



INSTRUCTIONS FOR COMPLETING AFFIRMATION OF CONSULTATION FORMS WITH PRIVATE NON-PROFIT (PNP) SCHOOL OFFICIALS

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This document serves as an instructional guide for Local Education Agencies (LEAs) completing the *Affirmation of Consultation* forms during consultation meetings with participating private nonprofit (PNP) school officials.

Other TEA documents, tools, and resources to accompany this document:

- [TEA ESSA PNP Equitable Services](#) (webpage)
- [ESSA Private Nonprofit \(PNP\) Equitable Services Program Guide](#)
- [TEA ESSA Private School Equitable Services Frequently Asked Questions](#)
- [TEA 21st Century Community Learning Centers \(CCLC\) and PNP School Equitable Services Frequently Asked Questions](#)
- [ESSA Formula Grants PNP Affirmations Smartsheet WorkApp Data Submission Instructions](#)
- [Title IV, Part B: 21st CCLC PNP Affirmations WorkApp Submission Instructions](#)
- [2026-2027 PNP Affirmation of Consultation with PNP School Officials Form - Formula Grants](#)
- [2026-2027 PNP Affirmation of Consultation with PNP School Officials Form - Title IV, Part B: 21st CCLC](#)

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Glossary

ACE: Texas Afterschool Centers on Education

Consultation: Ongoing meetings or discussions facilitated by LEAs or SSAs to review program requirements and make decisions regarding PNP equitable services.

ELA: English learner acquisition

ESC: Education Service Center. Texas has 20 regional ESCs.

ESEA: The Elementary and Secondary Education Act, signed into law in 1965

ESSA: The Every Student Succeeds Act, signed into law in 2015

ESSA Reports: *Every Student Succeeds Act Reports* is the application in TEAL.

FAQ: Frequently Asked Questions

FPC: Federal Program Compliance Division

ISD: Independent School District

LEA: Local Educational Agency

NCLB: The No Child Left Behind Act of 2001

PNP: Private Non-Profit school

PNP Affirmations WorkApp: The Federal Program Compliance (FPC) Division's Smartsheet WorkApp for LEAs and SSAs to upload PNP program-specific data aligned to signed PNP Affirmation of Consultation forms for participating PNP schools.

PNP Ombudsman: Under the Every Student Succeeds Act (ESSA), the private school ombudsman is a designated TEA staff member responsible for monitoring and supporting compliance with equitable services requirements. The ombudsman helps ensure eligible private school students, teachers, and families receive equitable services under Title I, Part A, and Title VIII programs of ESSA.

School Official: A person legally authorized to represent the school in the consultation.

SEA: State Education Agency

SSA: Shared Services Arrangement. An SSA is a written agreement between two or more LEAs and/or ESCs that provides services for entities involved when such an arrangement will strengthen the operation of the program. Each SSA must have a fiscal agent responsible for conducting various administrative activities. (*Financial Accountability System Resource Guide*, Financial Accounting and Reporting)

TEA: The Texas Education Agency (TEA) is the state educational agency in Texas that is primarily responsible for the supervision of public elementary and secondary schools in the state.

TEAL: Texas Education Agency Login

Title IV, Part B—Nita M. Lowey, 21st Century Community Learning Centers (21st CCLC): This program supports community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools.

Private Non-profit (PNP) Equitable Services Requirement

Per the Every Student Succeeds Act (ESSA, Sections 1117 and 8501), local educational agencies (LEAs) are required to consult with participating private non-profit schools (PNPs) to determine equitable services for private school students and/or teachers.

The LEA must annually conduct outreach to all private schools within its boundaries to elicit interest in:

- Title I, Part A;
- Title I, Part C;
- Title II, Part A;
- Title III, Part A—English learner and Immigrant; and
- Title IV, Part A.

For Title I, Part A, participation, the LEA must annually conduct outreach to all private schools within and outside its boundaries. Title I, Part A, is the program that can provide equitable services to PNP-eligible students across district lines.

