

## **Questions and Answers for the Poverty and the LEP Plans**

Listed below are some frequently asked questions and answers concerning the Poverty and LEP Plans. There are no questions or answers regarding how the plans interface with State Aid to Education. If you have questions about funding or State Aid to Education please contact Finance and Organizational Services at 402-471-4320. The questions and answers are organized according to these topics: accessing the plans; specific questions about the LEP plan; specific questions about the poverty plan; and specific questions about approving and submitting the plans to either the Nebraska Department of Education or the Learning Community of Douglas and Sarpy Counties.

### 1. POVERTY AND LEP PLAN

- a. **Question:** Where are the Poverty and LEP Plans located?
  - i. **Answer:** The plans are located in the NDE portal. To access the plans open the NDE home page, locate the portal link near the top of the page and open this link, sign in with user name and password, click on the GMS tab at the top of the page, and open either the LC LEP and Poverty Plan or LEP and Poverty Plan. The plans are created and submitted through the GMS.
  - ii. If the school district is one of the 11 school district members of the Learning Community of Douglas and Sarpy Counties open the LC LEP and Poverty Plan link and submit the plans through this link. If the school district is not a member of the Learning Community of Douglas and Sarpy Counties open the LEP and Poverty Plan link and submit the plans through this link.
- b. **Question:** What if I do not have a user name and password?
  - i. **Answer:** Open the portal and click the “HELP” tab and review the information. This site contains information about activation codes, setting up portal accounts, district administrator responsibilities, and how new superintendents can set up district accounts and obtain district activation codes.
- c. **Question:** Is there any information about accessing and submitting information through the portal?
  - i. **Answer:** There is a “Help site” on the portal as well as training videos; these can be accessed at the sign in screen before or after signing in with user name and password. The “help desk” is also available to assist with individual questions.

- d. Question: Is there assistance for completing the plans?
- i. Answer: Once either the Poverty or the LEP plan is opened, instructions can be accessed for either plan. The Resource Guide also provides assistance with specific questions within the plans. The Resource guide is available by opening the Resource Guide link on the individual plans or from the NDE website at the Poverty and LEP link:  
<http://www.education.ne.gov/povertyandlep/>
- e. Question: What are the steps for creating and submitting the Poverty and LEP plans?
- i. Answer: There is information that is applicable to both plans and information that is specific to only the LEP or Poverty plan. The steps that relate to both plans are in this section dealing with the Poverty and LEP plan.
1. Steps for completion of the general information that applies to both plans.
    - a. Open the link under GMS labeled for LEP and Poverty plans
    - b. Create a plan for the next school year (in the fall of 2011 you will be creating plans for the 2012-2013 school year).
    - c. Once the plan is created, open contact information and complete all fields, save the page, and go to the next tab.
    - d. If you are the superintendent of schools or have the district administrator activation code for your district, you can open and agree to the assurances and save the page. If you are not the superintendent of schools or do not have the district administrator activation code for your district you will submit the plan to the district administrator (superintendent of schools) after completing one or both plans. The district administrator (superintendent of schools) must agree to the assurances prior to submitting the plans for review and approval by either NDE or the Learning Community Coordinating Council.
    - e. The next step is to select LEP Limited English Proficiency Plan (pull down box in the upper right portion of the page). Proceed to the LEP section (#2) of questions and answers for the next step.

## 2. LEP Plan

- a. Question: What is the purpose of the LEP Plan?
  - i. Answer: The purpose of the LEP plan is to provide school districts with additional funding to build and maintain programs for students with limited English proficiency.
- b. Question: What if a school district does not want to request any additional funding through the LEP plan?
  - i. Answer: If a district does not want to request any additional funding, enter zero dollars in the estimated expenditures and save the page. If there is not a request for additional funding it is not necessary to answer any of the questions. The next step is to select Poverty Plan from the box in the upper right corner of the page. See the questions and answers below (# 3) for guidance on submitting the poverty plan.
- c. Question: What are the steps for completing the LEP plan? The steps listed assume an estimated expenditure greater than zero has been entered.
  - i. Answer:
    1. Read the overview and access additional information if desired.
    2. Open estimated expenditure tab, read and follow the directions. (A worksheet to estimate expenditures can be obtained from the NDE Finance and Organizational Services Office if needed.) Enter the estimated expenditure; calculate .85 of the expenditures to determine the allowance. If an estimate greater than zero dollars is entered proceed through the LEP plan and answer the questions. If an estimate of zero dollars was entered there is not a need to answer any questions. Be sure to save each page before proceeding to the next step. (If an estimate of zero dollars was entered, this application is finished, proceed to the Poverty plan.)
    3. The answers for the questions can be typed in the text box, copied and pasted from another text document (it recommend that you do not copy and paste from Word), or the upload function can be used to attach a document that provides the requested information. If the upload function is used to attach a document please remember to make a note about the attachment in the text box of the question(s) that the document(s) relate too.

4. Open LEP plan and answer questions on the first tab, **Identification of Students**, remember to save the page before going to the next page.
5. Answer questions listed on the **Instructional Strategies** tab, save the page.
6. Answer the questions listed on the **Assessment** tab, save the page.
7. Answer the questions listed on the **Evaluation** tab, save the page.
8. Answer the questions listed on the **Other** tab, save the page and proceed to the Poverty Plan (see #3).

### 3. POVERTY PLAN

- a. Question: What is the purpose of the Poverty Plan?
  - i. Answer: The purpose of the Poverty plan is to provide school districts with additional funding to build and maintain programs for students from low income families.
- b. Question: What if the district does not want to request any additional funding through the poverty plan?
  - i. Answer: If the district does not want to request any additional funding enter zero dollars in the estimated expenditures, save the page and proceed to submitting the plans (see #4). If the district does not request any funding through the poverty plan the district does not need to answer any of the plan questions.
- c. Question: What are the steps for completing the Poverty plan? These steps assume the district is requesting funding greater than zero dollars.
  - i. Answer:
    1. Read the overview and access additional information if desired.
    2. Open estimated expenditure and insert the district's estimated expenditures for the budget year of the plan; have the system calculate allowance; and save the page. If not wanting to request any dollars see "b.i." above. (If an estimate of zero dollars was entered, this application is finished, proceed to submitting the plans )
    3. Open the poverty plan and answer all questions on each tab. If a question does not apply to the district simply insert "does not apply" and give reasons why it does not apply.
    4. The tabs are; **Attendance and Mobility, Parental Involvement, Instructional Services, Specialized Services, Professional**

**Development, Evaluation, and Other.** There are multiple questions for each tab and in some cases more than one page of questions. After answering the questions on a page remember to save the page before proceeding to the next page.

5. The answers for the questions can be typed in the text box, copied and pasted from another text document (it recommend that you do not copy and paste from Word), or the upload function can be used to attach a document that provides the requested information. If the upload function is used to attach a document please remember to make a note about the attachment in the text box of the question(s) that the document(s) relate too.
6. Be sure to save each page before going to the next page of questions.
7. After answering the last question and saving the page you are ready to submit the plans (see # 4).

4. Submitting the plans:

a. What are the steps to submit the plans?

i. Answer:

1. Return to the Poverty/LEP page by selecting from the drop down list in the upper right hand corner of the page.
2. Open the link labeled "submit"
3. Have the system perform the consistency check by clicking on the Consistency Check button.
4. If there are errors correct the appropriate portions of the identified plans.
5. After correcting errors return to submit page and perform another consistency check.
6. When the consistency check indicates there are no errors the plans can be submitted by clicking the submit link. If you are the authorized district administrator (superintendent) remember to agree to the assurances before submitting the plan. If you are not the district administrator the plan will be submitted to the district administrator for approval. The district administrator should agree to the assurances and submit the plan. If the school district is not a member of the Learning Community the plans will be submitted to the Nebraska Department of Education for review and approval. If

the school district is a member of the Learning Community the plans will be submitted to the Learning Community of Douglas and Sarpy Counties for review and approval.

- b. What happens during the review process?
  - i. Representatives of NDE or the Learning Community will review and approve the submitted plans. If there are questions a representative(s) will contact the district. If a plan needs to be modified the plan will be returned to the district. The district will need to review and make the necessary modification and resubmit the plan. The steps for correcting and resubmitting a plan are the same as for preparation and submission of the original plan (once the district unlocks the application).
  - ii. When the plan has been approved the district representative will receive an e-mail indicating that the plan has been approved.