



2021-2022 Random Validation Handbook for Private Nonprofit (PNP)

LEAs Providing Private Nonprofit Equitable Services

LEA Documented Equitable Services *Administration* Amounts

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 **LEA Documented Equitable Services *Administration* Amounts**. 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.”

PNP Selected Requirement

Statutory Requirement	LEA Documented Equitable Services <i>Administration</i> Amounts
<p>ESSA Statutory Citation/Code of Federal Regulations (C.F.R.) and Language</p>	<p style="text-align: center;"><u>Title I, Part A Programs</u></p> <p>Section 1117(a)(4)(A) 4. Expenditures..—</p> <p>(A) Determination..—</p> <p style="padding-left: 40px;">i. In General.—Expenditures for educational services and other benefits to eligible private school children shall be equal to the proportion of funds allocated to participating school attendance areas based on the number of children from low-income families who attend private schools.</p> <p style="padding-left: 40px;">ii. Proportional Share.—The proportional share of funds shall be determined based on the total amount of funds received by the local educational agency under this part prior to any allowable expenditures or transfers by the local educational agency.</p> <p style="text-align: center;"><u>Title VIII Programs</u></p> <p>Section 8501(a)(4)(A-B) 4. Expenditures.</p> <p style="padding-left: 40px;">IN GENERAL.—Expenditures for educational services and other benefits provided under this section for eligible private school children, their teachers, and other educational personnel serving those children shall be equal, taking into account the number and educational needs of</p>

	<p>the children to be served, to the expenditures for participating public school children.</p> <p>OBLIGATION OF FUNDS.—Funds allocated to a local educational agency for educational services and other benefits to eligible private school children shall be obligated in the fiscal year for which the funds are received by the agency.</p> <p><u>Code of Federal Regulations (C.F.R.), Title 34, Subtitle B, Chapter II, Subpart E, Section 299.6(a)(2)</u></p> <p>Before determining equal expenditures under <u>paragraph (a)(1)</u> of this section, an agency, consortium, or entity shall pay for the reasonable and necessary <i>administrative</i> costs of providing services to public and private school children and their teachers and other educational personnel from the agency's, consortium's, or entity's total allocation of funds under the applicable ESEA program.</p>
<p>ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Title I, Part A Programs</p> <ul style="list-style-type: none"> ▪ The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that is allocated for such services, and how that proportion of funds is determined. [Page 19, #9(E)] ▪ The LEA assures it will keep documentation of program descriptions, allowable activities, and expenditures locally and make available upon TEA request for all applicable private non-profit requirements in Sections 1117 and 8501. TEA may request a description of services and use-of-funds documentation later through compliance reports or other TEA reports. (Page 21, #22) <p>Assurances Relating to Title VIII Programs The LEA will comply with the uniform provisions for providing services to private schools as specified in Title VIII, Part F, Subpart 1, Private Schools, Sections 8501-8504.</p>
<p>Compliance Report—Program Compliance Self-Check</p>	<p>The LEA documented the equitable services <i>administration</i> amount used and provided a written explanation to all applicable participating programs.</p>

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
<p>Documentation 4 –</p> <p>LEA Documented Equitable Services Administration Amounts</p>	<p>Equitable Services Administration Amounts</p> <p>Documentation LEA informed PNP officials during consultation(s) of equitable services administration amount and how it was used (i.e., amount/percentage of PNP funds appropriated, agenda, meeting minutes, 3rd party/Shared Services Agreement, calculated campus spreadsheet indicating administration amount)</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 **LEA Documented Equitable Services Administration Amounts** 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 **LEA Documented Equitable Services Administration Amounts** as 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 **LEA Documented Equitable Services Amounts**.

Note: When compiling the pdf file for submission, please ensure that—

- the pages are not compressed or reduced in size or double-sided;
- 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, submission information on page 1. 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 LEA Documented Equitable Services *Administration* Amounts.

From the dropdown menus:

6. Response Template Title: Select “**PNP *Administration* Amounts.**”

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 *Submission Packet* as a 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: → PNP Administration Amounts

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 *PNP* LEA Documented Equitable Services *Administration* Amounts

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: → PNP Administration Amounts

School Year: → 2021-2022

Response Doc Type: → Supporting Document

→ Choose File No file chosen

→ Upload Document

Note: Maximum allowable file size is 10 MB.

Private Nonprofit (PNP) 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>