



<b>DATE:</b>	<b>September 28, 2023</b>
<b>SUBJECT:</b>	<b>Upcoming LEA Deadline: Title I, Part A Comparability of Services Requirement for the 2023–2024 school year</b>
<b>CATEGORY:</b>	<b>Compliance and Funding Implications</b>
<b>NEXT STEPS:</b>	<b>LEAs to submit Comparability Assurance Documents (CADs) and Comparability Computation Forms (CCFs) by 11/17/23, as applicable</b>

Each year, local educational agencies (LEAs) that receive Title I, Part A funding are required to document their compliance with the Title I, Part A Comparability of Services requirement under the Every Student Succeeds Act (ESSA). All LEAs that receive Title I, Part A funding must complete and submit to the Texas Education Agency (TEA) the CAD survey. LEAs that do not meet one of the defined exemption criteria must also complete and submit to TEA the CCF. The CAD is available for completion and submission electronically through an [online survey](#).

The CCF, along with instructions for completing/submitting that form and the instructions for completing/submitting the CAD survey, are available on the [Title I, Part A Comparability of Services](#) page of the TEA website and through the Grants and Federal Fiscal Compliance Reports and Data Collections (GFFC Reports) secure application, accessible through [TEAL](#).

The deadline for submitting the CAD, and CCF if applicable, is **November 17, 2023**.

### **Background**

Under ESSA, Section 1118(c), known as the comparability of services requirement, LEAs may receive Title I, Part A funds only if state and local funds will be used in Title I, Part A campuses to provide services that are at least comparable to the services provided in non-Title I, Part A campuses. If the LEA serves all its campuses with Title I, Part A funds, the LEA must use state and local funds to provide services that, taken as a whole, are substantially comparable in each Title I, Part A campus.

For more information, refer to the *Title I, Part A Comparability of Services Guidance Handbook*, available on the [Title I, Part A Comparability of Services](#) page.

Comparability of services is one of three federal fiscal accountability requirements applicable to LEAs that receive Title I, Part A funding. LEAs that receive Title I, Part A funding are also required to comply with maintenance of effort and [supplement](#), not supplant requirements.

### **Comparability Computation Form (CCF) Exemption**

An LEA is exempt from completing/submitting the CCF if it meets any of the following criteria:

- The LEA has only one campus per grade-span group.
- The LEA has multiple campuses in the grade-span group but no overlap of grade levels.

- The LEA has overlap of grade levels but no Title I, Part A campuses in the grade-span group.
- The LEA uses exclusion criteria to exclude one or more campuses resulting in no basis for comparison.

Note: Grade-span groups should match the basic organization of schools in the LEA. For example, an LEA with elementary, middle, and high school campuses would have three grade-span groups. If there is any overlap in grades, the campuses with the same grades should be tested in the same grade-span group. If there is no overlap in grades, the campuses may be separately tested.

**An exempt LEA is required to complete and submit only the CAD via [online survey](#).** For a detailed description of the exemption criteria and the basis for excluding campuses, refer to the *Title I, Part A Comparability of Services Guidance Handbook*, available on the [Title I, Part A Comparability of Services](#) page of the TEA website.

### **Completing the Comparability Computation Form (CCF)**

LEAs that do not meet any of the exemption criteria listed above are required to conduct comparability of services testing by completing the CCF. An LEA must use its 2023–2024 *current school year budgeted data* to complete the CCF.

Refer to the *Title I, Part A Comparability of Services Guidance Handbook*, available on the [Title I, Part A Comparability of Services](#) page of the TEA website, for instructions on accessing, completing, and submitting the CCF to GFFC Reports within the TEAL application.

### **Deadline for completing the CAD and CCF**

- All LEAs that receive Title I, Part A funds must complete/submit the CAD via the [online survey](#) by **Friday, November 17, 2023**.
- LEAs that do not meet any of the allowable exemption criteria must also complete and submit the CCF to GFFC Reports by **Friday, November 17, 2023**.

### **Potential Consequences of Failing to Comply**

If you do not submit the appropriate comparability form(s) by the **Friday, November 17, 2023**, deadline, TEA may apply one or more of the following enforcement actions in accordance with Title 2 of the Code of Federal Regulations, §200.339:

- Temporarily withhold cash payments pending correction of the deficiency or more severe enforcement action.
- Disallow all or part of the cost of an activity or action not in compliance.
- Wholly or partly suspend or terminate the federal award.
- Initiate suspension or debarment proceedings.
- Withhold further federal awards for the program.
- Take other remedies that may be legally available.

**For Further Information**

For information on the comparability of services requirement and detailed instructions on how to complete the CAD and CCF, refer to the resources posted on the [Title I, Part A Comparability of Services](#) page.

If you have any further questions, please email the Federal Fiscal Compliance and Reporting Division at [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov).