

# Division of Federal Fiscal Compliance and Reporting

Title I, Part A – Comparability of Services

**Training Module**  
**Completing the Comparability Assurance Document**



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DIVISION OF  
FEDERAL FISCAL COMPLIANCE  
& REPORTING

# Exempt

Enter LEA name and 6-digit county-district number.

Check applicable reason for exemption.

Obtain original signature and date, and add printed name of Superintendent or CEO.

Scan document and Upload via GFFC Reports and Data Collection



## Division of Federal Fiscal Compliance and Reporting Comparability Assurance Document (CAD) 2013-2014 School Year

All LEAs are required to complete and submit this form by November 12, 2013, regardless of whether they receive NCLB Title I, Part A funding.

For complete instructions, visit the Title I, Part A Comparability of Services Requirement page of the TEA website.

Name of LEA  County-District Number

### Certification of Exemption

An LEA that meets any of the following criteria is exempt from the requirements of conduct comparability of services testing. For details about these criteria, as well as the basis for excluding campuses from comparability testing, refer to the Title I, Part A Comparability of Services Guidance Handbook, posted on the Title I, Part A Comparability of Services Requirement page of the TEA website.

If your LEA meets any of the following criteria, check the appropriate box to certify your LEA's exemption. Leave the Statements of Assurance section blank. Sign and submit the form.

- The LEA receives no Title I, Part A funding and thus has no Title I, Part A campuses.
- The LEA has only one campus per grade span.
- The LEA has multiple campuses serving the same grade span, but there is no overlap of grades served (i.e., each grade level in the grade span is served at only one campus).
- The LEA has multiple campuses serving the same grade span, with overlap of grades served, but there are no Title I, Part A or skipped campuses in that grade span.
- After excluding campuses as allowed, the LEA meets exemption criteria.

### Statements of Assurance

All LEAs that are not exempt from the requirement to conduct comparability testing must check the following boxes to provide assurance that they are in compliance with comparability of services requirements. In addition, these campuses must complete and submit the Comparability Computation Form (CCF), also available in the NCLB Reports section of TEAL.

Check the appropriate boxes to indicate that the LEA is compliant with the Title I, Part A comparability of services requirement, as demonstrated by its submission of the CCF, for all applicable grade spans:

- Elementary school campuses
- Middle school campuses
- High school campuses

Check all the following boxes.

- The signatory is the duly authorized superintendent or charter school chief operating officer for the LEA.
- The data provided on the submitted CCF are accurate and represent the configuration of the LEA. The superintendent or chief operating officer of the Title I, Part A participating LEA has reviewed and approved the submission of the completed CCF.
- The LEA has established and implemented the following:
  - An LEA-wide salary schedule
  - A written policy to ensure equivalence among schools in teachers, administrators, and other staff
  - A written policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies

### Signature

Name of Superintendent or Chief Operating Officer

Signature  Date

Scan the signed, dated form and submit through the GFFC Reports and Data Collection application in TEASE/TEAL. With any questions, email the Division of Federal Fiscal Compliance and Reporting at [compliance@tea.state.tx.us](mailto:compliance@tea.state.tx.us).

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& REPORTING



# NOT EXEMPT

Enter LEA name and 6-digit county-district number.

Complete Statements of Assurance Section.

Complete the Comparability Computation Form

Obtain original signature and date, and add printed name of Superintendent or CEO.

Scan document and Upload CAD and CCF via GFFC Reports and Data Collection



## Division of Federal Fiscal Compliance and Reporting Comparability Assurance Document (CAD) 2013-2014 School Year

All LEAs are required to complete and submit this form by November 12, 2013, regardless of whether they receive NCLB Title I, Part A funding.

For complete instructions, visit the Title I, Part A Comparability of Services Requirement page of the TEA website.

Name of LEA  County-District Number

### Certification of Exemption

An LEA that meets any of the following criteria is exempt from the requirements of conduct comparability of services testing. For details about these criteria, as well as the basis for excluding campuses from comparability testing, refer to the Title I, Part A Comparability of Services Guidance Handbook, posted on the Title I, Part A Comparability of Services Requirement page of the TEA website.

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- The LEA receives no Title I, Part A funding and thus has no Title I, Part A campuses.
- The LEA has only one campus per grade span.
- The LEA has multiple campuses serving the same grade span, but there is no overlap of grades served (i.e., each grade level in the grade span is served at only one campus).
- The LEA has multiple campuses serving the same grade span, with overlap of grades served, but there are no Title I, Part A or skipped campuses in that grade span.
- After excluding campuses as allowed, the LEA meets exemption criteria.

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