**Monitoring Instrument**
for
**ESSA Programs**
**ESSER Programs**


**FY22 Monitoring**
**SY 2020-2021 Documentation**

**Offices of Federal Programs and Grants Management**

# Monitoring Process and Procedures
# FY22 Monitoring

**Mississippi Department of Education**
Office of Federal Programs (OFP)
Office of Grants Management (OGM)

1. The Office of Federal Programs will contact subrecipient to establish a Primary Point of Contact for monitoring. The Primary Point of Contact for monitoring should be the Federal Programs Director (LEAs) or Program/Project Coordinator (Subgrantees).

2. The MDE OFP compliance and monitoring coordinator works with the subrecipient to schedule dates for the on-site/virtual monitoring visit.

3. The MDE OFP compliance and monitoring coordinator emails official notification of the upcoming monitoring to the Program/Project Coordinator or LEA superintendent, a copy to federal programs director and business manager. The notification includes the purpose, date and time of the visit, and a web link to the *MDE Federal Programs Comprehensive Monitoring Instrument*.

4. Two weeks prior to the monitoring, the subrecipient is responsible for uploading requested documentation in MCAPS to support compliance indicators outlined in the *MDE Federal Programs Comprehensive Monitoring Instrument*.

5. The monitoring team will review upload documents prior to the on-site/virtual monitoring. Additional documents maybe requested prior to or during the on-site/virtual monitoring.

6. Monitoring may include visits to randomly selected participating private schools, schoolwide programs, and targeted assistance Title I programs and other federally funded programs administered by OFP.

7. All key subrecipient staff should be available during the monitoring visit.

8. The subrecipient must maintain sufficient documentary evidence to verify full compliance with all state and federal program requirements.

9. The on-site/virtual monitoring will begin with an entrance conference with members of the Monitoring Team and subrecipient personnel.

10. The on-site/virtual may last from one to five days, depending upon the scope of the visit.

11. During monitoring, the MDE OFP monitoring team reviews policies, procedures, evidence of implementation, supporting program documentations, possible visits to selected school sites, and interviews with subrecipient staff and stakeholders.

12. The subrecipient has five (5) business days to provide additional documentation to address any areas of concern.

13. The subrecipient will be asked to complete a short online evaluation of the monitoring.

14. Following the monitoring, the MDE OFP compliance and monitoring coordinator will email the subrecipient, the official monitoring report with appropriate cover letter, typically within 45 days of monitoring. However, there are instances that will require a

longer internal review process of monitoring reports prior to release causing the OFP and OGM to go beyond the typical timeline.

15. The report contains findings of noncompliance and required corrective actions that provide an analysis of the implementation of the federal programs that were monitored.

16. Upon receipt of the MDE OFP monitoring report, the subrecipient has thirty (30) calendar days to respond to findings of noncompliance by completing a Corrective Action Plan (CAP). The CAP delineates the response to noncompliance which includes: the steps taken to address the indicator(s), a timeline for completion, and the documentary support available to demonstrate compliance. Should the subrecipient need additional time to submit the CAP, a request must be submitted in writing to the executive director of the Office of Federal Programs who will determine whether an extension is warranted.

17. MDE OFP compliance and monitoring coordinator will respond to the subrecipient's CAP within 30 calendar days of receipt. However, there are instances that will require a longer time to respond and may go beyond the typical timeline.

18. OFP and OGM staff review the subrecipient's CAP to determine if it is sufficient to clear any citations of noncompliance, and to ensure appropriate corrective action has been developed and implemented.

19. The MDE OFP compliance and monitor coordinator will determine whether follow-up on CAP is needed. This is typically accomplished within 12 months of the monitoring visit. However, there are instances that will require a period longer than twelve months based upon feasibility of the corrective action or scheduling.

20. In instances of continued non-compliance beyond twelve months and/or failure to implement appropriate corrective action, the citations of non-compliance may be reported to the Office of Accreditation for placement on the LEA's accreditation record. For Non-LEAs, such continued non-compliance may result in a termination of the federal grant award and will adversely impact future applications for funding.

21. A clearance letter will be emailed to subrecipient once all findings have been cleared.

For additional resources, subrecipients contact the Mississippi Department of Education, Office of Federal Programs at 601-359-3499.

# BOARD POLICIES AND/OR PROCEDURES MINIMUM REQUIREMENTS

The following listing of Board Policies and/or Procedures is not an all-inclusive list of policies and/or procedures that may be required for an LEA/Subgrantee. However, the Board Policies and/or Procedures should include, **at a minimum**, the following:

- Budget and Budget Revisions (EDGAR 200.403-408):
    - Who is responsible for the budget/revision?
    - When is the budget/revision prepared?
    - Who must approve the budget/revision (including journal entries)?
    - Where is the approved budget/revision filed in MCAPS?
    - Who is responsible for line-item transfers and transfers between major budget categories?
    - What are the procedures for Federal programs budget changes or revisions?
    - What are the procedures for allowability of cost?

- Travel (EDGAR 200.474):
    - Who is entitled to reimbursement and is it program related?
    - What authorization are required (including appropriate federal programs supervisor)?
    - What are the reimbursement guidelines for mileage, meals or per diem, lodging, airfare, miscellaneous charges?
    - What procedures/forms are required for reimbursement?
    - How are reimbursements approved for payments (including appropriate federal programs supervisor)?

- Purchase/Procurement (EDGAR 200.318-326 and Uniform Guidance Appendix II to 2 CFR Part 200):
    - What are the WRITTEN procurement procedures (EDGAR 80.36)?
    - Who is authorized to make purchases (routine, special, emergency, etc.)?
    - What authorization are required (requisition, purchase order, etc.) including appropriate federal programs supervisor?
    - When are bids required?
    - What is the bidding process and acceptance criteria?
    - What exemptions from competitive bidding are in place, if applicable?
    - What is the policy for vendor relations?

- Contracts (Uniform Guidance Appendix II to 2 CFR Part 200):
    - Who has the authority to enter into contracts?
    - What are the criteria for awarding contracts?
    - What are the WRITTEN code of standards of conduct for any employees involved in award/administration of contracts (EDGAR 80.36 (b)(3))?

- Equipment (EDGAR 200.313-314):
  - How does the LEA/Subgrantee define equipment?
  - What are the inventory/equipment procedures, including physical inventory policy (at least once every two years)?
  - How does the LEA/Subgrantee conduct sale and/or disposition of equipment, including highest possible return? (Must include a policy for equipment with a value greater than $5,000, even if n/a to system)?
  - What are the policy/procedures for adequate maintenance of equipment?

- Compensation (EDGAR 200.430):
  - What is the policy and/or procedure for compensation that includes the following:
    - Compensation guides and contracts for certified personnel
    - Salary schedule approval (Board approved)
    - Differentiated Pay (Supplements/stipends, extended school year or after school)
    - Time and Effort
    - Board approval

- Records Retention and Access (EDGAR 200.303(e), 200.333):
  - What are the WRITTEN policies/procedures to document internal controls?
  - What policy/procedures safeguard personally identifiable information?
  - How does the policy/procedures address record retention for five (5) years?

# How to Upload Evidence of Implementation Documents

- The LEA will use MCAPS to upload monitoring documents in appropriate folders
  - LEA Document Library → 2022 → Monitoring

## LEA Document Library

**LEA Document Library Search**

| Enter Search Text: | |
|---|---|

**Root Folders:**
General
2022
2021
2020
2019

Search Folders

**LEA Document Library** [Expand All] [Collapse All]

- General
- 
  **Folders**
  - Emergency Impact Aid (EIA)
  - Equitable Services to Private Schools
  - LEA Documents
  - Monitoring
    **Folders**
    - A. Accounting Systems and Fiscal Control
    - B. Period of Availability and Carryover
    - C. Audit Requirements
    - D. Internal Controls
    - E. Records and Information Management

- Select appropriate indicator folder to upload document

Contact MDE
MCAPS Sign Out

Production

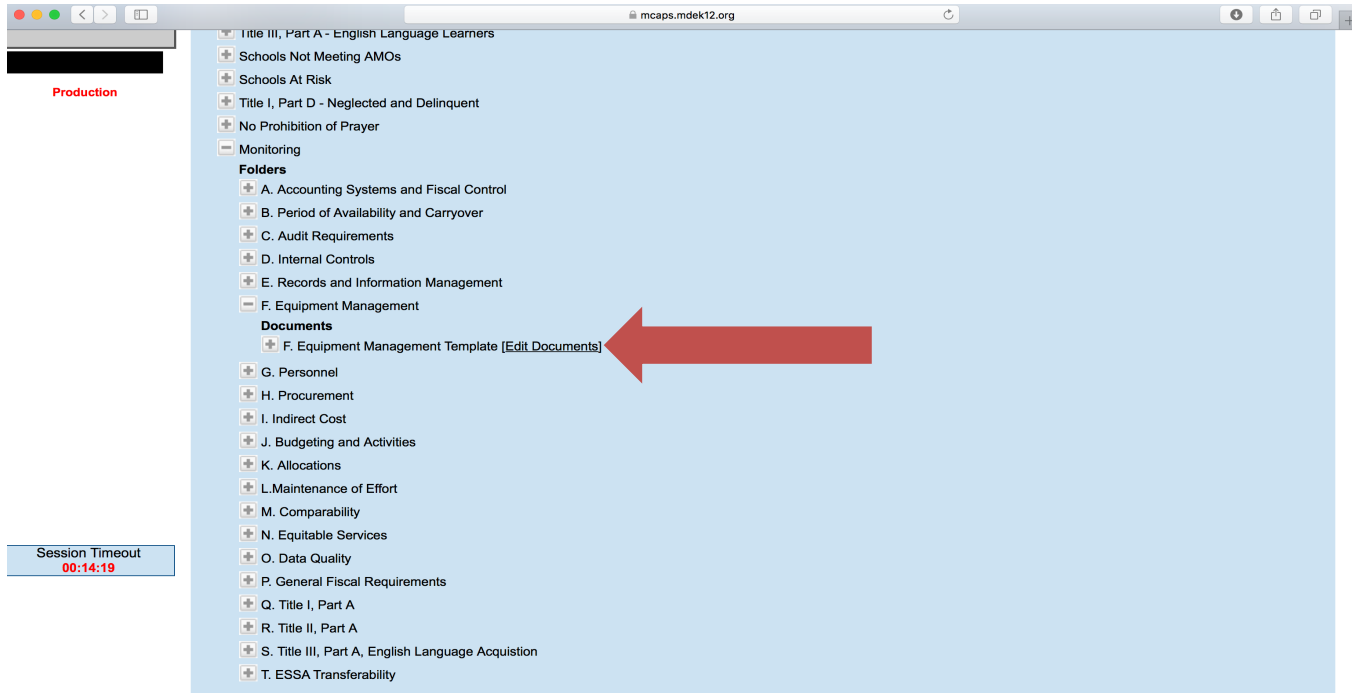**Folders**
- LEA Documents
- Title III, Part A - English Language Learners
- Schools Not Meeting AMOs
- Schools At Risk
- Title I, Part D - Neglected and Delinquent
- No Prohibition of Prayer
- Monitoring
  **Folders**
  - A. Accounting Systems and Fiscal Control
  - B. Period of Availability and Carryover
  - C. Audit Requirements
  - D. Internal Controls
  - E. Records and Information Management
  - F. Equipment Management
  - G. Personnel
  - H. Procurement
  - I. Indirect Cost
  - J. Budgeting and Activities
  - K. Allocations
  - L. Maintenance of Effort
  - M. Comparability
  - N. Equitable Services
  - O. Data Quality
  - P. General Fiscal Requirements
  - Q. Title I, Part A
  - R. Title II, Part A
  - S. Title III, Part A, English Language Acquistion
  - T. ESSA Transferability

Session Timeout
00:48:17

Select "Edit Documents"



- Select the Indicator Document Template (Document Template is the Indicator Cover Page)

## Update Documents And Links

Public District -

| Document Information | |
|---|---|
| **Document Name** | F. Equipment Management Template |
| **Folder Hierarchy** | Monitoring F. Equipment Management |
| **Upload Begin Date** | |
| **Upload End Date** | |
| **Minimum Required Count** | 1 |
| **Maximum Allowed Count** | |
| **Document Template** | F. Equipment Management Template |

Create Link
Upload Document

**Documents/Links**

- Complete the Indicator Document Template

District Name _____

The information in the folders for **Equipment Management** include:

| Indicator # | Items Uploaded | Comment |
|---|---|---|
| A1 | • Purchasing Procedures (see page 5)<br>• See Folder B | |
| | | |
| | | |
| | | |
| | | |
| | | |

**Add Indicator #**

**- Name of document for corresponding indicator (include specific reference if applicable)**
**- Include a link to the LEA's policies/procedures online if applicable**

- Upload Template Document (e.g. F. Equipment Management Cover Page)

## Update Documents And Links

Public District - FY

| Document Information | |
|---|---|
| Document Name | F. Equipment Management Template |
| Folder Hierarchy | Monitoring<br>F. Equipment Management |
| Upload Begin Date | |
| Upload End Date | |
| Minimum Required Count | 1 |
| Maximum Allowed Count | |
| Document Template | F. Equipment Management Template |

Create Link
Upload Document

**Documents/Links**

- Continue to upload document according to indicator cover page

## Update Documents And Links

**Public District -**

| Document Information | |
|---|---|
| **Document Name** | F. Equipment Management Template |
| **Folder Hierarchy** | Monitoring F. Equipment Management |
| **Upload Begin Date** | |
| **Upload End Date** | |
| **Minimum Required Count** | 1 |
| **Maximum Allowed Count** | |
| **Document Template** | F. Equipment Management Template |

Create Link
Upload Document
**Documents/Links**

- Name the document by indicator and description (e.g. A1. Purchasing Procedure)

- If multiple indicators require the same document, then upload the document once, and refer back to the document on the indicator cover page (e.g. See Folder C, Indicator C2)

# FY22 Monitoring Instrument Summary

Fiscal Indicators
- Blue Header: Cross-cutting Indicator
- Purple Header: Title I Only Indicator

Programmatic Indicator
- Title I, Part A: LEA-Level Reservation and Allocations
- Title I, Part A: General Requirements
- Title I, Part A: McKinney Vento Homeless Education Requirements
- Title I, Part A: Foster Care
- Title I, Part A: Early Childhood
- Title I, Part A: Parent and Family Engagement/Parental Notifications
- Title I, Part A: Schoolwide Programs
- Title I, Part A: Targeted Assistance Programs
- Equitable Services
- Title I, Part A: Services for Neglected Children
- Title I, Part D, Subpart 2: Prevention and Intervention Programs for Children Who Are Neglected, Delinquent, or At-risk
- Title II, Part A: Supporting Effective Instruction
- Title III, Part A: Language Instruction for English Learners and Immigrant Students
- Title IV, Part A: Student Support and Academic Enrichment
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part B: Rural Education Initiative
- Title IX, Part A: McKinney-Vento Homeless Education Subgrant

Orange – Program Specific
Red – Not Reviewed/Not Applicable (for some)

# FY22 Monitoring Companion Document

## Fiscal

In order to satisfy the requirements of indicators A, B, G, H and I, Q1, R1, U1, AA3, AA-4, CC-1, EE-1, JJ-7, KK-1, LL-1, MM-1, MM-3, NN-14, OO-3, QQ-2, and RR-2 the following reports are necessary.

