

2025-2026 Program Monitoring Validation Guidance Document

Program: Title I, Part A

Requirement: Supplement, Not Supplant Methodology

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. 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 requirement 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 The LEA has a formal Supplement, Not Supplant Methodology for distributing State and local funds in order to ensure that each Title I campus receives all of the State and local funds that it would receive in the absence of Title I funds	2024-2025	<ul style="list-style-type: none"> • Copy of SNS Methodology <ul style="list-style-type: none"> • Is it Title I-Neutral? • Does it describe how state/local funds are allocated to campuses?
1.2 Evidence the LEA has allocated state and local funds to its campuses in accordance with its written methodology	2024-2025	Copy of summary page(s) from general ledger showing the total state/local budget amount allocated to each campus.

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 if there are questions or if additional information is needed. Regional ESC Federal Program staff information can be located on the right-hand side of the [Title I, Part A webpage](#) in the Contact Information section.

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.

Every Student Succeeds Act (ESSA) Citation & Statute Language	To demonstrate compliance with paragraph (1), a local educational agency shall demonstrate that the methodology used to allocate State and local funds to each school receiving assistance under this part ensures that such school receives all the State and local funds it would otherwise receive if it were not receiving assistance under this part [Section 1118(b)(2)]
TEA ESSA Program-Specific Provisions & Assurances	To demonstrate compliance with the Supplement, Not Supplant requirement, the LEA shall demonstrate that the methodology used to allocate State and local funds to each school receiving Title I, Part A funds ensures that such school receives all the State and local funds it would otherwise receive if it were not receiving assistance under Title I, Part A. [Section 1118(b)(2)]

TEA Compliance Report Program Compliance Self- Check Item	The LEA has either a formal Supplement, Not Supplant Methodology for distributing State and local funds in order to ensure that each Title I campus receives all of the State and local funds that it would receive in the absence of Title I funds; or, it has a formal Statement of Exemption.
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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](#).