

# **Title I, Part A: Compliance Components**

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*Virginia Department of Education  
Office of Program Administration and Accountability  
July 2014 Coordinators' Academy*



- **Part I:** Welcome and Overview
- **Part II:** Federal Program Monitoring
- **Part III:** Program Components for Success

# Agenda for Today's Session

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## Welcome and Introductions

- Goals and objectives for this session

## Program Concepts

- Federal Program Monitoring Cycle
- Federal Program Monitoring Protocol (SEA & LEA)
- Title I, Part A, Compliance: Successful Program Implementation

## Conclusion

- System for Success
- Feedback and Follow-up Training Opportunities



# Session Goals/Objectives

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- To develop a broader understanding of the monitoring protocol elements to enhance student achievement
- To engage stakeholders in the program implementation process
- To gain an understanding of what documents are needed to ensure program compliance and improved academic achievement

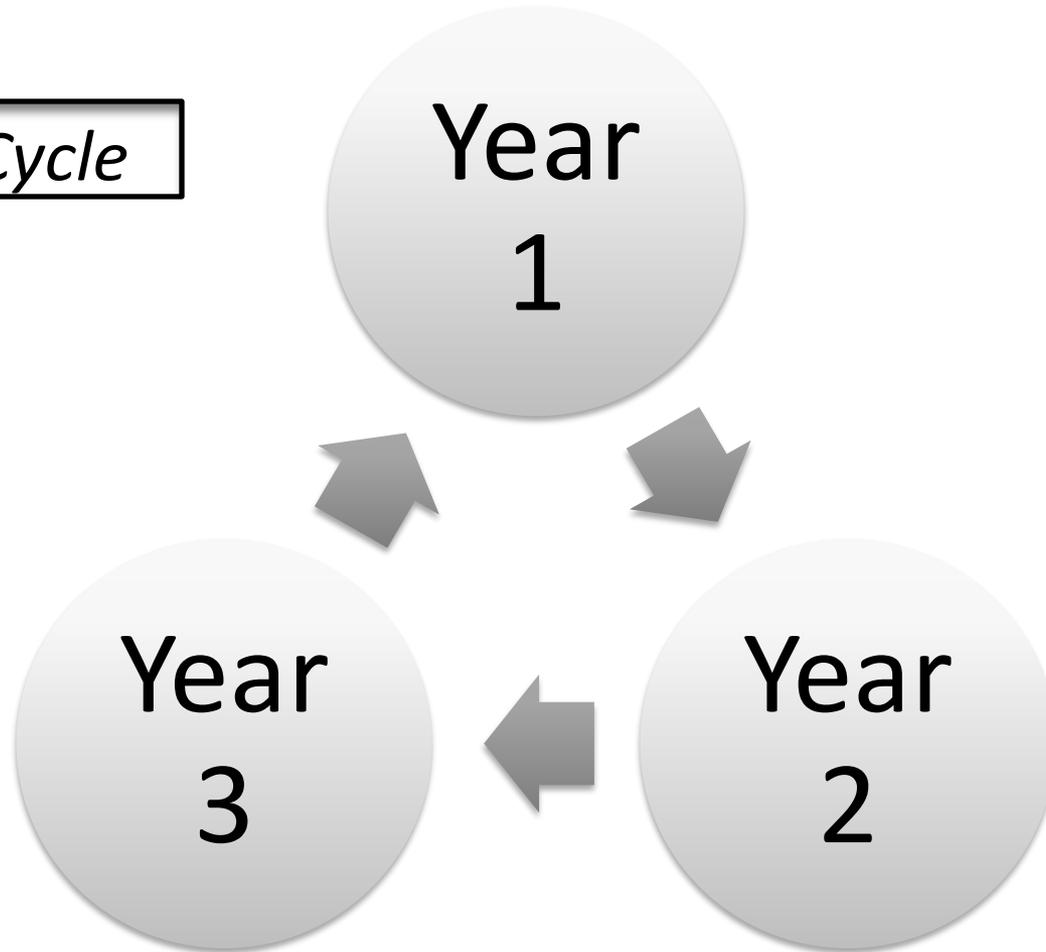


- **Part I:** Welcome and Overview
- **Part II:** Federal Program Monitoring
- **Part III:** Program Components for Success

