



2020-2021 Random Validation Documentation Matrix
Federal Program Compliance Division
Migrant Education Program

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| Program Requirement | Priority for Services The LEA gives service priority to migrant 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)]. | | | |
| Type of Documentation Required | Priority for Service (PFS) Report from NGS | District PFS Action Plan | Individual Supplemental Programs Report from NGS which lists supplemental services being provided to the PFS students (For LEAs with PFS students). | Documentation that MEP-funded services are provided to the PFS students first (For LEAs with PFS students) |
| Description of Acceptable Documentation | <ul style="list-style-type: none"> Copies of the monthly PFS Reports without student identifiable information. District PFS Report showing “No students found” is acceptable. | <ul style="list-style-type: none"> PFS Action Plan | <ul style="list-style-type: none"> Copies of the Individual Supplemental Programs Report without student identifiable information. (If the Supplemental Program Report is submitted, the district must highlight the information on PFS students); If report shows “No Students found,” submit anyway and provide explanation. | Emails, individual needs assessments, communication logs, material lists, and participant lists |

Revised 11/5/2020



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| <p>Program Requirement</p> | <p>Use of MEP-funded Items All MEP-funded supplies, materials, and equipment were used only for MEP activities and to the benefit of MEP students. [Section 1304(c)(1)]</p> | | |
| <p>Type of Documentation Required</p> | <p>District improvement plans showing the migrant-specific section</p> | <p>Logs on use of equipment (Not required if MEP funds were used only for personnel performing MEP-related duties)</p> | <p>List of participants (Not required if MEP funds were used only for personnel performing MEP-related duties)</p> |
| <p>Description of Acceptable Documentation</p> | <p>Copy of the District improvement plans with MEP section highlighted</p> | <ul style="list-style-type: none"> • Check-out lists or logs showing equipment was only used for MEP related activities. • An explanation of MEP funds used only for personnel performing MEP duties. | <ul style="list-style-type: none"> • Participant logs without student identifiable information. • An explanation of MEP funds used only for personnel performing MEP duties. |