2021-2022

Program Monitoring – Random Validations Process

Overview

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2021-2022 Random Validation Programs

Federal Program Compliance Division Administered Programs

- Title I, Part A Campus Schoolwide Program EdFlex Waiver
- Title I, Part D – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth
- Title V, Part B – Rural and Low-Income School Program (RLIS)
- Private School Equitable Services (PNP)
- Unsafe School Choice Option (USCO)

2021-2022 Random Validation Number of LEAs Selected

Programs	Number of LEAs Selected	Selection Method
Title I, Part A Campus Schoolwide Program EdFlex Waiver	20	Randomly selected from across the state regardless of ESC (no more than 3 LEAs per ESC)
Title I, Part D – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth	20	
Title V, Part B – Rural and Low-Income School Program (RLIS)	30	
Private School Equitable Services (PNP)	40	2 LEAs per ESC
Unsafe School Choice Option (USCO)	40	2 LEAs per ESC

2021-2022 Random Validation Program Requirements

Programs	Number of Requirements Selected
Title I, Part A Campus Schoolwide Program EdFlex Waiver	1
Title I, Part D – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth	1
Title V, Part B – Rural and Low-Income School Program (RLIS)	1
Private School Equitable Services (PNP)	4
Unsafe School Choice Option (USCO)	1

Program Requirements Specificity to be announced on the ESSA Program Monitoring – Random Validations Webpage by November 30, 2021

2021-2022 Random Validation Phase 2 Summary

Phase 2 Programs	LEAs	Requirement(s)	Selection Method
Title I, Part A Campus Schoolwide Program EdFlex Waiver	20	1	Randomly selected from across the state regardless of ESC (no more than 3 LEAs per ESC)
Title I, Part D – Prevention and Intervention for Delinquent, Neglected, and At-Risk Youth	20	1	
Title V, Part B – Rural and Low-Income School Program (RLIS)	30	1	
Private School Equitable Services (PNP)	40	4	2 LEAs per ESC
Unsafe School Choice Option (USCO)	40	1	2 LEAs per ESC

2021-2022

Program Monitoring – Random Validations Process

Timeline

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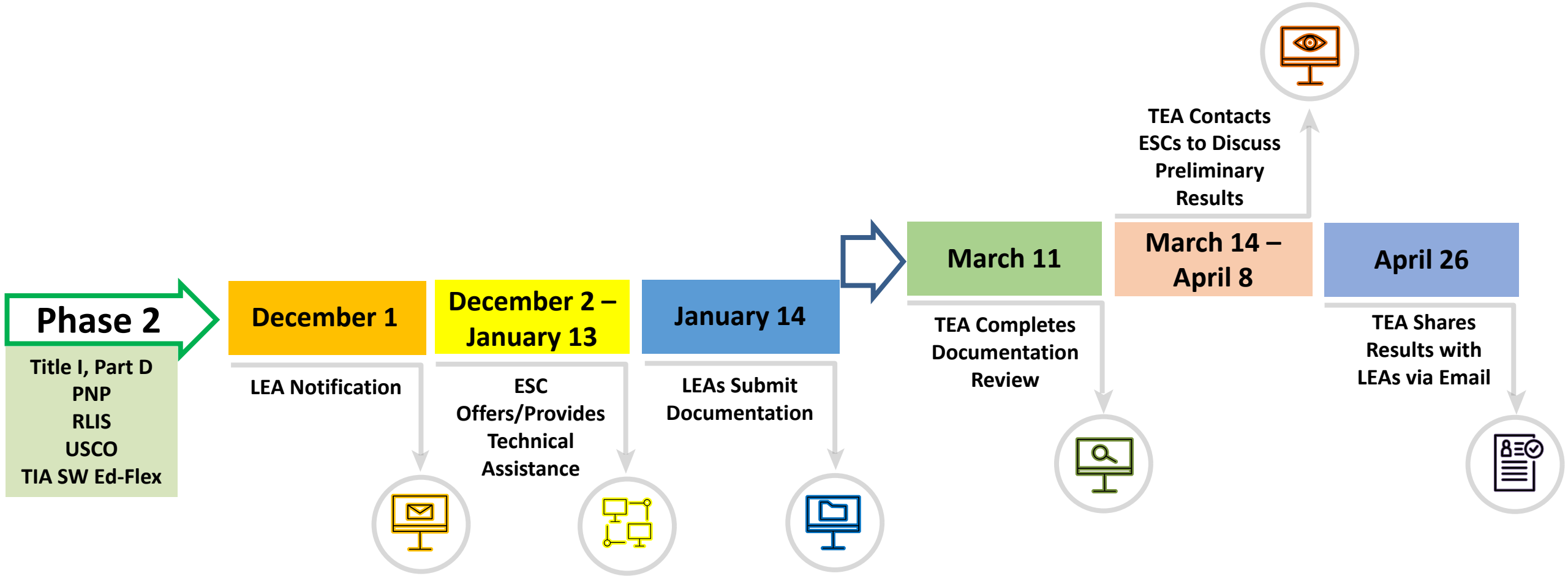
2021-2022 Random Validation LEA Timeline – Phase 2



2021-2022 Program Monitoring – Random Validations Process

Division Phone Number
(512) 463-9499

Division Email Address
ESSASupport@tea.texas.gov

2021-2022

Program Monitoring – Random Validations Process

Documents

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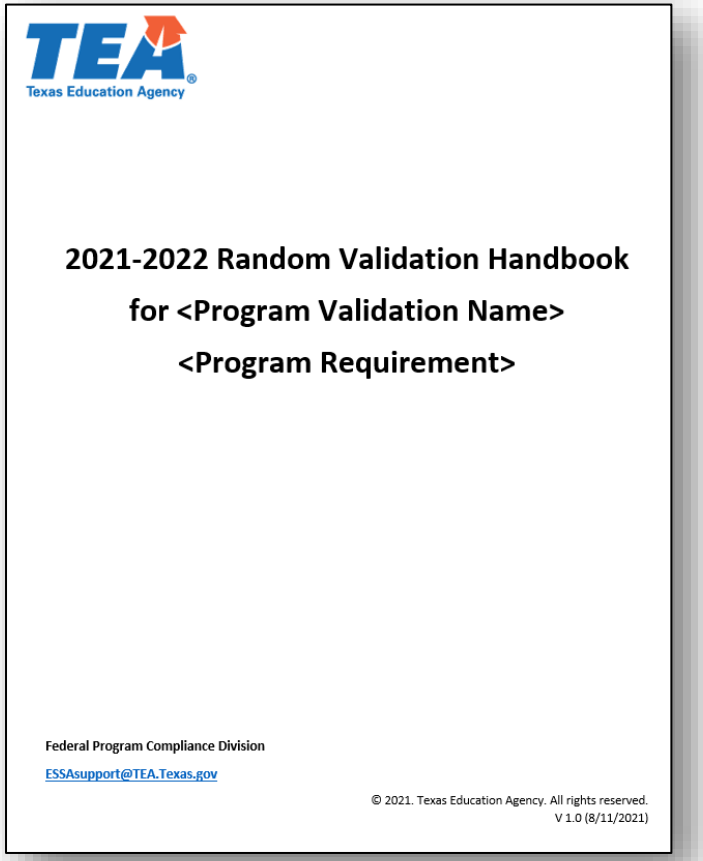
2021-2022 Random Validation Documents

The following documents will be attached to the LEA Notification email

Handbook



Texas Education Agency

2021-2022 Random Validation Handbook
for <Program Validation Name>
<Program Requirement>

