2022-2023 Random Validation Handbook for Title II, Part A Prioritization of Funds

Federal Program Compliance Division

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Introduction

This Handbook is intended to assist LEAs in completing the 2022-2023 Random Validation process for the Prioritization of Funds requirement.

Although this document has been prepared for use by those LEAs that are selected to participate in the 2022-2023 Random Validation, LEAs that are not selected may still find the Handbooks useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

The Handbooks are available on the Federal Program Compliance Division's web page under "Division Resources."

Title II, Part A Random Validation Selected Requirement

ESSA Statutory Requirement	Prioritization of Funds
ESSA Statutory Citation and Language	A description of how the local educational agency will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d) and have the highest percentage of children counted under section 1124(c). SEC 2102(b)(2)(C).
ESSA Program-Specific Provisions & Assurances	The LEA will prioritize funds to schools served by the agency under Title I, Section 1111(d) and that have the highest percentage of children counted under Title I, Section 1124(c) [Section 2102(b)(2)(C)]
Compliance Report Program Compliance Self-Check Item	Compliance Item 1: The LEA prioritizes Title II, Part A funds to schools served by the agency under Title I, Section 1111(d) and that have the highest percentage of children counted under Title I, Section 1124(c). [Section 2102(b)(2)(C)]

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 referenced in the table below in order to demonstrate compliance with the program requirement described above. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance. LEAs that submit sufficient documentation to support LEA compliance will be assigned a "Met Requirement" status for the requirement. LEAs that submit insufficient

documentation will be assigned an "Improvement Needed" status for the requirement. LEAs with an "Improvement Needed" status will be provided technical assistance by their regional education service center (ESC). These LEAs will be required to resubmit documentation for the 2023–2024 school year by September 29, 2023, to ensure the program requirements are implemented correctly.

Type of Selected Documentation Required	Description of Acceptable Documentation
1.1 Documentation that shows Title II, Part A activities and their costs for each campus within the LEA, demonstrating prioritization to schools served by the LEA under Title I School Improvement and that have the highest percentage of low-income children.	For example: spreadsheet or relevant pages from District Improvement Plan showing distribution of Title II, Part A funds/activities correlated to campus Title I School Improvement status and/or campus low-income percentages

Instructions for Assembling Documentation

1. Assemble the requested material into **one PDF file**.
    a. Ensure that the PDF file contains the required documentation as described in the 2022-2023 Title II, Part A Random Validation Handbook.
    b. Do not submit extraneous documentation.
    c. 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 online WorkApp Details Form.

Instructions for Submitting Documentation

WorkApp System Access

Please note that the LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration WorkApp System.

Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the EDGAR Forms system. To add or change the individuals with access to the system, **someone with existing access** must request access for the new individual via the Help Form in the Federal Program Compliance Program Monitoring Random Validations WorkApp. The additional staff to be added to the system must agree to certain security requirements.

NOTE: Each subgrantee organization, e.g., LEA or ESC, is only guaranteed three (3) access accounts at this time, with a potential maximum of five (5) access accounts in the system per subgrantee.
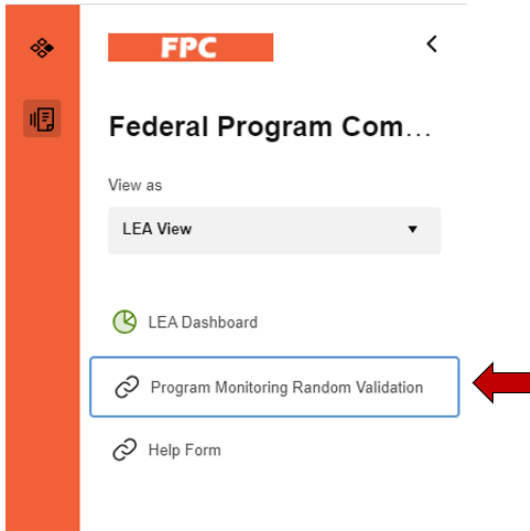
Submitting Documentation

