



Federal Programs Annual Reminders

October 2024

Please note: New information is underlined

1. Contact Lists
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Links

[Federal Programs Timeline](#)

[Federal Programs Webpage](#)

1. Contact Lists

The contact lists that our team uses come from the **Unified Grant Profile (UGP)**. If there are individuals in the district that need information on any of the Federal Programs, their name and contact information should be listed in the UGP, or we will count on the Authorized Representative to forward it.

2. Time and Effort Logs (samples)

Federal funds may only be used for employee compensation if appropriate “time-and-effort” records are maintained. Time-and-effort reporting is important in ensuring that Federal program funds are used to pay only their proportionate share of personnel costs. This is a requirement of 2 CFR 200.430(i)(1).

Steps to follow:

- a. Any personnel paid from Federal Funds (except ESSER) must maintain a Time and Effort Log; sometimes called Personnel Activity Records (PARs). **A Time and Effort Log is an after-the-fact report of actual activity of an employee.** Logs must be signed by the employee, their supervisor, or another person familiar with the person’s schedule, such as building principal, HR representative, or superintendent. These logs must be kept on file and will be reviewed during ESEA/ESSA monitoring. Local auditors may also request to see the logs.
NOTE: (1) Time and Effort logs are required for every staff member being paid with **any** source of Federal funds. (2) Substitute teachers, being paid with Federal funds, must have a signed PAR. (3) Staff being paid stipends with Federal funds must signed blanket time and effort (sign in sheet w/ start and end time that is then signed by supervisor).
 - i. Monthly verifications are required if paid from multiple cost objectives and the schedule fluctuates.
 - ii. Semiannual verifications are required if being paid from only one source or working on a single cost objective.
 - iii. Additional information regarding Time and Effort Logs can be found in the *NDE State and Federal Grants Management Guidance*, which can be found ([here](#)).

NOTE: When entering staff information in NSSRS, make sure it is coded correctly. Staff not giving grades (e.g., reading specialist, Title I teachers, etc.) should be coded as 1180 (Teacher Collaborator). The SPI code should follow their funding source: F=Federally funded in Schoolwide Buildings, 2=Targeted Assistance School. FTE needs to match the percentage of time funded. It is important to have accurate information for multiple federal reports.

If you have questions, please contact Beth Wooster at 402-310-1390 or beth.wooster@nebraska.gov or Dottie Heusman at 402-219-4802 or dottie.heusman@nebraska.gov

3. Title I Schoolwide Eligibility & Plans

Schools having a poverty level $\geq 40\%$ are eligible to become Title I Schoolwide Programs. (Becoming a schoolwide program is an option; not a requirement.)

- a. Schools that are eligible for, but do not already have a Schoolwide Program, may submit a ["Title I Schoolwide Intent Form,"](#) by December 1st and use the 2024-25 school year to develop a schoolwide plan, which is due to NDE by April 1st via Share Point. If you have questions regarding Schoolwide Programs, contact Dottie Heusman (dottie.heusman@nebraska.gov or 402-219-4802).
- b. Information regarding Title I Schoolwide Programs is available on the NDE Title I webpage: ([here](#)) below the "Schoolwide Program and Resources" header.

Schools that have approved plans will do a self-review each year and only send any changes made to the plan to NDE.

- a. An updated list of Title I Schoolwide Programs is available ([here](#))
- b. Plans must be posted on the school's website. Then districts submit the URL for each building's plan in the Title I Grant in GMS.
- c. During the 5-year monitoring NDE staff will review the Self-Reviews and discuss plans at that time.

4. Title I Parent Notification

There are two separate requirements for districts having to do with parent notifications:

- a. Districts must ensure that parents are notified if their student is taught for four weeks or more consecutive weeks by a teacher that does not meet the State certification or licensure requirements by grade level or subject area.
- b. Parents of students attending any school in a District that receives Title I funds may request, and the district will provide the parents in a timely manner, information regarding the professional qualifications of the student's teacher(s). The notification that parents can request this information must be shared annually. This may be done in the schools' handbooks, newsletters, websites, etc.

5. Title I School-Parent Compacts

Compacts meeting the ESEA/ESSA requirements are to be provided to Title I students and their parents at least annually. In a Schoolwide Program, this would include ALL students.

- a. Compacts are to be reviewed annually and updated as needed.
- b. It is okay for Schoolwide Programs to include the compact in the Parent Handbook.
- c. Signatures by parents and participating students are optional, but strongly encouraged.

The NDE Title I Team has developed a sample School-Parent Compact. It is available on the Title I [webpage](#) under the header "Title I Parent and Family Engagement." This form includes the items required under ESSA and some optional additional items. The document is in Word format, so it is easily customizable for each school.

- a. The use of this form is not required. It is only required that buildings have a School-Parent Compact that meets ESSA requirements. Please note if this form is used, please remove the water mark, and footer as these are NDE specific for us to post on the website.

6. Title I Parent and Family Engagement Policies

Title I Parent and Family Engagement Policies that meet ESEA/ESSA requirements must be **reviewed annually and updated as needed**. These policies are to be shared with parents of participating students—this means ALL students in a Schoolwide Program.

Parent and Family Engagement Policies are required for the district AND each Title I building OR included in a single policy that covers all school and district requirements. Though it is called a policy, **Board approval is not required**. Each Title I Parent and Family Engagement Policy must include seven required components. **Due to Federal Monitoring, the policies must clearly indicate how the school or district are meeting these requirements**. Sample documents are available on the NDE Title I website ([here](#)) beneath the header "Title I Parent and Family Engagement."

7. Qualified Paraprofessionals

PRIOR TO WORKING WITH STUDENTS, Title I Instructional paraprofessionals must meet ESEA/ESSA requirements. Paraprofessional requirements and other para information can be found ([here](#)), on the Title I website under the header “Paraprofessional Information.”

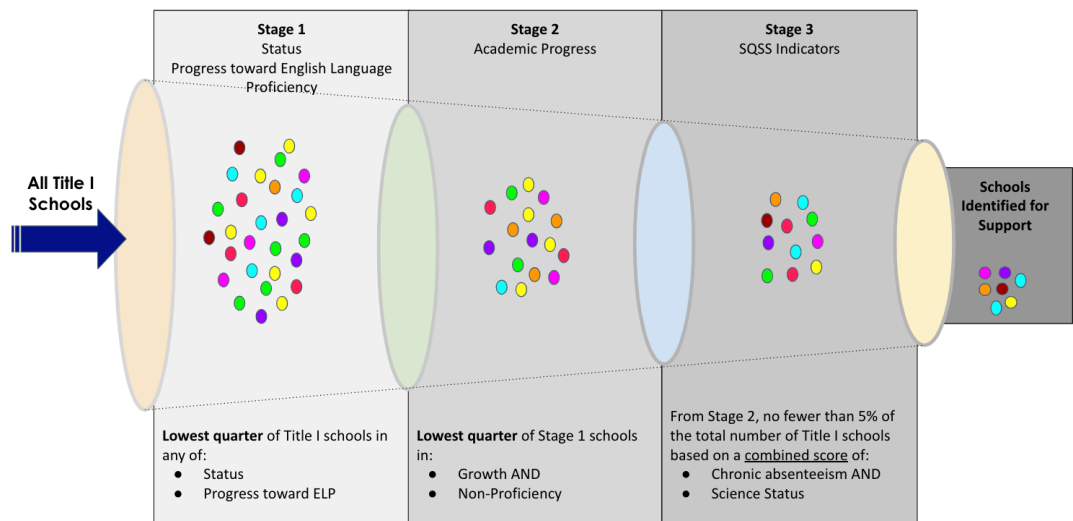
- a. In TAS buildings, this includes any para funded by Title I.
- b. In a SW program, this includes **ALL** instructional paras.

This information is collected in the Nebraska Staff reporting system and the Title I Paraprofessionals Verification Report in the Nebraska Staff and Student Record System (NSSRS) and shows if qualified or not.

8. Accountability under ESSA

Every year, the NDE is required to designate schools for Targeted Support and Improvement (TSI). This is a district-led improvement effort, based on student group performance. If your school is identified, you will receive further information.

- a. All CSI schools identified in 2018 and 2022, all ATSI schools identified in 2019 and 2022, and CSI-ATSI 2023, are eligible to exit this year. More information can be found on the [2023 ESSA Designation Rules](#).
 - i. CSI exit criteria: not be reidentified for CSI, not be in the lowest 10% of Title I buildings, and make significant progress across all indicators.
 - ii. ATSI exit criteria: not be reidentified for ATSI for the same student group and make sufficient growth in Stage 1 indicators.
 - iii. CSI-ATSI exit criteria: not be reidentified for ATSI for the same student group and make sufficient growth in Stage 1 indicators.
- c. The [2023 ESSA Designation Rules](#) remain in effect for all designations.
- d. AQuESTT Classification and ESSA designations **EMBARGOED** data is expected to be available on NEP Secure site on October 18th. This data will not be official and should not be shared. If access is needed, reach out to your district administrator.
- e. Tentative timeline for public release of all accountability results is planned for the week of November 25th.
- f. If you have any questions, reach out to Shirley Vargas, Administrator, Office of School and District Support, shirley.vargas@nebraska.gov and Derek Ippensen, Assistant Administrator, Office of School and District Support, derek.ippensen@nebraska.gov



CSI: Title I Elementary and Middle Schools

9. Monitoring Schedules

Below are the links to the different monitoring schedules:

- The ESSER I, II & III 3-year Desk Monitoring Schedule ([here](#))
- The ARP HCY I & II 3-year Desk Monitoring Schedule ([here](#))
- The ESEA/ESSA 5-year Monitoring Schedule ([here](#))

10. Education of Migratory Children Program (Title I, Part C)

The Migrant Education Program (MEP) serves the children of mobile ag workers across Nebraska.