Preparing for Initial Consultation with PNP Officials

Consultation is an ongoing process when an LEA provides equitable services to eligible private schools. The LEA must keep documentation of all consultation meetings and discussions with private school officials on file and make it readily available upon request by TEA and/or an auditor. To prepare for the initial meeting to discuss equitable services under ESSA grants, LEA and/or SSA officials should develop a detailed agenda that includes the following:

- Affirmation of Consultation form specifying topics of discussion
- LEA procedures related to procurement (contracting, purchasing, vendor acquisition)
- LEA timelines related to encumbering services and materials
- PNP estimated allocations for each of the ESSA programs
 - Title I, Part A – Improving Basic Programs
 - Title I, Part C – Education of Migratory Children
 - Title II, Part A – Supporting Effective Instruction
 - Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement Act
 - Title III, Part A—Immigrant
 - Title IV, Part A – Student Support and Academic Enrichment
 - Title IV, Part B—Nita M. Lowey, 21st Century Community Learning Centers (CCLC), if applicable
- LEA considerations related to the use of Funding Transferability from Title II, Part A, and Title IV, Part A, as applicable
- LEA discussions and procedures on any unforeseen carryover of equitable services at year-end

Documenting the PNP Consultation

- The Affirmation of Consultation forms are designed to be completed and signed electronically, using Adobe Reader or Acrobat software.
- PNP equitable services requirements and the Affirmation of Consultation form must be reviewed during the initial consultation meeting(s) between the LEA and PNP school officials.
- To document the ESSA-required PNP consultation, LEAs must submit an Affirmation of Consultation form to the TEA Ombudsman for each participating PNP school.
- All submitted Affirmation of Consultation forms must be signed by both LEA and PNP school officials after the initial consultation meeting(s).
- The LEA must maintain auditable documentation to support the equitable services requirements in the Affirmation of Consultation form.
- The LEA is responsible for programmatic and administrative oversight of the participating PNP school program(s).
- The LEA does not submit Affirmation of Consultation forms for non-participating PNP schools. Documentation should be kept on file.

Shared Services Arrangement (SSA) Members and Fiscal Agents

Some LEAs participate in an SSA; therefore, participating PNP schools receive equitable services and guidance through the SSA. The SSA written agreement specifies who is responsible for conducting consultation and submitting the Affirmation of Consultation through the Federal Program Compliance Division's *PNP Affirmations Smartsheet WorkApp*.

Title I, Part A, Pooling Across LEAs

Because eligibility for Title I, Part A, equitable services is based on where a child resides—not where the child attends school—multiple LEAs may be responsible for providing Title I, Part A, equitable services to eligible children who attend the same private school. Per ED non-regulatory guidance for Title I, Part A services, an SSA may pool funds across LEAs. Pooling allows multiple LEAs to combine Title I, Part A funds generated by private school students from low-income families who reside in participating Title I, Part A, public school attendance areas. These pooled funds may then be used to serve eligible, low-achieving private school children who reside within a Title I, Part A, attendance area. Pooling may support a more effective and efficient equitable services program than separate services provided by multiple LEAs to eligible students in the same private school.

Low-performing students who attend private schools and live within the boundaries of a participating Title I public school attendance area in any eligible LEA may receive services funded by Title I, Part A pooled resources. In coordination with private school officials, each LEA develops criteria to identify which students are most in need of academic support.

Affirmation of Consultation Forms

Two Affirmation of Consultation forms are available. The LEA must submit the signed Affirmation of Consultation form(s) that correspond to its grant funding for participating private nonprofit schools. PNP schools that are not participating in equitable services should not have an Affirmation of Consultation form submitted.

