

Title I, Part C Program Requirements Overview – Comprehensive Needs Assessment (CNA)

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 random 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

Meeting Documentation

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.

Comprehensive Needs Assessment

Identify and address the unique educational needs of migratory children through a needs assessment and outline a comprehensive plan for delivery of services. [Sections 1306(a)(1)(A)-(G)]

Documentation

Required

Completed Local
Needs Assessment
(LNA)Tool

Acceptable Documentation

- A completed version of the LNA Tool for the current school year

Documentation Required – Comprehensive Needs Assessment Item 1.1

A completed version of the LNA Tool for the current school year



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted
- Documentation submitted does not reference the Local Needs Assessment
- Documentation submitted was not for activities to take place in 2021-2022

Thank you!



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