Federal Program Compliance Division

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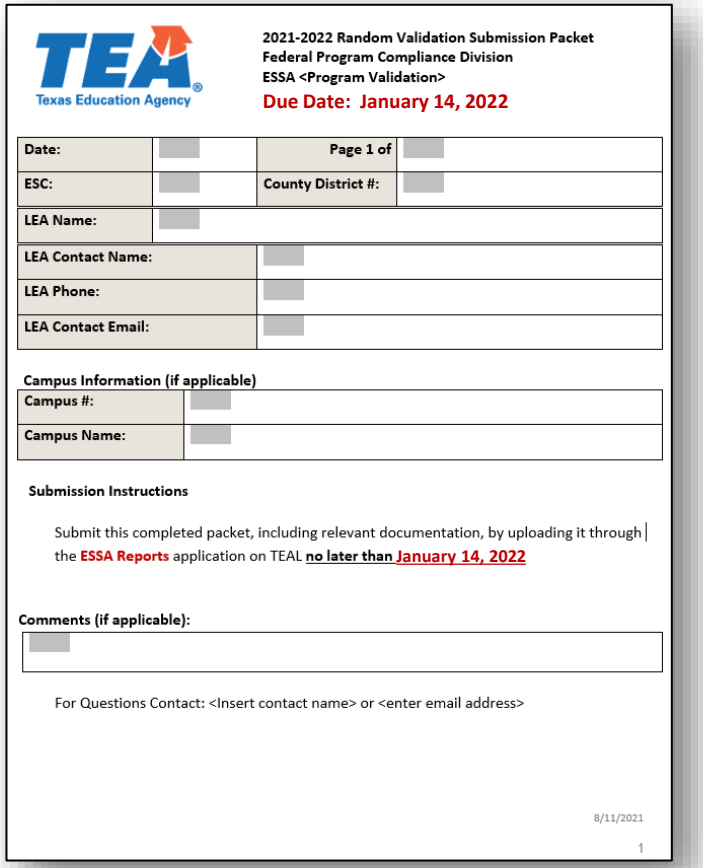
V 1.0 (8/11/2021)

Submission Packet



Texas Education Agency

2021-2022 Random Validation Submission Packet
Federal Program Compliance Division
ESSA <Program Validation>
Due Date: January 14, 2022

Date:		Page 1 of	
ESC:		County District #:	
LEA Name:			
LEA Contact Name:			
LEA Phone:			
LEA Contact Email:			

Campus Information (if applicable)

Campus #:	
Campus Name:	

Submission Instructions

Submit this completed packet, including relevant documentation, by uploading it through the ESSA Reports application on TEAL no later than January 14, 2022

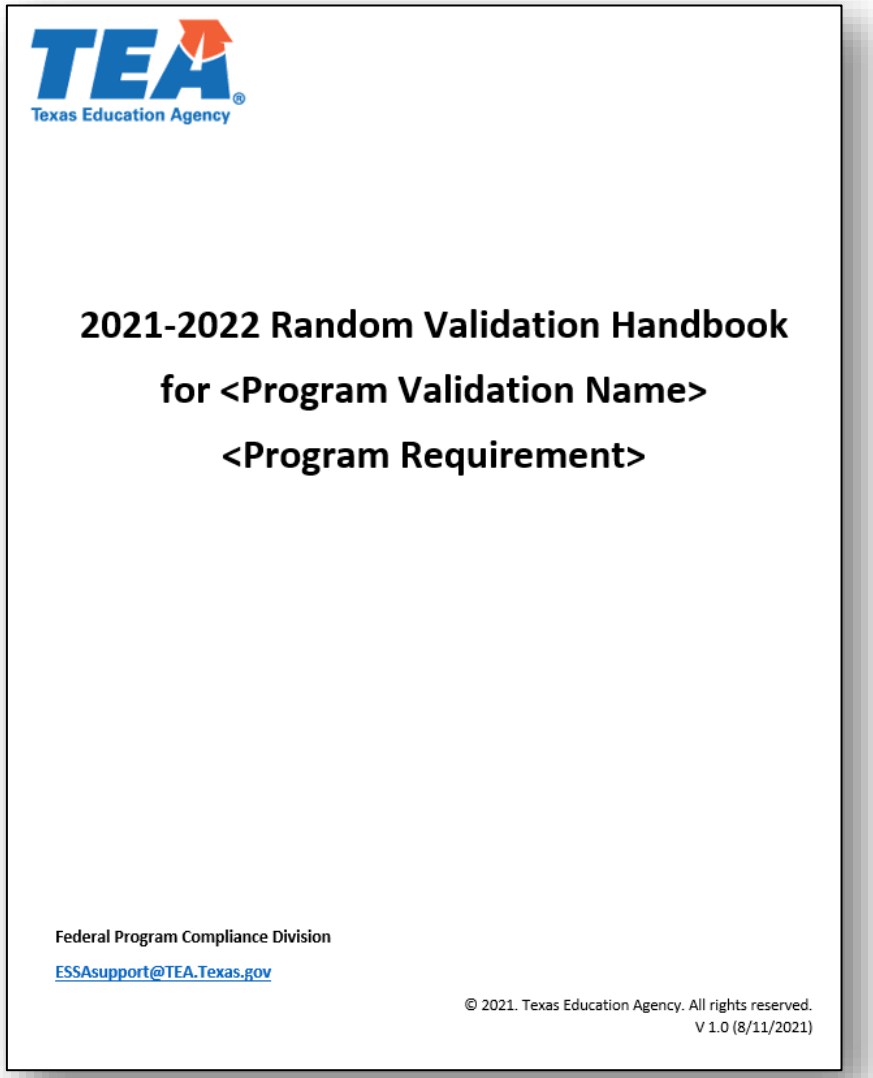
Comments (if applicable):

For Questions Contact: <Insert contact name> or <enter email address>

8/11/2021

1

2021-2022 Random Validation Handbook Contents



2021-2022 Random Validation Handbook

for <Program Validation Name>

<Program Requirement>

Federal Program Compliance Division

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V 1.0 (8/11/2021)

Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the <**Insert Program Requirement**>. It should be used in conjunction with the 2021-2022 Random Validation Submission Packet for the same requirement.

Although these documents have been prepared for use by those LEAs that are selected to participate in the 2021-2022 Random Validation, LEAs that are not selected may still find them useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

The Submission Packets and the Handbooks are available on the Federal Program Compliance Division's web page under "Division Resources."