Affirmation of Consultation with Private Non-Profit (PNP) School Officials: Formula Grants

The LEA submits the Affirmation of Consultation forms for participating private nonprofit schools to meet the ESSA equitable services requirement and document PNP consultation for the following formula grant programs:

- Title I, Part A
- Title I, Part C—Migrant
- Title II, Part A
- Title III, Part A—English Learner Acquisition
- Title III, Part A—Immigrant
- Title IV, Part A

Affirmation for Nita M. Lowey, Title IV, Part B: 21st Century Community Learning Centers (CCLC)

The LEA submits signed Affirmation of Consultation forms to meet the ESSA equitable services requirement and document PNP consultation for the following discretionary competitive grant program:

- Title IV, Part B—21st Century Community Learning Centers (21st CCLC)

Directions for PNP Affirmations Completion and Submission

Per ESSA requirements, LEAs and eligible PNP schools must consult and collaborate to complete the applicable Affirmation of Consultation forms. LEAs must submit the forms to the TEA Ombudsman through FPC's PNP Affirmations Smartsheet WorkApp.

Affirmation for ESSA Formula Grants

Refer to the TEA [Affirmation Smartsheet WorkApp Data Submission Instructions—Formula Grants](#) document to submit Affirmation of Consultation forms for formula grants for participating schools through the PNP Affirmations Smartsheet WorkApp.

Affirmation for Nita M. Lowey, Title IV, Part B: 21st CCLC Grant

Refer to the TEA [Title IV, Part B: 21st CCLC PNP Affirmations WorkApp Instructions](#) document to submit Affirmation of Consultation forms for participating schools through the PNP Affirmations Smartsheet WorkApp.

PNP Affirmation Signatures and Submission

The LEA must follow these guidelines to complete Affirmations in accordance with ESSA equitable services requirements:

Both the LEA and the participating PNP school officials must sign and date the PNP Affirmation of Consultation form.

- Upload the signed Affirmation form(s) through the FPC PNP Affirmations Smartsheet WorkApp, per the applicable PNP Affirmations WorkApp Instructions.

- LEA and PNP school officials must maintain a copy of the submitted Affirmations in campus files.

Deadline for Submitting Affirmation of Consultation Forms

LEAs must submit *ESSA PNP Affirmation of Consultation* forms annually by 5:00 p.m. on September 30 through the Federal Program Compliance Division's *PNP Affirmations Smartsheet WorkApp*.

- The PNP Affirmation data submission cycle is July 1, 2026, through June 30, 2027, for LEAs to submit revisions of previously submitted Affirmations.
- The TEA ombudsman strongly recommends that all revisions to the 2026-2027 PNP Affirmation forms be submitted via WorkApp no later than May 1, 2027.
- All final revisions for participating PNP schools on PNP Affirmation of Consultation forms for the school year must be completed by the ESSA Consolidated Federal Grant Application final amendment date of June 2, 2027.

PNP Schools Not Participating in Equitable Services

If a PNP school initially signed an Affirmation of Consultation form to participate but later declined one or more equitable services programs:

- Affirmation of Consultation forms for non-participating PNP schools cannot be deleted by TEA or the LEA/SSA staff.
- The LEA must submit updated PNP Affirmation form(s) stating "no participation" *and* revise the PNP schools previously submitted programmatic data through the FPC Division's *PNP Affirmations Smartsheet WorkApp* for all needed revisions.
- Revisions are due by the last amendment due date, as defined annually for the ESSA Consolidated Federal Grant Application.

If a PNP declines to participate *or* does not respond to the LEA's request for a consultation meeting regarding ESSA equitable services:

- The LEA does not submit Affirmations for non-participating PNP schools.
- The LEA documents the dated consultation meeting, which discussed potential equitable services and the PNP's written decision not to participate, if applicable.
- The LEA documents correspondence and/or outreach to PNP school(s) (i.e., newspaper and/or community announcements, emails, letters, etc.) requesting a response and/or an initial consultation meeting for equitable services.
- LEA documentation is maintained locally and must be readily available if requested by TEA and/or auditors.

