



**October 1, 2015**

**TO THE ADMINISTRATOR ADDRESSED:**

**SUBJECT:** Upcoming LEA Deadline: Title I, Part A Comparability of Services Requirement for the 2015-2016 school year

Each year, all local educational agencies (LEAs) are required to document their compliance with the Title I, Part A comparability of services requirement under the No Child Left Behind Act of 2001 (NCLB).

All LEAs, including those that do not receive Title I, Part A funding, must complete and submit to TEA the Comparability Assurance Document (CAD). LEAs that do not meet defined exemption criteria must also complete and submit to TEA the Comparability Computation Form (CCF).

The CAD and CCF, along with instructions for completing and submitting them, are available on the [Title I, Part A Comparability of Services](#) page of the TEA website and through the Grants and Federal Fiscal Compliance (GFFC) Reports and Data Collection secure application, accessible through [TEASE/TEAL](#).

The deadline for submitting the CAD, and CCF if applicable, is **November 12, 2015**.

### **Background**

Under NCLB Section 1120A(c), known as the comparability of services requirement, LEAs that receive Title I, Part A grant funds must distribute to their campuses equitably. Each campus must receive its fair share of state and local resources, regardless of whether it receives federal Title I, Part A funds.

For more information refer to the Title I, Part A Comparability of Services Guidance Handbook, available on the [Title I, Part A Comparability of Services](#) page.

Comparability of services is one of three federal fiscal accountability requirements applicable to LEAs that receive Title I, Part A funding. LEAs that receive Title I, Part A funding are also required to comply with the maintenance of effort and supplement, not supplant requirements.

### **Comparability Assurance Document (CAD)**

All LEAs, including LEAs that receive no Title I, Part A funding, are required to complete and submit the CAD by November 12, 2015. Refer to the [Title I, Part A Comparability of Services](#) page for instructions on how to access, complete, and submit the CAD.

### **Exemption from completing and submitting the Comparability Computation Form (CCF)**

An LEA is exempt from completing and submitting the CCF if it meets any of the following criteria:

- Receives no Title I, Part A funding
- Has only one campus per grade-span group
- Has multiple campuses in the grade-span group but no overlap of grade levels
- Has overlap of grade levels but no Title I, Part A campuses in the grade-span group
- Chooses to exclude (skip) one or more campuses from Title I, Part A funding (campuses cannot be compared).

An exempt LEA **is required** to complete and submit the CAD, but **not required** to complete and submit the CCF.

For a detailed description of the exemption criteria and the basis for excluding campuses, refer to the Title I, Part A Comparability of Services Guidance Handbook, available on the [Title I, Part A Comparability of Services](#) page of the TEA website.

### **Completing the Comparability Computation Form (CCF)**

All LEAs that do not meet any of the exemption criteria are required to conduct comparability of services testing by completing the CCF. The LEA must use its 2015-2016 **current school year budgeted data** to complete the CCF.

Refer to the Title I, Part A Comparability of Services Guidance Handbook, [Title I, Part A Comparability of Services](#) page of the TEA website, for instructions on accessing, completing, and submitting the CCF.

### **November 12, 2015, Deadline**

All LEAs must complete and submit the CAD by November 12, 2015.

LEAs that do not meet any of the allowable exemption criteria must also complete and submit the CCF by November 12, 2015.

### **For Further Information**

For information on the comparability of services requirement and detailed instructions on how to complete the CAD and CCF, refer to the resources posted on the [Title I, Part A Comparability of Services](#) page.

With any further questions, email the Division of Federal Fiscal Compliance and Reporting at [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov).

Sincerely,

Ed Santiago, Senior Director  
Division of Federal Fiscal Compliance and Reporting