

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.

Priority For Service (PFS)

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The LEA gives service priority to migratory children who made a qualifying move within the previous 1-year period and who were (1) failing or most at risk of failing to meet the challenging State academic standards; or (2) have dropped out of school. [Sections 1301(2), 1304(d)]

Documentation Required

1.1 PFS Reports from
TX-NGS

Acceptable Documentation

- Copies of two monthly PFS Reports redacting student identifiable information
- Reports showing “No students found” is acceptable.

Priority for Service (PFS)

Documentation Required – Priority For Service (PFS) Item 1.1

Copies of two monthly PFS Reports from the prior school year redacting student identifiable information

Reports showing “No students found” is acceptable.



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the PFS Criteria.
- Reports submitted were not run during the prior school year.

Documentation Required

1.2 District PFS Action
Plan

Acceptable Documentation

- Copy of the district PFS Action Plan

Documentation Required – Priority For Service (PFS) Item 1.2

Copy of the district PFS Action Plan 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 PFS Criteria.
- Documentation submitted does not include detailed activities.
- Documentation submitted was not for activities that took place in the prior year.

Documentation Required

1.3 Supplemental Program Report from TX-NGS which lists supplemental services being provided to the PFS students

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

Acceptable Documentation

Supplemental Program Count Report from TX-NGS listing supplemental services being provided to the PFS students. **Please redact student identifiable information and highlight the unique student number.**

Documentation Required – Priority For Service (PFS) Item 1.3

Prior year Supplemental Programs Count Report from TX-NGS which lists supplemental services being provided to the PFS students



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted was not for the prior school year.



Documentation Required

1.4 Documentation that MEP-funded Services are provided for PFS students first

The following is required only for LEAs with PFS students:

Acceptable Documentation

- Relevant documentation that shows MEP-services were provided to PFS students first

Documentation Required – Priority For Service (PFS) Item 1.4

Relevant documentation that shows MEP-services were provided to PFS students first.



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation is not for the prior school year.



Thank you!



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