

2024-2025 Program Monitoring Validation Guidance Document

Program: Title I, Part C

Requirement: Identification and Recruitment

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 Recruiter Logs	2023-2024	A minimum of 2 and no more than 4 samples of recruiter logs.
1.2 Reviewer Logs	2023-2024	A minimum of 2 and no more than 4 samples of reviewer logs showing quality control took place.
1.3 Identification and Recruitment (ID&R) Action Plan	2023-2024	Copy of LEA’s ID&R Action Plan that includes Quality Control Procedures for ID&R.

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.

Documentation Review Process

One of the following compliance statuses will be assigned at the end of the documentation review process.

- Met Requirement
 - Review is closed out upon LEA notification of results.
- Approaching Compliance
 - LEA is required to respond within 20 calendar days with a plan for establishing compliance.
 - Review is considered closed out after TEA's review of LEA plan for establishing compliance.
- Improvement Needed
 - LEA is referred to the TEA Compliance Officer at time of LEA notification of results.
 - LEA will engage in the [Non-Compliance Resolution Process](#).
 - Points will be added to the TEA Risk Assessment for programmatic non-compliance.

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. Regional ESC Federal Program staff information can be located at: [ESC MEP Contacts](#).

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>Sec. 1304(c)(8) ASSURANCES. —The State will assist the Secretary in determining the number of migratory children under 1303(a)(1).</p> <p>Sec. 1303(a)(1) STATE ALLOCATIONS. — the sum of –</p> <p>(A) the average number of identified eligible migratory children aged 3 through 21 residing in the State, based on data for the preceding 3 years; and</p> <p>(B) the number of identified eligible migratory children, aged 3 through 21, who received services under this part in summer or intersession programs provided by the State during the previous year</p> <p>Sec. 1309. DEFINITIONS. —</p> <p>(1) MIGRATORY AGRICULTURAL WORKER.—The term "migratory agricultural worker" means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in agriculture, which may be dairy work or the initial processing of raw agricultural products. If an individual did not engage in such new employment soon after a qualifying move, such individual may be considered a migratory agricultural worker if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal agricultural employment.</p> <p>(2) MIGRATORY CHILD.—The term "migratory child" means a child or youth who made a qualifying move in the preceding 36 months—</p> <p>(A) as a migratory agricultural worker or a migratory fisher; or</p> <p>(B) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.</p> <p>(3) MIGRATORY FISHER.—The term "migratory fisher" means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in fishing. If the individual did not engage in such new employment soon after the move, the individual may be considered a migratory fisher if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal fishing employment.</p> <p>(4) QUALIFYING MOVE.—The term "qualifying move" means a move due to economic necessity—</p> <p>(A) from one residence to another residence; and</p> <p>(B) from one school district to another school district, except—</p> <ol style="list-style-type: none"> i. in the case of a State that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district; or ii. in the case of a school district of more than 15,000 square miles, wherein a qualifying move is a distance of 20 miles or more to a temporary residence.
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<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>9. Identification and recruitment: The LEA identify and recruits migratory children and youth, including Out-of-School Youth, according to the specific timelines and guidance provided in the Texas Manual for the Identification and Recruitment of Migratory Children in order to ensure the accuracy of such information. Ensure district-wide ID&R activities are occurring year-round. In all project LEAs, including schoolwide programs, an adequate number of staff are assigned to carry out all identification and recruitment activities according to the Migrant Education Program (MEP) guidelines and policies as outlined in the Texas Manual for the Identification and Recruitment of Migratory Children.</p> <p>a. Title I, Part C, Coordinator will provide a list of migratory students or copies of Certificates of Eligibility (COEs) to be encoded in PEIMS/TSDS with a Migrant Indicator Code.</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>2.F Identification and Recruitment (ID&R) Compliance Item 1: The LEA identifies and recruits migratory children and youth, including OSY, according to the specific timelines and guidance outlined in the Texas Manual for the Identification and Recruitment of Migratory Children in order to ensure the accuracy of such information. [Section 1309(2)-(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](#).