

# Federal Program Monitoring

## School Year 2008-2009

*Title I, Part D  
Neglected or Delinquent  
Subpart 1, State Agency*

*No Child Left Behind Act of 2001*



### Contact Information

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# VIRGINIA DEPARTMENT OF EDUCATION

## AREAS OF REVIEW FOR TITLE I, PART D, SUBPART 1

### 1. Curriculum and Instruction

#### *Title I, Part D - Subpart 1 – State Agency*

- Does the state agency assure that priority for services is given to children and youth who are likely to complete incarceration within a 2-year period?
- Does the state agency coordinate with other appropriate programs under Title I, Part A, vocational and technical education, dropout prevention programs and special education programs?
- Does the state agency coordinate with the LEAs or alternative education programs attended by incarcerated children and youth prior to their incarceration to ensure that student assessments and appropriate academic records are shared jointly between the correctional facility and the LEA or alternative education program?
- Does the state agency establish a designee to be responsible for issues relating to the transition of children and youth from its facility or program to locally operated programs?
- Does the state agency assure that it will assist in locating alternative programs through which students can continue their education if they are not returning to school after leaving the correctional facility or institution?
- Does the state agency work with children and youth with disabilities in order to meet an existing individualized education program?
- Does the state agency notify the child or youth's local school division if the child or youth is identified as in need of special education services while the child or youth is in the facility or institution?
- Does the state agency notify the child or youth's local school division if he/she intends to return to the local school?
- Does the state agency work with children and youth who dropped out of school before entering the correctional facility or institution to encourage them to reenter school once the term of the incarceration is complete?
- Does the state agency provide the child or youth with the skills necessary to gain employment, continue their education, or achieve a secondary school diploma or its recognized equivalent if the child or youth does not intend to return to school?
- Does the state agency provide services to youth and children such as career counseling, distance learning, and assistance in securing student loans and grants?
- Does the state agency maintain a description of the overall school program, including the length of the school day?
- Does the state agency conduct an institution-wide program? If yes, do the programs conduct a comprehensive needs assessment across all federal program areas?

### 2. Student Assessments and Program Evaluation

#### *Title I, Part D - Subpart 1 – State Agency*

- Does the state agency assess the educational needs of the children to be served?
- Does the state agency's plan meet the goals and objectives as stipulated in the Virginia

Consolidated State Application Accountability Workbook?

- Does the state agency carry out the evaluation requirements of section 9601?
- Does the state agency have a description of how the results of the most recent evaluation will be used to plan and improve the program?
- Does the state agency coordinate with programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 or other comparable programs, if applicable?
- Does the state agency program evaluate its program to determine the program's impact on students?
- Does the state agency program assess the academic progress of students in correctional institutions or facilities?

### **3. Teacher Qualifications and Professional Development**

#### ***Title I, Part D – Subpart 1 – State Agency***

- Does the state agency consult with experts and provide necessary training for appropriate staff, to ensure that the planning and operation of institution-wide projects under section 1416 are of high quality?
- Does the state agency provide appropriate professional development to teachers and other staff?
- Does the facility ensure that its staff is trained to work with children and youth with disabilities or other students with special needs taking into consideration the unique individual needs of students?

### **4. Parent and Community Involvement**

#### ***Title I, Part D – Subpart 1 – State Agency***

- Does the state agency coordinate with businesses for training and mentoring for participating children and youth?
- Does the state agency work with parents to secure their assistance in improving the educational achievement of their children and in preventing further involvement in delinquent activities?

### **5. Fiscal Requirements**

#### ***Title I, Part D – Subpart 1 – State Agency***

- Does the state agency maintain the fiscal effort required of a local educational agency, in accordance with section 9521?
- Does the state agency reserve not less than 15% and not more than 30% of its allocation to support: 1) projects that facilitate the transition of children and youth from state-operated institutions to schools served by the LEA; 2) the successful reentry of youth offenders, who are age 20 or younger and have received a secondary school diploma or equivalent, into postsecondary education, or vocational and technical training programs?
- Does the state agency have a description of the program, including a budget for the first year of the program that is updated annually and submitted to the Virginia Department of Education?
- Does the state agency provide transition services, have a transition plan, and a description of services provided?
- Does the state agency comply with the maintenance of effort provisions in accordance with Section 9521?
- Does the state agency comply with the supplement, not supplant provisions of Title I, Part D?

## 6. Recordkeeping

### *Title I, Part D, Subpart 1*

- Has the State Agency submitted all required reports to the Virginia Department of Education for Title I, Part D?
- Does the State Agency maintain appropriate Title I, Part D, records in a central location and/or facility?

