

2024-2025 Program Monitoring Validation Guidance Document

Program: Title I, Part C

Requirement: Priority for Service

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 Priority for Service (PFS) Report from TX-NGS	2023-2024	Copy of two monthly PFS Reports redacting student identifiable information. Reports showing “No students found” is acceptable.
1.2 District PFS Action Plan	2023-2024	Copy of the district PFS Action Plan

In addition, the following is required only for LEAs with PFS students.

1.3 Supplemental Program Count Report from TX-NGS which lists supplemental services being provided to the PFS students	2023-2024	Supplemental Program Count Report from TX-NGS listing supplemental services provided to the PFS students. Please note, if submitting the Supplemental Program Count Report, redact student identifiable information and highlight the unique student number.
1.4 Documentation that MEP-funded services are provided to the PFS students first	2023-2024	Relevant documentation that shows MEP funded services were provided to PFS students first

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. 1301(2) PROGRAM PURPOSE. - To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards</p> <p>Sec. 1304(d) PRIORITY FOR SERVICES. - In providing services with funds under this part (Title I, Part C), each recipient of such funds shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who (1) are failing, or at most risk of failing, to meet the challenging State academic standards; or (2) have dropped out of school.</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>1. In providing services with Title I, Part C, funds, LEAs shall give priority to serving Priority for Service (PFS) migratory children The Title I, Part C Migrant Coordinator will include a Priority for Service Action Plan as a separate section labeled or identified (e.g., “Migrant PFS Action Plan”) in the District Improvement Plan.</p> <p>2. The LEA must include a PFS Action Plan that includes the following:</p> <ul style="list-style-type: none"> a. When, in the calendar school year, the Title I, Part C, Coordinator will provide campus principals, appropriate campus staff, and parents the Priority for Service students criteria and updated TX-NGS PFS reports. b. When, in the school year calendar, the LEA’s Title I, Part C, Coordinator, MEP staff, and migrant school staff will make home and/or community visits to update parents on the academic progress of their children. c. How the LEA’s Title I, Part C, Coordinator will use TX-NGS Priority for Service reports to give priority placements to these students in MEP activities. d. How the LEA’s Title I, Part C, Coordinator will ensure PFS students receive priority access to instructional services, as well as social workers and community social services/agencies. e. What federal, state, and local programs serve Priority for Service students.
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>2.B Priority for Service</p> <p>Compliance Item 1: The LEA gives service priority to migratory children who made a qualifying move within the previous 1-year period and who are failing or most at risk of failing to meet the challenging State academic standards or have dropped out of school. [Sections 1301(2), 1304(d)]</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](#).