

COMPARABILITY INSTRUCTIONS

COMPLETING THE
COMPARABILITY ASSURANCE DOCUMENT (CAD)
AND THE
COMPARABILITY COMPUTATION FORM (CCF)

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Introduction

TEA has developed these instructions to help local educational agencies (LEAs) complete the forms for the comparability of services requirement. For a description of this requirement, refer to the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

All LEAs receiving Title I, Part A funds must complete and submit the Comparability Assurance Document (CAD) Survey. All LEAs not exempt from the testing requirement must also complete and submit the Comparability Computation Form (CCF).

For a complete description of the criteria for exemption from the comparability testing requirement, please refer to the Exemptions section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Comparability Assurance Document (CAD) Survey

All LEAs receiving Title I, Part A funds are required to complete and submit the CAD Survey which is available electronically. Please visit the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website for the link to this year's CAD Survey.

In the CAD Survey, the LEA does one of the following:

- Certifies that the LEA is exempt from the requirement to conduct comparability testing of its campuses, or
- Provides assurance that the LEA is in compliance with the comparability of services requirement

Certification of Exemption or Non-Exemption

An LEA that meets any of the four criteria listed in the "Exempt" section is exempt from the comparability testing requirement. However, if an LEA does not meet at least one of the exemption criteria, that LEA is not exempt from the comparability testing requirement. For a thorough description of the exemption criteria, refer to the *Exemptions* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Accessing and Completing the CAD Survey

Go to the CAD electronic survey by clicking any active CAD link. Once the survey opens, complete the CAD as follows:

Page 1

Local Educational Agency (LEA) Information

- ◆ Enter the LEA's information:
 - ▶ Select the county-district number (CDN)
 - ▶ Select the name of LEA

LEA Primary Contact Information

- ◆ Enter information for the LEA's Primary Contact for the comparability requirement:
 - ▶ Name
 - ▶ Email
 - ▶ Phone Number

Click the arrow in the blue box.

Page 2

Type of Certification: a description is provided for “exempt” and “non-exempt.”

- ◆ Select the **Type of Certification** option that applies to your LEA.
 - Click “exempt” to indicate that one of the listed exemption criteria is applicable to your LEA.
 - Click “non-exempt” to indicate that your LEA is not exempt from testing and that your LEA will be submitting a CCF.

Click the arrow in the blue box.

Page 3

If Exempt: LEA General Assurances and Signatures

- ◆ Click the “agree” button to indicate that the LEA has established and implemented the items listed.
- ◆ Have the LEA’s duly authorized superintendent or charter school operating officer sign and enter his/her name.
- ◆ **Click the arrow in the blue box.**
- ◆ The next page will thank you for submitting the survey, provide a summary of your responses, and provide a link to download a PDF copy of your submitted survey.

If Non-Exempt: Non-Exempt Certification

- ◆ Check the boxes of grade span groups for which you are testing for comparability on the CCF.
- ◆ Check the “agree” button to assure “data accuracy, review and approve,” etc.
- ◆ **Click the arrow in the blue box.**
- ◆ Page 4: LEA General Assurances and Signatures

Page 4 (Non-Exempt LEAs only)

LEA General Assurances and Signatures

- ◆ Click the “agree” button to indicate that the LEA has established and implemented the items listed.
- ◆ Have the LEA’s duly authorized superintendent or charter school operating officer sign and enter his/her name.
- ◆ **Click the arrow in the blue box.**
- ◆ The next page will thank you for submitting the survey, provide a summary of your responses, and provide a link to download a PDF copy of your submitted survey.

Once you have submitted the survey, an e-mail will be sent to the e-mail address provided in the survey to confirm submission of the survey. Please retain a copy for your records.

*Note: If an LEA submits more than one survey, the **most-recently submitted** survey will be the survey-of-record.*

Comparability Computation Form (CCF)

The CCF is an auto-calculating Excel form. Non-exempt LEAs are required to complete the CCF with the required data for compliance and submit it in Excel format through GFFC Reports and Data Collections.

The CCF is designed to perform any of three different tests to calculate your compliance with the comparability of services requirement.

Appendix 1 provides a sample of the CCF for your reference.

Reminders

The Reminders tab provides tips to help you complete the CCF.

Testing Tabs (a through i)

You enter data into tabs a through i of the CCF to test your campuses for comparability.

Each grade span group is reported on a separate tab. For each grade span group, the LEA must complete the following sections on each grade span group testing tab:

- Grade Span Group Selection
- Individual Campus Information
- Test Input Data

Selecting a Test

You are only required to demonstrate compliance using one of the three tests. You may enter data for all three tests, or only one test, to demonstrate your compliance with the comparability of services requirement.