PNP Affirmations Smartsheet WorkApp Data Submission Instructions

PNP Affirmation of Consultation forms must be submitted only for **participating** private schools through the Federal Program Compliance Division's *PNP Affirmations Smartsheet WorkApp* for Formula Grants or the 21st CCLC Discretionary Grant.

1. Before submitting PNP Affirmation of Consultation forms through the Smartsheet WorkApp, the TEA Ombudsman strongly recommends LEAs/SSAs view the [FPC Division General Smartsheet TEA WorkApp Training Video](#), *Instructions for Affirmation of Consultation (voiced-over video)* on the [TEA FPC Division Resources](#) webpage, and review the applicable ESSA program grant's *TEA PNP Affirmations WorkApp*

Instructions document(s).

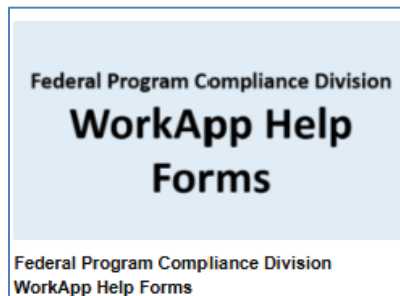
2. LEA/ESC staff can access the *PNP Affirmation Smartsheet Data Forms* to submit data and sign PNP Affirmation of Consultation form(s) for participating schools via the links below.

- **PNP Affirmation Smartsheet Data Form Link for Formula Grants:**
<https://app.smartsheet.com/b/form/019d783946c073f78497b0a4c7e2fd80>.
- **PNP Affirmation Smartsheet Data Form Link for 21st CCLC Discretionary Grants:**
<https://app.smartsheet.com/b/form/019de43ea9727664a3fdd1c2e7f6d891>.

Resolving PNP Affirmation of Consultation Form Smartsheet WorkApp Submission Issues

The *FPC WorkApp General Help Form* is available in the LEA, ESC, and Fiscal Agent Dynamic Views. LEAs and ESCs may use the form to submit questions or report issues related to WorkApp projects administered by the Federal Program Compliance Division. The form link is available within the WorkApp environment.

Users may submit the FPC WorkApp General Help Form for assistance with WorkApp-related issues, including incorrect or incomplete data submissions, inadvertent attachment uploads, and access issues.



Screenshot of the Form Link in the WorkApp environment:



If LEA or ESC staff are experiencing issues with the EDGAR Connect WorkApp, they will need to complete the help form available in the EDGAR Connect WorkApp for assistance.

FPC WorkApp General Help Form Link:
<https://app.smartsheet.com/b/form/1b6692e7ac864fc682e8855d7d293fe9>.

ESSA Affirmation of Consultation Form - Formula Grants (sample)



Federal Program Compliance Division
Affirmation of Consultation with Private Nonprofit (PNP) School Officials
Formula Grants
School Year 2026-2027

The Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), P.L. 114-95, requires that timely, meaningful, and ongoing consultation occur between the local educational agency (LEA) and private nonprofit (PNP) school officials.

Name of LEA

CDN

Name of PNP School

	I. Timely and Meaningful Consultation/Equitable Program Design	II. Private Nonprofit School Participation
	For <u>each</u> LEAs funded Title program, it must consult with PNP officials. In consultation, the LEA selects from the drop-down menu either "Yes" or "N/A" in response to all programs indicating the following occurred: (a.) Timely and meaningful consultation with the PNP has occurred and is ongoing, <u>and</u> (b.) Program design is equitable with response to eligible private school children.	Select from the drop-down menu for each grant program to indicate the method by which the PNP will receive program services. If the PNP is not participating in the grant program, select "Not Participating."
Title I, Part A		
Title I, Part C		
Title II, Part A		
Title III, Part A - EL		
Title III, Part A - IMM		
Title IV, Part A		

*Per ESSA Section 1117(b), Title I, Part A; Section 8501(c) for Title I, Part C; Title II, Part A; Title III, Part A-EL; Title IV, Part A-IMM; and Title IV, Part A

