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Virginia Department of Education
Federal Program Monitoring for Title I, Part D, Subpart 2

Standards, Assessment, and Accountability

1.1: The SEA conducts monitoring and evaluation of its subgrantees sufficient to ensure compliance with Title I, Part D, program requirements and progress toward Federal and State program goals and objectives. [§1426 and §1431]

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	Is sufficient documentation provided?
1.1a Does the LEA ensure that students in Title I, Part D, programs receive instruction that is aligned with state standards and accountability?	<ul style="list-style-type: none">Any longitudinal tracking of annual outcome data for the LEALEA application	<ul style="list-style-type: none">Does the LEA use multiple and appropriate measures of student progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>
1.1b Does the LEA work with and monitor the locally operated facilities and programs that are funded?	<ul style="list-style-type: none">Documents from the facilities or programAny corrective action plan that was required to be submitted to the SEA	<ul style="list-style-type: none">How do you work with and monitor the facilities or programs to ensure that they are meeting the program requirements as outlined in Section 1425?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>

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<p>1.1c Does the LEA have a process for data collection that it uses to obtain demographic, academic, and vocational outcome information on its Subpart 2 programs?</p>	<ul style="list-style-type: none">• Documents submitted to the SEA for the CSPR report• The most recent annual data report for the LEA• LEA application• Review of data sources and data used to measure and report student progress	<ul style="list-style-type: none">• Explain how data is collected and maintained at the LEA for submission to the SEA for the Consolidated State Performance Report (CSPR).• Discuss the most recent annual data report for the LEA.• Explain how the LEA ensures documented records are kept on file of students reported for the current year entitlement in the Title I, Part D, Annual Student Count.	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
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1.1d Does the LEA evaluate program performance and report the results of such evaluations?	<ul style="list-style-type: none">• The most recent evaluation reports that include mention of the Title I, Part D, program.• LEA application• Alternative methods for evaluation	<ul style="list-style-type: none">• Discuss how the LEA uses the results of evaluations to plan and improve subsequent programs for participant children and youth.• Discuss what actions are taken by the LEA if a facility does not meet its targets.• Discuss any alternative methods used to evaluate your program beyond the CSPR data.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>

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Instruction

2.2: The SEA ensures that Local Education Agency (LEA) programs for eligible students meet all requirements. [§1423 and §1425]

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	Is sufficient documentation provided?
<p>2.2a How does the LEA consult with each locally operated correctional facility in the program planning and evaluation process? How does the LEA appropriately prioritize who to fund? What technical assistance does the LEA provide in deciding which students are eligible for Title I, Part D?</p>	<ul style="list-style-type: none"> • LEA application and supporting documents that address the application elements, including assurances and descriptions, from the current or past fiscal year • Formal agreements 	<p>Discuss the 13 elements of the application including:</p> <ol style="list-style-type: none"> 1. a program description. 2. collaboration with facilities to develop the application and any agreements. 3. how participating schools are coordinating with facilities working with delinquent children and youth to ensure that the facilities are participating in an educational program comparable to the one operating in the local school that the youths would attend. 4. how the LEA provides services and programs for students returning from correctional 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

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		<p>facilities. Do more than 70 percent of students transition from the funded facilities return to their school division? If so, is the division providing a program of support for them?</p> <p>5. the characteristics (including learning difficulties, substance abuse problems, and other special needs) of children who are returning from correctional facilities and other at-risk children served by the program. How will the school coordinate existing educational programs to meet the unique education needs of these children? Are you serving at risk students? If so, are they sufficiently meeting transitional</p>		

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		<p>and academic needs of students who are returning from correction facilities?</p> <p>6. coordination with existing social, health, and other services to meet the needs of students returning from correctional facilities, at-risk children, including prenatal health care and nutrition services related to the health of the parent or child or youth, parenting and child development classes, child care, targeted reentry and outreach programs, referral to community resources, and scheduling flexibility.</p> <p>7. as appropriate, any partnerships with local businesses to develop training, curriculum-based youth</p>		

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		<p>entrepreneurship education, and mentoring services for participating students.</p> <p>8. as appropriate, how the LEA involves parents in efforts to improve the educational achievement of their children, assist in dropout prevention activities and prevent further involvement in delinquent activities.</p> <p>9. evidence that your program coordinates with other federal, state, and local programs such as programs under Title I, vocational and technical education programs serving at-risk children.</p> <p>10. how your program coordinates with programs operated under the juvenile Justice and Delinquency</p>		

