

Title I, Part C Program Requirements Overview – Priority For Service (PFS)

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.

Priority for Service (PFS)

The LEA gives service priority to migrant children who made a qualifying move within the previous 1-year period and who were failing or most at risk of failing to meet the challenging State academic standards [Sections 1301(2), 1304(d)].

Priority for Service (PFS)

Documentation Required

District PFS Student
Action Plan

Acceptable Documentation

- Completed PFS Action Plan

Documentation Required – Priority For Service (PFS) Item 1.1

A completed PFS Action Plan



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted
- Documentation submitted does not reference the PFS Criteria
- Documentation submitted does not include detailed activities
- Documentation submitted was not for activities to take place in 2021-2022

Thank you!



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