

Federal Program Compliance Division

2026-2027 Program Monitoring Validations (PMV) Process Handbook

*EVERY STUDENT SUCCEEDS ACT (ESSA) & TEXAS
EDUCATION FOR HOMELESS CHILDREN AND YOUTH
(TEHCY)*

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Introduction

This handbook was developed to provide guidance and information for School Systems selected to participate in the program monitoring validation process. The process includes a review of prior-year documentation for selected requirements for the following federal programs administered in the Federal Program Compliance Division at the Texas Education Agency.

- Title I, Part A – Improving Basic Programs
- Title I, Part C – Education of Migratory Children
- Title I, Part D, Subpart 2 – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth (Programs Administered by School Systems)
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement Act
- Title IV, Part A – Student Support and Academic Enrichment
- ESSA Private Nonprofit School (PNP) Equitable Services
- Texas Education for Homeless Children and Youth (TEHCY)

School System Selection & Notification

School Systems selected to participate in the program monitoring validation process will be notified via an auto-generated email from the Smartsheet WorkApp System. School System contacts with access to the Smartsheet WorkApp System will receive the notification. ESC communication list contacts with access to the Smartsheet WorkApp System will also receive the notification. A notification letter in PDF form will be available for download in the WorkApp System. Page 2 of the letter will include the information related to the programs for which the School System is required to submit documentation for review.

A list of the School Systems selected for participation will also be posted on the [TEA ESSA Program Monitoring Validations webpage](#) after School Systems have been notified of selection.

School Systems were selected based on a 6-year rotation schedule (each School System is selected to participate once within a 6-year period that began in the 2024-2025 year).

School Systems that applied for federal funding via the 2025-2026 ESSA Consolidated Application (either as an independent project or as a member of an SSA) for at least 1 of the following programs will be part of the School System selection pool for the 2026-2027 Program Monitoring Validation Process: Title I, Part A; Title I, Part C; Title I, Part D, Subpart 2; Title II, Part A; Title III, Part A; or Title IV, Part A.

The review will be a consolidated review of selected program requirements. School Systems selected to participate in the 2026-2027 Program Monitoring Validation Process will be required to submit 2025-2026 documentation requested for the following programs in which the School System applied for federal funding via the 2025-2026 ESSA Consolidated Application (either as an independent project or as a member of a Shared Services Arrangement [SSA]): Title I, Part A; Title I, Part C; Title I, Part D, Subpart 2; Title II, Part A; Title III, Part A; Title IV, Part A; and Private School Equitable Services and/or via the 2025-2026 Texas Education of Homeless Children and Youth (TEHCY)-Continuation grant.

School Systems that reported “Not in Compliance” for at least 1 program compliance self-check item for any of the programs that are part of the PMV process on the 2025-2026 ESSA Consolidated Compliance Report will be excluded from participation in the validation process for that particular program in 2026-2027.

Program-Specific Exclusions

School Systems that redirected 100% of funds via Funding Transferability and/or REAP in 2025-2026 will not be required to submit documentation for the programs in which 100% of funds were redirected out of (only applicable to Title II, Part A and Title IV, Part A).

- If a School System implemented a program in 2025-2026 (did not redirect 100% of funds via Funding Transferability and/or REAP) and in 2026-2027 redirected 100% of funds via Funding Transferability and/or REAP, the School System will be required to submit documentation for the program implemented in 2025-2026 since they did implement a program during that year.
- If a School System is implementing a program in 2026-2027 (did not redirect 100% of funds via Funding Transferability and/or REAP) and in 2025-2026 redirected 100% of funds via Funding Transferability and/or REAP, the School System will not be required to submit documentation since they did not implement a program in 2025-2026.

Program Monitoring Validation Timeline

Notification of Selection: October 27, 2026

Program-specific training offered/provided by regional Education Service Centers:
October 28, 2026 – November 18, 2026

Technical Assistance offered/provided by regional Education Service Centers:
October 28, 2026 – December 8, 2026

Documentation Submission Due: December 8, 2026, by 5:00 pm CST

Notification of Results: April 30, 2027

Documentation Submission, Review, and Notification of Results

School Systems selected to participate in the process will be required to submit prior-year documentation showing evidence of compliance with the program requirement selected by TEA as per the notification of selection correspondence. The documentation submitted will be reviewed by TEA. One of the following compliance statuses will be assigned at the end of the documentation review process.