- a. In 2023-24, the MEP served over 4,600 children in 83 of Nebraska's 93 counties.
- b. Qualifying students receive instructional and support services, and free school meals.
- c. To assist us in identifying students, please have all newly enrolling families complete this brief survey. Please send completed surveys to: benjamin.zink@nebraska.gov

11. Homeless Children & Youth

Every district is required to set aside \geq \$100 to be used for children and youth experiencing homelessness or used if such students move into the district.

- a. This is included in the Title I section of the ESSA Consolidated Application.
- b. Districts receiving a McKinney-Vento grant must match the amount of allocation with Title I funds.

The District Liaison is the Superintendent unless the district indicates otherwise by including the information on the Unified Grant Profile (UGP) Contact Information page.

- a. New District liaisons are required to take a training using an online program provided by NDE.
 - i. This training can be found at the following link: <https://canvas.education.ne.gov/>
- b. For districts that assign all their funds to an ESU, the superintendent will be considered the homeless liaison UNLESS you contact Ann Carmoney at ann.carmoney@nebraska.gov with the name of liaison.

12. Ensuring Educational Stability for Children in Foster Care

USDE Non-Regulatory Guidance and Dear Colleague Letters available at www2.ed.gov/about/inits/ed/foster-care/index.html

Key points:

- a. Intended to minimize disruptions for children in foster care
- b. A child in foster care will remain in the child's school of origin, unless a determination is made that it is not in the child's best interest to remain in that school.
- c. If it is in the best interest for the child to enroll in a different school, the child will be immediately enrolled, even if the child is unable to produce records normally required for enrollment.
- d. Districts that receive Title I funds must develop and implement clear written procedures, in collaboration with the State or local child welfare agency, governing how transportation to maintain children in foster care in their school of origin, when in their best interest, will be provided, arranged, and funded for the duration of a child's time in foster care.
- e. District must designate a point of contact (POC) regarding children in foster care.
- f. SEC 1112(c)(5)(B) states that LEAs must begin implementing the requirements regarding transportation for students in foster care by **December 10, 2016** (one year after the enactment)

13. Transact

The Nebraska Department of Education has paid the license fee for all Nebraska School Districts for the 2024-25 school year. To access the [Transact website](http://www.transact.com/) go to the following link: <http://www.transact.com/> The website contains numerous forms that are available in multiple languages. The Nebraska Department of Education subscribes to:

- a. GenEd collection (20+ languages)—wide ranging forms covering communications to parents on such things as health, medical, school, office, and classroom topics
- b. State Masters—includes Home Language Survey questions required by Rule 15 in five languages
- c. English Learner Collection (appx 10 languages)—includes program placement form required under Title I, previously required under Title III
- d. ESSA Parent Notifications (English and Spanish),
- e. 504 Collection (English only). It may be accessed by any person employed by a Nebraska district using your email address. You will just need to set up your password. Districts are encouraged to explore the site. There are some updates from previous years.

14. Non-Regulatory Guidance for Fiscal Issues

Fiscal Changes & Equitable Services Requirements (**November 2016**) ([here](#))

This document contains information on the following topics:

- a. Maintenance of Effort
- b. Comparability
- c. Supplement, Not Supplant
- d. Carryover
- e. Consolidating Funds in Schoolwide Programs
- f. Grant back Requirements

NOTE: Much of the information described in number 10, is also included in [the NDE State and Federal Grants Management Guidance](#)

15. Requests for Reimbursement

Districts are encouraged to submit requests for reimbursement throughout the school year. The timeline may not be the same for every district. Some may choose to submit quarterly, while others may opt to submit monthly requests. It is advisable to submit requests for reimbursement more than once a year. Districts/ESUs can submit separate requests for salaries/benefits, and other expenditures. Providing appropriate documentation will speed up the review process.

- a. Changes to the reimbursement process can be found ([here](#)), under the header “Presentations, Resources & Other Links” section. It can also be found on the Federal Programs website
- b. Information regarding allowable Federal Title Program Expenses is available in the *NDE State and Federal Grant Management Guidance*.
- c. Information is also available on the Title I [webpage](#) under the header “Allowable Federal Title Program Expenses.”

16. Indirect Cost Rates

Important: If the district uses Indirect Costs for one grant during the year, the district must use indirect costs for all federal and state grants for all programs proportionally during the school year.

