

**2021-2022**

## **Program Monitoring – Random Validations Process Documents**

# 2021-2022 Program Monitoring Random Validations Process

- Documents -



Email your questions to  
[ESSASupport@TEA.Texas.gov](mailto:ESSASupport@TEA.Texas.gov)

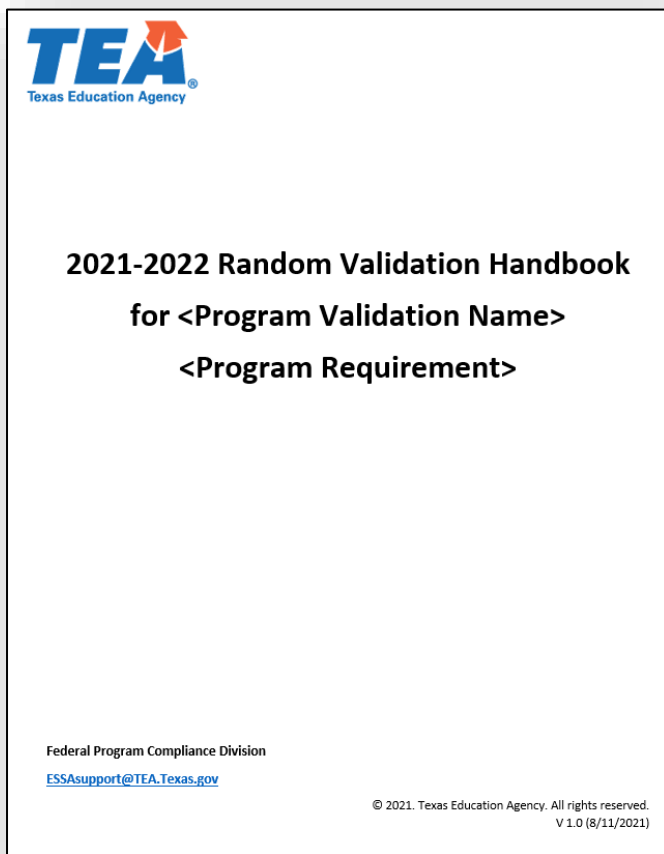


**Some of the documents referenced in the next slides will show the dates for the Phase 1 Random Validation. The documents for Phase 2 will include the information specific to the dates for the Phase 2 process.**

# 2021-2022 Random Validation Documents

The following documents will be attached to the LEA Notification email

## Handbook



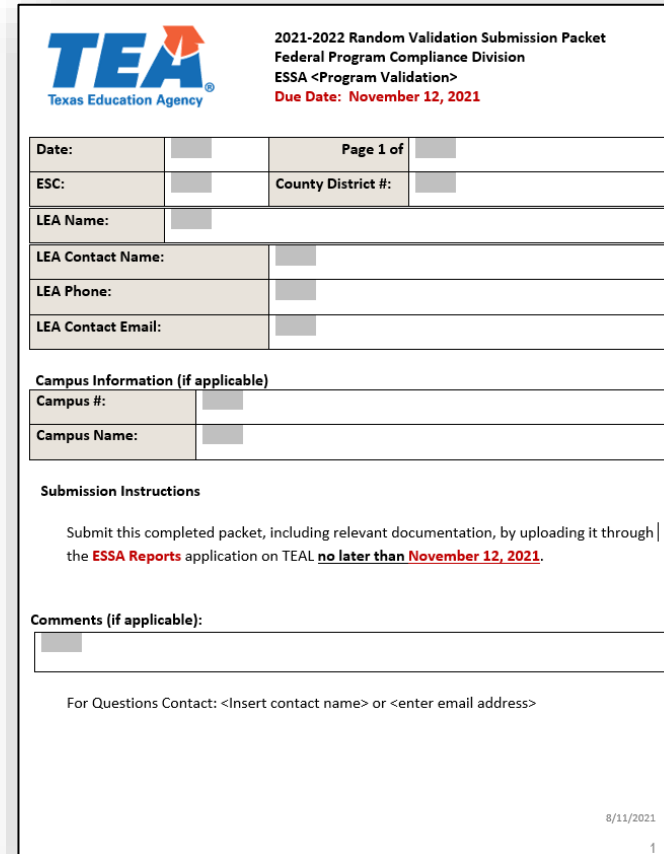
TEA  
Texas Education Agency

2021-2022 Random Validation Handbook  
for <Program Validation Name>  
<Program Requirement>

Federal Program Compliance Division  
[ESSAsupport@TEA.Texas.gov](mailto:ESSAsupport@TEA.Texas.gov)

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## Submission Packet



TEA  
Texas Education Agency

2021-2022 Random Validation Submission Packet  
Federal Program Compliance Division  
ESSA <Program Validation>  
Due Date: November 12, 2021

Date:		Page 1 of	
ESC:		County District #:	
LEA Name:			
LEA Contact Name:			
LEA Phone:			
LEA Contact Email:			
Campus Information (if applicable)			
Campus #:			
Campus Name:			

Submission Instructions

Submit this completed packet, including relevant documentation, by uploading it through the **ESSA Reports** application on TEAL **no later than November 12, 2021**.