- Final Results - Met Requirement: The review is closed at the time of notification of results with no further action required.
- Preliminary Results - Approaching Compliance: The School System is required to respond within 20 calendar days of notification of results by submitting a plan for establishing compliance and may be required to submit additional documentation for review.
 - The review is considered closed after TEA's review and approval of the plan for establishing compliance and/or review and approval of the additional documentation submitted for review.
 - If the plan for establishing compliance and/or additional documentation submitted is determined by TEA to be insufficient or the School System did not submit the requested plan and/or additional documentation, the School System will receive notification that the compliance status has been changed to "Improvement Needed," and the next steps referred to below will apply.
- Final Results - Improvement Needed: The School System is referred to the TEA Federal Compliance Officer in July 2027 to engage in the [Non-Compliance Resolution Process](#), and points will be added to the Risk Assessment conducted by TEA for programmatic

non-compliance. Additional information will be communicated by the TEA Federal Compliance Officer in August 2027.

Although we are validating compliance with statutory requirements in the 2025-2026 year, as reported on the 2025-2026 ESSA Consolidated Compliance Report submitted, we want to reiterate that if you feel that the documentation on file is not sufficient to establish compliance in the 2025-2026 year, you can also submit documentation showing evidence of compliance in the current year (2026-2027). A review of all the documentation submitted will be used to determine the final compliance status assigned. Please note that if documentation that is sufficient to establish compliance is only submitted for the current year (2026-2027), a compliance status of "Approaching Compliance" or "Improvement Needed" will be assigned. A status of "Met Requirement" will not be assigned in this instance, regardless of the school system providing evidence of compliance in the current year (2026-2027).

School System contacts with access to the Smartsheet WorkApp System will receive the notification of results. ESC communication list contacts with access to the Smartsheet WorkApp System will also receive the notification of results. A letter that includes the results of the program monitoring review will be generated in the WorkApp System for downloading.

Instructions for Submitting Documentation

WorkApp System Access

Please note that the staff submitting documentation will need access to the Department of Grant Compliance and Administration Smartsheet WorkApps System.

NOTE: Each School System is only guaranteed a certain number of access accounts at this time.

Instructions for Requesting WorkApp System Access:

1. To request access to TEA's Smartsheet system and the FPC Validation WorkApp, a School System staff member who currently has access must follow the instructions in step 2 below.
2. Individuals at your School System will need to enter the EDGAR Connect WorkApp, select the Smartsheet Email Access form, and follow the instructions below:
 - a. Open the form and select your School System.
 - b. Check the box that says, *"I have permission from the Superintendent to add this email."* Enter the email of the individual you are wishing to add and click the blue "Save" button at the bottom right-hand side of the form.
 - c. Have the individual you are wishing to add complete the [New User Certification form](#).
 - d. You can now track the status of the addition request on the Smartsheet Email Access page. Typically, to add a new email, it takes 3-5 business days. If the individual you are wishing to add does not have access after 5 business days, please submit a help form through the EDGAR Connect Help Form located in the EDGAR Connect WorkApp.

Instructions for Removing WorkApp System Access:

