



TITLE I PART C

Education of Migratory Children



Project Name: _____
District(s) Served: _____
Title IC Reviewer(s): _____

Date of Visit: _____

This Title IC Migrant Education Program Monitoring Document includes the statutory and regulatory requirements of Title IC Migrant Education.

Authority: ESEA, Title I, Part C, Sections 1301, 1302, 1303, 1304, 1305, 1306(a); Sections 9302 of Title IX; Section 421 (b) of GEPA

Regulations: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) (34 Code of Federal Regulations (CFR Parts 76.700 – 76.783 and 80.3)
Non-Regulatory Guidance, October 2003, Revised March 2017

The Title IC Monitoring Document is a checklist that can be used by grant recipients to ensure their program is operated in compliance with the law and guidance. This Monitoring Document must be completed for use during an on-site visit. Six to eight weeks in advance of the visit, the project coordinator will be contacted by the Title IC Office to arrange the details of the on-site monitoring visit. Please enter a concise explanation in the LEA/LOA Response area for each indicator with supporting documents and evidence to support compliance and email the document to the Nebraska Title IC office at least one week prior to the scheduled visit. Note which documents are already on file at the Nebraska Department of Education (NDE) and will not need to be submitted again. In other cases, you will need to submit copies of documents to NDE along with this form. The column labeled "Evidence" is not exhaustive but is provided to identify some types of

documentation that could support compliance with the requirements. All evidence and supporting documentation should be available for review during the visit. These Items that must be included are noted with an * in the "Evidence" column of this document.

On-site visits or desk monitoring will include a review of documentation and a meeting with the project director, coordinator, bookkeeper, data specialist, recruiters and other appropriate staff as requested. All participants that will be involved in the visit should be identified during preliminary planning by the grantee and the Title IC Office. Following the review, the grantee will have 30 days to submit any documentation or evidence that was not available during the review. The grantee will receive a written report within 30 days of the review (60 days if additional evidence was submitted). If the written report includes a finding of non-compliance, a plan for correcting the issue is required within 30 days of receipt of the report and may involve a follow-up visit.

NOTE: In addition to this on-site monitoring visit, all Title IC- Migrant programs are monitored through ongoing financial reporting processes, annually through the review of the School Year and Summer (if applicable) Attendance Reports, MIS2000 database, and Federal APR data. A monitoring visit or desk monitoring takes place at every project by the statewide evaluation team on a regular basis.

NDE KEY: DE or √ = Documentation Exists and available for review; ND = No Documentation; TA = Technical Assistance Needed; NA = Not Applicable

| Indicator | Program Requirement | Supporting Documents and Resources | Statutes and Regulations |
|-----------|---|---|--------------------------|
| | <ul style="list-style-type: none"> □ A5 Credit Deficient – Student is behind in accruing credits toward graduation requirements (based on local requirements) · A6 LEP – Student is classified as either non-English proficient or limited English proficient according to local language assessment practice. · A7 Low Performance – Student scores below proficient on State or local reading, writing, or mathematics assessments · A8 OSY – A migrant youth under the age of 22 who: 1) has not graduation; 2) is not attending school; 3) is classified as having dropped out and/or is here to work. · A9 Prekindergarten Children – Migrant children ages 3-5 that are not served by any other program. · A10 Homeless – Migrant children that meet the definition of the McKinney-Vento Homeless Program. | <p>Evidence on File at: NDE</p> <ul style="list-style-type: none"> · Service Delivery Plan · Comprehensive Needs Assessment · LEA/LOA PFS list · Mass and Summer Withdrawals · PFS Report | |

LEA/LOA Response

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SEA Response

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| Indicator | Program Requirement | Supporting Documents and Resources | Statutes and Regulations |
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| <p>I-C 11</p> | <p>Continuation of Services (COS) The LEA/LOA only provides services to a child who has met the end of their eligibility in the following instances:</p> <ul style="list-style-type: none"> · a child who ceases to be a migratory child during a school term is eligible for services until the end of such term. · a child who is no longer a migratory child may continue to receive services for one additional school year, but only if comparable services are not available through other programs; and | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> □ Written procedures for the identification process and services provided to COS students | <p>1304(e)</p> |

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|-----------|---|--|--------------------------|
| | <ul style="list-style-type: none"> students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. | <ul style="list-style-type: none"> Documentation that comparable services are not available Other: _____ <p>Evidence on File at NDE:</p> <ul style="list-style-type: none"> Mass and Summer Withdrawals Service Delivery Plan | |

LEA/LOA Response

Comments:

SEA Response

Comments:

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| I-C 12 | <p>Evaluating Effectiveness of Program</p> <ul style="list-style-type: none"> The LEA/LOA measures the effectiveness of migrant programs and projects, and, where feasible, uses the same approaches and standards that are used to assess the performance of students and schools under Title I, Part A. The LEA/LOA uses the results of the evaluation to improve the services to migratory children. The LEA/LOA uses the Fidelity of Strategic Implementation to identify areas in need of improvement and develops a plan to address these throughout the year. | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> Assessment results Data collection to measure progress toward MPOs Meeting agendas, sign-in sheets, minutes Other: _____ <p>Evidence on File at NDE:</p> <ul style="list-style-type: none"> Service delivery plan | 1304(c)(5), 200.84 |

