

2024-2025 Program Monitoring Validation Guidance Document

Program: Private Nonprofit (PNP) Equitable Services

Requirement: PNP Equitable Services *Administration* Amounts

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 LEA Documented Equitable Services Administration Amount	2023-2024	Documentation from the 2023-2024 school year demonstrating that the LEA informed PNP officials during consultation(s) of equitable services <i>administration</i> amounts by program for one (1) participating PNP school campus and <i>how</i> it was used (i.e., agenda, meeting minutes, 3 rd party/Shared Services Agreement, calculated campus spreadsheet indicating equitable services amount, LEA calculations by PNP campus and program level, calculation formulas per PNP campus, etc.)

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>Title I, Part A, Program Section 1117(a)(4)(A) 4. Expenditures—</p> <p>(A) Determination.—</p> <p>i. In General.—Expenditures for educational services and other benefits to eligible private school children shall be equal to the proportion of funds allocated to participating school attendance areas based on the number of children from low-income families who attend private schools.</p> <p>ii. Proportional Share.—The proportional share of funds shall be determined based on the total amount of funds received by the local educational agency under this part prior to any allowable expenditures or transfers by the local educational agency.</p> <p>Title VIII Programs (Titles IC, IIA, IIIA, IVA, IVB)</p> <ul style="list-style-type: none"> ▪ Section 8501(a)(4) 4. Expenditures. <p>(A) In General.—Expenditures for educational services and other benefits provided under this section for eligible private school children, their teachers, and other educational personnel serving those children shall be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.</p> <p>Obligation of Funds.—Funds allocated to a local educational agency for educational services and other benefits to eligible private school children shall be obligated in the fiscal year for which the funds are received by the agency.</p> ▪ C.F.R., Title 34, Subtitle B, Chapter II, Subpart E, Section 299.6(a)(2) Before determining equal expenditures under paragraph (a)(1) of this section, an agency, consortium, or entity shall pay for the reasonable and necessary administrative costs of providing services to public and private school children and their teachers and other educational personnel from the agency's, consortium's, or entity's total allocation of funds under the applicable ESEA program.
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Title I, Part A, Programs</p> <ul style="list-style-type: none"> ▪ The size and scope of the equitable services to be provided to eligible private school children, the proportion of funds that is allocated for such services, and how that proportion of funds is determined. (#9e, page 30) ▪ The LEA assures it will keep documentation of program descriptions, allowable activities, and expenditures locally and make available upon TEA request for all applicable private non-profit requirements in Section 1117. TEA may request a description of services and use-of-funds documentation later through compliance reports or other TEA reports. (#21, page 33) <p>Assurances Relating to Title VIII Programs Title I, Part C, (#4e, page 43); Title II, Part A, (#4e, page 57); Title III, Part A, English Learner (#4e, page 61); Title III, Part A, Immigrant (#4e, page 63); Title IV, Part A (#4e, page 69)</p> <ul style="list-style-type: none"> ▪ The LEA assures it will keep documentation of program descriptions, allowable activities, and expenditures locally and make available upon TEA request for all applicable private non-profit requirements in Section 8501. TEA may request a description of services and use-of-funds documentation later through compliance reports or other TEA reports. ▪ The LEA will comply with the uniform provisions for providing services to private schools as specified in Title VIII, Part F, Subpart 1, Private Schools, Section 8501-8504.
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>The LEA documented the equitable services <i>administration</i> amounts used and provided a written explanation to all applicable participating programs.</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](#).