1. Login to the Department of Grant Compliance and Administration WorkApp System.
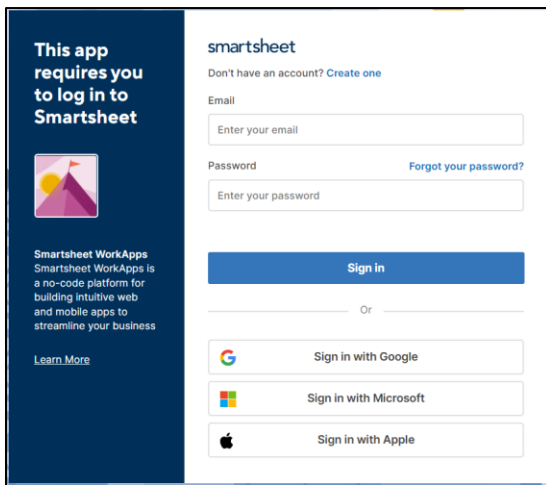
2. Click on the Federal Program Compliance Division WorkApp Tile.

3. Click on the Program Monitoring Random Validation Link.

4. Click on the Random Validation Line to access the Details Form – Data & Attachments Tabs.

5. Complete the Details Form – Data Tab.
   a. Type the page number(s) where the requirement(s) is addressed in the LEA's documentation to be submitted in the "Requested Documentation Page Number(s)" field(s). 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 in the "Requested Documentation Page Number(s)" field.

b. Complete the remaining fields with the information for the LEA Program Contact. The LEA Program Contact should be the person that is most familiar with the documentation submitted. This is the person that TEA will contact if additional documentation is needed and/or if clarification is needed on documentation submitted.

   i. Type the name of the LEA Program Contact in the "LEA Program Contact" field.
   ii. Type the email address of the LEA Program Contact in the "LEA Program Contact Email Address" field.
   iii. Type the phone number of the LEA Program Contact in the "LEA Program Contact Phone #" field.

Person Completing Form *

[   ]

Email of Person Completing Form *

[   ]

Phone # of Person Completing Form *

[   ]

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6. Click "Save" in the bottom right-hand corner of the Details Form – Data Tab.

Details   ✕

Data   Attachments (0)

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.

Requested Documentation 3 Page Number(s)

[Document 1 page 1   ]

Person Completing Form *

[Jane Doe   ]

Email of Person Completing Form *

[jane.doe@abcisd.edu   ]

Phone # of Person Completing Form *

[111-111-1111   ]

   Discard Changes   **Save**

7. To upload the PDF file containing the LEA's documentation, click on the "Attachments" Tab on the Details Form; then click on the "Attach a File" button located at the bottom of the Details Form – Attachments Tab.
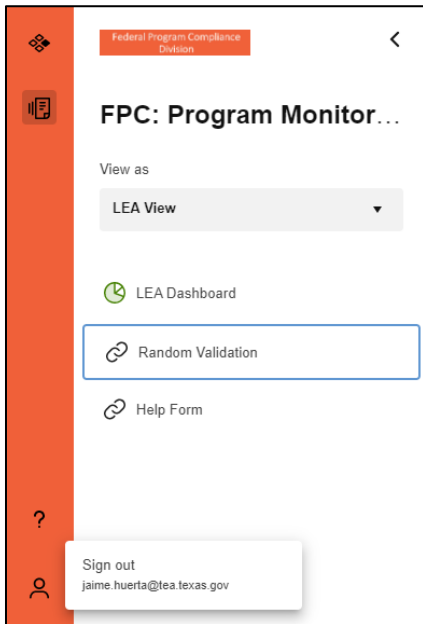