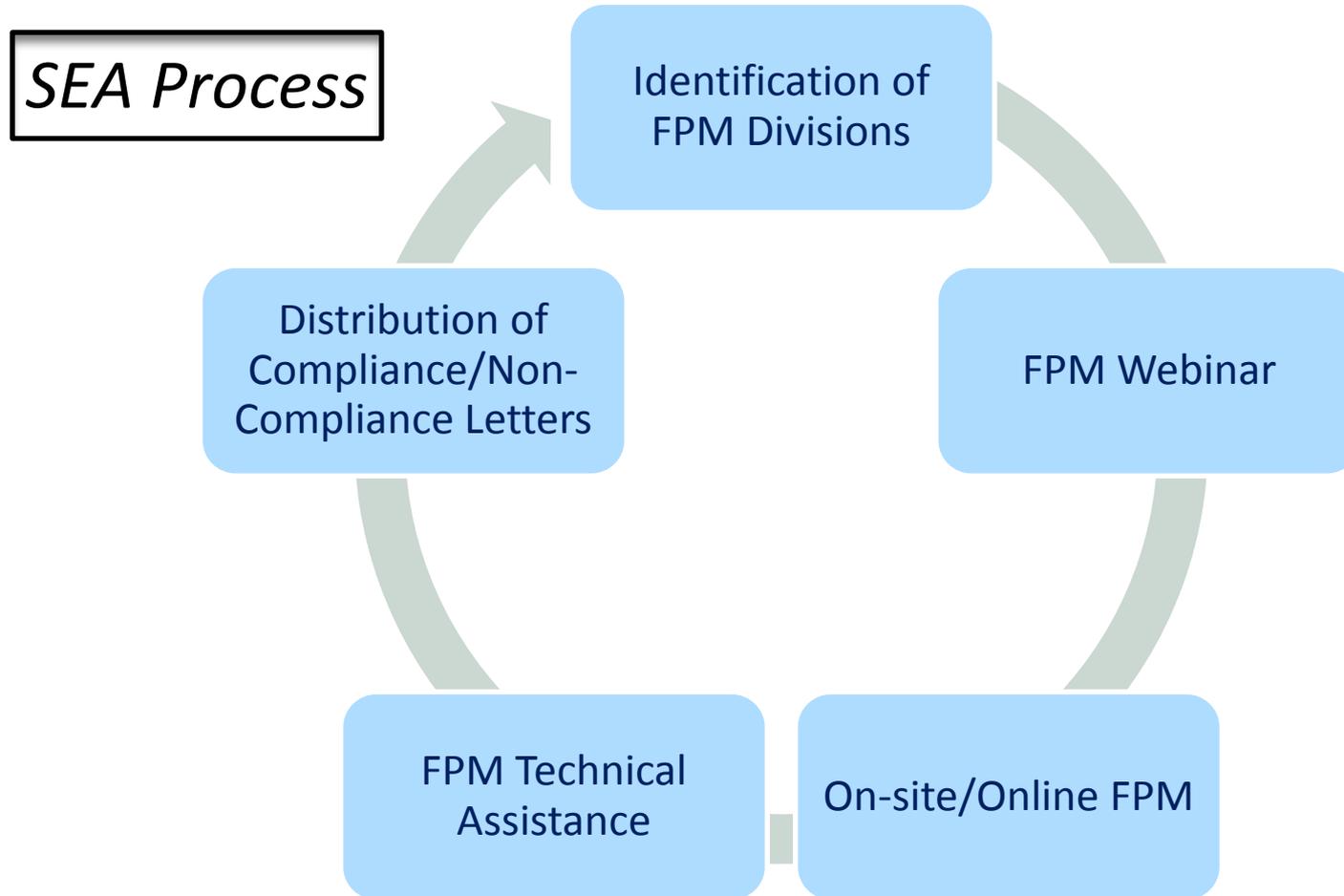
# Federal Program Monitoring Cycle

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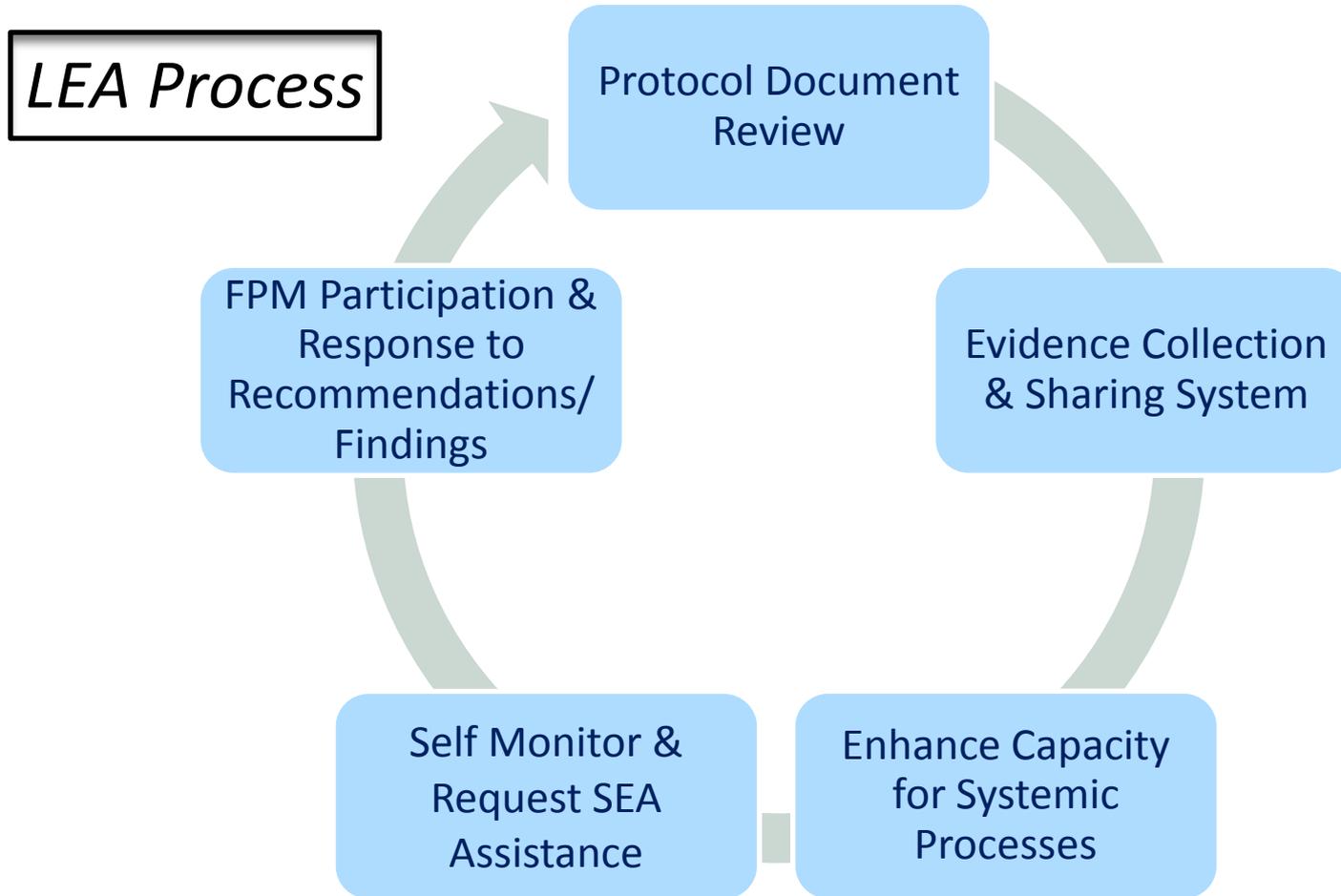
*3 Year Cycle*



# Federal Program Monitoring



# Federal Program Monitoring



# Federal Program Monitoring: Protocol Document

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***Where can I find the FPM protocol document?***

[http://www.doe.virginia.gov/federal\\_programs/esea/federal\\_monitoring/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/federal_monitoring/index.shtml)



