

2025-2026 Program Monitoring Validation Guidance Document

Program: Private Nonprofit (PNP) Equitable Services

Requirement: Timely and Meaningful Consultation Meetings to include PNP Affirmations of Consultation

Documentation Requested

Documenting overall compliance with 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, school systems 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 validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirements described. TEA will utilize the following table during the review of documentation to determine if the school system submitted sufficient documentation to support compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2024-2025 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 19, 2025**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 Evidence of ongoing consultation [Meeting agendas]	2024-2025	Meeting agendas from <u>two</u> 2024-2025 ongoing LEA-PNP consultation meetings. **For selected LEAs, TEA will also compare the 2024-2025 PNP Affirmation of Consultation forms submitted via the PNP Affirmations WorkApp and the 2024-2025 ESSA Consolidated Compliance Report, PR3099 Schedule, Part B, data to ensure that the number of participating PNP schools matches the number of affirmations submitted.
1.2 Evidence of ongoing consultation [Meeting notes]	2024-2025	Meeting notes from the 2024-2025 LEA-PNP consultation meetings referenced in item 1.1 , documenting ongoing consultation.

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;
 - the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

School systems may reference the 2025-2026 Program Monitoring Validation Process Handbook for general information about the overall process (i.e., documentation submission instructions, documentation review process, and additional resources).

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff for questions or additional information that is needed.

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation, Training Video, and Slides;
- Overview of the 2025-2026 Program Monitoring Validation Process Training Video, Slides, and Handbook

Statutory Requirement References

The requirement is referenced in the following documents.

<p>Every Student Succeeds Act (ESSA) Citation & Statute Language</p>	<p><u>Title I, Part A Programs. Consultation</u> <u>Section 1117(b)(1)</u> (b) Consultation. (1) In General. To ensure timely and meaningful consultation, a local educational agency shall consult with appropriate private school officials during the design and development of such agency's programs under this part. Such agency and private school officials shall both have the goal of reaching an agreement on how to provide equitable and effective programs for eligible private school children, the results of which agreement shall be transmitted to the ombudsman designated under subsection (a)(3)(B).</p> <p><u>Title VIII Programs (Titles IC, IIA, IIIA, IVA, IVB). Consultation</u> <u>Section 8501(c)(1)</u> (c) Consultation. (1) In General. To ensure timely and meaningful consultation, a State educational agency, local educational agency, educational service agency, consortium of those agencies, or entity shall consult with appropriate private school officials. Such agency and private school officials shall both have the goal of reaching an agreement on how to provide equitable and effective programs for eligible private school children.</p> <p><u>Affirmation of Consultation</u> ESSA, Title I, Part A, Section 1117(b)(5) and Title VIII, Part F, Section 8501(c)(5)</p> <p>The LEA shall maintain in the agency's records and will provide to TEA a written affirmation signed by officials of each participating private school that the meaningful consultation required has occurred. The written affirmation shall provide the option for private school officials to indicate such officials' belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children. If such officials do not provide such affirmation within a reasonable period, the LEA shall forward to TEA the documentation that such consultation has or attempts at such consultation have taken place.</p>
<p>ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Title I, Part A, Program Title I, Part A (#9, page 30-31)</p> <p>Assurances Relating to Title VIII Programs Title I, Part C (#4, page 43-44); Title II, Part A (#4, page 58-59); Title III, Part A-EL (#4, page 61-62); Title III, Part A-IMM (#4, page 64); Title IV, Part A (#4, page 70)</p> <p>Assurance Relating to Affirmation of Consultation The LEA shall maintain in the agency's records and will provide to TEA a written affirmation signed by officials of each participating private school that the meaningful consultation required has occurred. The written affirmation shall provide the option for private school officials to indicate such officials' belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children. If such officials do not provide such affirmation within a reasonable period, the LEA shall forward to TEA the documentation that such consultation has or attempts at such consultation have taken place. [ESSA, Sections 1117(b)(5) and 8501(c)(5)]</p>
<p>Compliance Report Program Compliance Self-Check Item</p>	<p>The LEA conducted timely and meaningful consultation with participating PNP school officials regarding the implementation of the ESSA programs according to ESSA Sections 1117 and/or 8501, as appropriate.</p> <p>The consultation occurred before the LEA made any decisions that affect the opportunities of eligible PNP school children, teachers, and other educational personnel to participate in the program, and continue throughout the implementation and assessment of program activities. [ESSA Sections 1117(b)(1)(A) and 8501(c)]</p>

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).