For more information on the tests, including basic guidance on how to select a test, refer to the *LEA Chooses One Test* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Separate Testing Tab for Each Grade Span Group (a through i)

On the CAD, you indicated the grade span groups you would be testing. When completing the CCF, use a separate testing tab for each of those indicated grade span groups. On each testing tab completed (from a through i), the LEA must select the appropriate grade span group from the drop-down menu.

The following subsections describe the data you are required to enter in each section.

LEA Information

On Tab “a”, enter the following information:

- County-district number (six digits)
- LEA name
- LEA primary contact information

You must provide a current email address and phone number. The primary contact person is the person TEA should contact for questions regarding the CCF.

Once the information is entered into Tab “a”, the information will auto-populate to all other tabs.

Individual Campus Information

On each testing tab, enter the following information for each campus that is subject to comparability testing:

- Campus number and name
- Campus status (Title I, Part A and skipped campuses are indicated with a “Y”; leave space blank if the campus does not receive Title I, Part A funds.)
- Campus enrollment (you may use enrollment figures from any day during the current school year, but you must use enrollment figures consistently from the same day for all your campuses)

The following example illustrates how an LEA with four elementary campuses would indicate the status of those campuses. San Juan is a skipped campus, Joe Watson and Watkins are served with Title I, Part A funds, and May Pearl is not served with Title I, Part A funds.

San Juan, the skipped campus, is grouped for comparability as if the campus were a Title I, Part A campus. The LEA enters a “Y” in the CCF column labeled “Campus Title I, Part A or Skipped? (Yes-Y; No-blank)” for San Juan, Joe Watson, and Watkins Elementary Schools. For May Pearl Elementary, which does not receive Title I, Part A funds, the column is left blank.

Campus Name	Title I, Part A or Skipped Campus? (Enter Y for Yes, leave blank for No)
San Juan Elementary	Y
Joe Watson Elementary	Y
May Pearl Elementary	
Watkins Elementary	Y

Test Input Data

The CCF is designed to run three separate comparability tests, each of which requires the LEA to input different data. The LEA may complete the CCF with data for one, two, or all three of the comparability tests. However, **the submitted CCF must show a compliant result in the same test for all campuses tested.**

The following table lists the data the LEA must input to run each of the three comparability tests in the CCF.

Test 1: Comparison of State and Local Expenditures per Pupil	Test 2: Comparison of per Pupil Expenditures for State and Local Base Salaries	Test 3: Ratio of Pupils to Non–Federally Funded Instructional Staff
Total campus enrollment	Total campus enrollment	Total campus enrollment
The amount of campus state and local expenditures. For a list of the fund codes, function codes, and object codes to include in calculating campus state and local expenditures, refer to Appendix 2 of these instructions.	The amount of campus base salaries for non-federal instructional staff. For a list of the role IDs to be used in calculating state and local base salaries, refer to Appendix 2 of these instructions.	The count of campus non-federal instructional staff full-time employees (FTEs). For a definition of FTE, refer to Appendix 1 of the Title I, Part A Comparability of Services Guidance Handbook.

Summary Section

The summary section of the CCF provides the LEA a grade span group campus summary that includes the following:

- Total number of campuses in the grade span group
- Number of Title I, Part A or skipped campuses
- Total number of non–Title I campuses
- Total number of comparable Title I, Part A, and
- Total number of noncomparable Title I, Part A campuses

Test Results in A or B Sections

The CCF automatically calculates the data that is auto-filled in this section.

Depending on the status of the campuses being tested in any given grade span group (Title I, Part A, skipped, or non–Title I, Part A), the CCF will automatically return either an “A” or a “B” test result for each grade span group tested, as described in the Test Result section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Excluded Campuses

Some campuses meeting specific criteria may be excluded from comparability testing as described in the Exemptions section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

When excluding a campus, select the Excluded Campuses tab of the CCF and report the following information:

- Campus number
- Campus name
- Title I status
- Enrollment
- Grade span group (select from drop-down menu)
- Grades served (note: applies only to charter schools)

For this column, the charter school reports the **grades actually served**, not grades approved to be served. For example, a charter school may have three approved K–12 campuses. Yet, the charter actually serves K–5 at one campus, 6–8 at another campus, and 9–12 at its third campus – report these grade levels actually served.

- Basis for exclusion (select from dropdown menu). If the basis for exclusion is not in the dropdown menu, provide an explanation in the “Explanation” column.

Note: Do not list campuses on the Excluded Campuses tab for a grade span group that is not required to be tested (for instance, a grade span group that includes only non–Title I, Part A campuses).

GFFC Reports and Data Collections

Submit the completed CCF (in Excel) through the secure GFFC Reports and Data Collections application as follows:

1. Log on to the TEA Login ([TEAL](#)).
2. Select GFFC Reports and Data Collections.
3. Select Upload Response Templates.