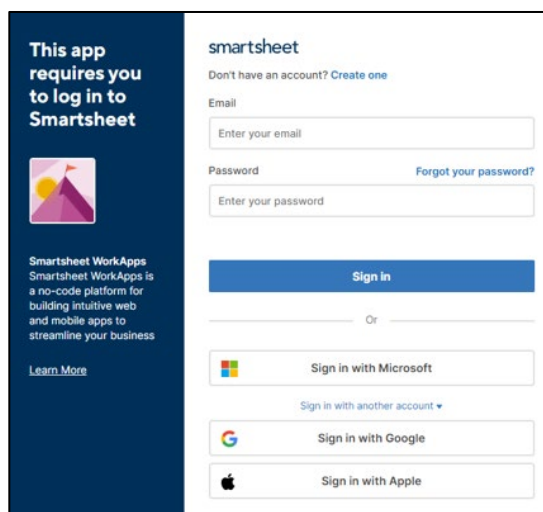
1. In order to remove access to the TEA WorkApp system and the FPC WorkApp, you must reach out to staff at your School System who currently have access to TEA's system.
2. To remove up to 4 users at a time, please follow these steps:
 - a. Have someone with access navigate to:
<https://workapps.smartsheet.com/app/PV3M9RP4vpVhGfqXm9Cwc9qGR3/9FvjWHCFG39Hh>
 - b. Login to Smartsheet, if prompted.
 - c. At the EDGAR Connect screen, click on Smartsheet Email Access on the left navigation pane.
 - d. In the middle screen, the Smartsheet Email Access screen will appear. Click on the School System Name.
 - e. The Details menu will display on the right side of the screen.
 - f. Fill out the form fields "Remove Email," "Remove Email 2," "Remove Email 3," and "Remove Email 4" (as needed) and click save.
 - g. TEA will be alerted of the new remove email request and will process it within 3-5 business days.

Submitting Documentation in the WorkApp System

Please note that some of the screen captures referenced in the steps below are examples only and will show information that may display a particular program requirement chosen for validation submission that may not apply to your School System. When you login to the system, the information displayed will include the information specific to the program and requirement for which your School System was selected to submit documentation for review by TEA.

1. Log in to the Department of Grant Compliance and Administration WorkApp System using the link provided below. Various sign-in options to view information applicable to your School System should be provided to you (as shown):

Link to Access the Smartsheet WorkApps System: <https://workapps.smartsheet.com/>.

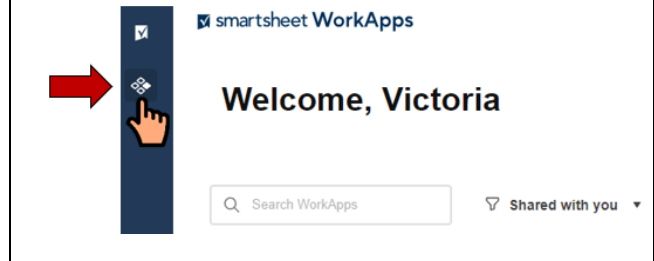


The screenshot shows the Smartsheet login interface. On the left, a dark blue sidebar contains the text "This app requires you to log in to Smartsheet" and a logo. The main white area features the Smartsheet logo at the top, followed by a link "Don't have an account? Create one". Below this are input fields for "Email" and "Password", with a "Forgot your password?" link next to the password field. A blue "Sign in" button is positioned below the password field. Underneath the button is an "Or" separator, followed by three social login options: "Sign in with Microsoft", "Sign in with Google", and "Sign in with Apple".

2. Locate and click on the Federal Program Compliance Division Program Monitoring Validations (PMV) WorkApp Tile.



Tip: If the PMV WorkApp Tile is not showing, click on the menu icon to display all the WorkApps you are able to access.



3. Select the “2026-2027 Program Monitoring Validations” link on the left pane.



4. Click on the Program-Specific Line(s) to access the Details Form – Data & Attachments Tabs. A response is required for each of the program-specific lines that are visible.

☆ 2026-2027 Program Monitoring Validations ⓘ										
Filter [icon] [icon]										
Data Collection Status	Program	Region	School System Name and CDN (Demo)	School System Contacts (Demo)	Campus Number	Campus Name	School System Submission Stage	Requirement & ESSA Citation		School System Submission Status
Open	Title IV, Part A	21	ESSA ISD 000-000	jdoe@essaids.net; janed@essaids.net			Initial Submission	Description of Programs and Activities; ESSA Section 4106(e)(1)(e)		Submission Pending - Not Started
Open	Title I, Part A	21	ESSA ISD 000-000	jdoe@essaids.net; janed@essaids.net	000000101	ESSA Elementary	Initial Submission	LEA Program Plan Descriptions; ESSA Section 1112(b)		Submission Pending - Not Started
Open	Title II, Part A	21	ESSA ISD 000-000	jdoe@essaids.net; janed@essaids.net			Initial Submission	LEA Use of Funds for Evidence-Based Activities; ESSA Sections 2103(b)(3)(D) and 2103(b)(3)(P)		Submission Pending - Not Started