8. Browse your computer and locate the documentation file to be submitted; select the file; the File Name will appear in your file browser; click on "Open;" confirm that the file is listed as an attachment in the Details Form – Attachments Tab.
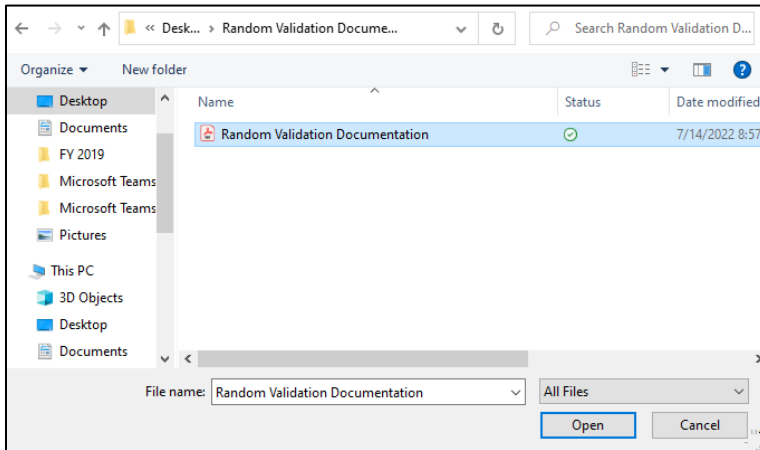
9. Click on the "x" at the top right-hand corner to close the Details Form.
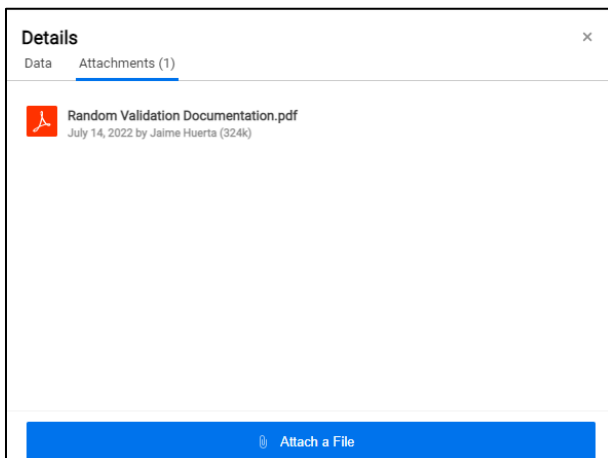
10. Sign out of the Department of Grant Compliance and Administration WorkApp System by clicking on the 👤 icon located in the bottom left-hand corner of the window and selecting "Sign out."

Phase 1 Random Validation Timeline

Task	Due Date
Federal Program Compliance (FPC) Random Validation (RV) WorkApp LEA contacts receive initial notification regarding program selection. Education Service Center (ESC) FPC RV WorkApp Contacts will be copied.	**October 3, 2022**
ESC staff will contact LEA to: • confirm receipt of initial notice; • confirm access to FPC RV WorkApp for appropriate staff; • offer technical assistance.	Contact within 1 business day after initial notification to LEA. Technical assistance through **October 17, 2022**
Deadline to submit documentation via the FPC Random Validation WorkApp System.	**October 17, 2022**
TEA program staff complete preliminary reviews.	**February 3, 2023**
TEA contacts ESC regarding LEAs that receive "Improvement Needed" status for ESC review and comment before TEA notifies LEAs.	**February 20, 2023 – March 3, 2023**
FPC RV WorkApp LEA contacts receive notification of validation results. ESC FPC RV WorkApp Contacts will be copied.	**March 14, 2023**
ESC technical assistance deadline if LEA receives "Improvement Needed" status regarding any items.	**September 28, 2023**
ESC submits documentation in the FPC RV WorkApp System that technical assistance was offered/provided.	**September 28, 2023**
If the LEA receives "Improvement Needed" status on a program requirement, the LEA will be required to submit documentation for 2023-2024 for the same requirement. The documentation must be submitted in the FPC RV WorkApp System.	**September 29, 2023**