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**2021-2022 Random Validation Submission Packet**

**Federal Program Compliance Division**

**Private Nonprofit: LEAs Maintained Inventory Control of PNP Purchases**

**Due Date: January 14, 2022**

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| **Date:** |  | **Page 1 of** |  |
| **ESC:** |  | **County District #:** |  |

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| **LEA Name:** |  |

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| **LEA Contact Name:** |  |
| **LEA Phone:** |  |
| **LEA Contact Email:** |  |

**Submission Instructions**

Submit this completed packet, including relevant documentation, by uploading it through the **ESSA Reports** application on TEAL **no later than January 14, 2022**.

**Comments (if applicable):**

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For Questions Contact: LaNetra Guess at LaNetra.Guess@tea.texas.gov or PNPOmubdsman@tea.texas.gov.

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| **County District #:** |       |
| **LEA Name:** |       |

**Private Nonprofit: LEAs Maintained Inventory Control of PNP Purchases**

| **Page Number(s)** | **Item #** | **PNP Requirement** | **Compliance Status****(TEA Only)** | **Comment (TEA Only)** |
| --- | --- | --- | --- | --- |
|       | 1.1 | **Documentation 2 – LEA Internal Control Policies and Procedures****Strongest Documentation Recommended:**[ ]  **Copy of written policies and procedures regarding purchases of PNP technology, equipment, and supplies for equitable services;** ***and***The LEA may have other documentation that potentially might show compliance.  In the event of an audit, TEA or audit staff would make the final determination concerning whether the documentation is sufficient to demonstrate compliance with the program requirement. | [ ]  Met[ ]  IN\* |  |

| **Page Number(s)** | **Item #** | **PNP Requirement** | **Compliance Status****(TEA Only)** | **Comment (TEA Only)** |
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|       | 1.2 | **Documentation 2 – LEA Internal Control Policies and Procedures****Strongest Documentation Recommended:**[ ]  **1 sample of dated agendas, consultation notes, and/or other documentation specifying LEA maintains control of PNP purchase(s) for equitable services;** **and**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.The LEA may have other documentation that potentially might show compliance.  In the event of an audit, TEA or audit staff would make the final determination concerning whether the documentation is sufficient to demonstrate compliance with the program requirement. | [ ]  Met[ ]  IN\* |  |

| **Page Number(s)** | **Item #** | **PNP Requirement** | **Compliance Status****(TEA Only)** | **Comment (TEA Only)** |
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|  | 1.3 | **Documentation 2 – LEA Internal Control Policies and Procedures****Strongest Documentation Recommended:** [ ]  **Inventory list of items purchased for PNP equitable services on 1 private school campus for each participating ESSA program**The LEA may have other documentation that potentially might show compliance.  In the event of an audit, TEA or audit staff would make the final determination concerning whether the documentation is sufficient to demonstrate compliance with the program requirement. | [ ]  Met[ ]  IN\* |  |

\*IN = Improvement Needed

If the LEA receives “Improvement Needed” status, the LEA will be required to submit documentation for 2022-2023 for the same program requirements during resubmission Random Validation process. The resubmission documentation must be uploaded on ESSA Reports no later than **September 30, 2022**.

 **TEA Only:**

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| **Reviewed by TEA Staff:** |       | **Date:** |       |

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| **Reviewed with ESC Staff** **(if applicable) ESC Staff contacted:** |       | **Date:** |       |

**Referred to ESC #**       **for assistance (TEA Only)**