**Required Documents for Indicator A**
- Expenditure and Budget Reports, showing the amount allocated and amount expended through the specified period for the grant and funding year monitored, summarized by major object and sorted by location. These reports will be compared with the MCAPS approved budget and your MCAPS draws.
  - In Marathon, this report may be run by
    - General Ledger/Reports/Expenditure Budget/Expenditure Budget List/Report Order by Major Object (separate report for each location)
  - In Integrity, this report may be run by
    - General Ledger/Reports/Expenditure Budget/Fund/Function/Major Object Detail (separate report for each location)
  - Other accounting systems should run reports to provide the requested information (separate report for each location)

- Generally, the reports should be for the Funding year monitored, for the period ending June 30 for each year of availability, and to include through the most recent completed month for current fiscal year, plus September 30 of the second funding year. Run a separate report for each location overall and cost pool.
  - For example, when monitoring the 2021 Funding year in March of 2022, reports would be required for June 30, 2021, September 30, 2021 and February 28, 2022.

- Journal History or other transaction reports to show debits (and credits) to every expenditure account and for any prior period adjustment credit for the specified period for the funding year monitored.

- July 1 through June 30 of each completed year, plus July 1 through end of last completed month in the current year

In Marathon, the report may be run by:
General Ledger/Reports/Journal/History Transaction
GLC 900 through 999
(and GLC 800 through 899 if any Prior Period Adjustments)

In Integrity, the report may be run by
General Ledger/Reports/Journals/Multiple Journals by Account
GLC 900 through 999
(and GLC 800-899 if any Prior Period Adjustments)

For example, the district uses Program Code 020 to indicate the 2020 Funding Year; Starting Account: 2211-900-0000-020-999-999 Ending Account: 2211-999-9999-020-999-999

Other accounting systems should run reports to provide the requested information.

**Required Documents from Indicator B**
- Details of any items obligated, but not paid at the end of the 15th month (September 30 of 2nd year) to document that carry-over was met.

**Required Documents from Indicator G**
- Payroll reports showing the wages and fringes charged for the funding year monitored for employees paid with federal funds (payroll distribution report by local and federal).
- Chart of employees: list of all federally funded employees (Salary employees) that includes name, job title, location, funding source, and funding percentage (see example chart below).
- Once the monitoring team has had the opportunity to review these reports, additional information will be requested which may include, but is not limited to:
- Contracts, Board Action, Wage Scales, PARs, Semi-Annuals, Job Descriptions, timesheets, or other documentation to match approved wages to payroll charges for selected employees/positions/charges.

| Name | Job Title | Location | Funding Source | Funding Percentage |
|------|-----------|----------|---------------|--------------------|
| Harry Potter | Teacher | Hogwarts (012) | Title I | 75% |
| Bella Swan | Federal Programs Director | Central Office | Cost Pool | 100% |
| Peter Parker | Instructional Coach | Avengers High School (020) | Title I Title II | 75% 25% |

**Required Documents for Indicator H- (will advise in 2-day document)**
Procurement packets, including documentation of competition, detailing all elements pertaining to selected purchases.
- Requisition or request for purchase
- Proof of competitiveness, if applicable (i.e., 2nd quote)
- Purchase order
- Receipt of goods/services
- Invoice
- Evidence of payment

**Travel**
- Request and approval for travel
- Verification of attendance

**RFP/Bids**
- Proof of advertisement

- Copy of RFP
- Selection/justification of vendor
- Board approval, if applicable

**Required Documents for Indicator I**
- Details of calculation of all indirect cost charges

# **Programmatic**

## **MCAPS LEA Plan Reference**

- AA-5: LEA Funding – School Eligibility and PPA
- BB-2: LEA Plan – Dimension 4, Narrative Box #2
- BB-3: LEA Plan – LEA Planning Team
- BB-4: LEA Plan – Dimension 1, Narrative Box #3
- BB-5: LEA Plan – College and Career Readiness, Narrative Box #4
- BB-6: LEA Plan – College and Career Readiness, Narrative Box #3
- BB-7: LEA Plan – School Climate and Culture, Narrative Box #2
- BB-8: LEA Plan – College and Career Readiness, Narrative Box #5 and #6
- BB-9: LEA Plan – Dimension 2, Narrative Box #2
- CC-1: LEA Funding – District Set Asides, Homeless Reservation
- EE-1: LEA Funding – District Set Asides, Preschool Programs Reservation
- EE-2: LEA Funding – Preschool Service Details
- FF-1: LEA Funding – District Set Asides, Parent & Family Engagement for Public Schools and Additional Parent & Family Engagement for Public Schools
- FF-2: LEA Plan – Dimension 4, Narrative Box #3
- GG-1: LEA Funding - School Eligibility
- JJ-1: LEA Funding – Non-Public Equitable Services (all identified programs)
- KK-1: LEA Funding – District Set Asides, Neglected Reservation
- KK-3: LEA Funding – Neglected, Program Details, Narrative Box #2
- LL-1: LEA Funding – Title I, Part D Subpart 2, Program Details
- LL-3: LEA Funding – Title I, Part D Subpart 2, Evaluation Report
- LL-4: LEA Funding – Title I, Part D Subpart 2, Evaluation Report, Narrative Box # 2
- LL-5: LEA Funding – Title I, Part D Subpart 2, Program Details, Narrative Box # 11
- LL-7: LEA Funding – Title I, Part D Subpart 2, Program Details, Narrative Box # 7
- LL-8: LEA Funding – Title I, Part D Subpart 2, Program Details, Narrative Box # 3
- LL-5: LEA Funding – Title I, Part D Subpart 2, Evaluation Report, Narrative Box #3
- MM-3: LEA Funding – Title II, Program Details, Coordination of Funds
- MM-4: LEA Plan – Dimension 3, Narrative Box #1

- MM-5: LEA Plan – Dimension 2, Narrative Box #5; Dimension 3, Narrative Box # 3
- MM-6: LEA Funding – Title II, Program Details, Class Size Reduction
- NN-3: LEA Plan – English Learners, Narrative Box #7
- NN-4: LEA Plan – English Learners, Narrative Box #10
- NN-9: LEA Plan – English Learners, Narrative Box #5 and #8
- NN-10: LEA Plan – English Learners, Narrative Box #12, 13, and #14
- NN-12: LEA Plan – English Learners, Narrative Box #11
- QQ-2: LEA Funding – Title V, Program Details

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright *future* for every child

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes (Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **A. ACCOUNTING SYSTEMS AND FISCAL CONTROLS** (2 C.F.R. 200.302 AND 34 C.F.R. 76.702) |
| **A-1** | The LEA/Subgrantee maintains written policy and/or procedures for determining the allowability of costs. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ **Evidence of implementation of policy and/or procedures (See A-6)** | | | | | |
| **A-2** | The LEA/Subgrantee has written policy and/or procedures to ensure that the LEA (and/or its schools) only uses Federal Funds for allowable expenditures as defined in the Federal cost principles. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ **Evidence of implementation of policy and/or procedures (See A-6)** | | | | | |
| **A-3** | The LEA/Subgrantee has written policy and/or procedures to limit access to its accounting system, segregate duties within its system, or otherwise protect against unauthorized obligations of Federal funds. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ **Evidence of implementation of policy and/or procedures (See A-6)** | | | | | |
| **A-4** | The LEA/Subgrantee has an accounting system and written policy and/or procedures that includes controls to prevent the over- obligation of program funds, misstatement of unliquidated obligations, duplicate payments, or other inappropriate changes to grant programs. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ **Evidence of implementation of policy and/or procedures (See A-6)** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| A-5 | The LEA/Subgrantee maintains written policy and/or procedures to periodically review its accounts to ensure that all transactions (including refunds and recoded transactions) have been accurately and properly recorded. | ☐ Board Policy # _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Evidence of implementation of policy and/or procedures** | | | | | |
| A-6 | The LEA/Subgrantee maintains written policy and/or procedures to ensure that the LEA's budget and accounting record align with the approved funding application, maintaining separate accounting records for each federal grant which reflects the approved line items and amount by program year. | ☐ Board Policy # _____<br><br>☐ Procedures Pg. # _____ | | | ALL REQUIRED<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Current approved application aligns with LEA/Subgrantee accounting software budget<br>☐ **Upload expenditure reports (function, major objects, location) (June 30, 2020) (All locations combined by individual locations-schools and district) (Cost pool/admin, every program)**<br>☐ Evidence of implementation of policy and/or procedures | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| | **B. PERIOD OF AVAILABILITY AND CARRYOVER** {2 C.F.R. 200.309, 2 C.F.R. 200.343(b), 34 C.F.R. 76.707, 34 C.F.R. 76.709} | | | | | | | | | |
| B-1 | The LEA has board policy and/or procedures in place to demonstrate the process for the following:<br>● ensuring that it meets the limitations on the amount of carryover funds or otherwise minimize the amount of funds it carries over into a subsequent fiscal year<br>● monitoring award balances during the fiscal year<br>● planning for carryover funds, when applicable, for the subsequent fiscal year<br>● clearly capturing the separate fiscal year funding<br>● ensuring that carryover funds are prioritized over the use of current years funds. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ✓MCAPS Carryover Document<br>**☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>**☐ Evidence of implementation of policy and/or procedures** | | | | | |
| | **C. AUDIT REQUIREMENTS** (2 C.F.R. 200.303(d), 2 C.F.R. 200.331(d)(3), 2 C.F.R. 200.331(f), 2 C.F.R. 200.508, 2 C.F.R. 200.511(a), 2 C.F.R. 200.512) | | | | | | | | | |
| C-1 | The LEA/Subgrantee has a policy and/or procedure that assigns an individual or office to promptly follow up and take corrective action on any audit finding. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>**☐ Upload LEA/Subgrantee organizational chart if applicable**<br>**☐ Upload job description if applicable** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes (Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| C-2 | The LEA/Subgrantee has policy and/or procedures for the development of a corrective action plan (CAP) for the Single Audit finding(s). | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Upload CAP from most recent audit if applicable ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **D. INTERNAL CONTROLS {2 C.F.R. 200.303}** | | | | | | | | | | |
| D-1 | The LEA has board policy and/or procedures in place to demonstrate the segregation of duties among LEA staff that provides an adequate system of checks and balances emphasizing the importance of integrity and ethical values within the LEA. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ Travel requests Procurement Package (must include requisitions (During Visit) ☐ Purchase orders (During Visit) ☐ Receipts/Invoices (During Visit) ☐ **Expenditure budget reports, general ledger details (See Indicator A-6)** ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| D-2 | The LEA has board policy and/or procedures in place to demonstrate controls that protect against waste, fraud and abuse for identifying and assessing risks to compliance and successful operation within different elements of the organization and how to respond to any identified risks. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ Interview (During Visit) ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| D-3 | The LEA has board policy and/or procedures in place to demonstrate the evaluation of the performance of its internal controls systems, who will conduct evaluation, who will monitor compliance with internal controls requirements/effectiveness of the internal controls system, and how the results of evaluation of its internal controls will be revised or implemented. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ Evidence of evaluation of internal control system (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **E. RECORDS AND INFORMATION MANAGEMENT** { 2 C.F.R. 200.79, 2 C.F.R. 200.303(e), 2 C.F.R. 200.333, 2 C.F.R. 200.336(a), 34 C.F.R. 76.730-731} | | | | | | | | | |
| E-1 | LEA/Subgrantee has a policy and/or procedures that it will NOT disclose personally identifiable information. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ Interview and observation (During Visit)<br>☐ Letters have been sent out to parents for disclosure of PII (During Visit)<br>☐ Evidence of MOU with third parties documenting PII released (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| E-2 | LEA/Subgrantee requires staff who work with personally identifiable information to receive training on practices for protecting PII to ensure the integrity and security of information. | ☐ Source Documents | | | ☐ **Upload evidence of training and/or dissemination of information (e.g. sign-in sheets, certificate of completion, etc.)**<br>☐ **Upload FERPA training documentation**<br>☐ **Upload Employee and/or Student Handbook** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **E-3** | LEA/Subgrantee has a policy and/or procedures to place controls or otherwise limit access to its information systems to ensure that only authorized individuals have access to LEA/Subgrantee information systems. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ **Upload documentation of implementation of policy and/or procedures (e.g. Data governance handbook, technology usage agreement, acceptable use policy, etc.)**<br>☐ Current User Access List (During Visit) | | | | | |
| **E-4** | LEA/Subgrantee has a policy and/or procedures for maintaining all financial records and programmatic records, supporting documents, statistical and other records are maintained for 5 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records. (OIG may request records up to 5 years after a grant has closed). | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ Documentation/Evidence indicating records are on file for five years (During Visit) | | | | | |
| **E-5** | LEA/Subgrantee has a policy and/or procedures for providing military recruiters and Institution of Higher Learner (IHL), upon request, required directory information for students. (Sec. 8525) | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload LEA Notice for Directory Information**<br>☐ **Upload LEA Written "Opt-Out" Notice**<br>☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes (Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **F. EQUIPMENT MANAGEMENT** {2 C.F.R. 200.313-314, Mississippi Public School Asset Management Manual} |
| **F-1** | The LEA/Subgrantee has written policy and/or procedures regarding equipment that comply with state and federal regulations. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ Budget documents (During Visit) ☐ Visual inspection (During Visit) ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **The LEA/Subgrantee has written policy and/or procedures for all the following:** |
| **F-2** | A database which contain the following elements: • description of the item, • serial number and other identifying numbers, • vendor, • acquisition date, • cost, • percentage of Federal participation in the cost, • physical location of property by building and room, • use and condition, and • disposition data (date, method of disposition, sale price-if applicable, and when property retired from service. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ **Upload one-two page report that show all required elements** ☐ Requisitions/Purchase orders (During Visit) ☐ Invoices (During Visit) ☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (During Visit) ☐ Check/expenditure (During Visit) ☐ Equipment log/Database (During Visit) ☐ Inventory (During Visit) | | | | | |
| **F-3** | A physical inventory of the property, at least annually, that includes the names and title of responsible individuals, as well as the frequency of the inventory process. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ Documentation of physical inventory report with dates (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| F-4 | A control system to ensure adequate safeguards to prevent loss, damage or theft of the property (includes notifying local law enforcement and ensuring that a police report is filed when it is discovered equipment has been stolen). | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ After pulling a sample of items from the log/database, verify each item sampled can be located and has a barcode or other tag identifying it as property of the federal program (During Visit) | | | | | |
| F-5 | Adequate maintenance Procedures to keep the property in good condition. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ Maintenance records if applicable (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| F-6 | Disposition of equipment that is obsolete or no longer needed for the original program from which it was purchased. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | **☐ Upload disposition list with board minutes if applicable**<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| F-7 | Proper disposal of equipment which includes ensuring the highest possible return if the LEA is authorized or required to sell equipment if applicable. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ Requisitions/Purchase orders (During Visit)<br>☐ Invoices (During Visit)<br>☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21st CCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **F-8** | Proper disposal of equipment that addresses the disposal of equipment with a fair market value of >$5,000. | ☐ Board Policy<br>#  _____<br><br>☐ Procedures Pg.<br>#  _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ Upload disposition list and board minutes, if applicable<br>☐ Documentation of price determination (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **F-9** | Ensure that any equipment was essential to and purchased for the benefit of the program from which it was funded. | ☐ Board Policy<br>#  _____<br><br>☐ Procedures Pg.<br>#  _____ | | | ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br>☐ Documentation of price determination (During Visit)<br>☐ Locate equipment and determine who is using the equipment and for what purpose (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| | **G. PERSONNEL {2 C.F.R. 200.430}** | | | | | | | | | |
| G-1 | The LEA/Subgrantee has board policy and/or procedures in place to demonstrate:<br>● that specific officials are designated to approve employee time and effort documentation and charges that have firsthand knowledge of work performed<br>● the internal process to evaluate the accuracy and reliability of its time and effort system<br>● where employees are funded 100% with a single federal award, the LEA has on file certifications that the employees worked solely on that program for the period covered by the certification. Certificates are completed at least twice a year<br>● employees who work on multiple activities funded from different sources have personnel activity record that support the distribution of their salaries/wages | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ✓ MCAPS Funding Application<br>✓ MCAPS Budget Revisions<br>**☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>**☐ Upload listing of all federally-funded personnel with name, funding source and percentage, job title, and location**<br>**☐ Job description for all federally funded personnel**<br>☐ Evidence of implementation of policy and/or procedures (During Visit)<br>☐ Personnel schedule (During Visit)<br>**☐ Expenditure report (See Indicator A-6)**<br>**☐ Upload payroll distribution sheets**<br>☐ Corrective journal entries (During Visit)<br>☐ List: _____ | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes (Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **G-2** | The LEA/Subgrantee has personnel activity documentation that meets the following standards: ● reflect an after-the-fact distribution of the actual activity and signed by employee at least monthly and ● reconcile actual cost to budgeted amounts at least quarterly based on monthly activity reports (cost charged to federal awards are adjusted as necessary). | ☐ Source Documents | | | ☐ Personnel activity report (During Visit) | | | | | |
| **G-3** | The LEA/Subgrantee has certification documentation that meets the standard for employees who are 100% funded with a single federal award. | ☐ Source Documents | | | ☐ Semi-Annual certifications (During Visit) | | | | | |
| **G-4** | The LEA/Subgrantee has board policy and/or procedures in place that ensure that fringe benefits charged to the program are reasonable and in compliance with requirements. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | **☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Accounting records (See Indicator A-6)** ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **H. PROCUREMENT** {2 C.F.R. 200.318, 2 C.F.R. 200.319, 2 C.F.R. 200.320, 2 C.F.R. 200.322, 2 C.F.R. 200.326, Appendix II to Part 200} |
| H-1 | The LEA/Subgrantee has written procurement Procedures which comply with federal and state regulations and ensure that the director/supervisor of each federal program documents prior approval of purchases, including full and open competition when conducting procurement transactions. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Requisitions/Purchase orders (During Visit)<br>☐ Invoices (During Visit)<br>☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (During Visit)<br>☐ **Upload History Transaction (Detailed General Ledger; Objects 300's-900's)**<br>☐ Sample procurement package (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| H-2 | The LEA/Subgrantee has board policy and/or procedures for procurement that ensures, to the greatest extent possible, avoidance of acquisition of unnecessary or duplicative items. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ During Visit Interview<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes (Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| H-3 | The LEA/Subgrantee has board policy and/or procedures for analyzing the procurement process to determine the most economical approach. | ☐ Board Policy # _____  ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ Requisitions/Purchase orders (During Visit) ☐ Invoices (During Visit) ☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (During Visit) ☐ **Expenditure budget report (See Indicator A-6)** ☐ Sample procurement package (During Visit) ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| H-4 | The LEA/Subgrantee has board policy and/or procedures to review and/or audit the content of its procurement files to ensure completeness of its procurement records and outlines the frequency that it is performed. | ☐ Board Policy # _____  ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| H-5 | The LEA/Subgrantee determines that purchases with federal funds comply with federal cost principles (e.g. reasonable, necessary, allocable, etc.). | ☐ Source Documents | | | ☐ Multiple bids (During Visit) ☐ Documents showing purchases impacted targeted population (During Visit) ☐ LEA/Subgrantee prorates expenditures between federal, state, and/or local funding sources when purchases supported more than one funding purpose (During Visit) | | | | | |

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| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| H-6 | The LEA/Subgrantee has a policy and/or procedures for awarding contracts that ensures the appropriate approval and contain all applicable provisions stated in the Uniform Guidance (Appendix II to Part 200). Supervisor of each federal program has internal controls for developing and awarding contracts. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Signed/Dated contract (During Visit)<br>☐ Evidence of bids (if applicable) (During Visit)<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| H-7 | The LEA/Subgrantee has a policy and/or procedures to monitor the work of contractors to ensure work is performed in accordance with agreement and Federal requirements. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Evaluation of contract services (During Visit)<br>☐ Invoices (During Visit)<br>☐ Other Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| H-8 | The LEA/Subgrantee has a policy and/or procedures to follow where contractors fail to perform according to the terms of agreements or otherwise fail to provide adequate goods and/or services. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Documentation of implementation of policy and/or procedures if applicable (During Visit) | | | | | |
| H-9 | The LEA/Subgrantee maintains a written code of standards of conduct for any employee involved in the award or administration of contracts, including conflicts of interests; accepting gifts, favors, etc. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21st CCLC | Homeless | CAP | Notes (Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| H-10 | The LEA/Subgrantee has policy and/or procedures for documentation that is maintained to establish that all procurement requirements have been met for each transaction, including: <br>● how procurement documentation is safeguarded and stored <br>● documented rationale for method of procurement <br>● details pertaining to the selection or rejection <br>● description of the contract type <br>● basis for the contract price | ☐ Board Policy # _____ <br><br> ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** <br>☐ Sample procurement package (During Visit) <br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| H-11 | The LEA/Subgrantee has policy and/or procedures for ensuring that it does not contract with parties who have been suspended or debarred. | ☐ Board Policy # _____ <br><br> ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** <br>☐ **General ledger (See Indicator A-6)** <br>☐ Evidence of implementation of policy and/or procedures (During Visit) <br>☐ Purchase order supporting documentation (During Visit) <br>☐ SAM.gov documentation (During Visit) | | | | | |
| **I. INDIRECT COST** {2 C.F.R. 200.414, 34 C.F.R. 76.560-569} | | | | | | | | | | |
| I-1 | The LEA/Subgrantee applies indirect cost rates to actual amounts expended when making indirect cost charges for Federal award. | ☐ Source Documents | | | ✓MCAPS Reimbursement Request <br>☐ **General Ledger (See Indicator A-6)** <br>☐ This LEA/Subgrantee does not take indirect cost (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21st CCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **I-2** | The LEA/Subgrantee has procedures in place that are taken when it identifies excess indirect cost charges. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **J. BUDGETING AND ACTIVITIES** (2 C.F.R. 200.403-408, 2 C.F.R. 200.420-475, EDGAR 80.30(c)(2)) | | | | | | | | | |
| **J-1** | The LEA/Subgrantee has board policy and/or procedures governing the preparation and approval of budgets and budget revisions for the LEA and the schools. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ✓MCAPS Consolidated Application & Budget<br>✓MCAPS Budget Revisions, if applicable<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Approved budget reflected in LEA/Subgrantee accounting software (See Indicator A-6)**<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **J-2** | The LEA/Subgrantee has board policy and/or procedures that outline the type of input that is received from the school during the budget preparation process and how that input is incorporated prior to the submission to MDE. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ✓MCAPS Consolidated Application & Budget<br>✓MCAPS Budget Revisions, if applicable<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Approved budget reflected in LEA/Subgrantee accounting software (See Indicator A-6)**<br>☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| J-3 | The LEA/Subgrantee has board policy and/or procedures to ensure that every effort is made to coordinate efforts and implement activities across programs featuring similar goals, objectives or action steps. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ✓MCAPS Consolidated Application & Budget<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures**<br>☐ Other: _____ | | | | | |
| J-4 | The LEA/Subgrantee has board policy and/or procedures to ensure that the development of programs with federal funds is seamless with the process used in the development of State and local funds. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ✓MCAPS Consolidated Application & Budget<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures**<br>☐ Other: _____ | | | | | |
| J-5 | The LEA/Subgrantee has board policy and/or procedures that outline the process that will be followed to amend an approved application. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg.<br># _____ | | | ✓MCAPS Consolidated Application & Budget<br>✓MCAPS Budget Revisions, if applicable<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21st CCLC | Homeless | CAP | Notes (Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **J-6** | The LEA/Subgrantee has board policy and/or procedures that evaluate the relative value received from different types of expenditures made using program funds. | ☐ Board Policy # _____ <br><br> ☐ Procedures Pg. # _____ | | | ALL REQUIRED <br> **☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS** <br> ☐ Documentation of comprehensive needs assessments, school plans, and evaluation of programs and expenditures (During Visit) <br> ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes (Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **K. ALLOCATIONS** (§1003, §1113, §1124, §1124A, §1125, §1126(b), §2102 et seq., §3111-§3116, 34 C.F.R. 76.50-51, 34 C.F.R.76.300, 34 C.F.R. 76.789) |
| K-1 | The LEA/Subgrantee has policy and/or procedures for the development of each of the covered programs applications (e.g., what type of LEA staff members are involved in the development and review process, how potential projects are identified and developed, etc.). | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS** ☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |
| K-2 | The LEA has policy and/or procedures for determining site level allocations using Title I funds. | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ✓Per-pupil allocation page from MCAPS ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS, AND** ☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |
| **L. MAINTENANCE OF EFFORT (MOE)** {§8521} |
| L-1 | The LEA has board policy and/or procedures in place to demonstrate: ● the calculation of MOE ● process if it fails to meet the MOE requirements ● the monitoring process used during the fiscal year to ensure it meets the MOE requirements for expenditures levels | ☐ Board Policy # _____ ☐ Procedures Pg. # _____ | | | ✓MCAPS MOE Document ☐ LEA policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **M. COMPARABILITY {§1118}** | | | | | | | | | | |
| **M-1** | The LEA follows the Procedures set by the MDE for the annual determination of comparability. | ☐ Source Documents | | | ✓MCAPS Comparability Documentation<br>✓MCAPS Comparability Letter for current and/or previous fiscal year<br>☐ **Source documents of annual comparability demonstration** | | | | | |
| **M-2** | The LEA has a board policy and/or Procedures in place to monitor comparability throughout the school year. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>    Policy should include the following:<br>    ✓LEA-wide salary schedule;<br>    ✓equivalence among schools in teachers, administrators, and other staff; and<br>    ✓equivalance among schoosl in the provision of curriculum materials and instructional supplies<br>☐ During Visit interview<br>☐ Evidence of implementation of policy and/or procedures (During Visit) | | | | | |
| **N. EQUITABLE SERVICES {§1117, §8501, 34 C.F.R. 76.661, 2 C.F.R. 200.331(a)(2)}** | | | | | | | | | | |
| | ☐ No Private School | | | | ☐ Participating Private School | | | | | |
| | ☐ Non-Participating Private School | | | | ☐ Contributing Funds for Private School in Another LEA | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| N-1 | The LEA/Subgrantee has board policy and/or procedures for timely and meaningful consultation with private school officials that included discussion of the following as applicable:<br><br>● Identification of eligible students<br><br>● Services to be provided to student<br><br>● How, where and by whom will services be performed<br><br>● How will services be academically evaluated for effectiveness<br><br>● Size and scope of services that will be provided<br><br>● Data source to be used to determine effectiveness<br><br>● How and when decision about delivery of services will be made (third party contractor)<br><br>● Complaint process<br>● Parent and family engagement<br>● Professional development activities for school officials and staff. | ☐ Board Policy # _____<br><br>☐ Procedures Pg. # _____ | | | ALL REQUIRED:<br>✓MDE MCAPS Documentation<br>☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload agreement with Private Schools**<br>☐ **Upload contact logs**<br>☐ **Upload consultation documentation**<br>☐ **Upload evidence of implementation of policy and/or procedures**<br>☐ Invoices (During Visit) | | | | | |
| N-2 | The LEA/Subgrantee has board policy and/or procedures for calculating equitable services to private schools. | ☐ Board Policy # _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| N-3 | The LEA/Subgrantee has board policy and/or procedures for providing equitable services to eligible students attending private schools (or in the case of Title II providing professional development services to teachers of eligible students attending private schools). | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |
| N-4 | The LEA/Subgrantee has board policy and/or procedures for ensuring the appropriate use of any equipment or supplies purchased using funds reserved for equitable services. | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures** | | | | | |
| **O. DATA QUALITY** {§1111(h)(5), 2 C.F.R. 200.303, 2 C.F.R. 200.328} | | | | | | | | | | |
| O-1 | The LEA/Subgrantee has board policy and/or procedures for reviewing the LEA/Subgrantee and school level data. The policy and/or procedures include data quality checks, including automated business rules and manual data quality rules, to ensure the accuracy of reporting data, and to ensure that it is identifying problems in the data (e.g., setting appropriate thresholds)(Sec. 2104(b)) | ☐ Board Policy<br># _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures**<br>☐ Interview (During Visit)<br>☐ MSIS Data Reporting (Personnel, EL, Homeless, Foster Care, Neglected/Delinquent) (Do Not Upload) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21st CCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| O-2 | The LEA/Subgrantee has board policy and/or procedures that describe the management certification (or verification, sign-off, or related) process the LEA requires of schools to ensure that reported data are accurate and complete (e.g., review process for determining data are ready for certification, how responsibility for the certification is assigned, consequences for certifying inaccurate data). | ☐ Board Policy # _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures**<br>☐ Interview (During Visit)<br>☐ MSIS Data Reporting (Personnel, EL, Homeless, Foster Care, Neglected/Delinquent) (Do Not Upload) | | | | | |
| O-3 | The LEA/Subgrantee has board policy and/or procedures that describe how the LEA monitors schools to ensure they have processes in place so that reported data are accurate and complete (e.g., periodic monitoring, review of school business rules, audits of submitted data). | ☐ Board Policy # _____<br><br>☐ Procedures Pg. # _____ | | | ☐ **LEA/Subgrantee policy and/or procedures uploaded to MCAPS**<br>☐ **Upload evidence of implementation of policy and/or procedures**<br>☐ Interview (During Visit)<br>☐ MSIS Data Reporting (Personnel, EL, Homeless, Foster Care, Neglected/Delinquent) (Do Not Upload) | | | | | |
| O-4 | Training to building the capacity of staff responsible for data management | ☐ Source Documents | | | ☐ **Upload evidence of training/professional development**<br>☐ Interview (During Visit) | | | | | |
| **P. GENERAL FISCAL REQUIREMENTS** | | | | | | | | | | |
| P-1 | The LEA/Subgrantee has records to support whether funds were obligated and liquidated within the approved grant period. | ☐ Source Documents | | | ✓ MCAPS Reimbursements<br>☐ Most Recent Single Audit (See state auditor's website for most recent single audit)<br>☐ Purchase orders/Contracts (During Visit) | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **P-2** | Funds are drawn down from MCAPS or requested regularly in correlation to expenditures. | ☐ Source Documents | | | ✓ MCAPS Reimbursements Requests or School Payment Request for Funds<br>☐ **Upload cash balance statement** | | | | | |
| **P-3** | Funds are being requested and reported as expended monthly to satisfy the intent of each federal program. | ☐ Source Documents | | | ✓ MCAPS Reimbursements<br>☐ **Expenditure/Budget report (See Indicator A-6)** | | | | | |
| **Q. TITLE I, PART A** | | | | | | | | | | |
| **Q-1** | Title I funds are used to supplement funds made available from non-federal sources. | ☐ Source Documents | | | ✓ MCAPS Comparability Report<br>☐ State Budget documents, budget/expenditures; funding source for all instructional salaries by school (REQUIRED) (Current Year) (During Visit)<br>☐ Evidence of budget calculation (Current Year) (During Visit)<br>☐ Methodology of budget calculation (Current Year) (Uploaded in MCAPS) | | | | | |
| **Q-2** | The LEA uses Title I administrative funds appropriately. | ☐ Source Documents | | | ✓ MCAPS Cost Pool Budget or Administrative Budget<br>☐ **Job descriptions (Title I admin funds are only used to oversee Title I programs)** | | | | | |
| **Q-3** | Documentation is on file to support that all transfers are made in accordance with consolidated administration and all fiscal records are maintained to reflect the transfers. | ☐ Source Documents | | | ☐ **Journal entries (See Indicator A-6)** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size may be expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **R. TITLE II, PART A** | | | | | | | | | | |
| **R-1** | Title II A funds are used to supplement state and local funds. (Sec. 2301) | ☐ Source Documents | | | ☐ Monthly CSR calculation (During Visit)<br>☐ General ledger **(See Indicator A-6)**<br>☐ Payroll records **(See Indicator G-1)** | | | | | |
| **R-2** | LEA reserved no more than the allowable percent for administrative costs | ☐ Source Documents | | | ✓MCAPS Consolidated Application & Budget<br>☐ Expenditure budget reports, general ledger details **(See Indicator A-6)** | | | | | |
| **S. TITLE III, PART A, ENGLISH LANGUAGE ACQUISITION** | | | | | | | | | | |
| **S-1** | Title III funds are used to supplement not only state and local funds, but also other federal funds. | ☐ Source Documents | | | ☐ **General ledger (See Indicator A-6)** | | | | | |
| **S-2** | LEA reserved no more than the allowable 2 percent for administrative costs? ESEA sec. 3115(b) | ☐ Source Documents | | | ✓MCAPS Consolidated Application & Budget<br>☐ **Expenditure budget reports, general ledger details (See Indicator A-6)** | | | | | |
| **T. TITLE IV, PART A** | | | | | | | | | | |
| **T-1** | The LEA uses Title IV, Part A administrative funds appropriately. Ensure administrative cost does not exceed 2% of the LEA's Title IV, Part A Allocation. (Sec. 4105(c)) | ☐ Source Documents | | | ☐ General ledger **(See Indicator A-6)**<br>☐ N/A | | | | | |
| **T-2** | The LEA adheres to earmarking requirements for LEAs that receive at least $30,000 of Title IV, Part A fund (Sec. 4106(e)(2)(C)-(E)) | ☐ Source Documents | | | ✓MCAPS Consolidated Application & Budget<br>☐ Expenditure budget reports, general ledger details **(See Indicator A-6)** | | | | | |

| | | LEA and/or Subgrantee Policy and/or procedures | YES | NO | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | ESSA | 21stCCLC | Homeless | CAP | Notes<br>(Sample size maybe expanded if issues are noted in one program.) |
|---|---|---|---|---|---|---|---|---|---|---|
| **T-3** | The LEA adheres to 15% cap on technology infrastructure (Sec. 4109(b)) | ☐ Source Documents | | | ✓MCAPS Consolidated Application & Budget<br>☐ Expenditure budget reports, general ledger details **(See Indicator A-6)** | | | | | |
| **T-4** | The LEA ensures the programs and activities supported with Title IV, Part A fund are consistent with the types of programs and activities. (Sec. 4107, 4108, 4109) | ☐ Source Documents | | | ✓MCAPS Consolidated Application & Budget<br>☐ Expenditure budget reports, general ledger details **(See Indicator A-6)** | | | | | |
| **T-5** | Title IV, Part A funds are used to supplement and not supplant state and local funds. (Sec. 4110) | ☐ Source Documents | | | ☐ General ledger **(See Indicator A-6)** | | | | | |
| **U. ESSA TRANSFERABILITY** | | | | | | | | | | |
| **U-1** | The LEA transfers funds between formula programs. | ☐ Source Documents | | | ✓MCAPS Consolidated Application & Budget<br>☐ **Expenditure budget reports, general ledger details (See Indicator A-6)**<br>☐ **Affirmation of consultation for transfer (Equitable Service)** | | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | **AA. TITLE I, PART A: LEA-LEVEL RESERVATIONS AND ALLOCATIONS TO TITLE I SCHOOLS** | | | | | |
| AA-1 | Optional reservation for financial incentives and rewards to teachers who serve in Title I eligible schools identified for comprehensive or targeted supported and improvement (up to 5%) (Sec. 1113(c)(4)) | | | | ☐ Does the LEA reserve funds for this purpose?<br> If so:<br>   ✓ How much does the LEA reserve?<br>   ✓ How does the LEA ensure the incentives and rewards go to teachers in Title I eligible schools identified for targeted support and improvement? | |
| AA-2 | Optional reservation for school choice transportation for students in a school identified for comprehensive support and improvement who transfer to another public school (if the LEA chooses to allow such transfers) (up to 5%) (Sec. 1111(d)(1)(D)) | | | | ☐ Does the LEA reserve funds for this purpose?<br> If so:<br>   ✓ How much does the LEA reserve?<br>   ✓ How does the LEA give priority to the lowest-achieving children from low-income families? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| AA-3 | Optional reservation for administration of Title I program (20% limitation) (34 CFR § 200.77(f); Miss. Admin. Code 7-3:80.2, State Board Policy Chapter 80, Rule 80.2) | ☐ LEA financial records showing the reserved funds were spent **(See Indicator A-6)**<br><br>☐ Documentation of administration of Title I program | | | ☐ Does the LEA reserve funds for this purpose?<br>If so:<br>✓ How much does the LEA reserve? | |
| AA-4 | Optional reservation for district-managed initiatives (34 CFR § 200.77(g)) | ☐ Financial records showing how the reserved funds were spent **(See Indicator A-6)**<br><br>☐ Documentation of implementation of district initiatives (see district set asides)<br><br>☐ Documentation of districtwide initiatives benefiting all served Title I schools | | | ☐ Does the LEA reserve funds for this purpose?<br>If so:<br>✓ How much does the LEA reserve?<br>✓ What activities does the LEA support with the reserved funds?<br>✓ How does the LEA ensure that all reservations taken off the top benefit all served Title I schools? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| AA-5 | Ranking and serving Title I schools (Sec. 1113(a)(3)) | ☐ Upload documentation used to complete the MCAPS School Eligibility section including MSIS Month 7 report by location, poverty data to determine the number of low-income students, etc. | | | ☐ What data sources does the LEA use in its calculations?<br><br>☐ When determining the number of students from low-income families in secondary schools, does the LEA use the option for ranking by grade span?  If so, did a majority of secondary schools approve the use grade span method?<br><br>☐ Does the LEA use the option to serve high schools with between 50% and 75% poverty before it begins to serve other schools below 75% poverty?  If so, was the process consistent with Sec. 1113(a)(3)(B)? | |
| | | | | | ☐ Does the LEA serve any schools below 35 percent poverty?  If so, what process does the LEA use to apply the "125 percent" rule when serving these schools? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | **BB. TITLE I, PART A: GENERAL REQUIREMENTS** | | | | | |
| BB-1 | Assessments and accountability (Sec. 1111) | ☐ Test Security Plan<br><br>☐ Documentation of student participation in State assessments (available on MDE website) | | | ☐ Can you provide a overview of the LEAs participation in state assessments? How are test security procedures implemented?<br><br>☐ Who is responsible for ensuring that appropriate test security procedures are applied? | |
| BB-2 | Annual report card (Sec. 1111(h)(2)(A)&(C)) | ☐ Annual Report Card (available on MDE website)<br><br>☐ Upload documentation of dissemination of annual report card | | | ☐ Who is responsible for the LEAs preparation and dissemination of the required annual report card that includes the information required by Sec. 1111(h)(1)(C)? How is the annual report card disseminated? | |
| BB-3 | Stakeholder engagement (Sec. 1112(a)(1)(A)) | ☐ Upload documentation of stakeholder engagement (any artifacts from meetings) | | | ☐ Describe the LEA's process for engaging stakeholders in the planning of the LEA plan.<br><br>☐ Describe what occurred at the last meeting where stakeholders were involved? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| BB-4 | Monitoring and supporting student progress (Sec. 1112(b)(1)) | ☐ Documentation of monitoring and supporting student progress to strengthen academic programs and improve school conditions for students (See LEA Plan – Dimension 1, Narrative Box #3)<br><br>☐ Interview | | | ☐ How has the LEAs monitored the school's implementation of their action steps in their School Plan?<br><br>☐ What supports have been provided to Schools to ensure that students are progressing in meeting state academic standards?<br><br>☐ What support is the LEA providing to schools to identify students who may be at risk for academic failure?<br><br>☐ What type of additional assistance to struggling students, and identifying and implementing strategies to strengthen academic programs and improve school conditions for student is the LEA providing the schools? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| BB-5 | Teacher equity (Sec. 1112(b)(2)) | ☐ Documentation how LEA identify and address disparities that result in low-income and minority students being taught at higher rates than other student by ineffective, inexperienced, or out-of-field teachers (LEA Plan – College and Career Readiness, Narrative Box #4)<br><br>☐ Interview | | | ☐ How does the LEAs identify and address disparities that result in low-income and minority students being taught at higher rates than other student by ineffective, inexperienced, or out-of-field teachers?<br><br>☐ What does the LEA have in place to support teachers who may be deemed ineffective, inexperienced, or out-of-field teachers who are working with low-income and minority students? | |
| BB-6 | Effective transitions (Sec. 1112(b)(8), Sec 112(b)(10)) | ☐ Evidence of transition activities for students in early childhood programs to elementary, and from middle to high school and from high school to postsecondary education (LEA Plan – College and Career Readiness, Narrative Box #3)<br><br>☐ Interview | | | ☐ Describe the activities the LEA takes to provide effective transitions for students in early childhood programs to elementary, and from one grade span to the next and from high school to postsecondary education. | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| BB-7 | Reducing overuse of discipline practices (Sec. 1112(b)(11)) | ☐ Evidence of support to reduce the overuse of discipline practices that removes students from the classroom (LEA Plan – School Climate and Culture Narrative Box #2) <br><br> ☐ Interview | | | ☐ What options does the LEA use to reduce the overuse of discipline practices that remove students from the classroom? | |
| BB-8 | CTE and workforce development (served high school only) (Sec. 1112(b)(12)) | ☐ Documentation of coordinated and integrated academic and career and technical education instructional support (LEA Plan – College and Career Readiness, Narrative Box #5 and #6) <br><br> ☐ Documentation of work-based learning opportunities <br><br> ☐ Interview | | | ☐ For served High Schools, How does the LEA coordinate academic content between the regular core curriculum and CTE curriculum including work-based learning opportunities? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| BB-9 | Teacher and paraprofessional qualifications (Sec. 1112(c)(6)) | ☐ Teacher and/or paraprofessional verification that meets applicable state certification and licensure requirements (LEA Plan – Dimension 2, Narrative Box #2)<br><br>☐ Interview | | | ☐ When are qualifications checked for teachers and paraprofessional to ensure that they meet State requirements? How often are they verified?<br><br>☐ If a person is found to be out of license, what would the LEA do? | |
| BB-10 | Nondiscrimination in admission or exclusion (Sec. 1112(e)(3)(D)) | ☐ Upload documentation of Civil Rights Enforcement Process | | | ☐ Discuss the LEAs nondiscrimination policy.<br><br>☐ Who is responsible for any complaints that are received? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | **CC. TITLE I, PART A: GENERAL MCKINNEY-VENTO HOMELESS EDUCATION REQUIREMENTS** | | | | |
| CC-1 | Mandatory reservation for students experiencing homelessness (Sec. 1113(c)(3)(A)(i)) (REQUIRED) | ☐ Budget documents showing the reservation was budgeted (MCAPS)<br><br>☐ Financial records showing how the reserved funds were spent **(See Indicator A-6)** | | | ☐ How does the LEA determine how much to reserve?<br><br>☐ Generally, how does the LEA spend the reserved funds?<br><br>☐ How does the LEA track spending of the required reservation?<br><br>☐ How many homeless students were served by the LEA in the monitored year? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-2 | Identification and enrollment of students experiencing homelessness and transmission of data to MDE (McKinney-Vento Act Section 722(g)(1)(F)(ii); Section 722(e)(3)(E)(I, ii, iii) Section 722(g)(1)(H) Section 722(g)(1)(2)(C) Section 722(g)(1)(B) Section 722(g)(1)(C) Section 7229(g)(7)) | ☐ Upload LEA/Subgrantee policy and/or procedures that address identification, school selection (including feeder school protocol, if applicable), immediate enrollment, transportation, disputes, and credit for full or partial coursework completed in a prior school<br><br>☐ Upload LEA/Subgrantee policy and/or procedures that indicates a recent revision and/or review to identify and remove any barriers for homeless students, if applicable<br><br>☐ Month 9 MSIS Report **(do not upload)**<br><br>☐ Enrollment/Registration Packets **(do not upload)** | | | ☐ Does the LEA have written procedures for the education of homeless children and youth that identify and remove any barriers?<br><br>☐ Does the written procedures include identification, school selection (including feeder school protocol if applicable), enrollment, transportation, disputes, and credit for full or partial coursework? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-3 | Homeless Liaison (McKinney-Vento Act Sec. 722(g)(6)) | ☐ Upload name of the LEA's homeless liaison<br><br>☐ Upload verification of homeless liaison's attendance at the annual statewide homeless conference hosted by MDE<br><br>☐ Upload documentation of professional development activities received by LEA personnel responsible for the implementation of the McKinney-Vento program | | | ☐ Does the LEA designate a liaison for homeless children and youth who has sufficient training, resources and time to carry out the duties of the McKinney-Vento Act? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-4 | Homeless awareness (McKinney-Vento Act Sec. 722(g)(6)(A)(v, vi, ix); Sec. 722(g)(6)(B); and Sec. 722(g)(5)(C)(iii)) | ☐ Upload copies of flyers, handouts, written procedures for notifying stakeholders, program brochure, and/or posters that identify the Homeless Liaison with contact information posted in schools and community locations frequented by homeless families<br><br>☐ Upload list of community locations and schools where information is posted<br><br>☐ Upload documentation of training for all school personnel | | | ☐ Does the LEA have procedures for providing awareness and contact information of homeless liaison to parents, guardians, and school personnel? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-5 | Transportation services (McKinney-Vento Act Sec. 722(g)(6)(viii); Section 722(g)(1)(J)(iii); Section 722(g)(4)(A)) | ☐ Upload documentation of collaborative planning, with the LEA transportation department personnel to inform and facilitate transportation coordination, **if applicable** <br><br> ☐ Upload documentation of trainings and/or meetings with parents/guardians, unaccompanied homeless youth regarding transportation options, **if applicable** | | | ☐ Does the LEA ensure that parents or guardians are fully informed of all transportation services, including to and from school of origin, and that appropriate assistance to access transportation is provided? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-6 | Comparable services (McKinney-Vento Act Sec. 722 (e)(3)(C)(i)(III)(cc); Sec. 722(g)(1)(F)(iii); Sec. 722 (g)(4) Sec. 722(g)(5)(C)(ii) | ☐ Upload doocumentation that demonstrates comparable services are provided (ex. Title I, EL, IDEA, career technical education, gifted and talented programs, and school nutrition programs)<br><br>☐ Student schedules (Duriing Visit)<br><br>☐ Interview | | | ☐ Does the LEA provide services comparable to services offered to other students in the school?<br><br>☐ How does your district ensure homeless students are treated equally/comparably to all students?<br><br>☐ What measures has the district taken to ensure inclusiveness of homeless students in curricular and extracurricular programs? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-7 | Collaboration of services (McKinney-Vento Act Sec. 722(g)(5)) | ☐ Upload list of additional coordinating agencies, their mission, and services provided to homeless children and youth, **if applicable**<br><br>☐ Upload evidence of collaboration of services<br><br>☐ Upload sample referral form (for examples housing, clothing, mental health needs, etc.) | | | ☐ Does the LEA collaborate with state, local, non-profit and social service agencies or programs to ensure that services are available for homeless children and youth? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-8 | Meeting educational needs of the homeless children and youth, including unaccompanied homeless youth (McKinney-Vento Act Sec. 722(g)(5)(C)) | ☐ Upload documentation of educational support to meet the needs of homeless children and youth, including unaccompanied homeless youth, **if applicable**<br><br>☐ Interview | | | ☐ Does the LEA identify the educational needs of the homeless children and youth, including unaccompanied homeless youth?<br><br>☐ How does the LEA meet the educational identified needs of the homeless children and youth, including unaccompanied homeless youth? (See MSIS Homeless Services Provided, interventions) | |
| CC-9 | Coordination of preschool programs (McKinney-Vento Act Sec. 722(g)(1)(F)(i)) | ☐ Upload LEA/Subgrantee policy and/or procedures for the coordination of preschool programs for Homeless Children and Youth<br><br>☐ Upload documentation of coordination of preschool programs including Head Start, Early Learning Collaboratives<br><br>☐ Referral Form, **if applicable** | | | ☐ Does the LEA ensure coordination among LEA preschool programs, Head Start, and/or Early Learning Collaboratives?<br><br>☐ Does the policy and/or procedures ensure homeless children have access to public preschool programs administered by the LEA? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| CC-10 | Counselor assistance for college and career readiness (McKinney-Vento Act Sec. 722(g)(1)(K)) | ☐ Upload evidence of counselor interaction with homeless students (middle and high school) <br><br> ☐ Upload evidence unaccompanied homeless youth are notified of their independent status on the FAFSA, **if applicable** | | | ☐ Does the LEA ensure homeless students receive assistance from counselors to advise, prepare, and improve their readiness for college? | |
| CC-11 | Dispute resolution process (Miss. Admin. Code 7-3:40.1, State Board Policy Chapter 40, Rule 40.1)(McKinney-Vento Act Sec. 722(g)(1)(C) and Sec. 722(g)(3)E)) | ☐ Upload LEA/Subgrantee policy aligned to State Board Policy 40.1 <br><br> ☐ Upload evidence of written notification to parents and unaccompanied homeless youth regarding placement decisions when they are different from what was requested, **if applicable** <br><br> ☐ Upload evidence that the LEA implements a process for the prompt resolution of disputes (e.g. phone log, notes, email messages), **if applicable** | | | ☐ Does the LEA have a dispute resolution process regarding the eligibility, enrollment and educational services that is aligned to State Board Policy 40.1? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ☐ Upload evidence of continued services during dispute process, including transportation, if applicable<br><br>☐ Upload evidence of parent/unaccompanied homeless youth's opportunity to appeal at multiple levels, if applicable | | | | |
| | **DD. TITLE I, PART A: FOSTER CARE** | | | | | |
| DD-1 | Foster care point of contact (Sec. 1112(c)(5)(A)) | ☐ Upload name of foster care point of contact | | | ☐ Did the LEA collaborate with the appropriate Department of Human Services to designate a foster care point of contact? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| DD-2 | Best interest determination (Sec. 1111(g)(1)(E)) | ☐ Upload LEA/Subgrantee policy and/or procedures for best determination process for students in foster care | | | ☐ Does the LEA collaborate with the Department of Human Services to ensure that students in foster care have the opportunity to remain in their school of origin if it is their best interest?<br><br>☐ If it is not in a child's best interest to remain in the school of origin, does the LEA ensure the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment? | |
| DD-3 | Transportation services for students in foster care (Sec. 1112(c)(5)(B)) | ☐ Upload LEA/Subgrantee policy and/or procedures for transportation services for students in foster care | | | ☐ Describe the LEA procedures on how transportation will be provided to students in foster care to maintain their school of origin when in their best interest ?<br><br>☐ Does the LEA follow these procedures? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | **EE. TITLE I, PART A: EARLY CHILDHOOD** | | | | |
| EE-1 | Optional reservation for early childhood education (Sec. 1113(C)(5)) | ☐ LEA financial records showing the reserved funds were spent **(See Indicator A-6)**<br><br>☐ Upload documentation implementation of early childhood education program (see MCAPS - District Set Aside) | | | ☐ Does the LEA reserve funds for this purpose?<br> If so:<br>  ✓ How much does the LEA reserve?<br>  ✓ Generally, how does the LEA spend the reserved funds?<br>  ✓ How does the LEA determine which children are eligible for services supported with the reserved funds?<br>  ✓ How does the LEA ensure preschool services supported with reserved funds comply with Head Start performance standards?<br>  ✓ What type of professional development is provided to early childhood program staff? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| EE-2 | Performance standards for early childhood (Sec. 1112 (c)(7))*<br><br>*Applies if an LEA uses Title I Part A funds to provide early childhood education | ☐ An agreement with the local Head Start agency to carry out the required activities. (If there is no Head Start agency in the LEA, then this is not applicable.)<br><br>☐ Evidence of compliance with the performance standards for Head Start (see LEA Funding – Preschool Service Details)<br><br>☐ Interview (PreK Program Details) | | | ☐ If the LEA or its schools use Title I, Part A funds to provide early childhood education to low-income children below the age of compulsory school attendance, how does the LEA ensure that these services comply with the performance standards established under Sec. the Head Start Act?<br><br>☐ How does the LEA use early childhood screeners and assessments?<br><br>☐ How does the LEA provide developmental progress to parents? | |
| | | | | | ☐ Describe how the LEA collaborate with other early childhood agencies and/or programs.<br><br>☐ Describe how the LEA provide professional development to early childhood staff. | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| EE-3 | Coordination with preschool programs (Sec. 1119(a)&(b))* <br><br> *Applies to all LEAs (whether they use Title I, Part A funds to provide early childhood education or not) | ☐ Upload documentation of coordination activities, such as record-sharing and other polices and procedures, meeting notes, training | | | ☐ How does the LEA carry out activities to increase coordination with Head Start agencies, and, if feasible, other early childhood providers? <br><br> Coordination activities include: <br> ✓ Developing and implementing record sharing procedures (with parental consent), <br> ✓ Establishing channels of communication between school staff and their counterparts, <br> ✓ Conducting meetings between parents and teachers to discuss the needs of individual students, <br> ✓ Joint, transition-related training, of staff training, and <br> ✓ Linking educational services provided. | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | **FF. TITLE I, PART A: PARENT AND FAMILY ENGAGEMENT/PARENTAL NOTIFICATIONS** | | | | |
| FF-1 | Mandatory reservation for parent and family engagement for LEAs that receive over $500,000 of Title I, Part A funds (at least 1% and at least 90% of which must be distributed to Title I schools, with priority to high-need schools) (Sec. 1116(a)(3)(A),(C)&(D)) | ☐ Upload evidence how the LEA distribute reserved funds to schools, and what kind of priority is given to high-need schools (documentation to determine this-needs assessment, CSI, TSI, ATSI designation, etc.)? The mandatory reservation amount is located in MCAPS.<br><br>☐ Upload evidence of how the LEA involves parents and family members of Title I children in decisions about how to spend the reserved funds? | | | ☐ How does the LEA distribute reserved funds to schools, and what kind of priority is given to high-need schools?<br><br>☐ How does the LEA involve parents and family members of Title I children in decisions about how to spend the reserved funds? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ☐ Are the funds reserved at the district level used for at least one of the following activities: ✓ Supporting schools and nonprofit organizations in providing professional development for the LEA and school personnel regarding parent and family engagement strategies; ✓ Supporting programs that reach parents and family members at home, in the community, and at school; ✓Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members; | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓Collaborating, or providing sub-grants to schools to enable schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement; or<br><br>✓ Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with the district parent and family engagement policy? | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-2 | LEA parent and family engagement policy (Sec. 1116(a)(1)-(2)) | ☐ Upload written parent and family engagement policy that describe how the LEA will (all required):<br>✓ Involve parents and family members in the joint development of Title I activities (under Sec. 1112) and the development of CSI and TSI plans;<br>✓ Provide coordination, technical assistance, and other support to Title I schools on planning and implementing effective parent and family engagement activities;<br>✓ Coordinate and integrate Title I parent and family engagement strategies with other relevant federal, state, and local laws and programs to the extent feasible; | | | ☐ Does the LEA have a written parent and family engagement policy that describes all the required element?<br><br>☐ What was the LEA's process for involving parents and family members of Title I students in the policy's development?<br><br>☐ How was the policy distributed to parents and family members of Title I students? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ Conduct an annual evaluation of the parent and family engagement policy in improving the academic quality of Title I schools;<br><br>✓ Use the finding of such evaluation to design evidence-based strategies for more effective parental involvement, and if necessary, to revise parent and family engagement policies; and<br><br>✓ Involve parents in Title I school activities.<br><br>☐ Evidence of parent and family member involvement in the policy's development<br><br>☐ Evidence of technical assistance and support provided to Title I schools | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-3 | Title I school-level parent and family engagement plan (Sec. 1116(b)) | ☐ Upload written school-level parent and family engagement plan that describes how the school will carry out required parental engagement activities | | | ☐ Does each Title I school have a school-level written parent and family engagement plan that describes how the school will carry out required parental engagement activities? | |

| | | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-4 | School-level parent and family engagement activities (Sec. 1116(c)) | ☐ Upload documentation to support that each Title I school carry out the following required activities?<br>　✓ Convene an annual meeting at a convenient time to inform parents of Title I requirements and the right of parents to be involved;<br>　✓ Offer a flexible number of meetings (school may provide transportation, child care, or home visits with Title I funds if related to parental involvement);<br>　✓ Involve parents in the planning, review, and improvement of the Title I program, including the school parent and family engagement policy and schoolwide plan (when applicable); | | | ☐ When was the annual meeting?<br><br>☐ Describe the parent involvement in the planning, review, and improvement of Title I programs.<br><br>☐ Describe how the schools provided the required information to parents of Title I children.<br><br>☐ Did parent comments on schoolwide plans, **if applicable?** | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ Provide parents of Title I children: ➢ Timely information about Title I programs, ➢ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards, ➢ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ If the schoolwide plan (where applicable) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA. | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-5 | Title I school-parent compact (Sec. 1116(d)) | ☐ Upload sample school-parent compacts that:<br>   ✓ Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and | | | ☐ Does each Title I school have a school-parent compact that address all required components? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ Addresses the importance of communication between teachers and parents on an ongoing basis through at a minimum:<br>➢ Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement,<br>➢ Frequent reports to parents on their children's progress, | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ➢ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities, and ➢ Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand? | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-6 | Building capacity for parent and family engagement (Sec. 1116(e)) | ☐ Upload documentation of activities the LEA and each Title I school uses to carry out the required activities to build capacity:<br>   ✓ Provide assistance to parents of Title I children in understanding such topics as state academic standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;<br>   ✓ Provide materials and training to help parents to work with their children to improve their children's achievement; | | | ☐ Does the LEA and each Title I school carry out the required activities to build capacity? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ Educate school leadership and staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; ✓ Coordinate and integrate parent involvement programs and activities with other Federal, State, and local | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of Title I children in a format and, to the extent practicable, a language the parents can understand; and<br>✓ Provide other reasonable support for parental engagement activities | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-7 | Right-to-know notice to parents regarding teacher qualifications and paraprofessional instruction (Sec. 1112(e)(1)(A)) | ☐ Upload LEA notification to Title I parents whether the student's teacher:<br>✓ Has meet state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,<br>✓ Is teaching under emergency or other provisional status, and<br>✓ Is teaching in the teacher's field of discipline of teacher's certification, and<br>✓ Whether the student is provided services by paraprofessionals and, if so, their qualifications | | | ☐ How, at the beginning of each school year, does the LEA notify parents of students in Title I schools that they may request information from the LEA about the professional qualifications of the student's classroom teachers? | |
| FF-8 | Parent information on student achievement (Sec. 1112(e)(1)(B)(i)) | ☐ Upload documentation to demonstrate how each Title I school provide information to each parent on the level of achievement and academic growth of the student on each of the Title I required state assessments? | | | ☐ How does each Title I school provide information to each parent on the level of achievement and academic growth of the student on each of the Title I required state assessments? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-9 | Parent information about teacher certification/licensing status (Sec. 1112(e)(1)(B)(ii)) | ☐ Upload documentation to demonstrate how each Title I school provides timely notice to each parent if their child has been assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet relevant state certification or licensure requirements (when applicable). | | | ☐ How does each Title I school provide timely notice to each parent if their child has been assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet relevant state certification or licensure requirements (when applicable). | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-10 | Testing transparency (Sec. 1112(e)(2)) | ☐ Notifications to parents on assessment participation requirements<br><br>☐ Link to website with required assessment information<br><br>☐ Copies of letters, notices, etc. with required assessment information | | | ☐ How does the LEA notify parents of students in Title I schools that they may request information regarding any state or LEA policy on student participation in required assessments, including parental rights to opt-out where applicable?<br><br>☐ How does the LEA make information about required assessments for each grade served by the LEA widely available through public means, including:<br>　✓ the subject matter assessed;<br>　✓ the purpose for which the assessment is designed and used;<br>　✓ the source of the requirement for the assessment? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-11 | Parent notification for parents of EL students placed in Language Instruction Educational Program (LIEPs) (if the LEA used Title I, Part A or Title III, Part A funds to provide an LIEP) (Sec. 1112(e)(3)(A)&(B)) | ☐ Upload evidence the LEA informs parents of EL students identified for participation in the LIEP of:<br>✓ The reasons for their child's identification as an EL and in need of placement in an LIEP;<br>✓ The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;<br>✓ The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs; | | | ☐ How does the LEA inform parents of EL students identified for participation in the LIEP? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ How the program in which their child is, or will be, participating will meet the child's educational strengths and needs;<br>✓ How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;<br>✓ The specific exit requirements for the program, including the expected rate of transition into classrooms that are not tailored for ELs, and, if Title I, Part A funds are used in high schools, the expected graduation rate for such program; | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓ In the case of a child with a disability, how such program meets the objectives of the child's IEP; and<br>✓ Information pertaining to parental rights that includes written guidance:<br>➤ Detailing the right parents have to have their child immediately removed from such program upon their request; | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ➢ Detailing the options parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and<br><br>➢ Assisting parents in selecting among various programs and methods of instruction, if more than one is offered.<br><br>☐ Upload evidence the LEA provides notices within 30 days of the start of school or, if a child is identified during the school year, within the first 2 weeks of the child beginning the LIEP? | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| FF-12 | Outreach to parents of EL students (Sec. 1112(e)(C)(3)) | ☐ Upload evidence the LEA implements an effective means of outreach to parents of EL students to inform them about how they can:<br>  ✓ Be involved in the education of their children; and<br>  ✓ Be active participants in assisting their children to—<br>    ➢ Attain English proficiency;<br>    ➢ Achieve at high levels within a well-rounded education; and<br>    ➢ Meet the challenging State academic standards expected of all students. | | | ☐ How does the LEA implement an effective means of outreach to parents of EL student?<br><br>☐ How often does the LEA hold meetings for parents of EL students? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ☐ Upload copies of letters or notices to parents<br><br>☐ Upload meeting documentations (notifications of meetings, agendas, materials shared with parents at the meeting, etc.) | | | | |
| FF-13 | Notice and format of information provided to parents (Sec. 1112(e)(4)) | ☐ Upload evidence the LEA ensures the information provided to parents is in an understandable and uniform format, and to the extent practicable, in a language the parents can understand<br><br>☐ Upload copies of letters or notices to parents<br><br>☐ Upload meeting documentations (notifications of meetings, agendas, materials shared with parents at the meeting, etc.) | | | ☐ How does the LEA ensure the information provided to parents is in an understandable and uniform format, and to the extent practicable, in a language the parents can understand? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
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| | | **GG. TITLE I, PART A: SCHOOLWIDE PROGRAMS** | | | | |
| GG-1 | School eligibility requirement (Sec. 1114(a)(1)) | ☐ See AA-5 for documentation | | | ☐ Does each school that operates a schoolwide program have at least 40% poverty or a waiver from MDE? | |

