



2021-2022 Random Validation Handbook for Title V, Part B Rural and Low-Income School (RLIS) Use of Funds

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 **Title V, Part B – Rural and Low-Income School (RLIS) – Use of Funds**. 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 V, Part B – Rural and Low-Income School (RLIS)

Title V, Part B – Rural and Low-Income School Statutory Requirement	Use of Funds
ESSA Statutory Citation and Language	<p>SEC. 5222. [20 U.S.C. 7351a] USES OF FUNDS.</p> <p>(a) LOCAL AWARDS. —Grant funds awarded to local educational agencies under this subpart shall be used for any of the following:</p> <ol style="list-style-type: none"> (1) Activities authorized under part A of title I. (2) Activities authorized under part A of title II. (3) Activities authorized under title III. (4) Activities authorized under part A of title IV. (5) Parental involvement activities.
ESSA Program-Specific Provisions & Assurances	<p>The LEA assures the following:</p> <p>B. When using the flexibility afforded under the Rural and Low-Income School Program, the LEA will use these grant funds to carry out activities authorized under any of the following:</p> <ol style="list-style-type: none"> 1. Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies 2. Title II, Part A – Supporting Effective Instruction 3. Title III – Language Instruction for English Learners and Immigrant Students 4. Title IV, Part A – Student Support and Academic Enrichment 5. Parental Involvement Activities
Compliance Report—Program Compliance Self-Check	<p>Part 3: Fund Sources and Program Activities Used to Achieve Goals (Goal 1 - Increased Student Academic Achievement, Goal 2 - Decreased Dropout Rate, Goal 3 – Other)</p>

	<ol style="list-style-type: none"> 1. Title I, Part A – Improving Basic Programs Operated by Local Educational Agencies 2. Title II, Part A – Supporting Effective Instruction 3. Title III – Language Instruction for English Learners and Immigrant Students 4. Title IV, Part A – Student Support and Academic Enrichment 5. Parental Involvement Activities
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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
Relevant pages of the District and/or Campus Improvement Plan	<ul style="list-style-type: none"> • The LEA provided the relevant pages of the District and/or Campus Improvement Plan and referenced the section(s) that list the program-specific (Title I, Part A; Title II, Part A; Title III; Title IV, Part A; or Parental Involvement) activities implemented to meet goal 1 (increase student academic achievement) and/or goal 2 (decrease the dropout rate).

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 V, Part B Rural and Low-Income School (RLIS)** 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 Title V, Part B Rural and Low-Income School (RLIS) – Use of Funds 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 Title V, Part B Rural and Low-Income School (RLIS) – Use of Funds*.

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 Title V, Part B Rural and Low-Income School (RLIS) – Use of Funds.

From the dropdown menus:

6. Response Template Title: Select “Title V, Part B Rural and Low-Income School Program Random 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: Title V, Part B – Rural and Low-Income School Program Random 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 Title V, Part B Rural and Low-Income School 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 V, Part B – Rural and Low-Income School Random 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.

Title V, Part B – Rural and Low-Income School (RLIS) – Use of Funds 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>