5. Complete the Details Form – Data Tab for each of the program-specific lines.
Note: Some fields have been pre-loaded into the Details Form for you and will appear as read-only text. Campus Name and Campus Number will only be visible for Title I, Part A requirements, where campus documentation is required to be submitted.

Details

Data

Attachments (0)

School System Submission Stage

Initial Submission

School System Name and County-District Number

ESSA ISD 000-000

Program

Title I, Part A

Program Requirement & ESSA Citation

Written Parent and Family Engagement Policies; ESSA Section 1116(a)(2) and Section 1116(b)(1)

Campus Name

ESSA Elementary

Campus Number

000000101

- a. Scroll down to the “Requested Documentation Page Number(s)” and type the page number(s) where the requirement(s) is addressed in the documentation to be submitted. Be as specific as possible to facilitate the review process. For example, if relevant items for the requested documentation appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5 in the “Requested Documentation Page Number(s)” field. ***These fields are required.**

Note: The number of requested documentation items vary from 1-5 based on each program/requirement being monitored. Please refer to the program/requirement-specific resources linked in this Handbook for additional information related to the documentation required to be submitted for review.

Program Requirement & ESSA Citation

Campus Allocations; ESSA Section 1113(c)

Requested Documentation 1

Spreadsheet showing campus name, campus number, enrollment, number of low-income students, low-income percentage, per-pupil amount, and amount of total Title I, Part A campus allocation for all Title I, Part A served campuses for the 2024-2025 school year.
Note: Campus status, enrollment and low-income percentages should match what was reported on the 2024-2025 SC5000.

Requested Documentation 1 Page Number(s) *

Provide the page number(s) where the requested documentation described above can be found in the documentation attached for review.

Requested Documentation 2

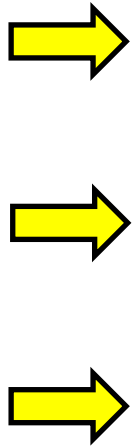
Relevant pages from General Ledger showing Title I, Part A amounts budgeted to campuses.

Requested Documentation 2 Page Number(s) *

Provide the page number(s) where the requested documentation described above can be found in the documentation attached for review.

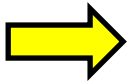


- b. Complete the remaining fields with the information for the Program Contact. The Program Contact should be the person that is most familiar with the documentation submitted. ***The following fields are required.**
- Type the name of the Program Contact in the “School System Program Contact” field.
 - Type the email address of the Program Contact in the “School System Program Contact Email Address” field.
 - Type the phone number of the Program Contact in the “School System Program Contact Phone #” field. Please use the following format: ###-###-####.



School System Contact Name * Provide the name of the School System staff member that is most familiar with the documentation submitted in case TEA has questions or needs to contact the staff member.
School System Contact Email Address * Provide the email address of the School System staff member that is most familiar with the documentation submitted in case TEA has questions or needs to contact the staff member.
School System Contact Phone Number (###-###-####) * Provide the phone number of the School System staff member that is most familiar with the documentation submitted in case TEA has questions or needs to contact the staff member.

- c. Add School System Comments. The “School System Comment” section is *optional* if the School System would like to provide additional information that will be helpful to the reviewer.



School System Comment(s) Provide any information you would like TEA to have when they conduct the documentation review.

6. Certification Statement: Read the following Certification Statement: “I hereby certify that the information contained in this submission is, to the best of my knowledge, correct and that the School System named above has authorized me as its representative to submit this data. I further certify that reported program activities were conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Requirements, Special Provisions and Assurances, and the schedules of the approved application for funding.” Select “Yes” from the drop-down list for the following question: Is the School System staff submitting the documentation in agreement with the certification statement above? ***A “Yes” response from the drop-down list is required.**

Certification Statement

I hereby certify that the documentation and information contained in this submission is, to the best of my knowledge, correct and that the School System named above has authorized me as its representative to submit this data. I further certify that reported program activities were conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Requirements, Special Provisions and Assurances, and the schedules of the approved application for funding.