| | | Evidence of Program Implementation<br>Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| GG-2 | Schoolwide plan (Sec. 1114)(b)) | ☐ Schoolwide plans in MCAPS must be completed and approved by the LEA for the monitored year<br><br>☐ Upload evidence that the plan was shared with parents and the community (letter, website, etc.) Interview with school-level personnel<br><br>☐ Interview | | | ☐ How does the LEA ensure schools implement programs consistent with their plans?<br><br>☐ Please have a school-level representative available to answer the following:<br>1.Does each Title I schoolwide school have an approved schoolwide plan based on a comprehensive needs assessment (see School Plan-Prioritized List of Needs)?<br><br>2.What are the methods used in each school to strengthen the core academic program, as well as to increase the amount and quality of learning time (School Plan- Curriculum and Instruction Narrative Box #1)? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | | | | 3.Describe strategies for meeting the educational needs of students who are failing or who are most at risk of failing the state's challenging academic achievement standards (School Plan-Curriculum and Instruction Narrative Box #2).<br><br>4.Was the schoolwide plan developed with the involvement of parents and other members of the community ( School Plan-Parent and Family Engagement Narrative Box #1)?<br><br>5.What are some examples of implementation of the action steps with the School Plan?  Did the school meet its goal? Provide evidence. (School Plan Overview (Expand All) Action Steps) | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
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| | | | | | 6.What are some examples of parent engagement activities implemented to improve student learning(School Plan-Parent and Family Engagement Narrative Box #3)? | |
| GG-3 | Plan monitoring and revision (Sec. 1114(b)(3)) | ☐ Upload annual evaluation documentation that the plan and its implementation is regularly monitored and revised as necessary based on students needs (See LEA Plan - Dimension 1 - Student Achievement )<br><br>☐ Interview | | | ☐ How does the LEA ensure schools regularly monitor and revise their schoolwide plans as necessary based on student needs? (Note schools operating schoolwide programs must evaluate the implementation of, and results achieved by, the schoolwide program annually.) | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
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| | | | | | **HH. TITLE I, PART A: TARGETED ASSISTANCE PROGRAMS** | |
| HH-1 | Student eligibility and identification (Sec. 1115(c)) | ☐ List of participating students<br><br>☐ Supporting documentation of poverty calculation | | | ☐ How does the LEA identify Title I eligible students?<br><br>☐ How does the LEA ensure economically disadvantaged children, children with disabilities, migrant children, and English learners are considered eligible for services on the same basis as other students?<br><br>☐ How does the LEA determine which students from among the eligible students will participate in the Title I program?<br><br>☐ How do schools ensure only identified students participate in Title I-funded activities? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| HH-2 | Targeted assistance program strategies (Sec. 1115(b)) | ☐ Documentation of how the targeted assistance program provided students the opportunity to meet the challenging State academic standards consistent with all requirements | | | ☐ How does the LEA ensure targeted assistance schools implement programs consistent with the requirements of Sec. 1115(b)? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
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| | **JJ. EQUITABLE SERVICES** | | | | | |
| | **Applicable to Title I, PART A; Title II, Part A; Title III, Part A; Title IV, Part A; and Title IV, Part B** | | | | | |
| JJ-1 | Mandatory reservation for equitable services for private school students (Sec. 1117(a)(4)(A)(i)) (Sec. 8501(a)(4)) | ✓MCAPS Consolidated Application & Budget<br><br>**If no private schools exist in district:**<br>☐ Letter uploaded to MCAPS (LEA Doc Library, Intent to Participate subfolder) stating "No private schools in district."<br><br>**If private schools exist in district:**<br>☐ Initial Contact/Intent to Participate (ItP) returned by each private school in district's MCAPS private school list, and uploaded to MCAPS LEA Doc Library (ItP subfolder).<br>--OR-- | | | ☐ What is the LEA's process for calculating the equitable services reservation?<br><br>☐ What data sources does the LEA use in its calculations? (e.g. for I-A: Household Income, Address and Grade Level Survey to identify low-income students; for II-A/IV-A: total student enrollment reflected in Intent to Participate form and updated for March if necessary in Consultation Checklist/Written Plan. For other Title Programs - special counting methods, reflected in Consultation Checklist/Written Plan) | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ☐ Evidence of: mailing of ItP and additional contact attempts (emails and phone log) for any private school that did not return an ItP. Uploaded to MCAPS LEA Doc Library (ItP subfolder).<br><br>☐ In MCAPS Consolidated Application, participating private schools indicated on Program non-public pages match ItP forms, and student counts match ItP forms (for II-A and IV-A total enrollment), and equitable share apportioned. | | | ☐ If Transferring funds, must use Affirmation of Consultation for Transfer form to evidence pre-transfer consultation with impacted private school.) | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ☐ For private schools participating in Title I-A, evidence of how low-income student count was generated (household income surveys or other method).<br><br>Also need to see transfer form, if equitable services affected | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| JJ-2 | Timely and meaningful consultation (Sec. 1117(b)) (Sec. 8501(c)) | ☐ Evidence of consultation with private school representative (documentary evidence)<br><br>☐ Consultation checklist utilized, or similar document showing evidence of required points of consultation:<br>✓the amount of funds available for services, and how that amount was determined;<br>✓whether to pool funds to provide services for school groupings, or use a school-by-school approach<br>✓whether to coordinate services using Title I-A funds and non-Title I-A funds to target I-A participants | | | ☐ How does the LEA conduct timely and meaningful consultation?<br><br>☐ How does the LEA identify and contact private schools with eligible students?<br><br>☐ Does the LEA uses MDE's Consultation Checklist? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | ✓how student's needs will be identified; ✓what services will be offered; ✓how, where, when, and by whom the services will be provided; options discussed; ✓how the services will be assessed; how assessment results will be used to improve the services; ✓how and when the LEA will make decisions about problems with the delivery of services. | | | | |
| | | ☐ EQUITABLE SERVICES PLAN showing •amount of equitable share for program in Box 1, and •affirmation of plan (last page) signed by private school.  ☐ TRANSFER form, if funds are transferred. Completed accurately. Signed by private school on Affirmation section. | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| JJ-3 | Written explanation of disagreement (Sec. 8501(c)(2)) | ☐ If private school disagrees with Plan on Written Affirmation portion, the reasons for the disagreement are documented by the LEA.<br>•For Title I-A: disagreement on any issue, documented in writing.<br>•For other Title programs: If the LEA disagrees with the views of private school officials on the provision of services through a contract, documentation of reasons in writing. | | | ☐ Title I-A: If the LEA disagrees with the private school on any issue, does the LEA provide private school officials with a written explanation of its reasons? [For all other Title Programs]: If the LEA disagrees with the views of private school officials on the provision of services through a contract, does the LEA provide private school officials with a written explanation of its reasons? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| JJ-4 | Written affirmation (Sec.1117(b)(5)) (Sec. 8501(c)(5)) | ☐ Private school representative must have marked Agree or Disagree, and signed Written Affirmation<br>•last page of Equitable Services Plan;<br>•also, on Transfer Affirmation of Consultation form, if a transfer was made impacting equitable services. | | | ☐ Does the LEA have a written affirmation signed by each participating private school documenting meaningful consultation?<br><br>☐ Does the affirmation provide the option for private school officials to indicate their belief that timely and meaningful consultation has not occurred or that the program design is not equitable? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| JJ-5 | Services to private school students in a timely manner (Sec. 1117(a)) (Sec. 8501(a)(3)(A)) | ☐ Documents showing service delivery (contracts, invoices, work schedules, and/or other appropriate records) | | | ☐ What types of services are provided?<br><br>☐ How does the LEA ensure services are provided in a timely manner?<br><br>☐ Do teachers and families of participating children participate consistent with requirements?<br><br>☐ How does the LEA ensure services, materials, and equipment are secular, neutral, and nonideological? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| JJ-6 | Public control of funds (Sec. 1117(d)) (Sec. 8501(d)(1)) | ☐ Payments by LEA to vendors, or to individual staff (reimbursement for PD expenses) never reimbursement to private school, any private school staff paid as tutors, etc., work only during non-compensated time (records, agreement, etc.) <br> ☐ equipment and materials are secular, neutral and nonideological (review of documented purchases) <br> ☐ equipment properly recorded in inventory of LEA, recovered during non-use in summer, etc. (records) | | | ☐ How does the LEA ensure that it maintains control of the funds reserved for equitable services, and title to materials, equipment, and property purchased with the funds? <br><br> ☐ How does the LEA ensure the appropriate use of any equipment or supplies purchased using funds reserved for equitable services? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| JJ-7 | Obligation of funds (Sec. 8501(a)(4)(B)) | ☐ Financial records showing the amount reserved for equitable services, the amount obligated, and the amount spent **(See Indicator A-6)** •Amounts in MCAPS non-public pages: budgeted. •Records showing expenditures by LEA of budgeted amounts. •Records related to the delivery of services. •Records showing carryover if yearly amount not expended. | | | ☐ What steps does the LEA take to ensure funds reserved for equitable services are obligated within the same fiscal year they were received?<br><br>☐ Did the LEA have unobligated equitable services funds remaining at the end of last year?  If so, why?  Were the funds carried over and spent for equitable services the next year?<br><br>☐ Did the LEA have written equitable services plan showing equitable share for each Title program, and listing to the extent possible planned activities and approximate costs throughout the school year and following summer? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | **KK. TITLE I, PART A: SERVICES FOR NEGLECTED CHILDREN (MANDATORY NEGLECTED SET-ASIDE)** | | | | | |
| KK-1 | Mandatory reservation for children in local institutions for neglected children, or neglected children in community day programs (Sec. 1113(c)(3)(A)(ii)-(iii)) | ☐ Budget document(s) showing the neglected reservation **(See Indicator A-6)**<br><br>☐ Documentation of how the neglected reservation was spent (procurement packets, time and effort documents, etc.) **(See Indicator A-6)** | | | ☐ Are there any local institutions for neglected children, or community day programs for neglected children in the LEA?<br>If so:<br>　✓ How does the LEA spend and track the reserved funds?<br>　✓ How the LEA determine the use of the reserved funds? | |
| KK-2 | Identification of children in local institutions for neglected children. ESEA Sec. 1112(B); Sec. 1113(c)(3)(ii) | ☐ Upload most recent Annual Count Survey confirmation of submission | | | ☐ How did the LEA determine the eligibility of the neglected facility?<br><br>☐ How did the LEA identify the eligible children included on the Annual Survey? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| KK-3 | Consultation with institutions regarding educational plans and budget. ESEA Sec. 1113(c)(3)(A) | ☐ Upload documentation of consultation between the LEA and neglected facility personnel (communications artifacts) | | | ☐ Did the LEA consult with the neglected facility staff?<br><br>☐ How were the needs of the students determined?<br><br>☐ What staff, if any, are funded through the neglected reservation?<br><br>☐ How does the LEA document the work of staff funded through the reservation? | |
| | **LL. TITLE I, PART D, SUBPART 2: PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN WHO ARE NEGLECTED, DELINQUENT, OR AT-RISK** | | | | | |
| LL-1 | Evidence that the LEA and facility is implementing the planned and approved Title I, Part D activities. (Sec. 1423) | ☐ Upload documentation of implementation of the approved Title I, Part D application (Refer to the MCAPS Program Details page.)<br><br>☐ Budget and expenditure reports **(See Indicator A-6)** | | | ☐ How did the LEA implement the Part D activities as approved in its application? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| LL-2 | Identification of children in local institutions for delinquent children. (Sec. 1113(3)(A)(iii) and Sec. 1422(a)) | ☐ Upload most recent Annual Count Survey confirmation of submission | | | ☐ How did the LEA determine the eligibility of the delinquent facility?<br><br>☐ How did the LEA identify the eligible children included on the Annual Survey? | |
| LL-3 | Collects and uses data to drive planning and instruction. (Sec. 1431(c)) | ☐ Upload documentation of data used for planning and instruction (student level academic records or other data points) | | | ☐ What data is used to drive planning and instruction?<br><br>☐ How is data used to improve instruction and student outcomes? | |
| LL-4 | High quality instruction grounded on evidence-based research. | ☐ Upload instructional plans for students that are evidence-based | | | ☐ What is the student's instructional plan based on?<br><br>☐ Were evidence-based strategies were implemented as described in the Title I, Part D funding application? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| LL-5 | Special education services provided as needed. (Sec. 1423(12)) | ☐ Documentation of IDEA services being provided based on the students' schedules and IEPs **(do not upload)** | | | ☐ How does the LEA identify students in need of IDEA services?<br><br>☐ How are the services provided aligned to the IEP? | |
| LL-6 | Consultations with institutions regarding educational plans and budgets. (Sec. 1423(3)) | ☐ Upload evidence of consultations (communication artifacts) | | | ☐ Did the LEA consult with the delinquent facility?<br><br>☐ How were the needs of the students determined?<br><br>☐ What staff, if any, are funded through the Part D allocation? How does the LEA ensure the Part D funds are supplement to the state funds? | |
| LL-7 | Assurance that institutions implement a parent or family engagement plan in order to increase student achievement and, if appropriate, decrease delinquent behavior. (Sec. 1423(8)) | ☐ Upload evidence of engagement of parents/guardians of students in the facility (brochures, letters, meeting notes/sign-in sheets, phone logs, communication logs between the LEA and parents of students inside the juvenile detention center) | | | ☐ How are parents or family members engaged in the student's specific educational needs?<br><br>☐ What support or resources are shared with parents or family members to decrease delinquent behavior? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| LL-8 | Maintains documentation of any formal agreements between an LEA and delinquent facility governing the use of subpart 2 funds. (Sec. 1423(2)(A)(B)) | ☐ Upload MOU between LEA and delinquent facility regarding Part D funds for supplemental, educational services | | | ☐ What are the responsibilities of the facilities and LEA for the Part D program? | |
| LL-9 | Program specific evaluation reports that include the Title I, Part D, Subpart 2 Program. (Sec. 1431) | ☐ Upload data used in the MCAPS' Evaluation Report for Title I, Part D Subpart 2 | | | ☐ How is data used to evaluate and improve the Part D program? | |
| | MM. TITLE II PART A: SUPPORTING EFFECTIVE INSTRUCTION | | | | | |
| MM-1 | Prioritizing funds to CSI and TSI schools (Sec. 2102(b)(2)(C)) | ☐ Expenditure reports by location **(See Indicator A-6)** (Review School Improvement List)<br><br>☐ Interview | | | ☐ How did the LEA prioritize CSI and TSI schools for Title II, Part A services? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| MM-2 | Use of ongoing stakeholder consultation and data to update and improve Title II, Part A activities (Sec. 2102(b)(2)(D) and Sec. 2102(b)(3)(B)) | ☐ Upload data and documentation of stakeholder engagement used to update and improve Title II activities (surveys, evaluations, etc.) | | | ☐ What data or other factors does the LEA consider when deciding what activities to support with Title II, Part A funds?<br><br>☐ How does the LEA solicit and consider input from stakeholders such as teachers, principals, other school leaders paraprofessionals, specialized instructional support personnel, parents, charter school representatives (if relevant), community partners and other relevant stakeholders?<br><br>☐ How does the LEA continue to engage stakeholders when updating and improving Title II, Part A funded activities?<br><br>☐ What strategic plans or similar documents were used in the LEA's planning process? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| MM-3 | Coordination of professional development activities (Sec. 2101(b)(2)(F)) | ☐ Procurements packets to show use of other funding sources to coordinate professional development activities (LEA Funding – Title II, Program Details, Coordination of Funds) **(See Indicator A-6)** | | | ☐ If the LEA used Title II, Part A funds for professional development activities, how did it coordinate those activities with professional development activities supported through other funding sources?<br><br>☐ What strategic plans or similar documents relevant to the LEA's were used in the LEA's planning process? | |
