Federal Program Compliance Division

2021-2022 Program Monitoring – Random Validations Process Documentation Submission Instructions & Requirements

2021-2022 Program Monitoring Random Validations Process - Documentation Submission Instructions & Requirements -



Email your questions to ESSASupport@TEA.Texas.gov



2021-2022 RV Submission Packet Contents: **Submission Packet Cover Page** Texas Education Agency



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

Date: ESC:	Page 1 of County District #:	Total number of pages to be submitted (including the submission packet)
LEA Name:		, , , , , , , , , , , , , , , , , , ,
LEA Contact Name:		
LEA Phone:		
LEA Contact Email:		
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Campus Information (if app	olicable)	•
Campus #:		For
Campus Name:		Title I, Part A Only

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TEAC Submission Packet Contents:

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: <Contact name> <Email address>

8/11/2021

TEACH 2021-2022 RV Submission Packet Contents: Checklist

	Texas Educa	ation Agency	2021-2022 Random Validation Checkl Federal Program Compliance Division <name of="" program=""> Due Date: November 12, 2021</name>				
8	County D						
	D						
	Program Requir Page Number(s)	Item #	<program name=""> Requir</program>	ement	Compliance Status (TEA Only)	(TEA Only)	
	Z	1.1	<description be="" documentation="" item="" of="" th="" to="" validate<=""><th>d.></th><th>Met</th><th></th><th>8</th></description>	d.>	Met		8
		1.2	<description be="" documentation="" item="" of="" th="" to="" validate<=""><th>d.></th><th>Met IN*</th><th></th><th>TEA</th></description>	d.>	Met IN*		TEA
	*IN = Improveme	ent Needed					
	resubmission Rar TEA Only:	ndom Validation (Needed" status, the LEA will be required to <u>submit d</u> process. The resubmission documentation must be u				
	Reviewed	by TEA Staff:		Date:			
		viewed with ES e) ESC Staff cont		Date:			
	Referred to ESC	#for as:	istance (TEA Only)				41

TEA 2021-2022 RV Submission Packet Contents

Instructions for Completing Submission Packet

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA's compliance with the <program> 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. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5.

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.

LEA

Page Number(s)	ltem #	<program nam<="" th=""><th>e> Requirement</th><th>Compliance Status (TEA Only)</th><th>Comment (TEA Only)</th><th></th></program>	e> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)	
2, 4, 5	1.1	<description documentation="" item="" of="" td="" to<=""><td>o be validated.></td><td>Met</td><td></td><th>8</th></description>	o be validated.>	Met		8
	1.2	<description documentation="" item="" of="" td="" to<=""><td>o be validated.></td><td>Met</td><td></td><th>TEA</th></description>	o be validated.>	Met		TEA
	s "Improvemen	t Needed" status, the LEA will be required process. The resubmission documentati			am requirements during	
Reviewed	by TEA Staff:		Date:			
	viewed with E) ESC Staff cor		Date:			
(It applicable		ssistance (TEA Only)				



STEPS



Complete & upload the **Submission Packet** (Word document) as a **Response Document**



Gather and assemble the **documentation** into 1 pdf file & upload the documentation pdf file as a **Supporting Document** **TEAS** Education Agency STEP 1: Uploading the Submission Packet (Response Document)

- Complete the document (Word document)
- Do not convert to PDF
- The document is to be uploaded as a Word document