Certification Statement Agreement *

Is the School System staff submitting the documentation in agreement with the certification statement referenced above?

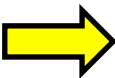
Yes

7. Select your School System’s Submission Status from the following options available: *In Process* (Saved some data/will complete later) or *Submission Complete* (Data entered and documentation attached). Submission Status defaults to “Submission Pending – Not Started.” ***Selecting a status is required.**

Note: If the “Submission Pending – Not Started” option remains selected after the submission due date, your submission is not considered complete, and TEA will contact you to complete the submission process.

School System Submission Status *

Select “Submission Complete” when all the required information has been entered and you are ready to attach the documentation. If you need to gather additional information before submitting, you can select, “In Process.” However, your submission will not be considered completed until the “Submission Complete” status has been selected.



Submission Pending - Not Started

In Process (Saved some data/will complete later)

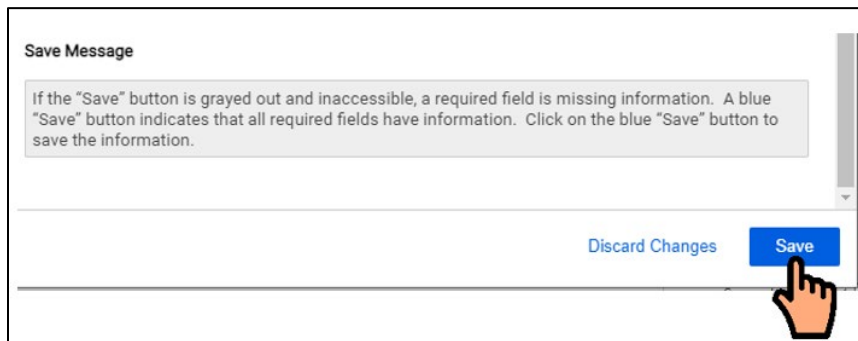
Submission Complete (Data entered and documentation attached)

8. After the page number(s) and Program Contact Information have been entered; and the Submission Status has been updated, click “Save” on the bottom right-hand corner of the Details Form – Data Tab. ***This step is required.**

This will save the information that was typed in the details form under the data tab (documentation page numbers, Contact information, and Comments, if applicable).

NOTE: A gray “Save” button indicates that a required data entry field is missing information.

Once, the data are saved, the Contacts will receive an auto-generated email that includes the information that was saved for TEA review.

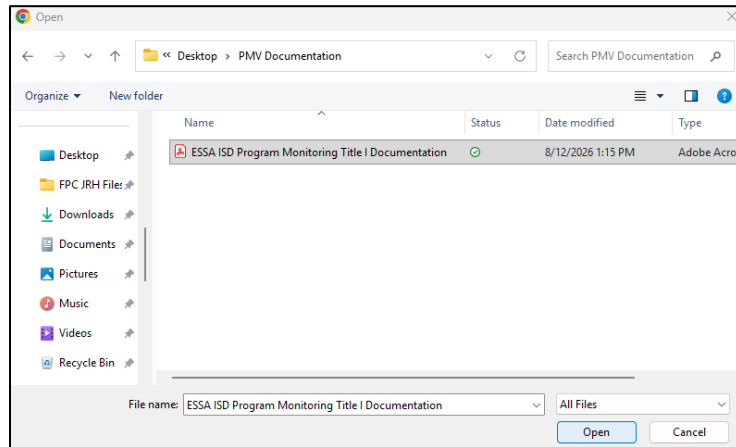


9. After saving the information in the Details Form – Data tab, click on the Details Form - Attachments tab. Attach the requested documentation in PDF file format. All documentation should be attached as a single file. ***Attaching documentation is required.**
 - a. To attach the PDF file containing the documentation to be attached, click on the “Attach a File” button located at the bottom of the Details Form – Attachments Tab.