2021-2022 Random Validation Handbook Contents

Texas Education Agency

2021-2022 Random Validation Handbook

for <Program Validation Name>

<Program Requirement>

Federal Program Compliance Division

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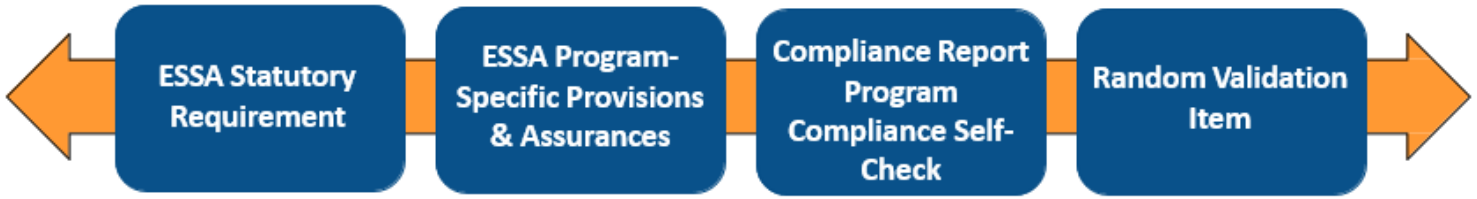
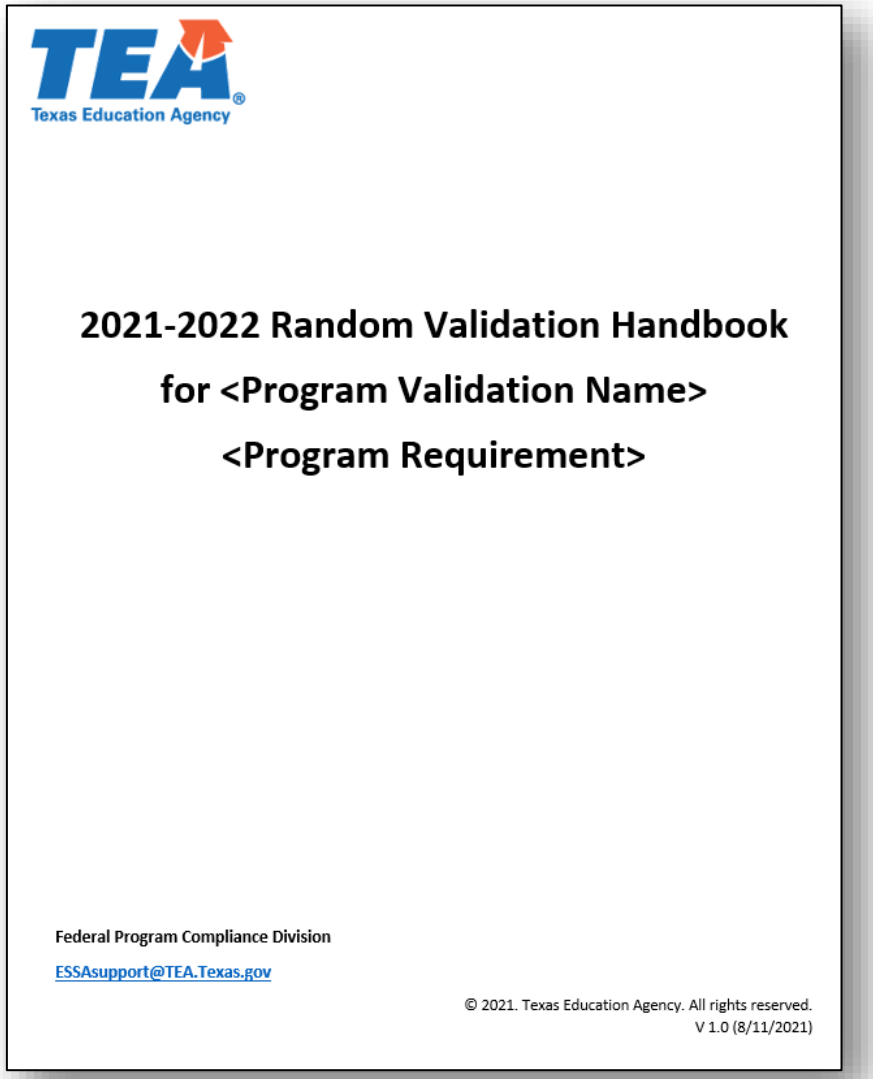
V 1.0 (8/11/2021)



<Program> Random Validation Selected Requirement

ESSA Statutory Requirement	
ESSA Statutory Citation and Language	
ESSA Program-Specific Provisions & Assurances	
Compliance Report Program Compliance Self-Check	

2021-2022 Random Validation Handbook Contents



Texas Education Agency

2021-2022 Random Validation Handbook

for <Program Validation Name>

<Program Requirement>

Federal Program Compliance Division

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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 random validation process may not include all forms of documentation that are required to be maintained locally.

Please include the following selected documentation with the completed submission packet in order to demonstrate compliance with the program requirement described above:

Type of Selected Documentation Required	Description of Acceptable Documentation

Note:

1. Validation requirements will receive a designation of "Met Requirement" or "Improvement Needed" during the validation review.

Title I, Part A Program Requirement Selected

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.

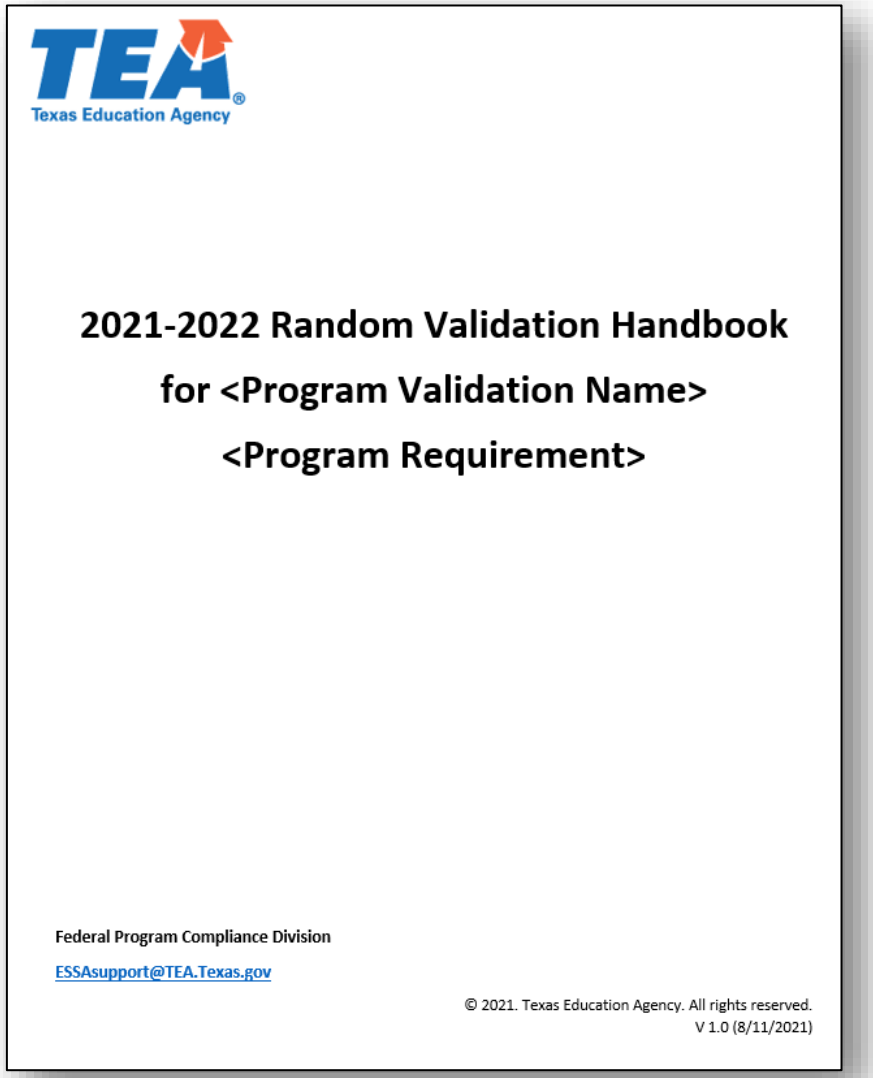
Documentation Requested

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.

