parents of ELs regarding effective parental involvement practices and participation opportunities geared toward improving ELs' English proficiency and academic achievement.
- Record of dated meeting notices, agendas, meeting minutes, dated sign-in sheets, letters to parents, invoices, parental involvement surveys, etc. for the purpose of formulating and responding to recommendations from Title III-served EL parents regarding EL parent outreach services.

Federal Programs Indicator 13.21 & 13.22 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

[.org](#)

Requirement

- Evidence that the LEA uses no more than 2-percent of its Title III allocation for Title III-related administrative expenses.
- Evidence that the LEA uses Title III funds to supplement, not supplant, state, local and other federal funding at the LEA level and expends Title III funds in accordance with all applicable Federal guidelines, such as 2 C.F.R. Part 200 (Uniform Grant Guidance).

Documentation

- Copies of administrative time logs, budget/expenditure reports.
- Copy of LEA's core ESOL program plan (or OCR plan, if developed); Title III purchase orders; LEA Title III budget/expenditure report for current fiscal year and the preceding fiscal year; evidence of participation in/attendance at Title III supplement, not supplant training.

Consortium LEAs: *Documentation of requests, approval and purchase orders of expenditures (The Department has the for Title Consortium funding. LEAs should be prepared to answer questions regarding the documentation.*

Federal Programs Indicator 13.23 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA completes after-the-fact periodic certification on file for all personnel paid 100-percent with Title III funds.

Documentation

- Copy of written plan detailing when after-the-fact periodic certifications will be conducted.
Copy of current school year's after-the-fact periodic certifications.
Copy of previous school year's after-the-fact periodic certifications (if two certifications have not been completed in current year.)

Federal Programs Indicator 13.24, 13.25, & 13.26 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- Evidence that the LEA maintains acceptable time logs for split-funded Title III personnel.
- Evidence that the LEA expends Title III funds in a timely manner.
- Evidence that the LEA maintains appropriate documentation for items purchased using Title III funds.

Documentation

- Copies of monthly time logs or teacher schedules (class schedules identifying the time funded by Title III may be used if the personnel have a fixed daily schedule) signed by the employee and the employee's supervisor.
- List of percent of Title III LEP allocation carried over for each of the past 2 years.
- Copy of procedures for inventorying equipment purchased with Title III funds.

Federal Programs Indicator 13.27 - Title III, Part A: Language Instruction for LEP



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"

doe.org

Requirement

- LEAs receiving immigrant funding:
Evidence that the LEA expends immigrant funds in compliance with SEC. 3115(e).

Documentation

- Narrative describing LEA's specific plan to support the unique, non-linguistic needs of its immigrant students.
- Percent of Immigrant allocation carried over for each of the past 2 years (as applicable).
- Record of system detail expenditures using Immigrant funds for current fiscal year.
- List of activities performed/materials purchased with Immigrant funds.

Individuals with Disabilities Education Act of 2004 (IDEA) FY16 Monitoring Indicators and Documentation



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

IDEA Indicators

- LEA Maintenance of Effort
- LEA Excess Cost Calculation
- Grant Management – including allowable costs, timely submission, use of funds in grant period, CEIS funds, Proportionate Share funds, and the High Cost Grant
- Other federal requirements: Equipment and Inventory, Suspension and Debarment, Internal Controls, Procurement, Time and Effort Reporting

Coordinated Early Intervening Services (CEIS) Funds Requirements



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- LEA completes CEIS tab if applicable, has CEIS plan, and reserves the required 15-percent for 611 and 619 CEIS funds within the grant period.
- CEIS funds are used for allowable activities and intervention services for K-12 regular education students.
- LEA has timely and accurately reported to the state the number of students who received CEIS services and the number of students who were placed in special education.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

CEIS Funds Documentation

Documentation to be sent:

- Expenditure reports for CEIS funds.
- CEIS logs or GTID numbers for students served.

Documentation on file:

- CEIS plan submitted by deadline.
- Student count information submitted by deadline.

Proportionate Share Requirements



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- LEA substantiates the number of private and home school students with disabilities that do not have Individual Educational Plans.
- The LEA enters Child Find count into Proportionate Share tab in the Con App.
- The LEA tracks proportionate share funds.
- The LEA used state and local funds to supplement, not supplant, the required federal funds to be expended.

Proportionate Share Requirements



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- The LEA spends required Proportionate Share amount within grant period. If the correct amount was not expended, the LEA carries over that portion to be spent during the subsequent fiscal year.
- The LEA maintains controls of any property, equipment and supplies from IDEA used for Proportionate Share.
- If the LEA provided services, it was beyond the existing level of instruction at the private schools.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Proportionate Share Requirements

- If private school personnel were contracted, services were outside the regular duty hours of the teacher unless explicit time was set aside and funded.
- The LEA completes the consultation process to include advertising of process.
- The LEA provides Child Find activities for private schools similar to the LEA schools.
- The LEA states the amount of funds available and type of services to be provided prior to the start of the new school year.

