

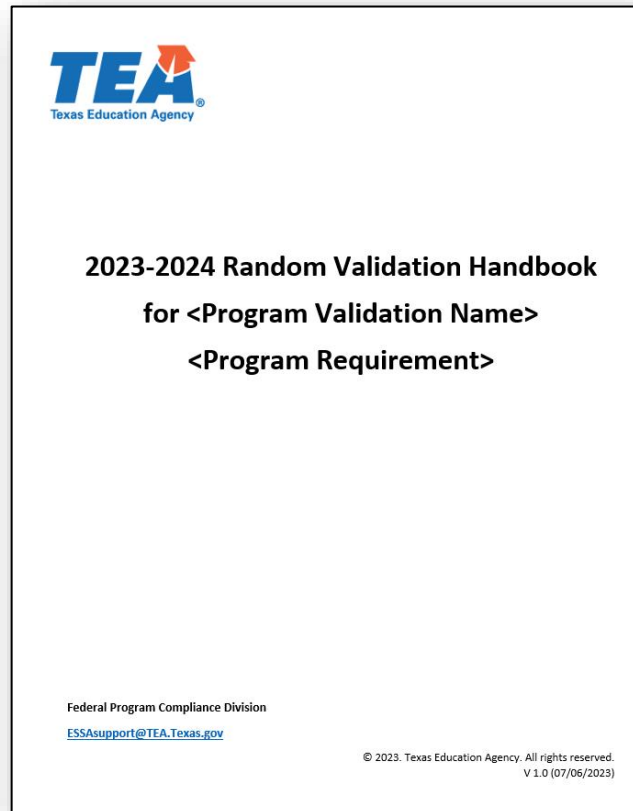
**2023-2024**

**Program Monitoring –  
Random Validations Process  
Handbooks**

# 2023-2024 Random Validation Handbooks

The following resource document will be linked in the LEA Notification email

**Handbook**



# 2023-2024 Random Validation Handbook Contents



**2023-2024 Random Validation Handbook  
for <Program Validation Name>  
<Program Requirement>**

Federal Program Compliance Division

[ESSAsupport@TEA.Texas.gov](mailto:ESSAsupport@TEA.Texas.gov)

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V 1.0 (07/06/2023)

## Introduction

This Handbook is intended to assist LEAs in completing the 2023-2024 Random Validation process for the **<Insert Program Requirement>**.

Although this document has been prepared for use by those LEAs that are selected to participate in the 2023-2024 Random Validation, LEAs that are not selected may still find the Handbooks useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

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

# 2023-2024 Random Validation Handbook Contents



2023-2024 Random Validation Handbook  
for <Program Validation Name>  
<Program Requirement>

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## <Program> Random Validation Selected Requirement

<b>ESSA Statutory Requirement</b>	
<b>ESSA Statutory Citation and Language</b>	
<b>ESSA Program-Specific Provisions &amp; Assurances</b>	
<b>Compliance Report Program Compliance Self-Check</b>	



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Please include the following selected documentation referenced in the table below in order to demonstrate compliance with the program requirement described above. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance. LEAs that submit sufficient documentation to support LEA compliance will be assigned a “Met Requirement” status for the requirement. LEAs that submit insufficient documentation will be assigned an “Improvement Needed” status for the requirement. LEAs with an “Improvement Needed” status will be provided technical assistance by their regional education service center (ESC). These LEAs will be required to resubmit documentation for the 2024–2025 school year by September 30, 2024, to ensure the program requirements are implemented correctly.

Type of Selected Documentation Required	Description of Acceptable Documentation
1.1	
1.2	
1.3	
1.4	

# 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.

# 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.

# Documentation Requested



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



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- **Instructions for Assembling Documentation**
- **Instructions for Submitting Documentation**



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<Program Requirement>**

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## Phase 1 Random Validation Timeline

Task	Due Date
Federal Program Compliance (FPC) Random Validation (RV) WorkApp LEA contacts receive initial notification regarding program selection. Education Service Center (ESC) FPC RV WorkApp Contacts will be copied.	<b>October 9, 2023</b>
ESC staff will contact LEA to: <ul style="list-style-type: none"> <li>confirm receipt of initial notice;</li> <li>confirm access to FPC RV WorkApp for appropriate staff;</li> <li>offer technical assistance.</li> </ul>	Contact within 1 business day after initial notification to LEA. Technical assistance through <b>October 23, 2023</b>
<b>Deadline to submit documentation via the FPC Random Validation WorkApp System.</b>	<b>October 23, 2023</b>
TEA program staff complete preliminary reviews.	<b>February 5, 2024</b>
TEA contacts ESC regarding LEAs that receive "Improvement Needed" status for ESC review and comment before TEA notifies LEAs.	<b>February 15, 2024 – March 1, 2024</b>
FPC RV WorkApp LEA contacts receive notification of validation results. ESC FPC RV WorkApp Communication List Contacts will be copied.	<b>March 18, 2024</b>
ESC technical assistance deadline if LEA receives "Improvement Needed" status regarding any items.	<b>September 30, 2024</b>
ESC submits documentation in the FPC RV WorkApp System that technical assistance was offered/provided.	<b>September 30, 2024</b>
If the LEA receives "Improvement Needed" status on a program requirement, the LEA will be required to <u>submit documentation for 2024-2025 for the same requirement</u> . The documentation must be submitted in the FPC RV WorkApp System.	<b>September 30, 2024</b>

# 2023-2024 Program Monitoring Random Validations Process

## - Handbooks-



Email your questions to  
[ESSASupport@TEA.Texas.gov](mailto:ESSASupport@TEA.Texas.gov)