Title I, Part A Program Requirement Selected

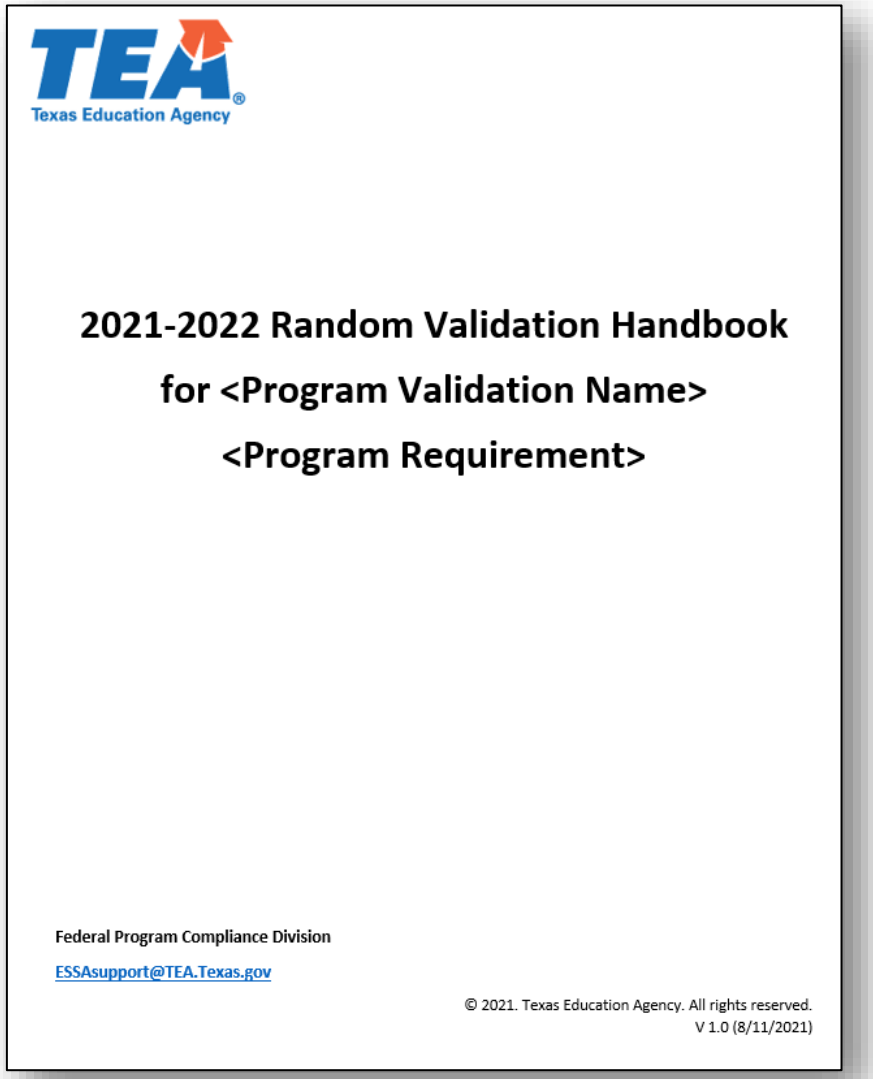
The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

2021-2022 Random Validation Handbook Contents



- **Instructions for Completing the Submission Packet**
- **Instructions for Uploading Documentation**

2021-2022 Random Validation Handbook Contents



Texas Education Agency

2021-2022 Random Validation Handbook

for <Program Validation Name>

<Program Requirement>

Federal Program Compliance Division

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V 1.0 (8/11/2021)

Task	Due Date
Email initial notification to LEA administrator regarding program selection. ESC will be copied.	**December 1, 2021**
ESC staff will contact LEA to: • confirm receipt of initial notice; • confirm access to ESSA Reports on TEAL for appropriate staff; • offer technical assistance.	Contact within 3 business days after initial notification to LEA. Technical assistance through **January 13, 2022**
Deadline to upload documentation on ESSA Reports.	**January 14, 2022**
TEA program staff complete preliminary reviews.	**March 11, 2022**
TEA contacts ESC regarding LEAs that receive "Improvement Needed" status for ESC review and comment before TEA notifies LEAs.	**March 12–April 8, 2022**
Notification to LEA administrator of validation results for. ESCs will be copied.	**April 26, 2022**
ESC technical assistance deadline if LEA receives "Improvement Needed" status regarding any items.	**September 29, 2022**
ESC provides documentation on ESSA Reports that technical assistance was offered/provided.	**September 29, 2022**
If the LEA receives "Improvement Needed" status on a program requirement, the LEA will be required to submit documentation for 2022-2023 for the same requirement. The documentation must be uploaded on ESSA Reports.	**September 30, 2022**

2021-2022 Random Validation Submission Packet Contents

Cover Page

Texas Education Agency

2021-2022 Random Validation Submission Packet
Federal Program Compliance Division
ESSA <Program Validation>
Due Date: January 14, 2022

Date:		**Page 1 of**	
ESC:		**County District #:**	
LEA Name:			
LEA Contact Name:			
LEA Phone:			
LEA Contact Email:			

Campus Information (if applicable)

Campus #:	
Campus Name:	

Submission Instructions

Submit this completed packet, including relevant documentation, by uploading it through the **ESSA Reports** application on TEAL **no later than** January 14, 2022

Comments (if applicable):

For Questions Contact: <Insert contact name> or <enter email address>

8/11/2021

Checklist

Texas Education Agency

2021-2022 Random Validation Checklist
Federal Program Compliance Division
<Name of Program>
Due Date: January 14, 2022

County District #:	
LEA Name:	

Program Requirement Description

Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
	1.1	<Description of documentation item to be validated.>	☐ Met ☐ IN*	
	1.2	<Description of documentation item to be validated.>	☐ Met ☐ IN*	

*IN = Improvement Needed

If the LEA receives "Improvement Needed" status, the LEA will be required to submit documentation for 2022-2023 for the same program requirements during resubmission Random Validation process. The resubmission documentation must be uploaded on ESSA Reports no later than **<date>**.

TEA Only:

Reviewed by TEA Staff:		**Date:**	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		**Date:**	

Referred to ESC # _____ for assistance (TEA Only)

2021-2022 Program Monitoring Random Validations Process

- Documents -

Email your questions to

ESSASupport@TEA.Texas.gov

2021-2022

Program Monitoring – Random Validations Process

Documentation Submission Instructions & Requirements

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2021-2022 RV Submission Packet Contents: Submission Packet Cover Page

Texas Education Agency

2021-2022 Random Validation Submission Packet
Federal Program Compliance Division
ESSA <Program Validation>
Due Date: January 14, 2022

Date:		**Page 1 of**	
ESC:		**County District #:**	
LEA Name:			
LEA Contact Name:			
LEA Phone:			
LEA Contact Email:			

Campus Information (if applicable)

Campus #:	
Campus Name:	

Total number of pages to be submitted (including the submission packet)

For Title I, Part A Only

2021-2022 RV Submission Packet Contents: Submission Packet Cover Page

Submission Instructions

Submit this completed packet, including relevant documentation, by uploading it through the **ESSA Reports** application on TEAL **no later than January 14, 2022**

Comments (if applicable):

For Questions Contact: <Contact name> <Email address>

8/11/2021

1

Submitting Documentation

TEAL → ESSA Reports Access

2021-2022 RV Submission Packet Contents: Checklist

LEA

TEA

2021-2022 Random Validation Checklist
Federal Program Compliance Division
<Name of Program>
Due Date: January 14, 2022

County District #:	
LEA Name:	

Program Requirement Description

Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
	1.1	<Description of documentation item to be validated.>	☐ Met ☐ IN*	
	1.2	<Description of documentation item to be validated.>	☐ Met ☐ IN*	

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TEA Only:

Reviewed by TEA Staff:		**Date:**	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		**Date:**	

Referred to ESC # _____ for assistance (TEA Only)

2021-2022 RV Submission Packet Contents

LEA

Instructions for Completing Submission Packet

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA's compliance with the <program> requirement. In the left-hand column write the page number where the requirement(s) is addressed in the LEA's documentation. Be as specific as possible in order to facilitate the auditor's review process. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5.

Please leave the two right-hand columns blank, as these will be completed by TEA staff during their review of the documentation submitted.

Do not submit extraneous documentation.

Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
2, 4, 5	1.1	<Description of documentation item to be validated.>	☐ Met ☐ IN*	
	1.2	<Description of documentation item to be validated.>	☐ Met ☐ IN*	

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TEA Only:

Reviewed by TEA Staff:		**Date:**	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		**Date:**	

Referred to ESC # _____ for assistance (TEA Only)

TEA

Preparing Documents for Upload: 2 Step Process

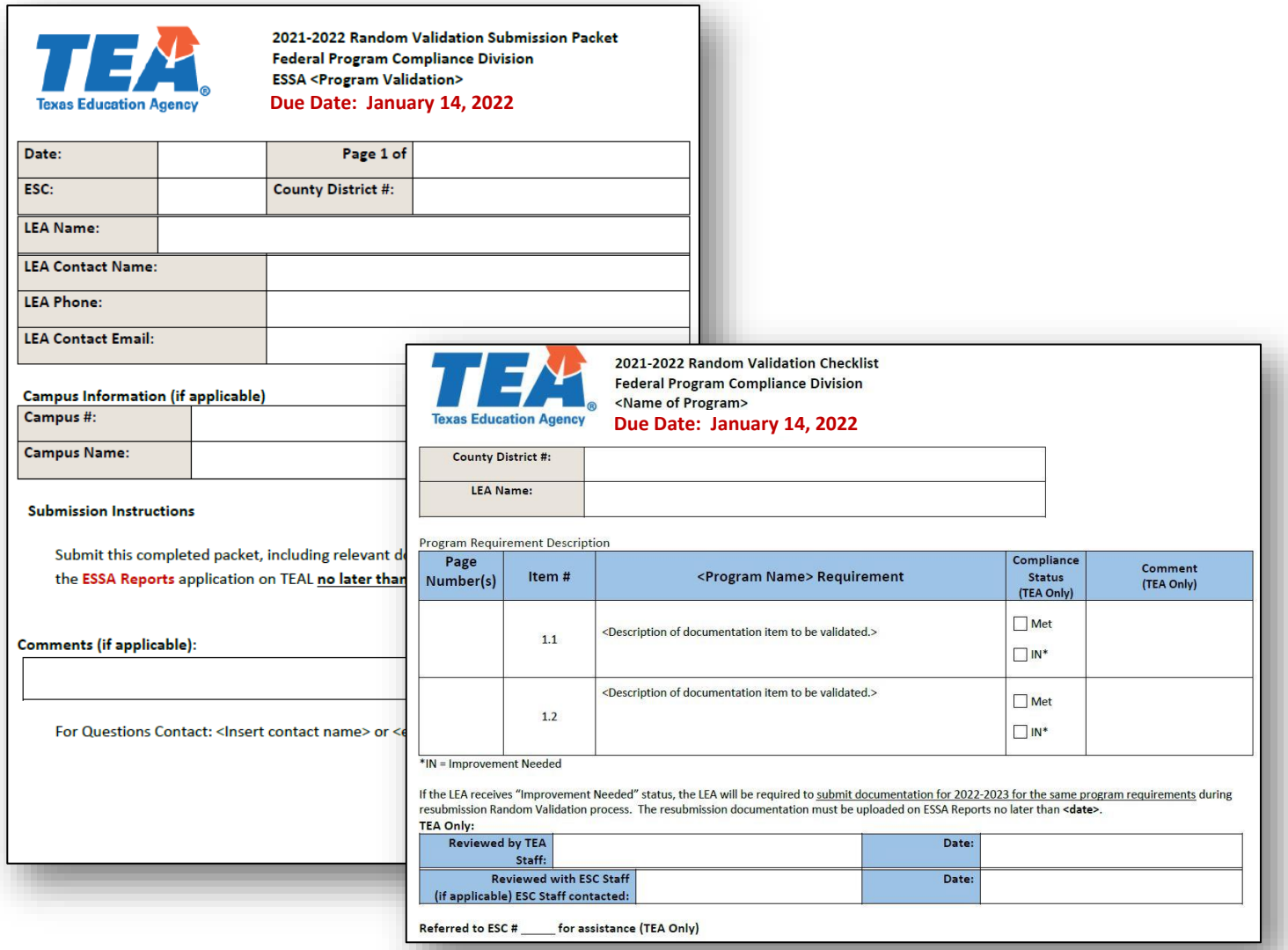
STEPS

Complete & upload the **Submission Packet** (Word document) as a **Response Document**

Gather and assemble the **documentation** into 1 pdf file & upload the documentation pdf file as a **Supporting Document**

STEP 1:
Uploading the Submission Packet (Response Document)

- Complete the document (Word document)
- Do not convert to PDF
- The document is to be uploaded as a Word document



2021-2022 Random Validation Submission Packet
Federal Program Compliance Division
ESSA <Program Validation>
Due Date: January 14, 2022

Date:		Page 1 of	
ESC:		County District #:	
LEA Name:			
LEA Contact Name:			
LEA Phone:			
LEA Contact Email:			

Campus Information (if applicable)

Campus #:	
Campus Name:	

Submission Instructions

Submit this completed packet, including relevant d
the ESSA Reports application on TEAL no later than

Comments (if applicable):

For Questions Contact: <Insert contact name> or <e

2021-2022 Random Validation Checklist
Federal Program Compliance Division
<Name of Program>
Due Date: January 14, 2022

County District #:	
LEA Name:	

Program Requirement Description

Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
	1.1	<Description of documentation item to be validated.>	☐ Met ☐ IN*	
	1.2	<Description of documentation item to be validated.>	☐ Met ☐ IN*	

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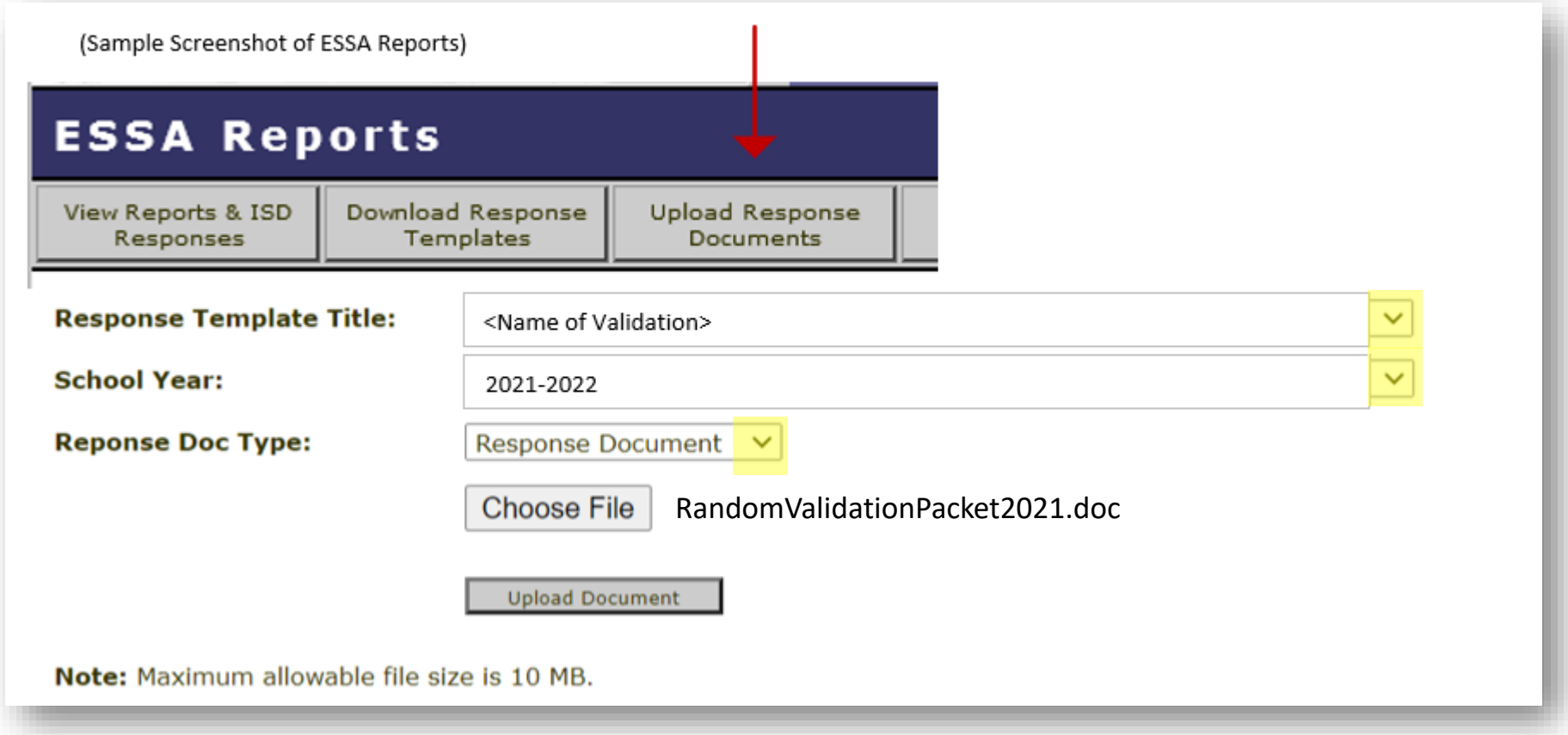
If the LEA receives "Improvement Needed" status, the LEA will be required to submit documentation for 2022-2023 for the same program requirements during resubmission Random Validation process. The resubmission documentation must be uploaded on ESSA Reports no later than **<date>**.

TEA Only:

Reviewed by TEA Staff:		Date:	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		Date:	

Referred to ESC # _____ for assistance (TEA Only)

STEP 1:
Uploading the Submission Packet (Response Document)

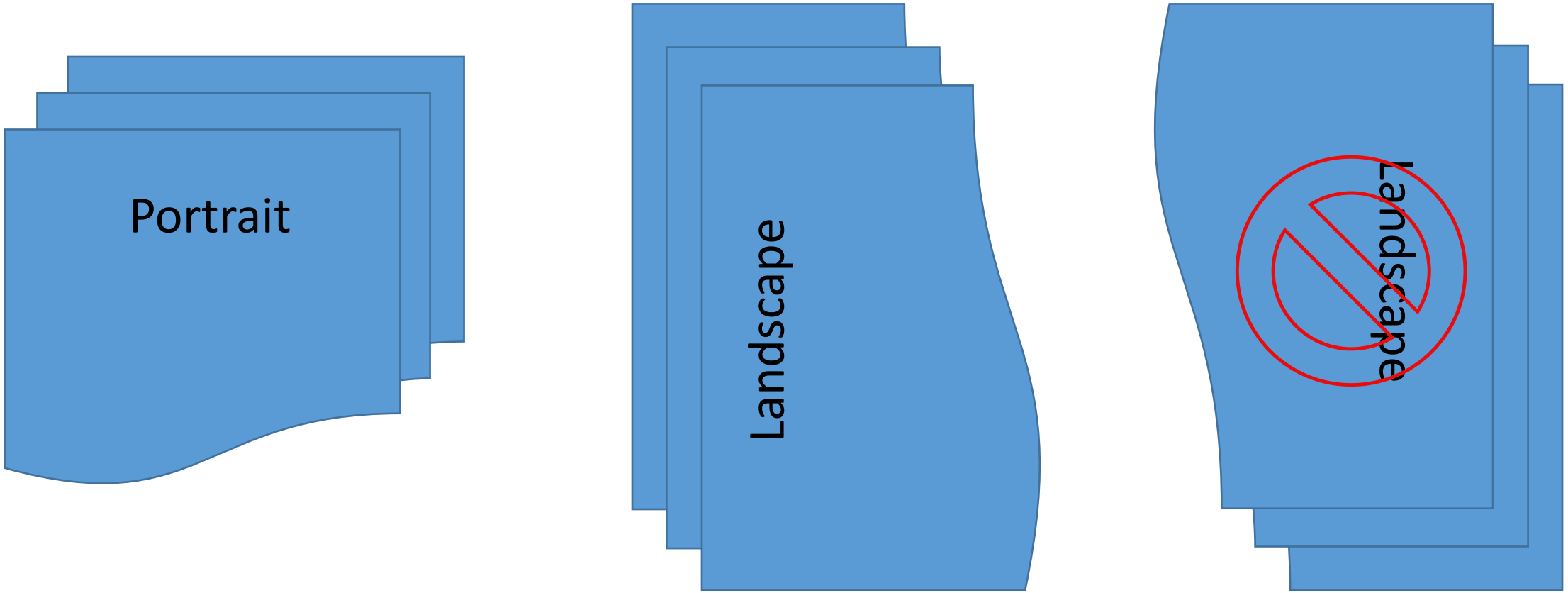


STEP 2:
Uploading the Documentation (Supporting Document)

- Use Checklist as reference to put pieces of documentation in order.
- Single side only.
- Check orientation of pages.
- Mark where on page the evidence for each requirement appears.
- Remove unnecessary pages.
- Number pages of documentation packet consecutively.
- Then enter packet page numbers on Checklist.

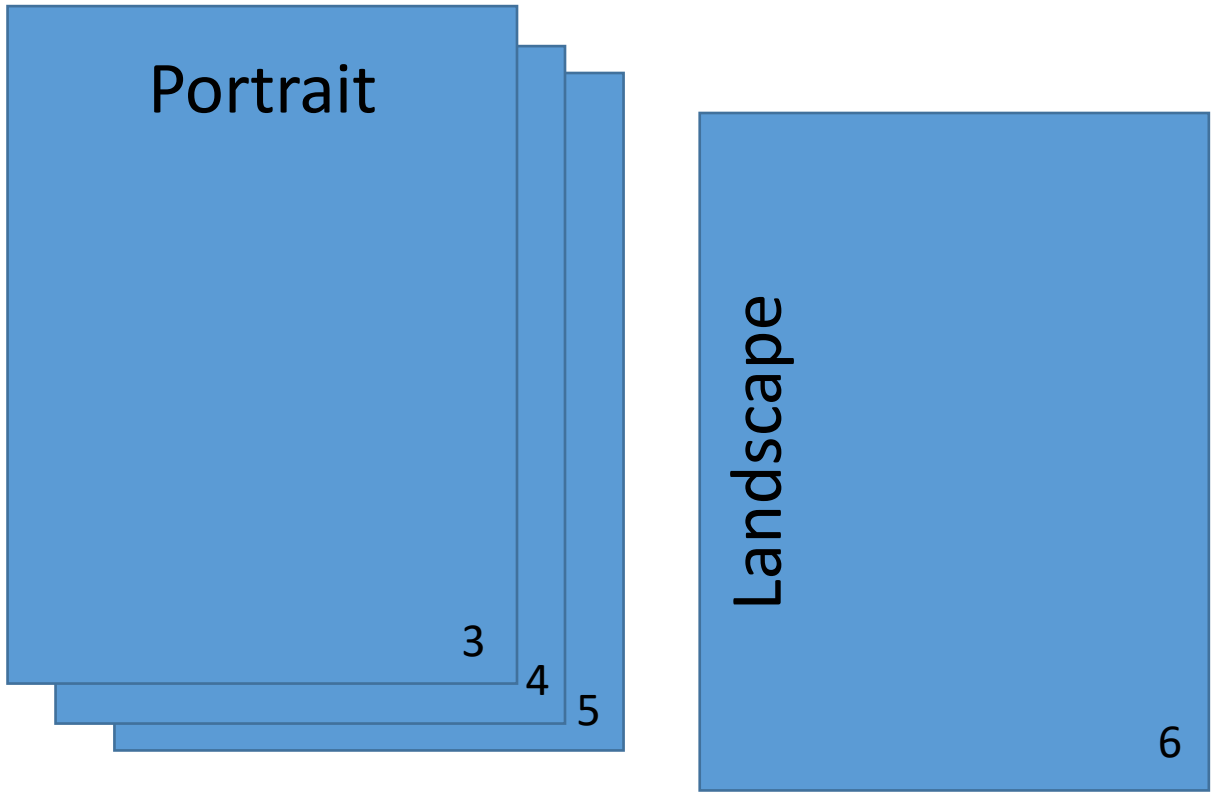
Tips to Facilitate Process

Orient pages consistently:



Tips to Facilitate Process

Don’t include unnecessary pages.