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		Prevention Act of 1974 and other comparable programs, if applicable. 11. as appropriate, how you work with probation officers to assist in meeting the needs of children and youth returning from correctional facilities. 12. your efforts to ensure correctional facilities working with children are aware of the existing individualized education program. 13. as appropriate, the steps taken to find alternative placements for children interested in continuing their education, but are unable to participate in a regular public school program.		
2.2b Are formal agreements between the LEA and the local correctional facilities	<ul style="list-style-type: none"> Formal agreements between LEAs and local 	<ul style="list-style-type: none"> Do you establish formal agreements with local 		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u>

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reviewed and updated annually?	<p>correctional facilities outlining responsibilities for providing services mentioned in the 11 elements.</p> <ul style="list-style-type: none">• Qualifications of Title I, Part D, staff when a facility is privately managed and served by the LEA.• LEA application	<p>correctional facilities that receive Part D funds?</p> <ul style="list-style-type: none">• Describe the formal agreements, how they are reviewed and updated annually, between the LEA and correctional facilities.• Describe the qualifications of the Title I, Part D, staff in the privately managed facility. <p>For correctional facilities entering into agreements with LEAs to provide services to children:</p> <ol style="list-style-type: none">1. Explain how the facility coordinates with the student's home school, particularly with respect to a student		

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		<p>with an individualized education program.</p> <p>2. Describe how the facility notifies the local school if the student is identified as in need of special education services while the child is in the facility.</p> <p>3. To the degree feasible, explain how the facility provides transition assistance to help children stay in school, including the coordination of services for the family, counseling, assistance in assessing drug and alcohol abuse, prevention programs, tutoring, and family counseling.</p> <p>4. Describe how the facility provides support programs that encourage children who have dropped out of</p>		

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		<p>school to reenter school once their term at the correctional facility has been completed, or provide these children with the skills necessary to gain employment or seek a secondary school diploma or its recognized equivalent.</p> <p>5. Discuss the ways the facility ensures that its faculty and staff are trained to work with children with disabilities, taking into consideration the unique needs of these children.</p> <p>6. Describe the education program at the facility and how the program is related to assisting students meet high academic achievement standards.</p> <p>7. Explain, to the extent possible, the role of technology to</p>		

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		<p>assist in coordinating educational programs between the correctional facility and the community school.</p> <p>8. Explain how parents are involved in efforts to improve the educational achievement of their children and prevent their further involvement in delinquent activities.</p> <p>9. Discuss how funds are coordinated with other federal, state, and local programs such as funds made available under Title I and vocational and technical education.</p> <p>10. Explain how your program coordinates with programs operated under the juvenile Justice and Delinquency Prevention Act of 1974 and other comparable</p>		

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		programs, if applicable. 11. If appropriate, describe how your program works with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children in your facility.		

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**3.2 The SEA ensures each LEA complies with the statutory and other regulatory requirements governing State administrative activities, providing fiscal oversight of the grants including reallocations and carryover, and allowable uses of funds. [§1424]
[Also OMB Circulars A-87, Part 80, Subpart C of EDGAR and any other relevant standards, circulars, or legislative mandates]**

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	Is sufficient documentation provided?
<p>3.2a Does the LEA have consultations with each locally operated correctional facility or program that is served with Subpart 2 funds?</p>	<ul style="list-style-type: none"> • Formal agreements between an LEA, a Neglected or Delinquent facility or alternative school program governing the use of Subpart 2 funds when they are subcontracted to a facility or program. • LEA application 	<ul style="list-style-type: none"> • Do the formal agreements outline allowable uses of funds? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>
<p>3.2b Does the LEA ensure that the Title I, Part D, program activities are within the uses of funds and purposes of the program?</p>	<ul style="list-style-type: none"> • LEA application • Local records 	<ul style="list-style-type: none"> • What internal controls are used at the LEA level to ensure the program activities are within the uses of funds and purposes for the program? • Does the LEA 		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>

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		<p>comply with the supplement, not supplant provisions?</p>		
<p>3.2c Does the LEA have internal fiscal controls in place to ensure that they can account for the use of Title I, Part D, funds to meet federal requirements?</p>	<ul style="list-style-type: none"> • Evidence that the LEA or facility is implementing planned and approved activities, including budget reports, records of expenditures, carryover and other summary reports. • A current list of all personnel (instructional and administrative staff) paid with Title I, Part D funds. • LEA application 	<ul style="list-style-type: none"> • How does the LEA comply with the maintenance of effort provisions in accordance with Section 9521? • Explain how funds are used for administrative purposes, including identifying personnel paid with the funds and what percentage of their salary, benefits, and duties are funded with Part D funds. • How the program budget is implemented in accordance 		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>N/A</p> <p><u>Comments</u></p>

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		<p>with the LEA application for funds?</p> <ul style="list-style-type: none"> • Does the LEA maintain appropriate Title I, Part D, records in a central location and ensure that accurate files are kept? • Are LEAs appropriately carrying out other financial activities (e.g., budget amendment requests and approvals) 		