

## Title I, Part C Program Requirements Overview

# Program Requirements 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.

# Program Requirements Selected



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.

# Program Requirements Selected



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

# Meeting Documentation Requested

## Standard Documentation

- ✓ Meeting Agendas
- ✓ Meeting Notes/Minutes
- ✓ Sign-In Sheets

**Documentation for virtual meetings is acceptable.**



Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.

# MEP Program Requirements Additional Guidance

The 2024-2025 Program Monitoring Validation for the Title I, Part C program will only accept documentation for the previous school year to ensure TEA is provided with adequate documentation to support the selected requirement.

## Identification & Recruitment (ID&R)



## Identification & Recruitment

### *Identification and Recruitment*

*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. Migratory child eligibility requirement defined in Section 1309(2)-(5).*

## ***Documentation***

### ***Required***

1.1 Recruiter logs

## ***Acceptable Documentation***

- A minimum of 2 and no more than 4 samples of recruiter logs.

# Identification & Recruitment (ID&R)

## ***Documentation Required – Identification & Recruitment Item 1.1***

A minimum of 2 and no more than 4 samples of recruiter logs for the prior school year.



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the recruiter logs.
- Documentation submitted was not for activities that took place in the prior school year.



## ***Documentation***

### ***Required***

1.2 Reviewer logs

## ***Acceptable Documentation***

- A minimum of 2 and no more than 4 samples of reviewer logs showing quality control took place.

## ***Documentation Required – Identification & Recruitment Item 1.2***

A minimum of 2 and no more than 4 samples of reviewer logs for the prior school year showing quality control took place.



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the reviewer logs.
- Documentation does not show evidence that quality control took place.
- Documentation submitted was not for activities that took place in the prior school year.

## ***Documentation Required***

1.3 Identification and  
Recruitment (ID&R)  
Action Plan

## ***Acceptable Documentation***

- Copy of the LEAs ID&R Action Plan that includes quality control procedures for ID&R.

## ***Documentation Required – Identification & Recruitment Item 1.3***

Copy of the LEA's ID&R Action Plan that includes quality control procedures for ID&R.



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- Documentation submitted does not include quality control procedures for ID&R.
- Documentation submitted was not for activities that took place in the prior year.

# Thank you!



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