Proportionate Share Documentation



- Proportionate Share expenditure reports.
- Internal Controls: written procedures for Proportionate Share.
- Signed affirmations from consultation.
- Carryover expenditure reports as applicable.
- Service plans (three samples).
- Statement of services provided.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

High Cost Fund Requirements

- Application must be for students with disabilities with costs more than three times the average statewide regular education pupil expenses.
- Costs are allowable and due to excess costs of direct special education and related services identified in the student's IEP.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

High Cost Fund Requirements

- LEA ensures that high cost funds will not be used to pay costs otherwise reimbursed by the Medicaid program.
- LEA ensures high cost funds are not used for administrative purposes.
- LEA ensures all costs are proportional to personnel working with the student and the class as a whole.



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

High Cost Fund Documentation

Documentation to be sent it:

- Records of cost details and expenditure reports of costs for high cost.
- Medicaid reimbursement account expenditures as applicable.

Documentation on file:

- High Cost Grant Applications
- Student IEPs

Other IDEA Federal Grant Requirements and Documentation



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- For Internal Controls; Waste, Fraud, and Abuse; Equipment Acquisition and Disposition; MOE; Allowable Use of Funds; Schoolwide Programs; Suspension and Debarment; and Procurement Standards we will review:
 - Detailed expenditure reports, written procedures, purchase orders, payment vouchers, inventory, semi-annual certifications, time stamped S & D verification, monthly time logs, and schoolwide plan, if applicable.

The Visit Itself

The Monitoring Visit



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

– HOW LONG?

- Typically one to three days



– WHAT WILL THE DEPARTMENT BE DOING DURING THE VISIT?

- Review documentation not available prior to the trip
- Interview LEA staff

The Monitoring Visit

- ***Preparation is the Key!***

- Meet with key personnel
 - All about communication!
 - Discuss program and areas that will be reviewed
-
- Have one main visit contact
 - Schedule meetings
 - Ensure lead personnel schedules clear
 - Organize monitoring documentation
 - Conduct a mock monitoring visit prior to the Department visit



Be Prepared to Address Noncompliance



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

- Be prepared to address any corrective action plan already created or implemented
- If no corrective action plan, then attempt to create a plan prior to the Department's arrival



Review Previous Findings

- Review old monitoring reports
- Special conditions
- LEA plans
 - Did you complete everything you said you would?
- Review audits
 - Including A-133 Single Audit



Select Main Program Contacts

- A representative should be appointed as lead interviewee for each program (and topic) as appropriate:
 - Title I, Part A—Improving the Academic Achievement of the Disadvantaged;
 - Title I, Part C—Education of Migratory Children;
 - Title I, Part D—Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk;
 - Title II, Part A—Improving Teacher Quality;
 - Title III, Part A—Language Instruction for LEP and Immigrant;
 - Title VI, Part B—Rural Education Achievement Program;
 - Title X, Part C—Education for Homeless Children and Youth;
 - School Improvement Grants under Section 1003(a) and 1003(g) of the Elementary and Secondary Education Act of 1965 (ESEA)
 - Individuals with Disabilities Education Act of 2004 (IDEA)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

On Day of Monitoring Visit

- Monitoring room should be in an area that is separate from other offices so that all parties can remain focused
 - No staff other than the Department Cross-Functional Monitoring Team members should be in the monitoring room(s) during monitoring UNLESS the Department federal program representative has requested the presence of LEA staff to clarify monitoring documentation
- All LEA personnel should have cleared their schedules and be ready to participate, as necessary





Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Helpful Resources

- Title I Handbook – Current Edition
- NCLB Act of 2001 (Blue Book)
- Parental Involvement Compliance Documents -
<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Parent-Involvement-Compliance-Documents.aspx>
- Department Web site – <http://public.doe.k12.ga.us>
- US ED Web site – www.ed.gov



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Helpful Resources

- FY16 LEA Monitoring Form
- Education Support Services Operations Manual
- Migrant Resource Binder
- Office of Management and Budget (OMB) Circulars (Omni Circular December 2013)
- [Uniform Grants Guidance, 2 C.F.R., Part 200 which includes Education Department General Administrative Regulations \(EDGAR\)](#)



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gaDOE.org

Title I, Part A Education Program Specialists Contact Information

Area	Name	Office Telephone	Email
1	Robyn Planchard	(404) 985-3808	rplanchard@doe.k12.ga.us
2	TBA	TBA	TBA
3	Anthony Threat	(706) 615-0367	anthony.threat@doe.k12.ga.us
4	Evelyn Maddox	(404) 975-3145	emaddox@doe.k12.ga.us
5	Judy Alger	(229) 321-9305	jualger@doe.k12.ga.us
6	Grace McElveen	(912) 334-0802	gmcelveen@doe.k12.ga.us
7	JaBra Harden Fuller	(229) 563-6269	jharden@doe.k12.ga.u



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Title I, Part A Education Program Specialists Contact Information