4. Select the document title from the template title dropdown menu.
5. Select the current school year.
6. Select Upload Document.

Appendix 1: CCF Forms

Federal Fiscal Compliance and Reporting Division

Comparability Computation Form (CCF), 2024-2025 School Year

Refer to the Title I, Part A Comparability of Services Guidance Handbook and instructions for guidance on the requirement and CCF submission via GFFC Reports and Data Collections. Link to webpage: [Title I, Part A-Comparability of Services Requirement](#)

Reminders

- Ensure current school year data is being used.
- Account for all campuses of the grade-span in a testing tab (a, b, c, etc.). If the LEA excludes a campus from the grade span, report the campus on the Excluded Campuses tab.
- Ensure there are two campuses per grade-span grouping to conduct a comparison.
- Ensure the “Significant Difference of Enrollment” criteria has been met (campus with the highest enrollment must have at least twice the enrollment of the campus with the lowest enrollment) to subdivide a grade-span into a High Enrollment and Low Enrollment grade-span groupings. No exception.
- Verify the column, “Title I, Part A or Skipped Campus?” is reported accurately. Enter Y for Yes or leave the field blank if No.

Excluded Campuses

- If the LEA excludes a campus from a grade-span, complete the “Excluded Campuses” tab of the CCF.

TEA contacts LEA to resubmit the CCF for the following issues (list is not all inclusive):

- Title I, Part A campuses do not show a compliant result for the same one test district-wide (Test 1, 2, or 3).
- “Title I, Part A or Skipped Campus?” column not reported accurately.
- Significant different of enrollment criteria not met to subdivide grade-span into high/low enrollment grade-span groups.
- Excluded campus not listed on the “Excluded Campuses” tab of CCF.
- Only one campus is reported on grade-span testing tab of CCF.
- Submission of CCF as a PDF (excel upload required).

Testing Tabs (a through i)

Federal Fiscal Compliance and Reporting Division Comparability Computation Form (CCF) 2024-2025 School Year																																																															
Reminder: submit this form in the excel format - .pdfs and scans cannot be accepted.																																																															
LEA Information									LEA Primary Contact Information																																																						
Name of LEA <input style="width: 150px;" type="text"/>			County-District Number <input style="width: 50px;" type="text"/>			Name <input style="width: 150px;" type="text"/>			Phone <input style="width: 50px;" type="text"/>			Ext <input style="width: 30px;" type="text"/>																																																			
									Title <input style="width: 150px;" type="text"/>			Email <input style="width: 150px;" type="text"/>																																																			
Form must contain at least two campuses. Enter current school year budget data. For further information, review the instructions																																																															
Grade Span Group [Elementary, Middle, or High]																																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Campuses</th> </tr> <tr> <th>Total</th> <th>90%</th> <th>110%</th> <th>90%</th> <th>110%</th> <th>90%</th> <th>110%</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> </tbody> </table>																		Campuses				Total	90%	110%	90%	110%	90%	110%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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				TEST 1		TEST 2		TEST 3		TEST 1		TEST 2		TEST 3																																																	
				Exp / Enroll		Base Sal / Enroll		Enroll / FTE's		Comp or NC		Campus State & Local Expenditures per Pupil		Campus to GS Base		Comp or NC		Campus Pupil per FTEs		Campus to GS Base																																											
Grade Span Totals				0		\$0		\$0		0																																																					
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This is an example of Testing Tabs (a through i). The tabs are visible at the bottom of the CCF excel file.

Excluded Campuses Tab

Federal Fiscal Compliance and Reporting Division Comparability Computation Form (CCF) 2024-2025 School Year Excluded Campus Form								
LEA Information								
Name of LEA <input style="width: 80%;" type="text"/>				County-District Number <input style="width: 20%;" type="text"/>				
LEA Primary Contact Information								
Name <input style="width: 80%;" type="text"/>			Phone <input style="width: 20%;" type="text"/>		Ext <input style="width: 10%;" type="text"/>			
Title <input style="width: 80%;" type="text"/>			Email <input style="width: 80%;" type="text"/>					
Excluded Campus Information								
#	Campus #	Campus Name	Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No)	Campus Enrollment	Grade Span Group (select from drop-down menu)	Grades Served (This column for charter schools only)	Basis for Exclusion (select from drop-down menu)	Explanation (if "Other" selected in Basis for Exclusion column)
1					Select from drop-down menu		Select from drop-down menu	
2					Select from drop-down menu		Select from drop-down menu	
3					Select from drop-down menu		Select from drop-down menu	
4					Select from drop-down menu		Select from drop-down menu	
5					Select from drop-down menu		Select from drop-down menu	
6					Select from drop-down menu		Select from drop-down menu	
7					Select from drop-down menu		Select from drop-down menu	

← ▶
Reminders
a
b
c
d
e
f
g
h
i
Excluded Campuses
+

This is an example of what is visible when you select the Excluded Campuses tab at the bottom of the excel file.