# Federal Program Monitoring: Protocol Document

The screenshot shows the Virginia Department of Education website. At the top left is the Virginia.gov logo with 'Agencies | Governor' next to it. At the top right is a search bar labeled 'Search Virginia.Gov'. Below the header is a blue banner with the text 'VIRGINIA DEPARTMENT OF EDUCATION' and 'Text Size: A A A'. A breadcrumb trail reads 'Home » Federal Programs » ESEA (NCLB) » Federal Program Monitoring for ESEA'. On the left is a vertical navigation menu with items: VDOE Home, About VDOE, Board of Education, News, For Public Education Administrators, For Students & Parents, Education Directories, Standards of Learning (SOL) & Testing, Instruction, Special Education, Student & School Support, Teaching in Virginia, Federal Programs (highlighted), and Statistics & Reports. The main content area is titled 'ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)' and 'FEDERAL PROGRAM MONITORING FOR ESEA'. It contains a paragraph about VDOE's responsibility, a highlighted section for 'Protocol 2013-2014', and a list of links to various monitoring documents. On the right is a sidebar with 'Federal Programs' and a list of ESEA titles (I-VII) with expandable arrows.

Virginia.gov Agencies | Governor Search Virginia.Gov

VIRGINIA DEPARTMENT OF EDUCATION Text Size: A A A

Home » Federal Programs » ESEA (NCLB) » Federal Program Monitoring for ESEA

VDOE Home  
About VDOE  
Board of Education  
News  
For Public Education Administrators  
For Students & Parents  
Education Directories  
Standards of Learning (SOL) & Testing  
Instruction  
Special Education  
Student & School Support  
Teaching in Virginia  
**Federal Programs**  
Statistics & Reports

**ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)**  
**FEDERAL PROGRAM MONITORING FOR ESEA**

VDOE maintains the responsibility for adoption and use of effective methods to monitor compliance with federal and state requirements and to ensure the correction of deficiencies in program operations. As the department carries out this task, it remains focused on its primary goal: To raise academic performance for all children in the commonwealth and to effect greater accountability for public education.

**Protocol 2013-2014**

Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies; Title I, Part C, Education of Migratory Children; Title I, Part D, Subpart 2, Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk; Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students; and Title X, Part C, McKinney-Vento Homeless Education Program

- Introduction to the Federal Program Monitoring Document [\(PDF\)](#) | [\(Word\)](#)
- Federal Program Monitoring for Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies [\(PDF\)](#) | [\(Word\)](#)
- Title I, Part C, Education of Migratory Children [\(PDF\)](#) | [\(Word\)](#)
- Federal Program Monitoring for Title I, Part D, Subpart 1 for State Agencies, Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk [\(PDF\)](#) | [\(Word\)](#)
- Federal Program Monitoring for Title I, Part D, Subpart 2, Local Education Agencies, Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk [\(PDF\)](#) | [\(Word\)](#)

**Federal Programs**  
ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)  
MAIN MENU

ESEA Flexibility

Title I: Improving the Academic Achievement of the Disadvantaged

Title II: Preparing, Training & Recruiting High Quality Teachers & Principals

Title III: Language Instruction for Limited English Proficient & Immigrant Students

Title IV: 21st Century Schools

Title V: Promoting Informed Parental Choice & Innovative Programs

Title VI: Flexibility & Accountability

Title VII: Indian, Native Hawaiian & Alaska Native Education



# Federal Program Monitoring: Protocol Document

## Federal Program Monitoring for Title I, Part A, Title I, Part D; Title III, Part A; and Title X, Part C Subrecipient Monitoring

**1.0: The SEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title I, Part A; Title I, Part D; Title III, Part A; and Title X, Part C, program requirements. [Section 9304 of NCLB and 80.40 of EDGAR]**

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	To be completed by DOE: Is sufficient documentation provided?
1.0a When was the last time you were monitored by the SEA?	<ul style="list-style-type: none"> <li>Copies of reports, corrective actions, results of technical assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Staff describes monitoring process, including on-site procedures, data review, and the reporting and corrective action processes, as pertains to most recent monitoring by the SEA.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u> <input type="text"/>
1.0b What findings, if any, were indicated as a result of the monitoring visit?	<ul style="list-style-type: none"> <li>Sample of letters to schools, checklists, forms, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Have all findings from the last visit been addressed?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u> <input type="text"/>