Area	Name	Office Telephone	Email
8	Marijo Pitts-Sheffield	(912) 269-1216	mpitts@doe.k12.ga.us
9	Kathy Pruett	(706) 540-8959	kpruett@doe.k12.ga.us
10	Elaine Dawsey	(478) 971-0114	edawsey@doe.k12.ga.us
11	Olufunke Osunkoya	(678) 704-3557	oosunkoya@doe.k12.ga.us
12	Bobby Trawick	(229) 246-1976	btrawick@doe.k12.ga.us
13	Ken Banter	(478) 960-2255	kbanter@doe.k12.ga.us
14	Tammy Wilkes	(478) 237-2873	twilkes@doe.k12.ga.us



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Title I, Part A Parent Engagement Specialists Contact Information

Name	Office Telephone	Email
Amy Park Program Manager	(404) 463-1956	apark@doe.k12.ga.us
Deana Bearden Specialist	(404) 232-1148	dbearden@doe.k12.ga.us
Kim Jones Specialist	(404) 463-3467	kjones@doe.k12.ga.us
Craig Geers Division Director Outreach Programs	(404) 657-1793	cgeers@doe.k12.ga.us

Title I, School Improvement 1003(a) Staff Contact Information



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Name	Office Telephone	Email
JoAnn Hooper Program Manager	(404) 656-2638	jhooper@doe.k12.ga.us
Gary Wenzel Operational Support Specialist	(404) 656-4152	gwenzel@doe.k12.ga.us
Will Rumbaugh Director Division of School & District Effectiveness	(404) 463-1861	wrumbaugh@doe.k12.ga.us

Title I, School Improvement Grants (SIG) 1003(g) Staff Contact Information



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Name	Office Telephone	Email
Albert Patrick Blenke SIG Turnaround Program Specialist	(404) 656-4150	ablenke@doe.k12.ga.us
Karen Suddeth SIG Turnaround Program Specialist	(404) 535-0249	ksuddeth@doe.k12.ga.us



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Title I, Part C – Migrant Education Staff Contact Information

Name	Office Telephone	Email
John Wight Program Manager Migrant Education and Refugee Programs	(404) 463-1857	jwight@doe.k12.ga.us
Craig Geers Division Director Outreach Programs	(404) 657-1793	cgeers@doe.k12.ga.us

Title I, Part D – Neglected & Delinquent Staff Contact Information



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Name	Office Telephone	Email
Sonya Davis Grants Program Consultant	(404) 656-4148	sodavis@doe.k12.ga.us
Eric McGhee Grants Program Manager	(404) 651-7555	emcghee@doe.k12.ga.us
Craig Geers Division Director Outreach Programs	(404) 657-1793	cgeers@doe.k12.ga.us



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

McKinney-Vento Staff Contact Information

Name	Office Telephone	Email
Erica Glenn North Georgia Grants Program Consultant	(404) 295-4705	eglenn@doe.k12.ga.us
Deirdre Lynch Smith South Georgia Grants Program Consultant	(404) 656-2004	desmith@doe.k12.ga.us
Eric McGhee Grants Program Manager	(404) 651-7555	emcghee@doe.k12.ga.us
Craig Geers Division Director Outreach Programs	(404) 657-1793	cgeers@doe.k12.ga.us



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga DOE.org

Title II, Part A

Program Manager	Julie Noland	jnoland@doe.k12.ga.us
Specialists	Carly Ambler	cambler@doe.k12.ga.us
	Saralyn Barkley	sbarkley@doe.k12.ga.us
	Sharon Brown	shbrown@doe.k12.ga.us
	Pam Daniels	pdaniels@doe.k12.ga.us
	Greg Petersen	gpetersen@doe.k12.ga.us
	Terri Still	tstill@doe.k12.ga.us
	Elizabeth Zipperer	ezipperer@doe.k12.ga.us

Title II, Part A





Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Title III, Part A – LEP Staff Contact Information

Name	Office Telephone	Email
Amy Lacher Program Specialist	(404) 463-1074	alacher@doe.k12.ga.us
Margaret Baker Program Specialist		@doe.k12.ga.us
Tammie Smith Program Specialist		@doe.k12.ga.us
Cori Alston, Program Manager ESOL, Title III and World Languages	(404) 656-2067	calston@doe.k12.ga.us



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

Title VI, Part B – Rural Education Staff Contact Information

Name	Office Telephone	Email
Cathy Buescher Education Program Specialist Rural Education Achievement Program	(229)561-4499	cbuesche@doe.k12.ga.us
Eric McGhee Grants Program Manager	(404) 651-7555	emcghee@doe.k12.ga.us
Craig Geers Division Director Outreach Programs	(404) 657-1793	cgeers@doe.k12.ga.us



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
ga.doe.org

IDEA Monitoring Staff Contact Information

Name	Office Telephone	Email
Chris Horton	(404) 657-9968	chorton@doe.k12.ga.us
Amber McCollum	(404) 463-0535	amccollum@doe.k12.ga.us

The New Face of LEA Cross-Functional Monitoring in FY16 October 2015 Training Workshop for Georgia LEAs