



Title I and Title II Quarterly Updates

From the Office of Federal Title Grant Programs and Support

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Important Title I, Part A & D Dates 2015-2016

May 30, 2016

Last day to amend the 2016 Title I Grant

July 1, 2016

2017 Title I Grant Application due date

<https://dc.doe.state.in.us/TitleI>

September 30, 2016

At least 85% of 2016 Title I funds must be expended

October 1-15, 2016

Last date for reimbursement

October 30, 2016

2016 Final Expenditure Report due date

Promising Practices: School corporations and schools selected for recognition in honor of the Promising Practices initiative continue to grow each month! The IDOE will recognize 200 Promising Practices to celebrate Indiana's Bicentennial in December. Please check out the Promising Practices website to read about best practices from LEAs and schools across the state:

<http://www.doe.in.gov/outreach/promising-practices>

Title I Fiscal Handbook:

The 2015-2016 Title I Fiscal Handbook is available on the Title I website:

<http://www.doe.in.gov/sites/default/files/title-i-fiscal-handbook-2015-2016.pdf>

When amending the Title I grant, rather than leaving \$1,000 or less unbudgeted budget the full allocation.

Title I Frequently Asked Questions

Q: Where is information collected for the Eligible School Summary (ESS) in the Title I BASIC grant?

A: Information on the ESS is pulled from the district's Real Time (RT) collection reported through the STN application center. The RT will capture all students reported that are not in conflict, do not have an exit date prior to October 1, and do not have overlapping entry dates as of October.

1. School districts are given until the end of October to resolve any conflicts. The resulting report is called the Pupil Enrollment (PE). These numbers can be verified in Compass under the Enrollment & Attendance tab, select Enrollment. Please remember Title I only counts students ages 5-17.

Q: How can I determine the information that will be on the ESS before the grant opens?

A: Your school corporation should have an individual responsible for reporting student data to the state. This individual would be able to provide your district's information.

Q: What are the regulations for using Title I instructional staff as substitute teachers?

A: Schools may use Title I funds to pay for subs to release teachers for job-embedded PD purposes. Use of funds must support collaboration or PD activities that are directly related to strategies for meeting the needs of Title I students. Title I classes may not be cancelled to allow Title I staff to be classroom subs in an emergency situation. Title I staff may be assigned non-instructional duties, such as cafeteria, recess, buses- if staff not paid by Title I at the same school site are assigned these duties.

Important Title I Fiscal Reminder!

Timeline for Title I Funds

July 1	Title I application is due and funds become available based on a planning allocation
November 1 – May 30	Amendment window Final allocation and carryover are available through an amendment
September 30	Final date to expend Title I funds
October 1-15	Last date for reimbursement to comply with the 15% carryover limitation
October 30	Final Expenditure Report due to IDOE

Note: Due dates and deadlines are set by the USDE and the IDOE to support LEAs in maintaining fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds.

Title II, Part A Reminders

1. FFY14 Title II, Part A unspent funds must be encumbered by September 30, 2016 and reimbursements requested by December 15, 2016.
2. When submitting your Title II, Part A grant application, be sure the budget page matches the rest of the application.
3. Title II, Part A amendments for all fiscal years must be submitted with a summary of the proposed change for the amendment to be approved.



Title I Administrator Springtime Tips

Title I Parent Involvement

With the end of the school year just around the corner, it is a good time to begin thinking about when and how to evaluate the effectiveness of your Title I parent activities held during the 2015-2016 school year.

An acceptable evaluation practice could include surveying parents and/or teachers to determine which activities were most beneficial and for suggestions on how to provide the most effective and meaningful parent activities and meetings for the 2016-2017 school year.

Title I Annual Meeting:

The Title I Annual Meeting must be held early in the school year (August- October) and documentation must be kept to provide evidence that the meeting was announced and that parents attended. Acceptable evidence will be an announcement, an agenda and parent signatures. There are *two* documents on the *Learning Connection* that address the requirements of the Title I Annual Meeting: *IDOE-Title I/Files and Bookmarks/Parent Involvement/Templates, Samples and Resources/Title I Annual Meeting Requirements*.

Policies and Compacts:

Be prepared for the 2016-2017 school year and evaluate, revise and update all parent involvement policies and compacts this spring so they are ready for early distribution. Be sure to involve parents in the updates and keep sign-in sheets to document parent involvement. Need help? The Parent Involvement Tool Kit is on the *Learning Connection: IDOE-Title I/Files and Bookmarks / Parent Involvement / Templates, Samples and Resources / Title I Parent Involvement Tool Kit*.

Federal Equipment and Technology Inventory: Now is a good time to update the inventory with purchases made with Federal funds (Title I, II, III). Click here for a sample inventory template: <http://www.doe.in.gov/titlei/resources-%E2%80%93-pd-ppts-guidance-swp-tas-parent-involvement-etc>

Tips for compliance:

1. Books and games are considered supplies and would not be included on the inventory, but still labeled with the fund from which it was purchased.
2. The inventory must include all ten components.
3. The Federal fund that was used to purchase the item holds the title, not the school district or school.
4. The equipment and technology must be properly tagged and located where indicated on the inventory.
5. The location of the item on the inventory needs to include the room number, as well as the name of the school.

Records Retention: Retain Title I documents for 3 years; however, the LEA is responsible for 5 years. IDOE recommends maintaining documents for 5 years.

Nonpublic School Consultation

Spring is a good time to be sure policies and procedures are in place to ensure equitable services to eligible nonpublic school children. As you begin to wind down the 2015-2016 school year and prepare for the year ahead, keep the following in mind:

- Keep evidence of visits to the nonpublic school(s) to evaluate student selection, instruction and programming in the nonpublic school. Acceptable evidence will include signatures, emails, agendas and an evaluation;
- Conduct consultation with the nonpublic school official for the 2016-2017 school year and have the *LEA Affirmation of Consultation with Private School Officials* form signed and ready to attach to the 2017 Title I grant application. The consultation form can be found by following this path: *Learning Connection / IDOE-Title I /Files and Bookmarks / Nonpublic School Programs/ Nonpublic School Consultation form OR on the Title I website:* <http://www.doe.in.gov/titlei/resources-%E2%80%93-pd-ppts-guidance-swp-tas-parent-involvement-etc>

Title I grant application cannot be reviewed or approved without the signed *LEA Affirmation of Consultation with Private School Officials* form(s) attached to the Title I grant application.

- The *Nonpublic Equitable Services Took Kit* found at the website above has valuable resources and guidance for managing your Title I nonpublic school services.

Top Ten Most Common Reminders Needed During 2015-2016 Desktop, Fiscal and On-site Monitoring

10. Be sure to have a written complaint procedure policy.
9. Supervisors need to check the accuracy of Time and Effort logs completed by split-funded personnel.
8. It is required that parents are involved in annual parent involvement policy/compact revision. Keep sign-in sheets!
7. The LEA must evaluate the effectiveness of *Title II, Part A* activities and use that evaluation in making determinations about future use of funds.
6. Title I policies and compacts will not be identical if they are created jointly with parents; they will be unique to each school.
5. Keep sign-in sheets at all Title I and Title II meetings!
4. The LEA Parent Involvement Policy and the School Parent Involvement Policy are two separate documents.
3. Title I Paraprofessionals must work under the direct supervision of and in close and frequent proximity to a certified teacher.
2. The Title I Annual Meeting must be held early in the school year.
1. Your Title I and Title II Specialists are just a phone call away and they are happy to answer your questions.