Date: Page 1 of ESC: County District #: LEA Name:	Texas Education Agency	2021-2022 Random Federal Program Co ESSA <program vali<br="">Due Date: Novemb</program>	mpliance Divi dation>		icket			
LEA Name: LEA Contact Name: LEA Contact Name: LEA Contact Name: LEA Contact Email: Campus Information (if applicable) Campus Information (if applicable) Campus Name: Submission Instructions Submission Instructions Submission Instructions Submission Instructions For Questions Contact: <insert contact="" name=""> or For Questions Contact: <insert contact="" name=""> or 11 - Obscription of documentation item to be validated.> 12 - Obscription of documentation item to be validated.> - Name 12 - Obscription of documentation item to be validated.> - Name - Name - Name - Name - Name - Name - Description of documentation item to be validated.> - Name - Name - Name - Name - Name - Description of documentation item to be validated.> - Name - Name <</insert></insert>	Date:	Page 1 of						
LEA Contact Name:	ESC:	County District #:						
LEA Phone:	LEA Name:							
LEA Contact Email: Campus Information (if applicable) Campus #: Campus #: Campus Value Compus Compliance Division Name: Compus Compliance Division Compus Compliance Division Name: Compus Compliance Division Name: Compus Compliance Division Compliance Division	LEA Contact Name:							
Campus Information (If applicable) Campus Name: Campus Name: Submission Instructions Submission Instructions Submit this completed packet, including relevant the ESSA Reports application on TEAL no later that Page Torquestions Contact: <insert contact="" name="">or 1.1 Consertion of documentation item to be validated.> 1.2 Consertion of documentation item to be validated.> 1.1 Consertion of documentation item to be validated.> 1.2 Chescription of documentation item to be validated.> 1.1 Chescription of documentation item to be validated.> 1.2 Chescription of documentation item to be validated.> 1.1 Chescription of documentation item to be validated.> 1.2 Chescription of documentation item to be validated.> 1.1 Chescription of documentation item to be validated.> 1.2 Chescription of documentation item to be validated.> 1.1 Chescription of documentation item to be validated.> 1.2 Chescription of documentation item to be validated.> 1.1 Chescription of documentation item to be validated.> 1.2 Chescription of documentation item to be validated.</insert>	LEA Phone:							
the ESSA Reports application on TEAL no later that Item # <program name=""> Requirement Status Comment Comments (if applicable): 1.1 <description be="" documentation="" item="" of="" to="" validated.=""> Met For Questions Contact: <insert contact="" name=""> or < 1.2 <description be="" documentation="" item="" of="" to="" validated.=""> Met *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 with ESC Staff Date:</date></description></insert></description></program>	Campus Information (if applicable Campus #: Campus Name: Submission Instructions		County D	strict #:	Federal Program Compliance Division «Name of Program» Due Date: November 12, 2021			
Comments (if applicable): 1.1 -Uescription of documentation item to be validated.> For Questions Contact: <insert contact="" name=""> or < 1.2 <description be="" documentation="" item="" of="" to="" validated.=""> Met I.2 *IN = Improvement Needed Item resubmission documentation must be uploaded on ESSA Reports no later than <date>. TEA Only: Reviewed with ESC Staff Date: Reviewed with ESC Staff Date:</date></description></insert>		-		ltem #	<program name=""> Requir</program>	rement	Status	
For Questions Contact: <insert contact="" name=""> or < 1.2 Image: Image:</insert>	Comments (if applicable):			1.1	<description be="" documentation="" item="" of="" th="" to="" validate<=""><th>ed.></th><th></th><th></th></description>	ed.>		
If the LEA receives "Improvement Needed" status, the LEA will be required to <u>submit documentation for 2022-2023 for the same program requirements</u> 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 Date:</date>	For Questions Contact: <insert< th=""><th>t contact name> or <e< th=""><th></th><th>1.2</th><th><description be="" documentation="" item="" of="" th="" to="" validate<=""><th>ed.></th><th></th><th></th></description></th></e<></th></insert<>	t contact name> or <e< th=""><th></th><th>1.2</th><th><description be="" documentation="" item="" of="" th="" to="" validate<=""><th>ed.></th><th></th><th></th></description></th></e<>		1.2	<description be="" documentation="" item="" of="" th="" to="" validate<=""><th>ed.></th><th></th><th></th></description>	ed.>		
			If the LEA receive resubmission Rar TEA Only: Reviewed Re	s "Improvement dom Validation by TEA Staff: viewed with ES	process. The resubmission documentation must be a	uploaded on ESSA Reports I Date:		am requirements during
Referred to ESC # for assistance (TEA Only)				-				

STEP 1: Uploading the Submission Packet (Response Document)

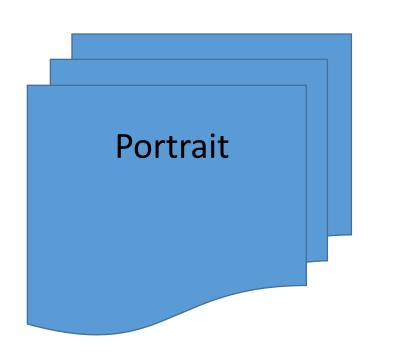
(Sample Screenshot of	ESSA Reports))	
ESSA Rep	orts		
View Reports & ISD Responses		Response Upload Response plates Documents	
Response Template	Title:	<name of="" validation=""></name>	~
School Year:		2021-2022	~
Reponse Doc Type:		Response Document 💙	
		Choose File RandomValidationPacket2021.doc	
		Upload Document	
Note: Maximum allow	able file size	e is 10 MB.	