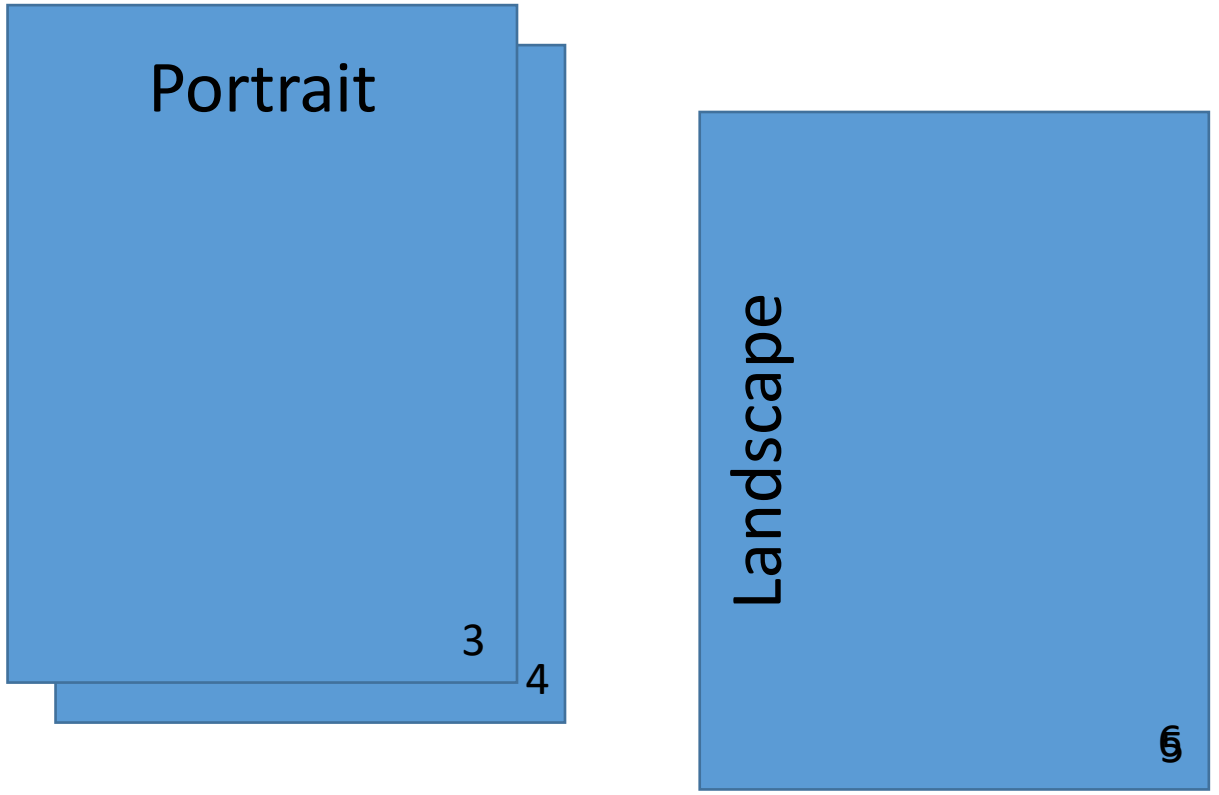


Cautionary Tips

- Only include relevant pages of documents requested
- All documentation submitted must be reviewed in its entirety
- Should the review determine unanticipated areas of non-compliance, the LEA will be referred to the appropriate Division for further review

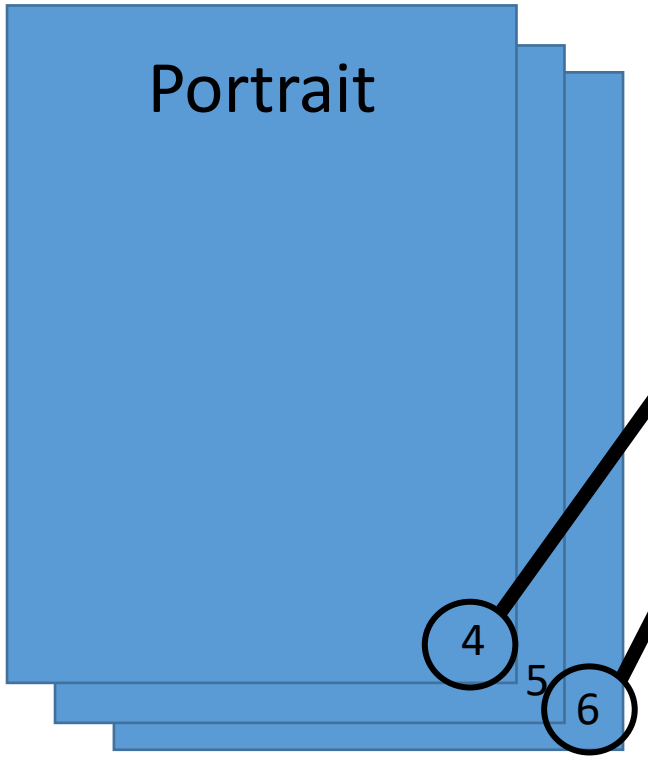
Tips to Facilitate Process

Order pages and number consecutively in lower right corner:



Tips to Facilitate Process

Use these consecutive page numbers when entering the page number on the Checklist:



Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
4, 6	1.1	<Description of documentation item to be validated.>	☐ Met ☐ IN*	
	1.2	<Description of documentation item to be validated.>	☐ Met ☐ IN*	

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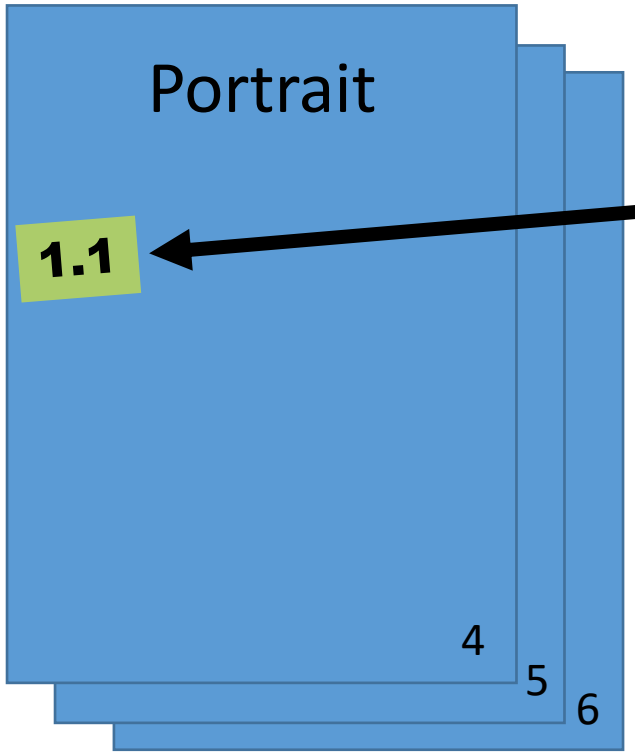
TEA Only:

Reviewed by TEA Staff:		**Date:**	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		**Date:**	

