

2024-2025 Program Monitoring Validation Guidance Document

Program: Private Nonprofit (PNP) Equitable Services

Requirement: Timely and Meaningful Consultation Meetings

Documentation Requested

Documenting overall compliance for a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirement described. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2023-2024 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 13, 2024**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 Written documentation supporting timely and meaningful consultation meetings	2023-2024	Two (2) samples of dated agendas, and/or meeting notes, emails, or other documentation from the 2023-2024 school year indicating timely and ongoing consultation meetings were held.

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;

- the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

LEAs may reference the 2024-2025 Program Monitoring Validation Process Handbook for documentation submission instructions.

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff if there are questions or if additional information is needed. LEAs may contact its local ESC Federal Program staff for technical assistance and support.

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2024-2025 Program Monitoring Validation Process Training Video, Slides, and Handbook

Requirement References

The requirement is referenced in the following documents:

<p>Every Student Succeeds Act (ESSA) Statute</p>	<p><u>Title I, Part A Programs. Consultation</u> <u>Section 1117(b)(1)</u> (b) Consultation. (1) In General. To ensure timely and meaningful consultation, a local educational agency shall consult with appropriate private school officials during the design and development of such agency’s programs under this part. Such agency and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, the results of which agreement shall be transmitted to the ombudsman designated under subsection (a)(3)(B).</p> <p><u>Title VIII Programs (Titles IC, IIA, IIIA, IVA, IVB). Consultation</u> <u>Section 8501(c)(1)</u> (c) Consultation. (1) In General. To ensure timely and meaningful consultation, a State educational agency, local educational agency, educational service agency, consortium of those agencies, or entity shall consult with appropriate private school officials. Such agency and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.</p>
---	--

<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Title I, Part A, Program Consultation (#9, pages 30-31) To ensure timely and meaningful consultation, the LEA shall consult with appropriate private school officials during the design and development of the LEA’s Title I, Part A, programs. The LEA and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.</p> <p>Assurances Relating to Title I, Part A, Program Consultation (#9, pages 30-31) To ensure timely and meaningful consultation, the LEA shall consult with appropriate private school officials during the design and development of the LEA’s Title I, Part A, programs. The LEA and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.</p> <p>Assurances Relating to Title VIII Programs (Title I, Part C; Title II, Part A; Title III, Part A English Learner; Title III, Part A Immigrant; Title IV, Part A) Consultation.</p> <p>Title I, Part C (#4, page 43); Title II, Part A (#4, pages 57-58); Title III, Part A English Learner (#4, pages 60-61); Title III, Part A Immigrant (#4, page 63); Title IV, Part A (#4, pages 64-65)</p> <p>The LEA will provide services to eligible children attending private elementary schools and secondary schools in accordance with Title VIII, Part F, Subpart 1, Private Schools, Section 8501-8504 and timely and meaningful consultation with private school officials regarding such services.</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>The LEA conducted timely and meaningful consultation with participating PNP school officials regarding the implementation of the ESSA programs according to ESSA Sections 1117 and/or 8501, as appropriate.</p> <p>The consultation occurred before the LEA made any decisions that affect the opportunities of eligible PNP school children, teachers, and other educational personnel to participate in the program, and continue throughout the implementation and assessment of program activities. [ESSA Sections 1117(b)(1)(A), 8501(A)(3), and 8501(A)(5)]</p>

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov or via telephone at (512) 463-9499. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).