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.
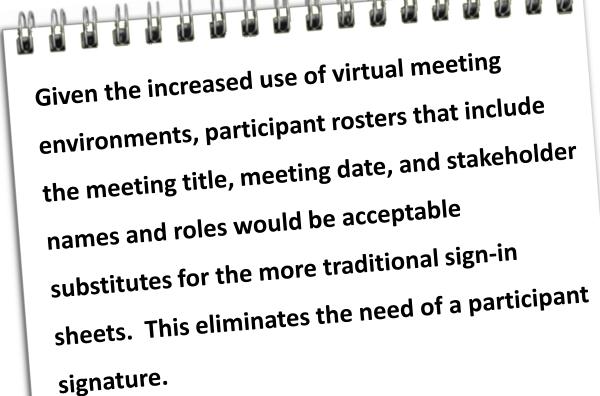
Meeting Documentation Requested

Standard Documentation

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

Meeting Documentation

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.

Priority For Service (PFS)

Priority for Service (PFS)

The LEA *gives service priority to migratory children who made a qualifying move within the previous 1-year period and who were failing or most at risk of failing to meet the challenging State academic standards [Sections 1301(2), 1304(d)].*

Documentation Required

1.1 PFS Reports

Acceptable Documentation

- Copies of the monthly PFS Reports for the previous school year without student identifiable information

Reports showing "No students found" is acceptable.

Priority for Service (PFS)

Documentation Required – Priority For Service (PFS) Item 1.1

Copies of the monthly PFS Reports for the previous school year without student identifiable information

Reports showing "No students found" is acceptable.

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation submitted does not reference the PFS Criteria.

Documentation Required

1.2 District PFS Action Plan

Acceptable Documentation

- Copy of the district PFS Action Plan for the previous school year

Priority for Service (PFS)

Documentation Required – Priority For Service (PFS) Item 1.2

Copy of the district PFS Action Plan 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 PFS Criteria.

- Documentation submitted does not include detailed activities.

- Documentation submitted was not for activities to take place in 2021-2022

Priority for Service (PFS)

In addition, the following is required only for LEAs with PFS students:

Documentation Required

1.3 Supplemental Program Report

Acceptable Documentation

- If submitting the previous school year Supplemental Program Report, redact student identifiable information and highlight the unique student number.

Priority for Service (PFS)

Documentation Required – Priority For Service (PFS) Item 1.3

If submitting the previous school year Supplemental Program Report, redact student identifiable information and highlight the unique student number.

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

In addition, the following is required only for LEAs with PFS students:

Documentation Required

1.4 MEP Services for PFS students first

Acceptable Documentation

- Relevant documentation that shows MEP-services were provided to PFS students first in the previous school year.

Priority for Service (PFS)

Documentation Required – Priority For Service (PFS) Item 1.4

Relevant documentation that shows MEP-services were provided to PFS students first in the previous school year.

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

Thank you!

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