



2021-2022 Random Validation Handbook for Education Flexibility Program (Ed-Flex) Schoolwide Eligibility Waiver

Federal Program Compliance Division

ESSAsupport@TEA.Texas.gov

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Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the **Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver**. 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.”

Education Flexibility Program (Ed-Flex)

Ed-Flex Statutory Requirement	Schoolwide Campus Eligibility Waiver
Ed-Flex Statutory Citation and Language	<p>Each LEA that requests a waiver under Ed-Flex shall “submit an application to the State educational agency at such time, in such manner, and containing such information as the State educational agency may reasonably require. Each such application shall—</p> <ul style="list-style-type: none"> (i) indicate each Federal program affected and each statutory or regulatory requirement that will be waived; (ii) describe the purposes and overall expected results of waiving each such requirement, which may include innovative methods to leverage resources to improve program efficiencies that benefit students; (iii) describe, for each school year, specific, measurable, educational goals for each local educational agency, educational service agency, or school affected by the proposed waiver, and for the students served by the local educational agency, educational service agency, or school who are affected by the waiver; (iv) explain why the waiver will assist the local educational agency, educational service agency, or school in reaching such goals; and (v) in the case of an application from a local educational agency or educational service agency, describe how the agency will meet the requirements of paragraph (7).” <p>[20 U.S. Code § 5891b]</p>
ESSA Program-Specific Provisions & Assurances	<p>The ESSA Program-Specific Provisions and Assurances (pp 48-49) describe the Statewide Administrative Waivers that Texas has granted under the Ed-Flex Program, and refers LEAs to Information concerning the availability of other types of Ed-Flex Waivers, which</p>

	<p>can be found at: https://tea.texas.gov/finance-and-grants/grants/essa-program/ed-flex-waivers.</p> <p>In Texas, LEAs request the Schoolwide Eligibility waiver as part of their Consolidated Federal Grant Application, and complete a Supporting Documentation form containing the above-referenced information, which they maintain locally, to be submitted to TEA on request.</p>
Compliance Report—Program Compliance Self-Check	[Note: There is currently no Ed-Flex SW eligibility waiver question on the Compliance Report.]

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 statutorily required application information is contained in the supporting documentation form that the LEA completed (and retained locally, subject to TEA or auditor request) when requesting its Ed-Flex SW eligibility waiver through the Consolidated Federal Grant Application.	<ul style="list-style-type: none"> The LEA is asked to submit a copy of the supporting documentation form that it completed as part of its request to implement an Ed-Flex Schoolwide Eligibility waiver.

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 **Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver** documentation 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.

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 Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver in a Word file (**Response Document**).
2. Assemble the requested documentation material into **a separate PDF file (Supporting Document)**:
 - a. Required documentation as described in the *2021-2022 Random Validation Handbook for Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver*.

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 Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver

From the dropdown menus:

6. Response Template Title: Select “Ed-Flex – Schoolwide Eligibility Waiver Validation.”
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: Ed-Flex – Schoolwide Eligibility Waiver Validation

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 Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver 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)

ESSA Reports

View Reports & ISD Responses | Download Response Templates | Upload Response Documents

Response Template Title: Ed-Flex – Schoolwide Eligibility Waiver Validation

School Year: 2021-2022

Response Doc Type: Supporting Document

Choose File No file chosen

Upload Document

Note: Maximum allowable file size is 10 MB.

Education Flexibility Program (Ed-Flex)—Schoolwide Eligibility Waiver Random Validation Timeline

Task	Due Date
<p>Email initial notification to LEA administrator regarding program selection. ESC will be copied.</p>	<p>December 1, 2021</p>
<p>ESC staff will contact LEA to:</p> <ul style="list-style-type: none"> • confirm receipt of initial notice; • confirm access to ESSA Reports on TEAL for appropriate staff; • offer technical assistance. 	<p>Contact within 3 business days after notification to LEA. Technical assistance through January 13, 2022</p>
<p>Deadline to upload documentation on ESSA Reports.</p>	<p>January 14, 2022</p>
<p>TEA program staff complete preliminary reviews.</p>	<p>March 11, 2022</p>
<p>TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.</p>	<p>March 12–April 8, 2022</p>
<p>Notification to LEA administrator of validation results for. ESCs will be copied.</p>	<p>April 26, 2022</p>
<p>ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.</p>	<p>September 29, 2022</p>
<p>ESC provides documentation on ESSA Reports that technical assistance was offered/provided.</p>	<p>September 29, 2022</p>
<p>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.</p>	<p>September 30, 2022</p>