- a. There is a tab in the UGP for districts to indicate if they plan to use Indirect Costs for the 2024-25 school year. If a district wishes to use a lower percentage than indicated in the UGP, contact Bryce Wilson to have the Indirect Cost Rate lowered.
- b. The Indirect cost rates for 2024-25 can be found ([here](#)). NDE applies this approved methodology to calculate indirect cost rates based on district Annual Financial Reports (AFRs) on file at NDE.
- a. Explanations:
 - i. “Restricted Indirect Cost Rates” are used with grant programs that restrict expenditures to those that **supplement but do not supplant** state or local effort. ESEA and IDEA Federal Programs use the restricted rates.
 - ii. “Non-Restricted (or Unrestricted) Indirect Cost Rates” apply to federal programs that allow federal funds to **supplement and/or supplant** local funds. The Child Nutrition Program (school lunch) uses the non-Restricted rate.

17. Teacher Loan Forgiveness

Teacher Loan Forgiveness (TCLI) is a Federal Program. We would encourage district personnel to share information with your teachers about this program so the individual teachers can check to see if they are eligible to apply for this program and receive funding. Some important steps/information for the teacher to follow:

- a. To see if your school is on the TCLI lists, you can perform a “Directory Search” on <https://studentaid.gov/tcli/> We recommend searching by ‘State’ and ‘Year’, and then scanning the list for your school.
- b. Reach out to your loan servicer. They can walk you through the process. You will send them a completed form. That form can be accessed on this website: <https://studentaid.gov/manage-loans/forgiveness-cancellation>
- c. We also always recommend comparing Teacher Loan Forgiveness with Public Service Loan Forgiveness. Specific years of teaching may be used for one or the other, but not both. It is very important you choose the best type of forgiveness for your situation. Our best website that compares these is <https://studentaid.gov/articles/teacher-loan-forgiveness-options/>
- d. To speak with a person, scroll to the bottom of any of the websites above, click on “Contact Us”, then “I’m in Repayment”, and scroll down. You will find a list of all the call centers.

18. Teacher Vacancy Survey Open

Teacher Vacancy Survey is now open! The NDE administers this survey annually to assess shortage areas across all grades and content areas. This year's survey deadline is November 7, 2024, and can be found under the Data Collections tab in the NDE Portal. If you have any questions, please reach out to ryan.ricenbaw@nebraska.gov

19. ESEA/ESSA Reviewers Assignments

The chart below provides a list of ESEA/ESSA Reviewers by ESU area for the 2024-25 school year. The ESEA/ESSA Reviewer is the person responsible for reviewing the ESEA/ESSA Consolidated Application and onsite monitoring. Because we have a small team and we are spread thin, it is best to reach out to the reviewer assigned to your district first – they will be able to answer most of your questions, &/or find the answer. If you are unable to reach the consultant assigned to your district, contact anyone of us, and we will be happy to help.

--2024-25 ESEA/ESSA ASSIGNMENTS --			
ESU	ESSA REVIEWER	PHONE #	EMAIL ADDRESS
1	Michelle Rezek	402-405-4616	michelle.rezek@nebraska.gov
2	Tate Toedman	402-405-6456	tate.toedman@nebraska.gov
3	Dottie Heusman	402-219-4802	dottie.heusman@nebraska.gov
4	Anne Hubbell	402-405-7017	anne.hubbell@nebraska.gov
5	Michelle Rezek	402-405-4616	michelle.rezek@nebraska.gov
6	Anne Hubbell	402-405-7017	anne.hubbell@nebraska.gov
7	Julie Otero	402-405-5212	julie.otero@nebraska.gov
8	Michelle Rezek	402-405-4616	michelle.rezek@nebraska.gov
9	Tate Toedman	402-405-6456	tate.toedman@nebraska.gov
10	Ann Carmoney	402-525-7109	ann.carmoney@nebraska.gov
11	Tate Toedman	402-405-6456	tate.toedman@nebraska.gov
13	Julie Otero	402-405-5212	julie.otero@nebraska.gov
15	Tate Toedman	402-405-6456	tate.toedman@nebraska.gov
16	Ann Carmoney	402-525-7109	ann.carmoney@nebraska.gov
17	Anne Hubbell	402-405-7017	anne.hubbell@nebraska.gov
18	Ann Carmoney	402-525-7109	ann.carmoney@nebraska.gov
19	Dottie Heusman	402-219-4802	dottie.heusman@nebraska.gov
Migrant Program Statewide	Benjamin Zink	402-416-9876	benjamin.zink@nebraska.gov
Final Reviewer All Grants	Beth Wooster	402-310-1390	beth.wooster@nebraska.gov

Keep up the great work of influencing the lives of students and please do not hesitate to contact the Federal Programs Team if you have questions.



Beth Wooster

Administrator

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