

OFP Highlights

...is an update on the Office of Federal Programs' federal grants & RFPs, workshops, trainings, and opportunities relevant to MS school districts, parents, community and other stakeholders.

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New Releases & Web Postings

MCAPS User Survey & Focus Groups

-----**HIGH IMPORTANCE**-----

The Office of Federal Programs (OFP) has begun to transition the Mississippi Comprehensive Automated Performance-based System (MCAPS) into year-two of implementation. Your feedback as a user is important to the OFP as we begin the modification for the 2016-2017 school year. Therefore, we are soliciting public comments regarding the use of MCAPS. To assist OFP in generating substantive feedback from a broad range of stakeholders, we are asking users to reflect on their experience implementing MCAPS by clicking [HERE](#) and responding to the MCAPS User Survey. All users to include federal program directors, business managers, administrative assistants, and bookkeepers may answer this survey.

In addition to the MCAPS User Survey, we are scheduling a series of focus groups over the months of October and November. Dates and locations will be announced in the coming weeks. The purpose of the survey and focus group is to provide feedback that OFP can use to modify and refine MCAPS.

Survey Deadline: Friday, November 13, 2015

Reimbursement Requests

The Office of Federal Programs offers the following points of clarity as it relates to requesting reimbursements for FY16 (SY2015-2016) expenditures. In accordance with Title 2 CFR §200.458, encumbrances and expenditures are allowable prior to receiving an approved application. However, reimbursements should not be requested until an approved application is on file. Please refer to the Uniform Guidance for a definition of pre-award costs at this link: <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>.

1. Requests for Funds for expenditures related to an LEA's **FY14 (SY2013-2014)** or **FY15 (SY2014-2015)** allocation cannot be submitted through MCAPS. Those Requests for Funds **must** be submitted to the Office of Accounting via email or fax on the Request for Funds Form by the 12th of each month.
2. Requests for Funds for expenditures related to an LEA's **FY16 (SY2015-2016)** allocation must be submitted through MCAPS by the 12th of each month. The MCAPS Request for Funds Tool will not release funds until the LEA's Funding Application has been fully approved. All FY16 funds **must** be requested using MCAPS to ensure proper alignment of budgets and expenditures. For assistance with entering a draw down in MCAPS, see the MDE Document Library / MCAPS Briefs / Request for Funds.
3. If an LEA has mistakenly requested a reimbursement of FY16 funds from the FY15 grant or vice versa, document the correction of the error for monitoring purposes.

Regional Service Model

As a reminder the Office of Federal Programs (OFP) initiated a Regional Service Model in June 2015. The focus of this initiative is to provide a common link with the capability of looking across all of the programs to support district in meeting their goals. Each school district has been assigned a primary Regional and Secondary contact person for the purpose of managing all OFP programs. Specifically the regional contact will be responsible for programs including but not limited to: Title I, Part A – Basic; Title I, Part D – Neglected/Delinquent; Title I, Part C – Migrant Education; Title II, Part A – Highly Qualified Teachers; Title III – English Learners and Immigrants; Title IV, Part B – 21st Century Learning; Title VI – Rural and Low-income; and Title X – Homeless Education.

The regional contacts' role is to facilitate all matters involving federal programs for each assigned district. To identify your regional contact person and other assigned districts please click [HERE](#). This info is posted to the [OFP main webpage](#).

Schoolwide Plan Update

In an effort to bring clarity to the usage of MCAPS (Mississippi Comprehensive Automated Performance-based system) for the purpose of housing plans that are required at the local level, i.e. the schoolwide plan (SWP), the Office of Federal Programs (OFP) offers the following guidance.

MCAPS is moving into year two of its implementation and we are feverishly working on the plan component of the system. In general, MCAPS has been designed to allow school districts to generate a needs assessment based on pre-identified student data elements. The analysis of this data will lead each district to identify a series of priorities. The priorities are then addressed in part or completely by aligning federal resources to the programs identified within MCAPS. Two of the three components of MCAPS are designed specifically to accomplish this goal.

Earlier this year during the introductory sessions, regional sessions, and work sessions of MCAPS we discussed the tremendous amount of work needed to ensure the development of a strong needs assessment which will lead to an alignment of the schoolwide plan, targeted assistance plan, and plan for schools not meeting AMOs. It is our expectation to prepare MCAPS for usage with all three plans beginning spring of 2016. Specifically in relation to SWP, all schools operating a SWP or targeted assistance program should have developed or revised its plan in accordance with normal planning procedures. Until official notification is released, all schools operating the schoolwide model or targeted assistance model should continue usage of the existing plan template and resource materials. Plan template and additional guidance are posted to the OFP web page under Title I Basic/Schoolwide. To view click [HERE](#).