| MM-4 | Alignment to challenging State academic standards (Sec. 2102(b)(2)(A)) | ☐ Professional Development Plans that show the title and a description of the activity and its alignment to the State's academic standards (LEA Plan – Dimension 3, Narrative Box #1) | | | ☐ How does the LEA align Title II, Part A activities to Mississippi's challenging academic standards? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| MM-5 | High-quality personalized PD that is evidence based for educators focused on improving teaching and student learning and achievement (Sec. 2103(b)(3)(E)) | ☐ Upload evidence-based research that supports the Professional Development Plan or activities (LEA Plan – Dimension 2, Narrative Box #5; Dimension 3, Narrative Box # 3) | | | ☐ Has the LEA maintained documentation of the evidence-based requirements that supports the professional development implemented?<br><br>☐ How does the LEA determine if professional development is high-quality and personalized? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| MM-6 | Class size reduction in schools across the entire grade span to a level that is evidence-based, if applicable (Sec. 2103(b)(3)(D)). | ☐ Class Size Reduction (CSR) teaching assignment (student-teacher ratio 17:1) (MCAPS Funding Application - Title II Program Details)<br><br>☐ Class Roster **(do not upload)** | | | ☐ If the LEA used Title II, Part A funds for class-size reduction, what grade level were class sizes reduced?<br><br>☐ Did the LEA reduce all classes in the grade level (in the school) to a student-teacher ratio that is evidence-based?<br><br>☐ Has the LEA ensured that each class in the grade level (in the school) remain at or under the evidence-based student-teacher ratio for the entire school year?<br><br>☐ Has the LEA maintained documentation of the evidence-based requirements that supports reducing class-sizes? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | **NN. ENGLISH LEARNER (EL) PROGRAM AND TITLE III (LANGUAGE INSTRUCTION FOR ENGLISH LEARNERS & IMMIGRANT STUDENTS)** | | | | | |
| NN-1 | EL/Immigrant admittance/enrollment policy/procedure (Plyer v. Doe, 457 U.S. 202 (1982); Title VI of the Civil Rights Act (1964); Sec. 3116; Current Mississippi English Learner Guidelines) **Required for ALL LEAs** | ☐ Upload LEA board approved policy<br><br>☐ LEA approved EL plan (During Visit)<br><br>☐ Upload evidence of LEA board approval (Note: LEA board must approve the EL plan annually)<br><br>☐ Upload written communication and dated documentation of annual dissemination of EL policies and procedures | | | ☐ Does the LEA have a policy of admitting students of immigrant status or English-speaking status?<br><br>☐ Does the LEA have evidence that the applicable LEA policy and supporting procedures for EL services are communicated systematically to all school and LEA personnel?<br><br>☐ Does the LEA have a system of assigning a student number if an enrolling student does not have a social security number?<br><br>☐ Does the LEA have a procedure for enrolling a student pending receipt of the required record of immunization? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-2 | Home Language Survey Compliance (Current Mississippi Guidelines for English Language Learners) **Required for EL Program** | ☐ Upload sample Home Language Surveys<br><br>☐ Upload procedural guidelines for completing and retaining the surveys | | | ☐ Is there evidence that:<br>  a. The LEA have an approved Home Language Survey;<br>  b. All schools demonstrate that the Home Language Survey is completed for all students enrolled in the LEA;<br>  c. The Home Language Survey is filed in the permanent record for all students enrolled in the LEA? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-3 | Standardized statewide entrance requirements (Sec. 3113) **Required for EL Program** | ☐ Upload LEA's policy, procedures, or processes related to following standardized statewide entrance requirements for English Learners<br><br>☐ EL student files (names will be provided by MDE during the visit; **do not upload)**<br>　✓ LAS Links Placement Test<br>　✓Parent Notification<br>　✓Language Service Plan (LSP) | | | ☐ Has the LEA followed standardized statewide entrance procedures and screened all potential English learners within 30 days of enrollment or within 10 days of enrollment after the beginning of the school year?<br><br>☐ Did the LEA provide written notification to parent or guardians of their children's recommended placement in an EL program?<br><br>☐ Is the Language Service Plan (LSP) updated annually until the student exits the EL program? | |
| NN-4 | Standardized statewide exit requirements (Sec. 3113) **Required for EL Program** | ☐ Upload LEA's policy, procedures, or processes related to following standardized statewide exit requirements for English Learners | | | ☐ Does the LEA follow student exit criteria as outlined in the Mississippi Guidelines for English Language Learners? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-5 | Comparable services (Current Mississippi English Learner Guidelines) **Required for EL Program** | ☐ Upload documentation of EL coordination of comparable services | | | ☐ Does the LEA have procedures and Title I schools demonstrate practices to ensure:<br>   a. EL students are not excluded from special opportunity programs, such as programs for the academically gifted or other specialized activities, based on English language proficiency<br>   b. English learners are allowed to participate in Title I services on the same basis as all students in Title I participating schools<br>   c. Language minority students identified via the Home Language Survey are screened utilizing the MDE adopted assessment instrument? | |
| NN-6 | Assessment participation (Sec. 1111(b)(3)(c)) **Required for EL Program** | ☐ Documentation of EL Assessment participation (see MDE website) | | | ☐ Does the LEA ensure that all EL students in the LEA participate in required statewide assessments? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-7 | English language proficiency assessment (Sec. 1111 (b)(2)(G)) **Required for EL Program** | ☐ MDE Language proficiency assessment reports (LAS Links Assessment; **do not upload**) | | | ☐ Does the LEA annually administer the MDE-adopted English language proficiency assessment to all EL students? | |
| NN-8 | Testing administrators (Current Mississippi Guidelines for English Language Learners) **Required for EL Program** | ☐ Upload certificate or documentation of the training (District/School) on the state-adopted language proficiency instrument. | | | ☐ Have test administrators been trained to administer the state-adopted language proficiency instrument? | |
| NN-9 | Implementation of effective language instruction educational programs  (Sec. 3115(c)(1) & 3121(a)(2-6)) **Required for EL Program** | ☐ Program design information/descriptions (see LEA Plan – English Learners, Narrative Box #5 and #8) ☐ Interview | | | ☐ Has the LEA provided effective language instruction educational programs that meet the needs of ELs and demonstrated success in increasing English language proficiency and student academic achievement? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-10 | Implementation of other effective activities and strategies that enhance or supplement language instruction for English Learners, (Sec. 3115(c)(3)) **Required for EL Program** | ☐ Upload documentation of EL parent, family and community engagement<br><br>☐ Interview with EL coordinator (see LEA Plan – English Learners, Narrative Box #12, 13, and 14) | | | ☐ Has the LEA provided and implemented other effective activities and strategies that enhance or supplement language instruction for English Learners, which must include parent, family and community engagement activities, and may include strategies that serve to coordinate and align related programs? (Must be in the language of the parents) | |
| NN-11 | **Title III-EL Funding ONLY**<br><br>EL teacher verification for Title III funded teacher (Sec. 3116(c)) | ☐ Upload signed assurance statement from superintendent, principal, or letter from human resources<br><br>☐ Upload copy of certification, **if applicable** | | | ☐ Certification that all teachers in any language instruction educational program for English learners that is, or will be, funded with Title III are fluent in English and any other language used for instruction, including having written and oral communications skills. | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-12 | **Title III-EL Funding ONLY**<br><br>Effective professional development (PD) to classroom teachers (including teachers not in classroom settings for language instruction programs), administrators, leadership and other school or community-based organizational personnel (Sec. 3115(c)(2)(A-D)) | ☐ Upload documentation of professional development (professional development artifacts) | | | ☐ Has the LEA provided effective professional development (PD) to classroom teachers (including teachers not in classroom settings for language instruction programs), administrators, leadership and other school or community-based organizational personnel that is:<br><br>  A. designed to improve instruction and assessment of ELs,<br>  B. designed to enhance the ability of trainees to implement curricula, assessment and instructional strategies for ELs,<br>  C. effective in increasing children's English language proficiency or substantially increasing teachers' subject matter knowledge and teaching knowledge/skills, and | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | | | | D. of sufficient intensity/duration (which shall not include 1-day or short-term workshops and conferences – unless these are components of a long-term, comprehensive, needs-based PD plan approved by the LEA) to have a positive, lasting impact on the teachers' classroom performance? | |
| NN-13 | **Title III-EL Funding ONLY** Annual evaluation of the effectiveness of its English language instruction education program (Sec. 3121(a)(7)) | ☐ Upload evidence of annual evaluation of the English Language instruction program's effectiveness | | | ☐ Is there evidence that the LEA conducts an annual evaluation of the effectiveness of its English language instruction educational program and that program modifications are made as needed based on the evaluation? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| NN-14 | **Title III-Immigrant Funding ONLY**<br><br>Compliance of ESEA with Immigrant funding (Sec. 3114(d)(1) & Sec. 3115(e)(1)(A-G)) | ☐ Upload narrative describing the LEA's specific plan to support the unique, non-linguistic needs of its immigrant students (See LEA Plan-Immigrant)<br><br>☐ Record of expenditures using Immigrant funds, including list of activities performed and materials purchased **(See Indicator A-6)** | | | ☐ For LEAs receiving Immigrant funding under ESEA sec. 3114(d)(1) has the LEA expended the immigrant funding in compliance with ESEA? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| | | **OO. TITLE IV, PART A: STUDENT SUPPORT AND ACADEMIC ENRICHMENT** | | | | |
| OO-1 | Needs assessment (required for LEAs that receive at least $30,000 of Title IV, Part A funds) in the allocation of funds. (Sec. 4106(a)(2) & (d)) | ☐ Upload the needs assessment as it relates to Title IV-A | | | ☐ Did the LEA complete a comprehensive needs assessment within the last three years of its needs for improving:<br>    ✓ Access to, and opportunities for, a well-rounded education for all students,<br>    ✓ School conditions for student learning in order to create a safe and healthy environment, and<br>    ✓ Access to personalized learning experiences supported by technology and professional development for the effective use of data and technology?<br><br>☐ What data and/or information did the LEA consider as part of its needs assessment? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| OO-2 | Continued stakeholder consultation required to improve Title IV, Part A activities and to coordinate them with related community activities (Sec. 4106 (c)(1)(2)) | ☐ Upload documentation of stakeholder engagement related to Title IV, Part A (engagement artifacts) | | | ☐ How does the LEA solicit and consider input from stakeholders such as parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives, Indian tribes or tribal organizations (where applicable), charter schools (where applicable), and others with relevant expertise?<br><br>☐ How does the LEA identify community activities that might be related to, and coordinated with, Title IV, Part A activities? | |
| | | | | | ☐ How does the LEA continue to engage stakeholders when determining how the LEA can improve Title IV, Part A funded activities? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| OO-3 | Program objectives and intended outcomes (required) (Sec. 4106(e)(1)(E)) | ☐ Budget documents showing the reservation was budgeted **(See Indicator A-6)**<br><br>☐ Financial records showing the reserved funds were spent **(See Indicator A-6)**<br><br>☐ Documentation of Implemented Activities **(See Indicator A-6)** (See MCAPS Funding-Title IV, Part A- Program Details - Question #1)<br><br>☐ Upload documentation of evaluation of Title IV, Part A activities | | | ☐ How did the LEA set objectives and intended outcomes for its Title IV, Part A activities?<br><br>☐ How does the LEA periodically evaluate the effectiveness of its Title IV, Part A activities based on those objectives and outcomes? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| OO-4 | Priorities for certain schools (required) (Sec. 4106(e)(2)(A)) | ☐ Upload documentation prioritizing the distribution of funds to schools served by the LEA, or consortium of such agencies that prioritize activities for schools | | | ☐ How does the LEA prioritize activities for schools: ✓ With the greatest needs as determined by the LEA, ✓ With the highest percentages of low-income and other Title I formula children, ✓ Identified for CSI, ✓ Implementing TSI plans, or ✓ Identified as persistently dangerous under Sec. 8532. | |
| **PP. TITLE IV, PART B: 21ST CENTURY COMMUNITY LEARNING CENTERS** | | | | | | |
| PP-1 | 21st CCLC Programs primarily targets students who attend schools eligible for schoolwide programs under Sec. 1114 and the families of such students (Sec. 4204(b)(2)(F)) | ☐ RFP Cover sheet | | | | |
| PP-2 | Written policies and procedures to promote effective program management (Sec. 4204(b)(2)(N)) | ☐ Program Handbook | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-3 | Attendance policy to encourage attendance and reduce absenteeism for participants (Sec. 4204(b)(2)(N)) | ☐ Attendance policy or attendance requirements from program handbook | | | | |
| PP-4 | Program staff communicates regularly and effectively with school day staff to supplement regular school educational activities and to inform and receive information from in-school teachers on students' academic and behavioral progress (Sec. 4204(b)(2)(D)) | ☐ Correspondence between school and program staff ☐ Homework logs/Weekly skill sheets ☐ Student Progress Reports (academic and behavioral) ☐ Other_____ | | | | |
| PP-5 | Procedures to ensure parents participate in the decision-making and planning of the program operation (Sec. 4204(b)(2)(N)) | ☐ Parent meetings (agendas, sign-in sheets, minutes) ☐ Surveys ☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-6 | Procedures for enlisting volunteers that includes how volunteers are recruited, screened, and trained effectively to work in the 21st Century program (Sec. 4204(b)(2)) | All are required:<br>☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS<br><br>☐ Recruitment procedures<br><br>☐ Job descriptions<br><br>☐ Background check documentation<br><br>☐ Training materials (agendas, sign-in sheets, minutes)<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-7 | Procedures , plan, or calendar regarding the professional development of staff; ongoing professional development provided to all staff, and specific to the 21st Century program (Sec. 4204(b)(2)) | All are required (Must relate to 21st CCLC):<br><br>☐ Description of training<br><br>☐ Documentation of training (sign in sheets, agendas, minutes, training handouts)<br><br>☐ Professional development plan/calendar<br><br>☐ Other_____ | | | | |
| PP-8 | Procedures to address chronic absenteeism or implement dropout prevention activities (Sec. 4204(b)(2)(N)) | ☐ LEA dropout plan<br><br>☐ Activity schedule<br><br>☐ Other_____ | | | | |
| PP-9 | Security procedures and adequate security (Sec. 4204(b)(2)(N)) | ☐ Program Handbook<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-10 | Services provided in a safe and easily accessible environment (Sec. 4204(b)(2)(A)(i)) | ☐ Compliance with MDE Safe School Standards<br><br>☐ Emergency drill records (during 21st CCLC)<br><br>☐ Other_____ | | | | |
| PP-11 | Evidence of efforts to sustain the program once funding ends; efforts made to secure other sources of funding or in-kind resources to maintain the same level of program services as grant support decreases (Sec. 4204(b)(2)(K)) | ☐ Sustainability plan<br><br>☐ Description of resources (e.g. grants, leveraged funds, documented in-kind donations)<br><br>☐ Other_____ | | | | |

