



2021-2022 Random Validation Handbook for Title I, Part D Subpart 2 Formal Agreement

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 I, Part D, Subpart 2 Formal Agreement**. 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 I, Part D, Subpart 2

Title I, Part D Subpart 2, Statutory Requirement	Formal Agreement
ESSA Statutory Citation and Language	A description of formal agreements, regarding the program to be assisted between- (A) the local education agency; and (B) correctional facilities and alternative school programs serving children and youth involved with the juvenile justice system, including such facilities operated by the Secretary of the interior and Indian tribes.[Section 1423(2)]
ESSA Program-Specific Provisions & Assurances	Description of formal agreements between the LEA and correctional facilities and alternative school programs, including Secretary of the Interior and Indian tribes. [Provisions and Assurances, p. 31, Item 2b]
Compliance Report—Program Compliance Self-Check	The LEA has a formal agreement with each local facility it served under Title, I Part D, Subpart 2, and the agreement addresses the program provided by the LEA, as well as the responsibilities of the facility as described in §1423 (2).

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
Formal Agreement	<ul style="list-style-type: none"> • Copy of one formal agreement between the LEA and applicable facilities to provide education services and support. <ul style="list-style-type: none"> ○ Addressing the program provided by the LEA. ○ Addressing the responsibilities of the facility.

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 I, Part D, Subpart 2 Formal Agreement** 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 Program Coordinator’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 I, Part D, Subpart 2 as a Word file (**Response Document**).
2. Assemble the requested documentation into **a separate PDF file (Supporting Document)**:
 - a. Required documentation as described in the 2021-2022 Random Validation Handbook for Formal Agreement.

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.

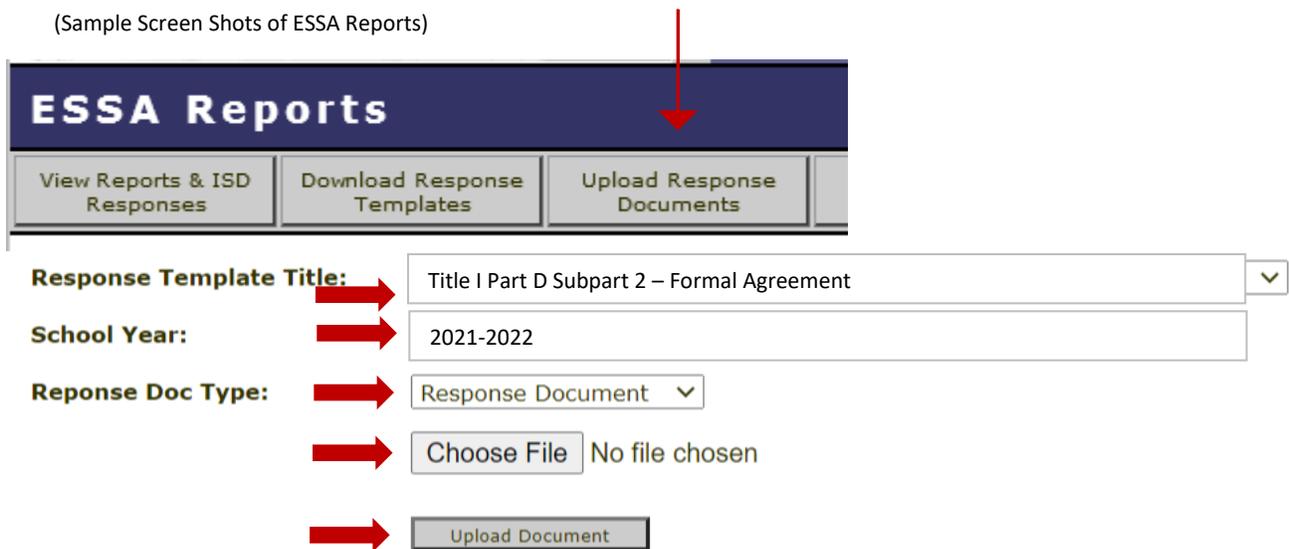
3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select “Upload Response Documents” tab.

Submission of the 2021-2022 Random Validation Submission Packet for Title I, Part D, Subpart 2 Formal Agreement.

From the dropdown menus:

6. Response Template Title: Select “Title I, Part D, Subpart 2 Formal Agreement.”
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)



The screenshot shows the 'ESSA Reports' application interface. At the top, there is a dark blue header with the text 'ESSA Reports'. Below the header are three navigation tabs: 'View Reports & ISD Responses', 'Download Response Templates', and 'Upload Response Documents'. A red arrow points to the 'Upload Response Documents' tab. Below the tabs, there are five form fields with red arrows pointing to them: 'Response Template Title' (set to 'Title I Part D Subpart 2 – Formal Agreement'), 'School Year' (set to '2021-2022'), 'Response Doc Type' (set to 'Response Document'), 'Choose File' (set to 'No file chosen'), and 'Upload Document' (a button).

Note: Maximum allowable file size is 10 MB.

Submission of the 2021-2022 Title I, Part D, Subpart 2 Formal Agreement 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)

The screenshot shows a form with the following elements:

- Response Template Title:** A text input field containing "Title I Part D Subpart 2 – Formal Agreement" with a dropdown arrow on the right. A red arrow points to the text.
- School Year:** A text input field containing "2021-2022". A red arrow points to the text.
- Reponse Doc Type:** A dropdown menu with "Supporting Document" selected and a downward arrow. A red arrow points to the text.
- Choose File:** A button labeled "Choose File" followed by the text "No file chosen". A red arrow points to the button.
- Upload Document:** A button labeled "Upload Document". A red arrow points to the button.

Note: Maximum allowable file size is 10 MB.

Title I, Part D, Subpart 2 Formal Agreement Random Validation Timeline

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