Again, we do not anticipate the usage of MCAPS for the schoolwide plans until the spring of 2016 after extensive training has been provided to the principals and instructional leaders across the state. OFP staff members are working on training venues and schedules to be released later.

Comparability

-----**REMINDER**-----

The comparability of services requirement is a statutory fiscal requirement mandated in *Section 1120A* of the *No Child Left Behind Act of 2001*. Comparability is a fiscal test of services provided with state and local funds in each Title I school compared to those in non-Title I schools. According to *Section 1120A(c)*, a local education agency (LEA) may receive Title I, Part A funds only if it uses state and local funds to provide services in Title I schools that, taken as a whole, are at least comparable to the services provided in schools that are not receiving Title I funds. Each LEA is required to complete the Assurances and Form A. LEAs with like grade span schools must also complete Form B1 and/or Form B2. The Title I Comparability Handbook and documentation for completing the forms can be found at the following link: <http://www.mde.k12.ms.us/federal-programs/federal-programs---title-i-basic>.

This report must be based on data pulled between the dates of September 1-30, 2015. Please upload all signed and completed forms including the School Eligibility page found in the MCAPS Funding Application to the MCAPS LEA Document Library by Monday, **October 12, 2015**. A copy of the original documentation should be maintained by the district for monitoring purposes.

For more information, please contact:

Office of Federal Programs

Carol Spann, Fiscal Officer

Email: cspann@mde.k12.ms.us

Phone: 601-359-3499

Reducing Class Size

The Office of Federal Programs is releasing guidance today on using federal funds to hire teachers to reduce class size. The guidance is located on the OFP webpage under the [Guidance Letters](#) section. This guidance explains how the LEA can effectively and correctly use federal funds to reduce class size and subsequently increase student outcomes.

For more information, please contact:

Office of Federal Programs

Mariea Jackson, Title II & VI Director

Email: mbanks@mde.k12.ms.us

Phone: 601-359-3499

USDE Releases EL Toolkit

On September 22, 2015, the U.S. Department of Education(ED) and Justice (DOJ) released the English Learner Tool Kit, a new resource that will be used to help support states, districts, and schools in meeting their legal obligations to EL students along with ensuring access to a quality education. The tool kit is accessible to the public and can easily be downloaded and printed here: ed.gov/oela/english-learner-toolkit/.

The toolkit consists of 10 chapters and each chapter is aligned to one of the 10 sections in the guidance. On Wednesday, **October 14, 2015** at 10 am, the Office of Federal Programs will host a webinar. During the webinar, we will discuss the topics outlined in the toolkit.

USDE ELL Toolkit

Join us for a webinar on Oct 14, 2015 at 10:00 AM CDT.

Register now!

<https://attendee.gotowebinar.com/register/3768288401854634241>

USDE ELL Toolkit

After registering, you will receive a confirmation email containing information about joining the webinar.

[View System Requirements](#)

For more information, please contact:

Office of Federal Programs

Tarro Funches, EL Coordinator

Email: tfunches@mde.k12.ms.us

Phone: 601-359-3499



OFP University

In an effort to increase state level support and continuous professional development, the Office of Federal Programs' *OFP University* will offer training to New Federal Programs Directors 2 years or less on the job. The professional development sessions offered will focus on data driven decision making, schoolwide & target assistance plans, and professional learning & student results.

Date: October 15, 2015
Place: Mississippi Library Commission
3881 Eastwood Drive in Jackson, MS.
Time: Registration 8:30 a.m.
Session starts 8:45 a.m.

For more information, please contact:
Office of Federal Programs
Mariea Jackson, Title II & Title VI Director
Email: mbanks@mde.k12.ms.us
Phone: 601-359-3499

ESEA & IDEA Fiscal Conference

The Office of Federal Program has scheduled the [ESEA and IDEA Joint Fiscal Conference, October 27-28, 2015](#) at the Vicksburg Convention Center in Vicksburg, MS. Presenters from the law firm of Brustein & Manasevit, PLLC will be in attendance as well as Executive leaders from the MDE Offices of Federal Programs, Special Education, School Financial Services, and School Improvement. This professional development is geared toward federal programs directors, special education directors, business managers, 21st CCLC fiscal administrators, and SIG officers.

For more information, please contact:
Office of Federal Programs
Melanie Diggs, Fiscal Director
Email: mdiggs@mde.k12.ms.us
Phone: 601-359-3499

Neglected & Delinquent Training

The OFP's Annual Neglected and Delinquent Training for the N & D facility operators will be held at the Hyatt Place in Columbus, MS on **October 29-30, 2015**. The meeting will be hosted by the Columbus School District.

