



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

LEAs Providing Private Nonprofit Equitable Services

LEA Provided PNP Timely and Meaningful Consultation Meetings

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 **PNP Timely and Meaningful Consultation Meetings**. 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 Provided Timely and Meaningful PNP Consultation Meetings
<p>ESSA Statutory Citation and Language</p>	<p><u>Title I, Part A Programs. Consultation</u> <u>Section 1117(b)(1)</u> (b) Consultation. (1) In General. To ensure timely and meaningful consultation, a local educational agency shall consult with appropriate private school officials during the design and development of such agency’s programs under this part. Such agency and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, the results of which agreement shall be transmitted to the ombudsman designated under subsection (a)(3)(B).</p> <p><u>Title VIII Programs (Titles IIA, IIIA, IVA, IVB). Consultation</u> <u>Section 8501(c)(1)</u> (c) Consultation. (1) In General. To ensure timely and meaningful consultation, a State educational agency, local educational agency, educational service agency, consortium of those agencies, or entity shall consult with appropriate private school officials. Such agency and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.</p>
<p>ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Title I, Part A Program Consultation (#9, pages 22-23)</p> <p>To ensure timely and meaningful consultation, the LEA shall consult with appropriate private school officials during the design and</p>

	<p>development of the LEA’s Title I, Part A programs. The LEA and private school officials shall both have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children.</p> <p>Assurances Relating to Title VIII Programs (Titles II, Part A; Title III, Part A English Learner; Title III, Part A Immigrant; Title IV, Part A) Consultation.</p> <p>Title II, Part A (page 39, #11); Title III, Part A English Learner (page 40, #4); Title III, Part A Immigrant (pages 41-42, #4); Title IV, Part A (page 42, #3)</p> <p>The LEA will provide services to eligible children attending private elementary schools and secondary schools in accordance with Section 8501, and timely and meaningful consultation with private school officials regarding such services.</p>
<p>Compliance Report—Program Compliance Self-Check</p>	<p>The LEA conducted timely and meaningful consultation with participating PNP school officials regarding the implementation of the ESSA programs according to ESSA Sections 1117 and/or 8501, as appropriate.</p> <p>The consultation occurred before the LEA made any decisions that affect the opportunities of eligible PNP school children, teachers, and other educational personnel to participate in the program, and continue throughout the implementation and assessment of program activities.</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>Written documentation supporting timely and meaningful consultation meetings</p>	<p>Written documentation supporting timely and meaningful PNP consultation meetings</p>

	<ul style="list-style-type: none"> • 2 samples of dated agendas, meeting notes, emails, or other documentation indicating timely and ongoing consultation meetings were held <p>Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, stakeholder names and identified roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.</p>
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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 ***PNP Timely and Meaningful Consultation Meetings*** 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 ***PNP Timely and Meaningful Consultation Meetings*** 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 ***PNP Timely and Meaningful Consultation Meetings***.

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, beginning with the submission information page as 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 PNP Timely and Meaningful Consultation Meetings.

From the dropdown menus:

6. Response Template Title: Select “**PNP Timely and Meaningful Consultation.**”
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 Timely and Meaning Consultation

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 Timely and Meaningful Consultation Meetings Documentation

From the dropdown menus:

11. Repeat steps 4-7 referenced above.
12. Response Doc Type: Select “**Supporting Document.**”

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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 and red arrows pointing to them:

- Response Template Title:** A text input field containing "PNP Timely and Meaningful Consultation".
- School Year:** A text input field containing "2021-2022".
- Response Doc Type:** A dropdown menu with "Supporting Document" selected.
- Choose File:** A button next to the text "No file chosen".
- Upload Document:** A button.

Note: Maximum allowable file size is 10 MB.

Private Nonprofit (PNP) 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