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| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-12 | Provide and demonstrate practices that ensure the following for participating non-public schools: a. Equitable services to eligible students attending non-public schools, including equitable professional development and parenting activities to participating non-public schools b. Timely and meaningful consultation with appropriate non-public school personnel c. Public control of funds (Sec. 9501) | ☐ 21st CCLC continuation plan's private school form  ☐ Documentation of timely and meaningful consultation (agendas, sign-in sheets, minutes)  ☐ Student lists | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-13 | Dissemination of information about the community learning center (including its location) to the community in a manner that is understandable and accessible (Sec. 4204(b)(A)(iii)) | ☐ Program Handbook<br><br>☐ Website, correspondence, flyers, press releases, exhibits<br><br>☐ Other_____ | | | | |
| PP-14 | Procedures and consistently applied clear standards for student behavior (Sec. 4204(b)(2)(N)) | ☐ Student behavior techniques/interventions<br><br>☐ Program Handbook<br><br>☐ Classroom discipline rules<br><br>☐ Incident reports<br><br>☐ Other_____ | | | | |

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| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-15 | Program offers a variety of academic enrichment activities and character education activities to all students (Sec. 4205(a)) | ☐ Schedule of activities (variety of activities)<br><br>☐ Lesson plans<br><br>☐ Activity logs/descriptions<br><br>☐ Other_____ | | | | |
| PP-16 | Daily nutritious snacks provided for all participants of the community learning center (Sec. 4204(b)(2)(N)) | ☐ Daily snack logs<br><br>☐ Weekly or daily menu<br><br>☐ Other_____ | | | | |
| PP-17 | Procedures to provide safe travel to/from program activities (Sec. 4204(b)(2)(A)(ii)) | ☐ Sign-in/out logs<br><br>☐ Method of transportation<br><br>☐ Bus seating charts<br><br>☐ Other_____ | | | | |

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| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-18 | Families of students served by the community learning center provided opportunities for literacy and related educational development (Sec. 4201(a)(3)) | ☐ Correspondence (flyers/announcements)<br><br>☐ Family attendance records (sign-in sheets)<br><br>☐ Activities/schedules (agendas)<br><br>☐ Training handouts<br><br>☐ Other_____ | | | | |
| PP-19 | Program advisory board meets at least two times per year and includes parents, students, and public and private community members (Sec. 4204(b)(2)(N)) | ☐ Advisory Board members list<br><br>☐ Correspondence<br><br>☐ Meeting agendas, sign-in sheets, minutes<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-20 | Written agreements between grantee, schools, and collaborating partners that describe the programs and/or services in accordance with the approved grant (Sec. 4204(b)(2)(N)) | ☐ Correspondence/ Participation Letters<br><br>☐ Written contracts and/or letters of agreement<br><br>☐ Description of services<br><br>☐ Other_____ | | | | |
| PP-21 | Partners and/or collaborators provide programs and/or services in accordance with the approved grant (Sec. 4204(b)(2)) | ☐ Documentation of services/activities<br><br>☐ Other_____ | | | | |
| PP-22 | Registration forms for all participants that include student demographics (race/ethnicity, limited English proficiency, free/reduced-price lunch, new to school), and attendance records broken down to 30 days or more, and fewer than 30 days (Sec. 4204(b)(2)(N)) | ☐ Registration forms<br><br>☐ Attendance forms<br><br>☐ 21APR data<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-23 | Program hours, activity schedules, and locations available, accessible, and implemented as stated in the application (Sec. 4204(b)(2)(N)) | ☐ Reference 21st CCLC Application<br><br>☐ Registration information, flyers<br><br>☐ Evidence of program hours, activity schedules, location, student attendance records<br><br>☐ Program Handbook<br><br>☐ Other_____ | | | | |
| PP-24 | Procedures for signing children in and out of the 21st Century program, for locating children at all times, or other evidence to indicate the safety of the students is being addressed (Sec. 4204(b)(2)(N)) | ☐ Student tracking system<br><br>☐ Daily student attendance records<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-25 | Maintenance of written plans for activities and forms to track student participation in activities (Sec. 4204(b)(2)(N)) | ☐ Program schedules<br><br>☐ Description of services/activities<br><br>☐ Other_____ | | | | |
| PP-26 | Experience or promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, and positive youth development of the students (Sec. 4204(b)(2)(J)) | ☐ Documentation of scientifically-based and evidenced-based researched programs<br><br>☐ Evidence of prior success (data)<br><br>☐ Anecdotal records<br><br>☐ Other_____ | | | | |
| PP-27 | Grantee maintains:<br>a. Organizational chart listing all personnel<br>b. Written job description for each employee for the 21st Century program<br>c. Certifications and qualifications for all key staff (Sec. 4204(b)(2)(N) | ☐ Organizational chart<br><br>☐ Job descriptions<br><br>☐ Background checks<br><br>☐ Teacher licenses and/or resumes<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-28 | Grantee ensures that funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds (Sec. 4204(b)(2)(G)) | ☐ Expenditure Reports<br><br>☐ Salary/account distribution report<br><br>☐ List of all employees paid with federal program dollars<br><br>☐ Job description of all federal program employees<br><br>☐ Time and effort documentation of all employees paid with federal funds | | | | |
| PP-29 | System of accountability and continuous evaluation in place to support program improvement, ensure parent and participants' satisfaction, and identify necessary changes (Sec. 4205(b)(2)) | ☐ Program modifications<br><br>☐ Program amendments (if applicable)<br><br>☐ Evaluation reports (External evaluator)<br><br>☐ Other_____ | | | | |

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|---|---|---|---|---|---|---|
| PP-30 | Grantee evaluates the effectiveness of the program (Sec. 4205(b)(2)) | ☐ Evaluation reports<br><br>☐ Surveys and results from key stakeholders, including parents, students, and collaborators/partners<br><br>☐ Other_____ | | | | |
| PP-31 | Evaluation findings regularly and effectively communicated to staff, collaborators, partners, parents, students, and other key stakeholders (Sec. 4205(b)(2)(B)(ii)) | ☐ Evaluation reports<br><br>☐ Executive summary<br><br>☐ Meeting agendas, sign-in sheets, minutes<br><br>☐ Newsletters/press releases<br><br>☐ Other_____ | | | | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| PP-32 | Grantee coordinates other Federal, state, and local programs for effective use of resources to meet mutual goals including Title I, USDA Food & Nutrition Services, Summer Food Service, etc. (Sec. 4204(b)(2)(N)) | ☐ Meeting notes/Agendas<br><br>☐ Email/written/phone correspondence<br><br>☐ Other_____ | | | | |
| | **QQ. TITLE V, PART B, SUBPART 2: RURAL EDUCATION INITIATIVE** | | | | | |
| QQ-1 | RLIS program activities were allowable under Title I, Part A; Title II, Part A; Title III, Part A; Title IV, Part A or Parental Involvement activities (Sec. 5222) | ☐ See Title V Program Details Page in MCAPS | | | ☐ Describe the different programs you have using Title V funds. | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| QQ-2 | RLIS program application implemented as approved (Sec. 5223) | **See Indicator A-6**<br>☐ Budget documents showing the reservation was budgeted<br>☐ Financial records showing the reserved funds were spent<br>☐ Documentation of Implemented Activities | | | | |
| | **RR. TITLE IX, PART A - SUBGRANTEES ONLY MCKINNEY-VENTO ACT SEC. 723** | | | | | |
| RR-1 | Annual Evaluation (McKinney-Vento Act Sec. 723(c)(3)E))<br><br>**(N/A for first-time grantees in their first year.)** | ☐ Upload evaluation report<br><br>☐ Most recent reports of statewide assessment performance of homeless students enrolled in the LEA for the last year<br><br>☐ Upload progress toward the standards and indicators referenced in the approved RFP<br><br>☐ Upload evidence of activities and services provided | | | ☐ Does the LEA conduct an annual evaluation of the effectiveness of local grant funded services? | |

| | | Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit | YES | NO | Questions | Comments |
|---|---|---|---|---|---|---|
| RR-2 | Local Use of Funds (McKinney-Vento Act Sec. 723)) | ☐ Approved McKinney-Vento application **(do not upload)**<br><br>☐ Budget documents showing the reservation was budgeted **(See Indicator A-6)**<br><br>☐ Financial records showing how the reserved funds were spent **(See Indicator A-6)**<br><br>☐ Evidence the subgrantee expands/improves services provided as part of the regular academic program **(do not upload)** | | | ☐ Does the LEA have internal fiscal controls in place to account for the use of subgrant funds in a way that meets federal requirements? | |
| | | ☐ Evidence the LEA implemented required and authorized activities as described in the approved McKinney-Vento application **(See Indicator A-6)**<br><br>☐ Upload current list of all personnel paid with McKinney-Vento subgrant funds, if applicable | | | | |