Referred to ESC # _____ for assistance (TEA Only)

Tips to Facilitate Process

Use the Item Number to mark the location on the page:



Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
4, 6	1.1	<Description of documentation item to be validated.>	☐ Met ☐ IN*	
	1.2	<Description of documentation item to be validated.>	☐ Met ☐ IN*	

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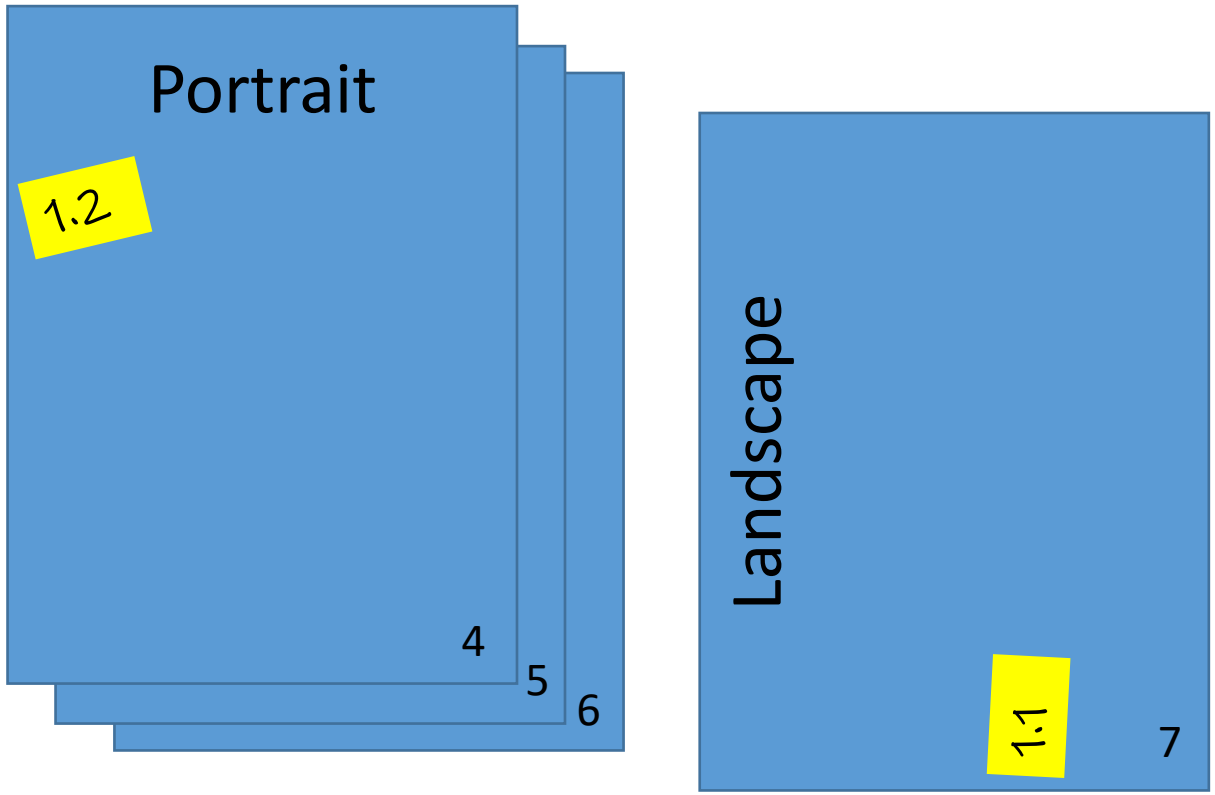
TEA Only:

Reviewed by TEA Staff:		**Date:**	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		**Date:**	

Referred to ESC # _____ for assistance (TEA Only)

Tips to Facilitate Process

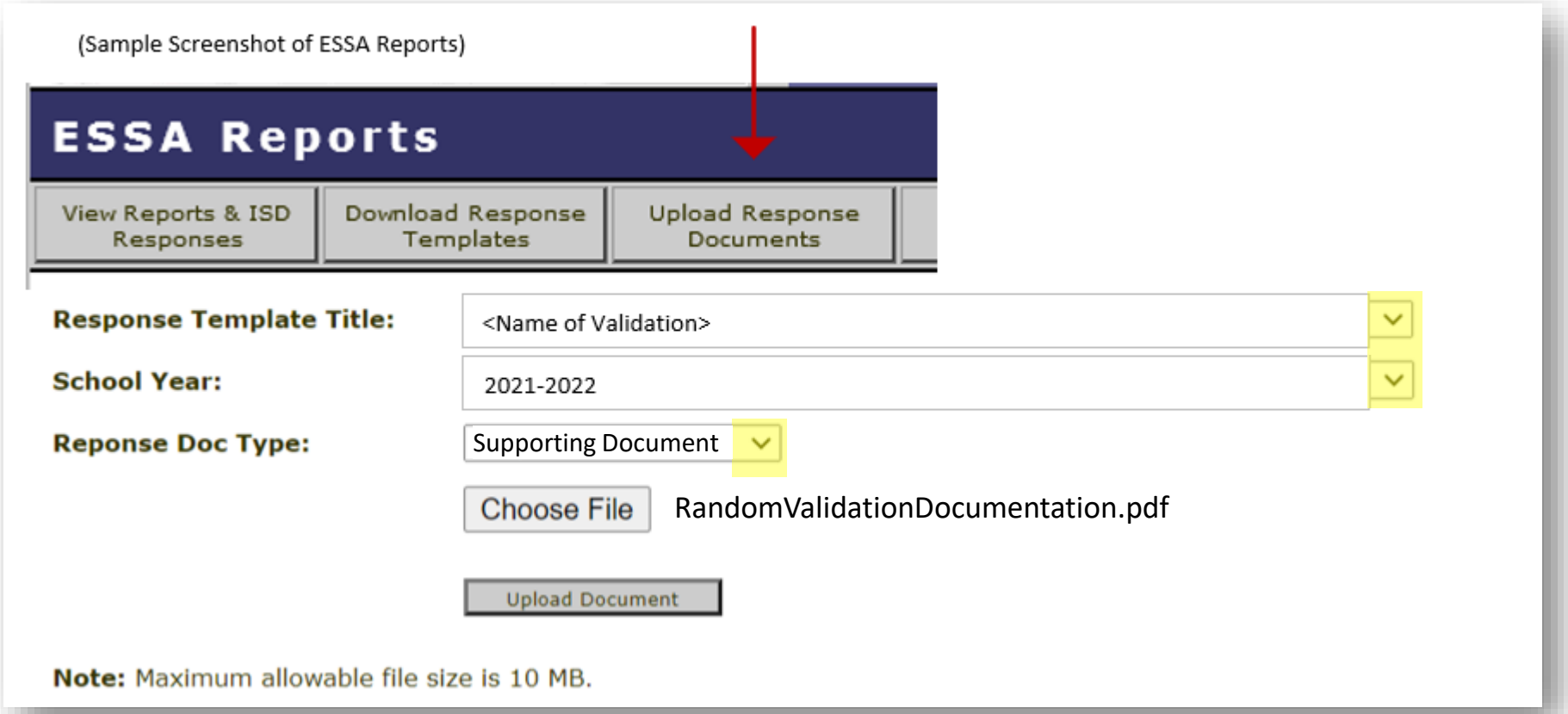
Each Item Number should be marked on the appropriate page.



Documentation File Size

- 10 MB limit
- “Optimize” pdf file to reduce size
- Ensure all pages are actually needed
- Last resort, split file and upload in sections as Supporting Document files

STEP 2:
Uploading the Documentation (Supporting Document)



2021-2022 Program Monitoring Random Validations Process

- Documentation Submission Instructions & Requirements -

Email your questions to

ESSASupport@TEA.Texas.gov