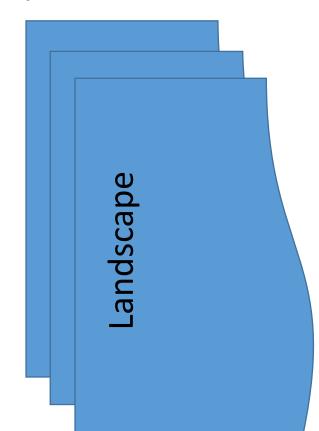


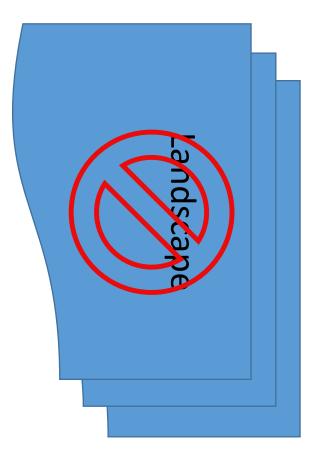
- Use Checklist as reference to put pieces of documentation in order.
- Single side only.
- Check orientation of pages.
- Mark where on page the evidence for each requirement appears.
- Remove unnecessary pages.
- Number pages of documentation packet consecutively.
- Then enter packet page numbers on Checklist.



Orient pages consistently:

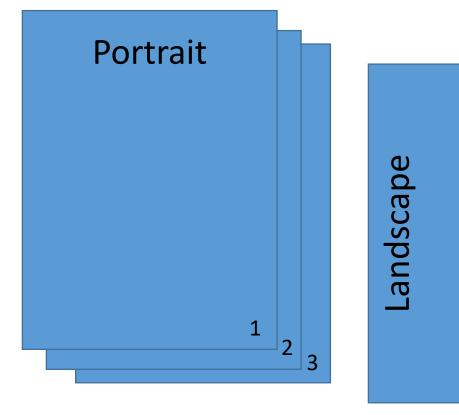








Don't include unnecessary pages.





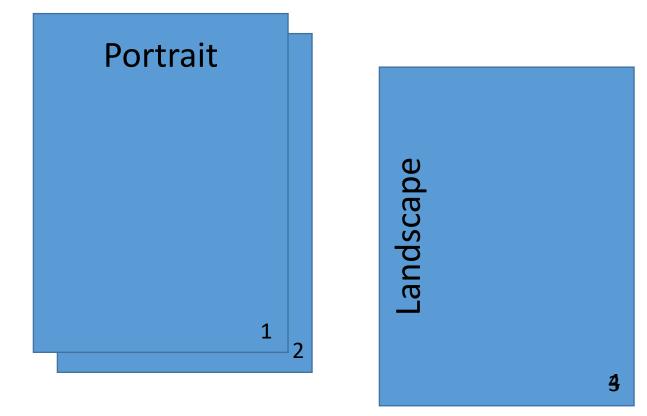
Cautionary Tips

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- Only include relevant pages of documents requested
- All documentation submitted must be reviewed in its entirety
- Should the review determine unanticipated areas of noncompliance, the LEA will be referred to the appropriate Division for further review