## **List of Documentation for Title I, Part D**

### ***Curriculum and Instruction***

Documentation of communications with correctional facilities and probation officers  
Master schedule  
Meeting agendas  
Program description  
Signed assurance in Title I, Part D, application  
Staff schedules  
Student records  
Student schedules  
Title I, Part D, application

### ***Student Assessment and Program Evaluation***

Assessment plan  
Documentation of communication  
Evaluation results  
Improvement plan  
Master schedule  
Meeting agendas  
Student assessment data  
Student records  
Student schedules  
Title I, Part D, application

### ***Teacher and Paraprofessional Qualifications***

Copy of core academic teachers' licenses or approved waivers  
Evidence of consultation with experts  
Evidence of a professional development plan  
Master schedules  
Professional development plan  
Signed assurance in Title I, Part D application

### ***Parent and Community Involvement***

Documentation of communication with parents and local businesses  
Evidence of programs, activities, procedures to involve parents  
Records of parent meetings  
Title I, Part D, application

### ***Fiscal Requirements***

Accounting records  
Copy of budget  
Title I, Part D, application  
Title I Maintenance of Effort Report

### ***Recordkeeping***

Amendments to application  
Applications  
Evidence that amendments have been received and approved before any program or financial changes in the application have been made

Evidence of separate records system established for receipt/expenditures of funds  
Finance records  
Reimbursement requests  
School files

**VIRGINIA DEPARTMENT OF EDUCATION  
FEDERAL PROGRAM MONITORING  
REVIEWER'S INSTRUMENT**

**SCHOOL YEAR 2008-2009**

**AREAS OF REVIEW FOR TITLE I, PART D, SUBPART 1**

**SECTION A: Area #1  
CURRICULUM AND INSTRUCTION**

*Title I, Part D, Subpart 1 - State Agency - Curriculum and Instruction*

<b>Requirement</b>	<b>Is there sufficient documentation that this requirement is being met?</b>	<b>Documentation</b>	<b>Acti req e</b>
a. Does the state agency assure that priority for services is given to children and youth who are likely to complete incarceration within a 2-year period?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1 application <input type="checkbox"/> Student records <input type="checkbox"/> Other files	
b. Does the state agency coordinate with other appropriate programs under Title I, Part A, vocational and technical education, dropout prevention programs and special education programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Program description <input type="checkbox"/> Student records <input type="checkbox"/> Student schedules <input type="checkbox"/> Other files	
c. Does the state agency coordinate with the LEAs or alternative education programs attended by incarcerated children and youth prior to their incarceration to ensure that student assessments and appropriate academic records are shared jointly between the correctional facility and the LEA or alternative education program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Student records <input type="checkbox"/> Documentation of communication between the state agency and the LEA or alternative education program	
d. Does the state agency establish a designee to be responsible for issues relating to the transition of children and youth from its facility or program to locally operated programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Copies of staff schedules or assignments <input type="checkbox"/> Other files	
e. Does the state agency assure that it will assist in locating alternative programs through which students can continue their education if they are not returning to school after leaving the correctional facility or institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1 application	

Requirement	Is there sufficient documentation that this requirement is being met?	Documentation	Acti req o
f. Does the state agency work with children and youth with disabilities in order to meet an existing individualized education program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1 application <input type="checkbox"/> Student Records <input type="checkbox"/> Other files	
g. Does the state agency notify the child or youth's local school division if the child or youth is identified as in need of special education services while the child or youth is in the facility or institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1 application <input type="checkbox"/> Documentation of correspondence <input type="checkbox"/> Interviews	
h. Does the state agency notify the child or youth's local school division if he/she intends to return to the local school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1 application <input type="checkbox"/> Documentation of correspondence <input type="checkbox"/> Interviews	
i. Does the state agency work with children and youth who dropped out of school before entering the correctional facility or institution to encourage them to reenter school once the term of the incarceration is complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Meeting agendas <input type="checkbox"/> Documentation of correspondence and meetings <input type="checkbox"/> Interviews	
j. Does the state agency provide the child or youth with the skills necessary to gain employment, continue their education, or achieve a secondary school diploma or its recognized equivalent if the child or youth does not intend to return to school?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Student schedules <input type="checkbox"/> Master schedule <input type="checkbox"/> Interviews	
k. Does the state agency provide services to youth and children such as career counseling, distance learning, and assistance in securing student loans and grants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Student schedules <input type="checkbox"/> Student records <input type="checkbox"/> Interviews	
l. Does the state agency maintain a description of the overall school program, including the length of the school day?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Schedules <input type="checkbox"/> Course description	

<b>Requirement</b>	<b>Is there sufficient documentation that this requirement is being met?</b>	<b>Documentation</b>	<b>Acti requ c</b>
m. Does the state agency conduct an institution-wide program? If yes, do the programs conduct a comprehensive needs assessment across all federal program areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1 application <input type="checkbox"/> Needs assessment	

**SECTION B: Area #2**  
**STUDENT ASSESSMENTS AND PROGRAM EVALUATION**

*Title I, Part D – Subpart 1 – State Agency – Student Assessments and Program Evaluation*

<b>Requirement</b>	<b>Is there sufficient documentation that this requirement is being met?</b>	<b>Documentation</b>	<b>A fulf in a</b>
a. Does the state agency assess the educational needs of the children to be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Assessment plan <input type="checkbox"/> Student assessment results	
b. Does the state agency’s plan meet the goals and objectives as stipulated in the Virginia Consolidated State Application Accountability Workbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1, application	
c. Does the state agency carry out the evaluation requirements of section 9601?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1, application <input type="checkbox"/> Copies of the results of evaluations. <input type="checkbox"/> Evidence of an improvement plan	
d. Does it have a description of how the results of the most recent evaluation will be used to plan and improve the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1, application <input type="checkbox"/> Copies of the results of evaluations. <input type="checkbox"/> Evidence of an improvement plan	
e. Does the state agency coordinate with programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 or other comparable programs, if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1, application	
f. Does the state agency program evaluate its program to determine the program’s impact on students?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Evaluation documents	

Requirement	Is there sufficient documentation that this requirement is being met?	Documentation	A fulf in a
g. Does the state agency program assess the academic progress of students in correctional institutions or facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Assessment results	

**SECTION C: Area #3**  
**TEACHER QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT**

*Title I, Part D – Subpart 1 – State Agency - Teacher Qualifications and Professional Development*

Requirement	Is there sufficient documentation that this requirement is being met?	Documentation	A fulf in a
a. Does the state agency consult with experts and provide necessary training for appropriate staff, to ensure that the planning and operation of institution-wide projects under Section 1416 are of high quality?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1, application <input type="checkbox"/> Evidence of a professional development plan <input type="checkbox"/> Evidence of consultation with experts	
b. Does the state agency provide appropriate professional development to teachers and other staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, Subpart 1, application <input type="checkbox"/> Evidence of a professional development plan	
c. Does the facility ensure that its staff is trained to work with children and youth with disabilities taking into consideration the unique needs of such children and youth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Copy of teachers' licenses issued by the Department of Education <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1, application <input type="checkbox"/> Master schedules	

**SECTION D: Area #4  
PARENT AND COMMUNITY INVOLVEMENT**

*Title I, Part D – Subpart 1 – State Agency - Parent and Community Involvement*

<b>Requirement</b>	<b>Is there sufficient documentation that this requirement is being met?</b>	<b>Documentation</b>	<b>A fulf in a</b>
a. Does the state agency coordinate with businesses for training and mentoring for participating children and youth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> <i>Title I, Part D, Subpart 1, application</i> <input type="checkbox"/> Student records <input type="checkbox"/> Interviews <input type="checkbox"/> Other files	
b. Does the state agency work with parents to secure their assistance in improving the educational achievement of their children and in preventing further involvement in delinquent activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> <i>Title I, Part D, Subpart 1, application</i> <input type="checkbox"/> Signed assurance in Title I, Part D, Subpart 1, application <input type="checkbox"/> Documentation of parent meetings <input type="checkbox"/> Evidence of programs, activities and procedures to involve parents <input type="checkbox"/> Interviews	

**SECTION E: Area #5  
FISCAL REQUIREMENTS**

*Title I, Part D – Subpart 1 – State Agency – Fiscal Requirements*

<b>Requirement</b>	<b>Is there sufficient documentation that this requirement is being met?</b>	<b>Documentation</b>	<b>A fulf</b>
a. Does the state agency maintain the fiscal effort required of a local educational agency, in accordance with Section 9521?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Copies of fiscal reports <input type="checkbox"/> Budgets	

Requirement	Is there sufficient documentation that this requirement is being met?	Documentation	A ful
b. Does the state agency reserve not less than 15% and not more than 30% of its allocation to support 1) projects that facilitate the transition of children and youth from state-operated institutions to schools served by the LEA 2) the successful reentry of youth offenders, who are age 20 or younger and have received a secondary school diploma or equivalent, into postsecondary education, or vocational and technical training programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> <i>Title I, Part D, Subpart 1</i> , application <input type="checkbox"/> Accounting records <input type="checkbox"/> Interviews	
c. Does the state agency have a description of the program, including a budget for the first year of the program that is updated annually and submitted to the Virginia Department of Education?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> <i>Title I, Part D, Subpart 1</i> , application <input type="checkbox"/> Copy of program description <input type="checkbox"/> Copy of budget	
d. Does the state agency provide transition services, have a transition plan, and a description of services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> <i>Title I, Part D, Subpart 1</i> , application <input type="checkbox"/> Transition service plan <input type="checkbox"/> Student records	
e. Does the state agency comply with the maintenance of effort provisions in accordance with Section 9521?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Accounting records <input type="checkbox"/> Interviews	
f. Does the state agency comply with the supplement, not supplant provisions of Title I, Part D?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Title I, Part D, application <input type="checkbox"/> Accounting records	

**SECTION F: Area #6  
RECORDKEEPING**

*Title I, Part D; Subpart 1*

<b>Requirement</b>	<b>Is there sufficient documentation that this requirement is being met?</b>	<b>Documentation</b>	<b>A fulf in a</b>
a. Has the state agency submitted all required reports to the Virginia Department of Education for Title I, Part D, Subpart 1?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Applications <input type="checkbox"/> Reimbursement requests <input type="checkbox"/> Amendments <input type="checkbox"/> Evaluation report <input type="checkbox"/> Other files	
b. Does the state agency maintain appropriate Title I, Part D, records in a central location and/or facility ensure that accurate files are kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Applications <input type="checkbox"/> School files <input type="checkbox"/> Central administration files <input type="checkbox"/> Finance records <input type="checkbox"/> Other files	