# Federal Program Monitoring: Evidence Collection

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- Establish self-monitoring system to include collection and review of all elements annually
- Review protocol document annually
- Request clarification on any items from VDOE Title I, Part A, specialist
- Establish electronic filing system to mirror protocol document
- Assign areas of responsibility among several staff involved in the implementation of the program
- Establish timelines and procedures for collection of evidence



# FPM: Technical Assistance Areas of Note

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## Common Areas

- Fiduciary
  - Allocations to Schools
  - Salaries (Time and Effort)
  - Inventory
  - Parent Involvement
- Parent Involvement
- Omni Circular - Guidance





# Funding: Allocations to Schools

(12)	(13)	(14)	(15)	(16)	(17)	(18)
Number of Low-Income Pupils Served	Percent Low-Income	Minimum School Allocation	Distribution Balance: 714353.67 from Box A	School Reallocation Amount (Do Not Use if you have schools in School Improvement)	School Allocation Total (Cols. 15 and 16)	Adjusted PPE
#####		714,353.67	714,353.67	0.00	714,353.67	
<b>Balance to Reallocate</b>			<b>0.00</b>			
302	95.3%	103,619.02	610,734.65		103,619.02	343.11
551	79.7%	189,053.25	421,681.39		189,053.25	343.11
690	77.5%	236,745.45	184,935.94		236,745.45	343.11
539	74.2%	184,935.94	0.00		184,935.94	343.11



# Sample Worksheet

Sample Division	OC 1000	OC 2000	OC 3000	OC 4000	OC 5000	OC 6000	Total
School A	\$ 81,518.00	\$ 22,101.02	\$ -	\$ -	\$ -	\$ -	\$ 103,619.02
School B	\$ 137,114.00	\$ 32,522.25	\$ 19,000.00			\$ 417.00	\$ 189,053.25
School C	\$ 169,006.00	\$ 48,040.00	\$ 465.45			\$ 19,234.00	\$ 236,745.45
School D	\$ 142,565.00	\$ 33,070.00	\$ 1,300.94			\$ 8,000.00	\$ 184,935.94



## Fiduciary: Personnel

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***Does the LEA allocation process ensure the proper distribution of Title I, Part A, funds?***

- Division set-aside for allocable personnel only
- Positions for allocable personnel only
- Time and Effort Documentation
  - Semi-annual Certification Form
  - Personal Activity Report
  - Principal Attestation Form



# Fiduciary: Inventory

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***Does the LEA adhere to the procedures for maintaining equipment and materials purchased with Title I, Part A, funds?***

- Budget
- Reimbursements
- Inventory records
- Disposal of Title I inventory records
- Procurement policies



# Fiduciary: Parent Involvement

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## *Does the LEA reserve the required amount of its Title I, Part A, allocation for parent involvement?*

- How does the division document the 1% division set-aside?
- How does the division distribute the required 95% of the 1% to the eligible schools?
- If allocation is not used during fiscal year, it must be carried over and added to the following year's required reservation.
- Reservation is required if LEA's award is at least **\$500,000**.



# Parent Involvement

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***Does the LEA implement an array of initiatives to successfully engage parents in the educational program while documenting the protocol guiding questions?***

- Building Parent Capacity
- Parent Right-To-Know
- Parent Policy/Compact
- Planning
- Annual Meeting
- Evaluation of Program Implementation and Parent Involvement



# Omni Circular

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***Monitoring will focus on compliance with applicable federal requirements and **achieving performance goals.*****



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# Tips for Success

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Establish systems and procedures for self-monitoring on a regular basis.

System to include chart delineating tasks, persons responsible, and timeline.

System to focus on results, not just compliance.



*"The only way around is through."  
- Robert Frost*



# VDOE Contact Information: Title I, Part A, Specialists

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# VDOE Contact Information: Title I, Part A, Coordinator

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VDOE Title I, Part A, staff contact information, including specialists' assigned divisions, is posted on the VDOE Web site:

[http://www.doe.virginia.gov/federal\\_programs/esea/title1/part\\_a/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title1/part_a/index.shtml)



# Questions?

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