III. Elements of Consultation

The table below lists required topics that must be discussed during timely and ongoing consultation meetings for each grant program. (ESSA Sections 1117(b)(1) and 8501(c)(1))

Section 1117(b)(1)	Section 8501(c)(1)	Topics for discussion
✓	✓	How the children's needs will be identified
✓	✓	What services will be offered
✓	✓	How, where, and by whom the services will be provided
✓	✓	How the services will be academically assessed and how the results of that assessment will be used to improve those services
✓	✓	How the services will be assessed and how the results of that assessment will be used to improve those services
✓	✓	The size and scope of the equitable services to be provided to eligible private school children, teachers, and other educational personnel, and the amount of funds allocated for such services, and how the amount of funds is determined
✓	✓	The method or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend private schools
✓	✓	How and when the LEA will make decisions about the delivery of services to such children, including thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers
✓	✓	How, if the LEA disagrees with the views of the private school officials on the provision of services through a contract, the LEA will provide in writing to such private school official an analysis of the reason why the LEA has chosen not to use a contractor
✓	✓	Whether the LEA shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor
✓	✓	Whether to provide equitable services to eligible private school children and educators: (1) by creating a pool or pools of funds with all of the funds allocated under a program or (2) on a school-by-school basis based on the equitable share of funds available to provide services in each school (see B-4)
✓	✓	When, including the approximate time of day, services will be provided
✓	✓	Whether to consolidate and use funds provided in coordination with eligible funds available for services to private school children under application programs

IV. Carryover Discussion Assurance

PNP and LEA officials must sign assuring a discussion of any potential carryover, in the subsequent year, was held and may be applicable to participating program(s).

PNP Official

Date

LEA Official

Date

V. Affirmation Signature and Submission

PNP and LEA officials must sign this sections to complete the Affirmation of Consultation.

PNP Official

Date

LEA Official

Date

The LEA must upload a signed copy of the Affirmation of Consultation for each participating PNP school via the Federal Program Compliance (FPC) Division's 'PNP Affirmations' Smartsheet WorkApp by the due date, September 30. The LEA does not submit Affirmation of Consultation forms for non-participating PNP schools in the PNP Affirmations WorkApp.

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Affirmation of Consultation Form: Formula Grants - Instructions

The LEA completes the following fields with the requested information for each participating PNP school:

- Name of LEA
- County-District number (CDN)
- Name of PNP school [participating]

Part I. Timely and Meaningful Consultation and Equitable Program Design

Part I of the Affirmation form is completed by the LEA for the *participating* PNP school before parties sign the form.

For each Title program funded for the LEA, the LEA must consult with PNP school officials. During consultation, the LEA selects “Yes” or “N/A” from the drop-down menu for each program to indicate whether: (a) timely and meaningful consultation with the PNP has occurred and is ongoing, and (b) the program design is equitable for eligible private school children.

A “Yes” response indicates that both of the following occurred during consultation:

- (a) Timely, meaningful, and ongoing consultation with the PNP has occurred and is ongoing; *and*
- (b) Program design is equitable for eligible private school children and/or PNP school staff.

An “N/A” response indicates that consultation was not applicable because the LEA did not receive a subgrant for the program(s).

Part II. Private Nonprofit School Participation

Part II of the Affirmation form is completed by the LEA for the participating PNP school before parties sign the form.

Select from the drop-down menu for each grant program to indicate the method by which the PNP school will receive equitable services. For example, if the PNP is not participating in a specific grant program, select “Not Participating.”

Part II Selection choices include:

- Not participating: The PNP has elected to receive no services for the program.
- LEA/Applicant: The PNP will receive services directly from LEA.
- Third party: The PNP will receive services from a third party that has contracted with the LEA.
- Consortium/SSA: The PNP will receive services through a Shared Services Arrangement (SSA) or Education Service Center (ESC) consortium.

Only PNP students who meet the eligibility requirements (and their parents and teachers, as applicable) may participate in equitable services programs.