Note: Only attach documentation for the program referenced in the Details Form – Data tab. Each program has its own Details Form – Data tab for attaching documentation separately.

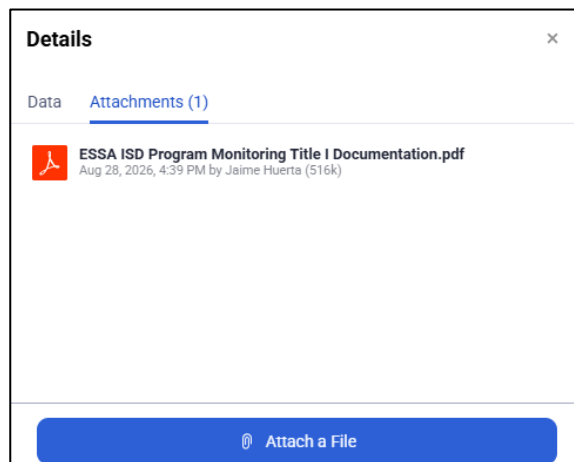


- b. Browse your computer and locate the documentation file to be attached; select the file; the “File Name” will appear in your file browser; click on “Open;” the file selected should be listed as an attachment in the Details Form – Attachments Tab.

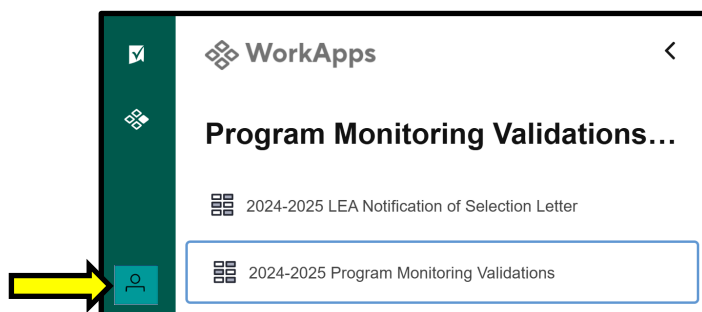


- c. Confirm that the document you are attaching is listed as an Attachment. Click on the “X” at the top right-hand corner to close the Details Form.

Note: If an incorrect attachment is uploaded, the School System can request that the incorrect attachment be deleted by submitting a [Smartsheet WorkApp Help Form](#) as per the [Smartsheet WorkApp Help Form Instructions](#). Only TEA has the ability to delete attachments that have been inadvertently uploaded.



10. Sign out of the Federal Program Compliance Program Monitoring Validations WorkApp by clicking on the sign out icon located in the bottom left-hand corner of the window and selecting “Sign out.”



Resources

Training & Technical Assistance

Each regional Education Service Center (ESC) is required to offer and provide complimentary training and technical assistance related to the program monitoring validation process. Please consult with regional ESC staff for questions or additional information about the validation process. Regional ESC Federal Program staff can be located by accessing the following TEA program web pages. The ESC Contacts can either be found on the right-hand side of the webpage under the “Contact Information” section or towards the bottom of each web page.

- [Title I, Parts A and D and ESSA Private Non-Profit Equitable Services ESC Program Contacts](#)
- [Title I, Part C ESC Program Contacts](#)
- [Title II, Part A ESC Program Contacts](#)
- [Title III, Part A ESC Program Contacts](#)
- [Title IV, Part A ESC Program Contacts](#)
- [Texas Education for Homeless Children and Youth \(TEHCY\) ESC Program Contacts](#)

Documentation Submission Resources

Click on the link below to access the resource.

<https://www.youtube.com/watch?v=NsERCtPKySESmartsheet WorkApp Instructions for Submitting Documentation Training Video>

Program Requirement-Specific Resources

Guidance Documents, Training Slides, and Training Videos for each of the program requirements selected for the PMV process are available on the [Federal Program Compliance Division ESSA Program Monitoring Validations webpage](#).

TEA Staff Contacts

If there are questions or additional information is needed, contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov. A directory of program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).