Comments (if applicable):

For Questions Contact: <Insert contact name> or <enter email address>

8/11/2021  
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# 2021-2022 Random Validation Handbook Contents



## 2021-2022 Random Validation Handbook for <Program Validation Name> <Program Requirement>

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 <Insert Program Requirement>. 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."

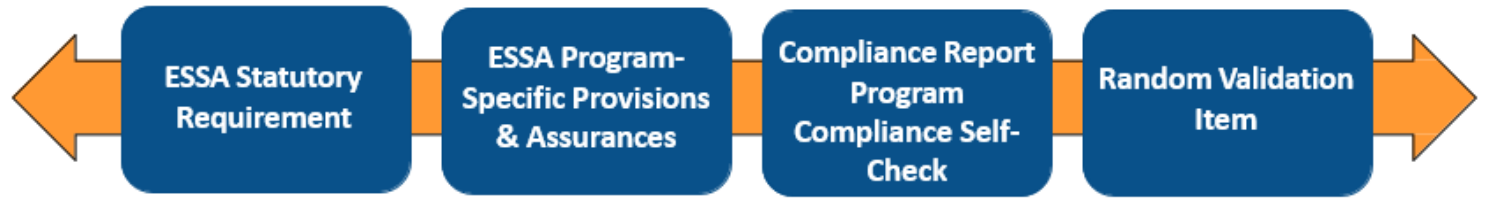
# 2021-2022 Random Validation Handbook Contents

2021-2022 Random Validation Handbook  
for <Program Validation Name>  
<Program Requirement>

Federal Program Compliance Division

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<Program> Random Validation Selected Requirement

ESSA Statutory Requirement	
ESSA Statutory Citation and Language	
ESSA Program-Specific Provisions & Assurances	
Compliance Report Program Compliance Self-Check	

# 2021-2022 Random Validation Handbook Contents



**2021-2022 Random Validation Handbook  
for <Program Validation Name>  
<Program Requirement>**

Federal Program Compliance Division

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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

**Note:**

1. Validation requirements will receive a designation of “Met Requirement” or “Improvement Needed” during the validation review.

# Documentation Requested



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.



# Documentation Requested



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.

# Documentation Requested



The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

# 2021-2022 Random Validation Handbook Contents

2021-2022 Random Validation Handbook  
for <Program Validation Name>  
<Program Requirement>

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- **Instructions for Completing the Submission Packet**
- **Instructions for Uploading Documentation**

# 2021-2022 Random Validation Handbook Contents



## 2021-2022 Random Validation Handbook for <Program Validation Name> <Program Requirement>

Federal Program Compliance Division

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### Phase 1 Random Validation Timeline

Task	Due Date
Email initial notification to LEA administrator regarding program selection. ESC will be copied.	<b>October 4, 2021</b>
ESC staff will contact LEA to: <ul style="list-style-type: none"> <li>confirm receipt of initial notice;</li> <li>confirm access to ESSA Reports on TEAL for appropriate staff;</li> <li>offer technical assistance.</li> </ul>	Contact within 3 business days after initial notification to LEA. Technical assistance through <b>November 11, 2021</b>
<b>Deadline to upload documentation on ESSA Reports.</b>	<b>November 12, 2021</b>
TEA program staff complete preliminary reviews.	<b>March 11, 2022</b>
TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.	<b>March 12–April 8, 2022</b>
Notification to LEA administrator of validation results for. ESCs will be copied.	<b>April 26, 2022</b>
ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.	<b>September 29, 2022</b>
ESC provides documentation on ESSA Reports that technical assistance was offered/provided.	<b>September 29, 2022</b>
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.	<b>September 30, 2022</b>

# 2021-2022 Random Validation Submission Packet Contents

## Cover Page



2021-2022 Random Validation Submission Packet  
Federal Program Compliance Division  
ESSA <Program Validation>  
Due Date: November 12, 2021

Date:		Page 1 of	
ESC:		County District #:	
LEA Name:			
LEA Contact Name:			
LEA Phone:			
LEA Contact Email:			

**Campus Information (if applicable)**

Campus #:	
Campus Name:	

**Submission Instructions**


Submit this completed packet, including relevant documentation, by uploading it through the **ESSA Reports** application on TEAL **no later than November 12, 2021**.

**Comments (if applicable):**

For Questions Contact: <Insert contact name> or <enter email address>

8/11/2021

## Checklist



2021-2022 Random Validation Checklist  
Federal Program Compliance Division  
<Name of Program>  
Due Date: November 12, 2021

County District #:	
LEA Name:	

Program Requirement Description

Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
	1.1	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	
	1.2	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> 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 <date>.

**TEA Only:**

Reviewed by TEA Staff:		Date:	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		Date:	

Referred to ESC # \_\_\_\_\_ for assistance (TEA Only)

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