Appendix 2: Codes Used in Comparability Calculations

Fund Codes

Fund Codes	Funding Code Explanation
199	General Fund
383	Professional Staff Development
388	Innovative Education Grants
391	Year Round Schools Incentive
392	Non-Educational Community-Based Support
393	Texas Successful Schools Programs
394	Pregnancy, Education and Parenting Program
395	Comprehensive Developmental Guidance Program on Elementary Campuses for Students in At Risk Situations
396	Communities in Schools
398	Children's Trust Fund of Texas
399	Campus Deregulation and Restructuring to Improve Student Achievement
401	Retention Reduction Grant (State-Funded Optional Extended-Year Program)
420	Foundation School Program and other State Aid (Charter School Only)
429	State Funded Special Revenue Funds
461	Campus Activity Funds
499	Locally Funded Special Revenue Funds

Function Codes

Function Codes	Explanation of Function Codes
00	No Function
11	Instruction
12	Instructional Resources and Media Services
13	Curriculum Development and Instructional Staff Development
21	Instructional Leadership
23	School Leadership
31	Guidance, Counseling, and Evaluation Services
32	Social Work Services
33	Health Services
34	Student (Pupil) Services
35	Food Services
36	Co-curricular/Extracurricular Activities
41	General Administration
51	Plant Maintenance/Operations
52	Security and Monitoring Services
53	Data Processing Services

Object Codes

Object Codes	Explanation of Class Object Codes
6112	Salaries or Wages for Substitute Teachers
6119	Salaries or Wages—Teachers and Other Professional Personnel
6121	Extra Duty Pay/Overtime—Support Personnel
6129	Salaries or Wages for Support Personnel
6131	Contract Buyouts
6132	\$1,000.00 TRS Supplemental Compensation
6139	Employees Allowances
6141	Social Security/Medicare
6142	Group Health and Life Insurance
6143	Workers' Compensation
6144	Teacher Retirement/TRS Care—On- Behalf Payments
6145	Unemployment Compensation
6146	Teacher Retirement/TRS Care
6149	Employee Benefits
6211	Legal Services
6212	Audit Services
6213	Tax Appraisal and Collection
6219	Professional Services
6221	Staff Tuition and Related Fees—Higher Education
6222	Student Tuition—Public Schools
6223	Student Tuition—Other than to Public Schools
6224	Student Attendance Credits
6229	Tuition and Transfer Payments
6239	Education Service Center Services
6249	Contracted Maintenance and Repair
6259	Utilities
6269	Rentals-Operating Leases
6299	Miscellaneous Contracted Services
6311	Gasoline and Other Fuels for Vehicles (Including Buses)

Object Codes	Explanation of Class Object Codes
6319	Supplies for Maintenance and/or Operations
6321	Textbooks
6329	Reading Materials
6339	Testing Materials
6341	Food
6342	Non-Foods
6343	Items for Sale
6344	USDA Donated Commodities
6349	Food Service Supplies
6399	General Supplies
6411	Travel and Subsistence—Employee Only
6412	Travel and Subsistence—Students
6413	Stipends-Non-Employees
6419	Travel and Subsistence—Non- Employees
6429	Insurance and Bonding Costs
6439	Election Costs
6449	Depreciation Expense
6500	Debt Service
6600	Capital Outlay

Role IDs (revised November 2019)

Role IDs	Explanation of Roles
002	Art Therapist
003	Assistant Principal
004	Assistant/Associate/Deputy Superintendent
005	Associate School Psychologist
006	Audiologist
007	Corrective Therapist
008	Counselor
011	Educational Diagnostician
012	Instructional Officer
013	Librarian
015	Music Therapist
016	Occupational Therapist
017	Orientation and Mobility Instructor
018	Physical Therapist
019	Physician
020	Principal
021	Recreational Therapist
022	School Nurse
023	School Psychologist
024	Social Worker
026	Speech Therapist
027	Superintendent/Chief Administrative Officer
028	Teacher Supervisor
030	Visiting Teacher
032	Vocational Education Coordinator
033	Educational Aide
036	Certified Interpreter
040	Athletic Director
041	Teacher Facilitator

Role IDs	Explanation of Roles
042	Teacher Appraiser
043	Business Manager
044	Tax Assessor and/or Collector
045	Director of Personnel/Human Resources
047	Substitute Teacher
054	Department Head
055	Registrar
056	Athletic Trainer
087	Teacher (formerly codes 025 and 029)
114	Other Campus Exempt Professional Auxiliary (formerly code 058)

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