Note: A PNP school may elect not to receive equitable services for any of the listed grant programs. In that case, the LEA does not submit a PNP Affirmation form and maintains documentation locally.

Part III. Elements of Consultation

Part III of the Affirmation form lists the required equitable services topics that must be discussed with the participating PNP school official(s) during timely and ongoing consultation meetings for each program. [ESSA Sections 1117(b)(1) and 8501(c)(1)]

Parts IV and V. School Official Signatures

Part IV. Carryover Discussion Assurance

The PNP and LEA school officials must sign and date this section to confirm that they discussed any potential carryover that *may* apply to eligible participating PNP program(s) in the following school year.

- PNP School Official Signature and Date
- LEA School Official Signature and Date

Part V. Affirmation Signatures and Submission

The PNP and LEA school officials must sign and date the form, confirming that timely and meaningful consultation took place.

- PNP School Official Signature and Date
- LEA School Official Signature and Date

Preparing for the PNP Affirmations Smartsheet WorkApp Data Submission

The LEA should review the *Equitable Services (PNP) Affirmations Smartsheet WorkApp Data Submission Instructions* document on the [TEA ESSA Private Schools Equitable Services](#) website before submitting consultation forms for participating private schools.

After reviewing the PNP Affirmations WorkApp Data Submission Instructions, the LEA must upload a signed copy of the Affirmation of Consultation for each participating PNP school and enter the requested PNP data through the Federal Program Compliance Division's *PNP Affirmations Smartsheet WorkApp* by the September 30 due date.

Revision Process for Submitted PNP Affirmation of Consultation Forms

For revisions related to submitted Affirmation of Consultation forms, review and follow the *PNP Schools Not Participating with Equitable Services* section of this document.

Affirmation of Consultation Form: Title IV, Part B, 21st CCLC (Sample)



Federal Program Compliance Division
Affirmation of Consultation with Private Nonprofit (PNP) School Officials
Title IV, Part B: 21st Century Community Learning Centers (CCLC)
School Year 2026-2027
Cycle 12, Year 4 and Cycle 13, Year 1

The Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), P.L. 114-95, requires that timely, meaningful, and ongoing consultation occur between the local educational agency (LEA) and private nonprofit (PNP) school officials.

Name of Grantee

Name of PNP School

CDN or Vendor ID

Private Nonprofit School Participation

Timely and Meaningful Consultation/Equitable Program Design

Select from the dropdown menu to indicate the method by which the PNP will receive Title IV, Part B program services.

If the PNP is not participating in the grant program, select "Not participating."

The PNP official must select "Yes" or "No" to indicate both of the following, in accordance with ESSA Section 8501(c) for Title IV, Part B:

*a. Timely and meaningful consultation with the grantee has occurred and is ongoing. **and***

b. Program design is equitable with respect to eligible private school children.

☐ Yes
☐ No

Elements of Consultation

The list below are the required topics that must be discussed during timely, meaningful, and ongoing consultation. [ESSA Section 8501(c)(1)]

Section 8501(c)(1)

- ☒ How the children's needs will be identified
- ☒ What services will be offered
- ☒ How, where, and by whom the services will be provided
- ☒ How the services will be assessed and how the results of that assessment will be used to improve those services
- ☒ The size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel, the proportion/amount of funds that are allocated for such services, and how that proportion/amount of funds is determined
- ☒ How and when the grantee will make decisions about the delivery of services to such children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers
- ☒ Whether the grantee shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor
- ☒ Whether to provide equitable services to eligible private school children (1) by creating a pool or pools of funds with all of the funds allocated based on all the children from low-income families in participating school attendance area who attend private schools or (2) in the grantee's participating school attendance area who attend private schools with the proportion of funds allocated based on the number of children from low-income families who attend private schools

Affirmation Signature and Submission

The Affirmation of Consultation form is not considered complete until both PNP and LEA school officials have signed and dated this section.