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| | | <ul style="list-style-type: none"> Migrant Summative Data Report | |

LEA/LOA Response

Comments:

SEA Response

Comments:

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|---------------|--|---|--------------------------|
| I-C 13 | <p>Title I-C Consolidation into a Title I-A Schoolwide Program A school that receives I-C funds that consolidates all or part of those funds into a Title I-A schoolwide program has met the following criteria:</p> <ul style="list-style-type: none"> Parents have been consulted regarding the consolidation of I-C funds into the schoolwide program. The school has described and documented how it has met the unique educational needs of the migrant students prior to consolidating funds in the schoolwide plan; and The schoolwide plan addresses the needs of migrant students and indicates the amount of I-C funding consolidated in the schoolwide plan. | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> Title I-A schoolwide plan Parent consultation agenda, sign-in sheets, and meeting notes Other: _____ <p>Evidence on File at NDE:</p> <ul style="list-style-type: none"> Service Delivery Plan Comprehensive Needs Assessment | 1306(b)(4), 200.86 |

LEA/LOA Response

NA

SEA Response

NA

Fiscal Requirements (All Title Programs)

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| FR-1 | <p>Time and Effort Documentation The LEA/LOA charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.</p> | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> • A Sampling of Time Certification for each Federal program paying salaries • Time and effort logs MUST be completed by anyone paid with federal funds. | <p>2 C.F.R. Part 200, Subpart E, §200.430(i)</p> |

LEA/LOA Response

Comments:

SEA Response

Comments:

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| FR-2 | <p>Procurement Procedures The LEA/LOA has documented procurement procedures, which reflect applicable state, local, and tribal laws, and regulations, provided that the procurements conform to applicable federal law and the standards identified in this part.</p> | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> • Written procedures in place for procurement. | <p>2 C.F.R. Part 200, Subpart D, §200.318(a)</p> |

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LEA/LOA Response

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| FR-3 | <p>Allowable Costs</p> <p>The LEA/LOA has procedures in place to determine that costs meet general criteria to be allowable under federal award:</p> <ul style="list-style-type: none"> ● be necessary and reasonable, ● be allocable, ● conform to 2 C.F.R. Part 200 or the federal award requirements as to types or amount of cost items, ● be consistent with policies and procedures that apply uniformly to both federally financed and other activities, ● be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost, ● be determined in accordance with generally accepted accounting principles (GAAP), ● not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program, and ● be adequately documented. | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> ● Written description of the procedures used by the LEA/LOA to determine the cost is allowable and properly allocated to the applicable Title grant. | <p>2 C.F.R. Part 200, Subpart E, 200.403</p> |
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LEA/LOA Response

Comments:

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| FR-4 | <p>Equipment Management The LEA/LOA has procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place.</p> <p>LEA/LOAs that don't use Federal funds to purchase equipment and electronics: Note: Even if an LEA did not purchase equipment with Federal funds, a sample of the most current inventory list (State or other funds) must be provided, unless the LEA has a written policy restricting the use of Federal funds for equipment or electronics.</p> | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> ● Property records. ● Verification that equipment is appropriately tagged. Equipment to be sampled that were purchased using Federal funds will be determined by DEED. ● Documentation that a physical inventory of the property is taken, and results are reconciled with property records; ● Written description of the procedures in place to prevent and investigate loss, damage, or theft to equipment or supplies. | <p>2 C.F.R. Part 200, Subpart D, §200.313(d)</p> |

LEA/LOA Response

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| FR-5 | <p>Non-public Consultation</p> <ul style="list-style-type: none"> • Nonpublic school officials are consulted in planning the program and services prior to submission of the consultation forms and application. (Meaningful consultation is an ongoing process and should involve at least one face to face meeting.) • Services provided to nonpublic staff and students are equitable for each program and the identification and selection of staff and students to receive services uses criteria appropriate to the nonpublic school. • Maintains records of its efforts to resolve any complaints made by nonpublic school representatives. • Staff serving identified nonpublic school students are employees of the public school, and control of funds, materials, and equipment purchased with ESEA/ESSA funds is with the public agency. <p>LEA/LOAs that don't use Federal funds to purchase equipment and electronics: Note: Even if an LEA did not purchase equipment with Federal funds, a sample of the most current inventory list (State or other funds) must be provided, unless the LEA has a written policy restricting the use of Federal funds for equipment or electronics.</p> | <p>Sample Sources of Evidence:</p> <ul style="list-style-type: none"> • Signed Non-Public Participation form(s) for applicable programs • Records of meetings and/or correspondence • ESEA/ESSA Consolidated Application • Nonpublic school needs assessment • List of professional development activities provided to nonpublic staff. • Written notification or working notes, as applicable. • Accounting records • Teacher roster • Teacher contract • Time and effort logs | <p>§8501; §8306(a)(2)(A); §1117(d)(1-2)</p> |

LEA/LOA Response

Comments:

SEA Response

Comments: