2021-2022 Random Validation Handbook for Title IV, Part A

Description of Title IV, Part A-Funded Programs and Activities

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 *Description of Title IV, Part A-Funded Programs and Activities* requirement. 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 IV, Part A Random Validation Selected Requirement

ESSA Statutory Requirement	Description of Title IV, Part A-Funded Programs and Activities

ESSA Statutory Citation and Language	Section 4106(e)(1)(A-D)
	
	(e) Contents Of Local Application.—Each application submitted under this section by a local educational agency, or a consortium of such agencies, shall include the following:
	(1) Descriptions.—A description of the activities and programming that the local educational agency, or consortium of such agencies, will carry out under this subpart, including a description of—
	    (A) any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart;
	    (B) if applicable, how funds will be used for activities related to supporting well-rounded education under section 4107;
	    (C) if applicable, how funds will be used for activities related to supporting safe and healthy students under section 4108;
	(D) if applicable, how funds will be used for activities related to supporting the effective use of technology in schools under section 4109;

ESSA Program-Specific Provisions & Assurances	Assurances Relating to Title IV, Part A (#11) The LEA will provide a description of programs and activities funded to support the program objectives and intended outcomes related to a well-rounded education, safe and healthy students, and the effective use of technology.
Compliance Report— Program Compliance Self-Check	The LEA has a description of programs and activities funded with Title IV, Part A to support the program objectives and intended outcomes related to a well-rounded education, safe and healthy students, and the effective use of technology.

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
The most recent relevant pages of official auditable documentation providing detailed descriptions on programs and activities funded to support the program objectives and intended outcomes related to 1 content area.	Relevant pages of the most current LEA's District Improvement Plan (DIP) or other official auditable documentation providing a detailed description on how Title IV, Part A funds will be used for activities supporting one of the content areas (well-rounded education, safe and healthy students, or the effective use of technology).

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 IV, Part A 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 IV, Part A—Description of Title IV, Part A-Funded Programs and Activities (**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 Tiitle IV, Part A—Description of Title IV, Part A-Funded Programs and Activities.

   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 Title IV, Part A Random Validation Submission Packet*

From the dropdown menus:

6. Response Template Title: Select "Title IV, Part A Random Validation – Description."
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.

ESSA Reports

View Reports & ISD Responses	Download Response Templates	Upload Response Documents

Response Template Title: Title IV, Part A Random Validation - Description

School Year: 2021-2022

Reponse Doc Type: Response Document

Choose File   No file chosen

Upload Document

Note: Maximum allowable file size is 10 MB.

Submission of the 2021-2022 Title IV, Part A Random Validation Documentation

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)

Response Template Title: Title IV, Part A Random Validation - Description

School Year: 2021-2022

Reponse Doc Type: Supporting Document

Choose File   No file chosen

Upload Document

Note: Maximum allowable file size is 10 MB.

Title IV, Part A 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: • 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 submit documentation for 2022-2023 for the same requirement. The documentation must be uploaded on ESSA Reports.	**September 30, 2022**