PNP Official

Grantee Official

The grantee must upload a copy of this completed affirmation to the Federal Program Compliance Division - PNP Affirmations Smartsheet WorkApp by September 30, 2026. The submission window opens July 1, 2026, and instructions for submitting the affirmation will be posted on the following webpage when the submission window opens: <https://tea.texas.gov/finance-and-grants/grants/essa-region/essa-private-school-equitable-services>. The grantee and the PNP must maintain a local copy of this completed affirmation.

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Affirmation of Consultation Form: Title IV, Part B, 21st CCLC - Instructions

The Applicant/Grantee completes the following fields with the requested information for each participating PNP school:

- Name of Grantee
- County-district number (CDN) or vendor ID
- Name of PNP school [participating]

Private Nonprofit School Participation

The Applicant/Grantee completes this section before the PNP Official signs the Affirmation of Consultation form.

Based on its consultation with the participating PNP, the applicant/grantee selects from the dropdown menu to indicate the method by which the PNP school will receive equitable services:

- Not participating: The PNP school has elected to receive no services for the program.
- Applicant/Grantee: The PNP school will receive equitable services directly from Applicant/Grantee.
- Third party: The PNP school will receive services from a third party that has contracted with the Applicant/Grantee.
- Consortium/SSA: The PNP school will receive services through a Shared Services Arrangement (SSA) or ESC consortium.

Only eligible PNP students and their families may participate in selected programs.

NOTE: A PNP school may elect not to receive equitable services for any of the listed grant programs. In that case, the Applicant/Grantee does not submit an Affirmation form and maintains documentation locally.

Timely and Meaningful Consultation and Equitable Program Design

The PNP completes this section before the PNP official signs the Affirmation of Consultation form.

Referring to the Elements of Consultation table that follows this section, the PNP school official selects “Yes” or “No” to indicate whether both of the following occurred:

- Timely, meaningful, and ongoing consultation
- Equitable program design for the PNP’s students

Elements of Consultation

The Affirmation form lists the required equitable services topics that must be discussed with the participating PNP school official(s) during timely and ongoing consultation meetings for each program. [ESSA Section 8501(c)(1)]

School Official Signatures

Both the PNP school official and the Applicant/Grantee official must sign and date the Affirmation of Consultation form(s) after discussing all consultation elements.

TEA PNP Affirmation of Consultation and Webpage Resources

[2026-2027 PNP Affirmation of Consultation with PNP School Officials Form - Formula Grants](#)

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[TEA Federal Program Compliance Division Resources](#) (webpage)

[TEA Texas Afterschool Centers on Education \(ACE\)](#) (webpage)

TEA PNP Affirmations Smartsheet WorkApp Resources

[TEA Department of Grant Compliance and Administration WorkApp](#)

[TEA FPC Division General Smartsheet TEA WorkApp Training Video](#) (December 2024)

[TEA FPC WorkApp General Help Form Instructions](#) (February 2025)

[TEA FPC WorkApp General Help Form](#) (August 2025)

[ESSA Formula Grants PNP Affirmations Smartsheet WorkApp Data Submission Instructions](#) (2026-2027)

[Title IV, Part B: 21st CCLC PNP Affirmations WorkApp Submission Instructions](#) (2026-2027)

Voice-over video instructions for PNP Affirmation of Consultation (2026-2027)

TEA Program Contacts Information

For questions regarding the ESSA PNP Equitable Services formula grant, ESSA program requirements, or the PNP Affirmation Smartsheet WorkApp for Formula Grants, contact the TEA Federal Program Compliance Division at PNPOmbudsman@tea.texas.gov or ESSASupport@tea.texas.gov.

For assistance with the Nita M. Lowey, Title IV, Part B: 21st CCLC, discretionary program requirements or the 21st CCLC PNP Affirmation Smartsheet WorkApp, reach out to the TEA Division of Expanded Learning Models at 21stcentury@tea.texas.gov.