



2021-2022 Random Validation Handbook for Title I, Part C—Migrant Education Program (MEP) Comprehensive Needs Assessment

Federal Program Compliance Division

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Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the **Comprehensive Needs Assessment**. It should be used in conjunction with the 2021-2022 Random Validation Submission Packet for the same requirement.

Although these documents have been prepared for use by those LEAs that are selected to participate in the 2021-2022 Random Validation, LEAs that are not selected may still find them useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

The Submission Packets and the Handbooks are available on the Federal Program Compliance Division’s web page under “Division Resources.”

Title I, Part C—MEP Random Validation Selected Requirement

ESSA Statutory Requirement	Comprehensive Needs Assessment
ESSA Statutory Citation and Language	[Sections 1306(a)(1)(A)-(G)] Identify and address the unique educational needs of migratory children through a needs assessment and outline a comprehensive plan for delivery of services.
ESSA Program-Specific Provisions & Assurances	<p>Program-Specific Provisions and Assurance, #5</p> <p>Comprehensive Needs Assessment: The Texas MEP has identified the unique educational and educationally related needs of migratory children through its Statewide Comprehensive Needs Assessment. [Section 1306(a)(1)] This is a comprehensive review of the identified needs. Review the comprehensive list of needs and plan for service delivery including Measurable Program Outcomes (MPOs) that describe what every ESC and LEA will be accounted for. The desired outcomes specific to migratory children and youth in Texas are, as outlined in the Texas Service Delivery Plan.</p>
Compliance Report—Program Compliance Self-Check	The LEA identified and addressed the educational needs of migratory children through a needs assessment and outline a comprehensive plan for the delivery of services.

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

Please include the following selected documentation with the completed submission packet in order to demonstrate compliance with the program requirement described above:

Type of Selected Documentation Required	Description of Acceptable Documentation
Comprehensive Needs Assessment	<p>Document 1</p> <p>A completed version of the Texas MEP local needs assessment (LNA) tool for current year.</p>

Note:

1. Validation requirements will receive a designation of “Met Requirement” or “Improvement Needed” during the validation review.

Instructions for Completing Submission Packet

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA’s compliance with the Title I, Part C requirement. In the left-hand column write the page number where the requirement(s) is addressed in the LEA’s documentation. Be as specific as possible in order to facilitate the auditor’s review process. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5.

Please leave the two right-hand columns blank, as these will be completed by TEA staff during their review of the documentation submitted.

Do not submit extraneous documentation.

Instructions for Uploading Documentation

Follow these steps to submit your Random Validation Submission Packet and supporting documentation, as applicable, through the secure *Every Student Succeeds Act (ESSA) Reports* application via TEAL.

1. Complete the *2021-2022 Random Validation Submission Packet* for Title I, Part C—MEP CNA (**Response Document**).
2. Assemble the requested material into **one PDF file (Supporting Document)**:
 - a. Required documentation as described in the 2021-2022 Random Validation Handbook for Title I, Part C—MEP CNA.

Note: 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 hand-written if that is most convenient, should be the ones referenced in the left-hand column of this guidance document.

3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select “Upload Response Documents” tab.

Submission of the *2021-2022 Random Validation Submission Packet* for Title I, Part C—MEP CNA

From the dropdown menus:

6. Response Template Title: Select “MEP Random Validations.”
7. School Year: Select “2021-2022.”
8. Response Doc Type: Select “**Response Document.**”
9. Click “Choose File” to browse for the file location on your computer. **(Please upload the Word document and not a pdf of the document.)**
10. Click “Upload Document” button.

(Sample Screen Shots of ESSA Reports)

ESSA Reports

View Reports & ISD Responses Download Response Templates Upload Response Documents

Response Template Title: MEP Random Validation--CNA

School Year: 2021-2022

Response Doc Type: Response Document

Choose File No file chosen

Upload Document

Note: Maximum allowable file size is 10 MB.

Submission of the 2021-2022 Random Validation Documentation for Title I, Part C—MEP CNA

From the dropdown menus:

11. Repeat steps 4-7 referenced above.
12. Response Doc Type: Select **“Supporting Document.”**
13. Click **“Choose File”** to browse for the file location on your computer. **(Please upload a pdf document.)**
14. Click **“Upload Document”** button.

(Sample Screen Shots of ESSA Reports)

The screenshot shows a form with the following fields and buttons:

- Response Template Title:** A text input field containing "MEP Random Validation--CNA". A red arrow points to this field.
- School Year:** A text input field containing "2021-2022". A red arrow points to this field.
- Reponse Doc Type:** A dropdown menu with "Supporting Document" selected. A red arrow points to the dropdown.
- Choose File:** A button labeled "Choose File" next to the text "No file chosen". A red arrow points to this button.
- Upload Document:** A button labeled "Upload Document". A red arrow points to this button.

Note: Maximum allowable file size is 10 MB.

Title I, Part C Random Validation Timeline

Task	Due Date
Email initial notification to LEA administrator regarding program selection. ESC will be copied.	October 4, 2021
ESC staff will contact LEA to: <ul style="list-style-type: none"> confirm receipt of initial notice; confirm access to ESSA Reports on TEAL for appropriate staff; offer technical assistance. 	Contact within 3 business days after initial notification to LEA. Technical assistance through November 11, 2021
Deadline to upload documentation on ESSA Reports.	November 12, 2021
TEA program staff complete preliminary reviews.	March 11, 2022
TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.	March 12–April 8, 2022
Notification to LEA administrator of validation results for. ESCs will be copied.	April 26, 2022
ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.	September 29, 2022
ESC provides documentation on ESSA Reports that technical assistance was offered/provided.	September 29, 2022
If the LEA receives “Improvement Needed” status on a program requirement, the LEA will be required to <u>submit documentation for 2022-2023 for the same requirement</u> . The documentation must be uploaded on ESSA Reports.	September 30, 2022