

## Title I, Part C Program Requirements Overview

# Program Requirements Selected



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.

# Program Requirements Selected



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.

# Program Requirements Selected



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

# Meeting Documentation Requested

## Standard Documentation

- ✓ Meeting Agendas
- ✓ Meeting Notes/Minutes
- ✓ Sign-In Sheets

**Documentation for virtual meetings is acceptable.**



Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.

# MEP Program Requirements Additional Guidance

The 2022-2023 Random Validation for the Title I, Part C program will be requesting documentation from the 2021-2022 school year to ensure TEA is provided with adequate documentation to support the selected requirement. If the LEA did not participate in the Title I, Part C program in 2021-2022, the LEA will submit documentation for the 2022-2023 school year.

## Identification & Recruitment (ID&R)



## Identification & Recruitment

### *Identification and Recruitment (ID&R) (1)*

*The LEA identifies and recruits migratory children and youth, including OSY, according to the specific timelines and guidance outlined in the Texas Manual for the Identification and Recruitment of Migrant Children in order to ensure the accuracy of such information. Migratory child eligibility requirement defined in Section 1309(2)-(5).*

## ***Documentation Required***

### 1.1 Recruiter logs

## ***Acceptable Documentation***

- A few samples of recruiter logs for the previous school year.

## ***Documentation Required – Identification & Recruitment Item 1.1***

A few samples of recruiter logs for the previous school year.



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the recruiter logs.
- Documentation submitted was not for activities that took place in 2021-2022.

## ***Documentation***

### ***Required***

1.2 Reviewer logs

## ***Acceptable Documentation***

- A few samples of reviewer logs for the previous school year showing quality control took place.

## ***Documentation Required – Identification & Recruitment Item 1.2***

A few samples of reviewer logs for the previous school year showing quality control took place.



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the reviewer logs.
- Documentation submitted was not for activities that took place in 2021-2022.

## ***Documentation***

### ***Required***

1.3 COE Error Form

## ***Acceptable Documentation***

- A sample record of COE Error Form from the previous school year. Other documents showing tracking and correction of COE errors

## ***Documentation Required – Identification & Recruitment Item 1.3***

A sample record of COE Error Form from the previous school year.  
Other documents showing tracking and correction of COE errors



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the COE Error Form.
- Documentation submitted was not for activities that took place in 2021-2022.

# Thank you!



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