



2020-2021 Random Validation Documentation Matrix
Federal Program Compliance Division
Title IV, Part A

Program Requirement	If receiving less than \$30,000, LEA has a process to determine the program and/or LEA needs.	
Type of Documentation Required	Input of stakeholders, focus groups, advisory committees, district improvement teams	LEA identified data and reports
Description of Acceptable Documentation	<ul style="list-style-type: none">• Agendas and/or meeting notes documenting stakeholder input• Sign-in sheets identifying stakeholders and roles/titles providing input	<ul style="list-style-type: none">• Documentation of process used to determine LEA program needs• Specified LEA data/reports tied to any of the 3 Title IVA content areas (well-rounded education, safe and healthy students, and the use of technology)



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Title IV, Part A

Program Requirement	If receiving \$30,000 or more, LEA conducted a comprehensive needs assessment tied to the three goals of Title IV, Part A.		
Type of Documentation Required	Copy of comprehensive needs assessment (CNA)	Description of strategy used to collect data regarding the needs	LEA identified data related to students' access to effective program activities
Description of Acceptable Documentation	<ul style="list-style-type: none"> • Dated CNA • Sign-in sheets/list of stakeholders and roles/titles participating with CNA • Agendas/minutes of CNA meetings • Results of CNA 	<ul style="list-style-type: none"> • Process of CNA and/or specified data collection • Stakeholders participating in data collection discussions • Meeting notes of data reviews 	<ul style="list-style-type: none"> • Documentation showing correlation of data to student needs and/or effective program activities • Specified LEA data tied to the 3 Title IVA content areas (well-rounded education, safe and healthy students, and the use of technology)



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Title IV, Part A

Program Requirement	The LEA engaged in timely and meaningful consultation with a broad range of stakeholders to determine the targeted areas of improvement related to students' access to effective program activities.	
Type of Documentation Required	Input of stakeholders, focus groups, advisory committees, district improvement teams	LEA identified data and reports
Description of Acceptable Documentation	<ul style="list-style-type: none"> • Agendas of focus groups • Sign-in sheets (including identified roles of participants) • Meeting minutes 	<ul style="list-style-type: none"> • District/school data reviewed • Agendas and/or minutes of stakeholder meetings identifying specific data reviewed • Stakeholder evaluations and surveys