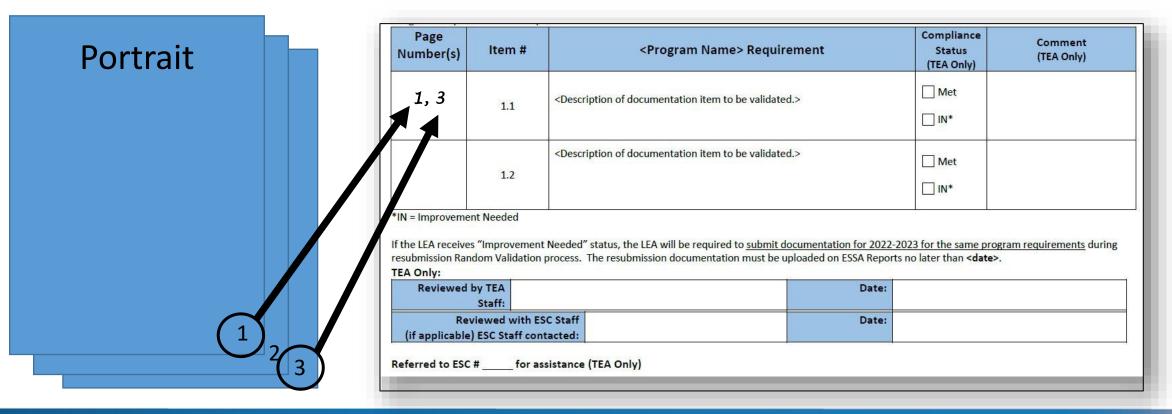


Order pages and number consecutively in lower right corner:



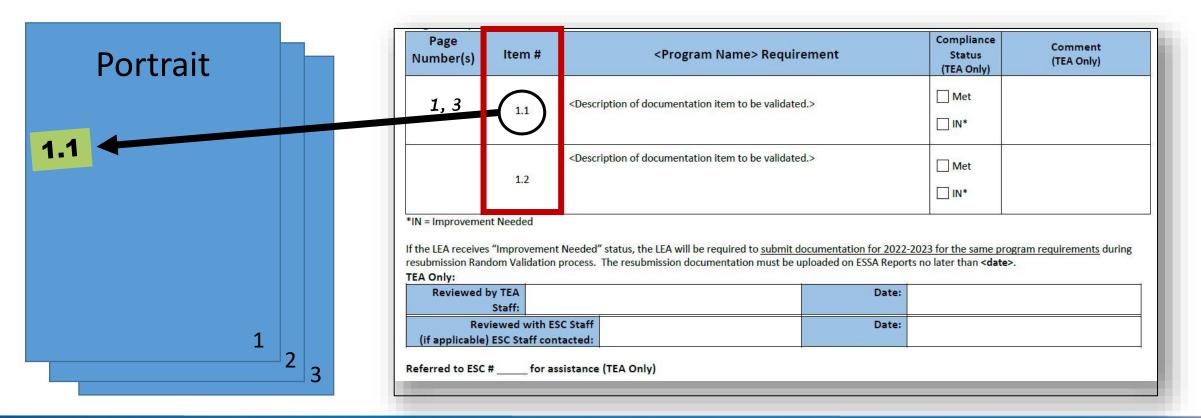


Use these consecutive page numbers when entering the page number on the Checklist:



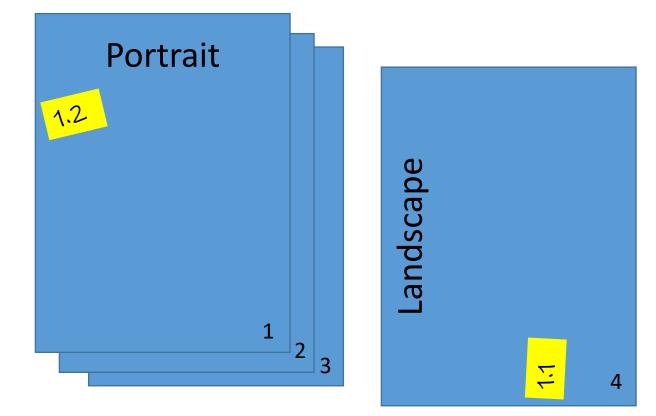


Use the Item Number to mark the location on the page:





Each Item Number should be marked on the appropriate page.







- 10 MB limit
- "Optimize" pdf file to reduce size
- Ensure all pages are actually needed
- Last resort, split file and upload in sections as Supporting Document files



(Sample Screenshot of	ESSA Reports))	
ESSA Rep	orts	\downarrow	
View Reports & ISD Responses		Response Upload Response plates Documents	
Response Template	Title:	<name of="" validation=""></name>	~
School Year:		2021-2022	~
Reponse Doc Type:		Supporting Document 💛	
		Choose File RandomValidationDocumentation.pdf	
		Upload Document	
Note: Maximum allow	able file size	e is 10 MB.	

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