The purpose of the training is to prepare the facility operators with knowledge and experience from other state agencies to ensure that state and federal regulations are adhered to and understood. Data collection, fiscal requirements, best practices and state curriculum will be topics of discussion.

Annual Reporting on Neglected & Delinquent Students

Transmittal of Ed forms needed to collect information for the Annual Report on Neglected and Delinquent children is posted on the Office of Federal Programs (OFP) website under [Neglected and Delinquent](#). Guidance for Identifying Eligible Institutions and Counting ([Attachment 1](#)) and a Survey for Locating Local Institutions for Neglected or Delinquent Children in each Local Education Agency ([Attachment 2](#)). These forms are for ***Local Education Agencies*** only.

Please complete the survey ([Attachment 2](#)) using **October 2015** caseload. Clicking “Done” will submit the survey to the OFP. This survey is due **December 31, 2015**. The survey **must be completed** and submitted whether an institution is located in your district or not.

For more information, please contact:

Office of Federal Programs

Jerry McClendon, Neglected & Delinquent Coordinator

Email: jmccclendon@mde.k12.ms.us

Phone: 601-359-3499

Title III AMAO 3 Waiver Request Public Comment Period

The US Department of Education (ED) recently provided clarification on guidance released on February 27, 2015. The correspondence addressed information regarding transitions that are occurring in many States to a new reading/language arts and mathematics assessments in 2014–2015 school year.

As in Mississippi, a majority of States implemented new reading/language arts and mathematics assessments in spring 2015 and ED has provided guidance on transition issues related to our assessment and accountability systems. During the ESEA flexibility renewal process, the ED permitted any State administering new assessments aligned to college and career ready standards in the 2014–2015 school year to not assign schools new ratings based on those assessments under Title I. However, States are still required to report publicly the results of the assessments, including annual measurable objectives (AMOs), but the States may assign the same school ratings and permit its schools and districts to continue the same interventions that were being used in the 2014–2015 school year. The State would resume annually assigning schools a new rating based on the 2015–2016 assessments. Mississippi has applied and received this accountability pause for statewide accountability; therefore, as in 2014, Mississippi will run the accountability model, but schools and districts will keep the higher rating of the 2014 or 2015 models.

Similarly, this guidance clarifies that Mississippi may permit districts receiving Title III sub-grants to continue the same sanctions in 2015–2016 that they used in the 2014–2015 school year for districts that do not meet the AMO component of annual measurable achievement objective (AMAO) 3 for 2014–2015. This action is permitted due to the transition to a new English Language Proficiency Test. Specifically: Mississippi must continue to hold school districts receiving Title III sub-grants accountable for meeting Title III AMAO 3.

The MDE recognizes this continuation of sanctions will allow districts and schools the space necessary to prepare for implementation of the new EL assessment. Therefore, we are moving forward to take advantage of the opportunity afforded through this waiver. To request this waiver, the MDE must meet the consultation requirements outlined in ESEA Section 9401(b) that include:

- Providing all interested school districts in the State with notice and a reasonable opportunity to comment on the request;
- Submitting the comments to the Secretary; and
- Providing notice and information to the public regarding the waiver request in the manner in which the applying agency customarily provides similar notices and information to the public.

The agency is soliciting feedback and comments on the impact of this request. Please send all comments to federalprograms2@mde.k12.ms.us with the subject of “*Title III AMAO 3 Waiver Request Public Comment*” by close of business **October 30, 2015**.

Title X, Homeless Education -----**SAVE the DATES**-----

The MDE Office of Federal Programs is offering Regional Homeless Liaison trainings **November 2nd** (Central, MS), **November 3rd** (North, MS) & **November 4th, 2015** (South, MS). Locations and more information are forthcoming via OFP Listserv, OFP [Title X](#) webpage, [MCAPS](#) home page announcements, and [MDE PD Calendar](#).

Who should attend? Homeless liaisons, service providers, educators, community leaders, advocates, legislators, everyone who is passionate and dedicated to education providing a path out of homelessness. Participants will learn specific strategies for identifying, eligibility, supporting and data reporting of homeless students while improving academic outcomes for students in homeless situations.

National Homeless Education Conference

The National Association for the Education of Homeless Children & Youth (NAEHCY) invites you to the 27th Annual Conference in Phoenix, AZ on **November 15-17, 2015**, with preconference institutes on November 14, 2015. Save the date and check back for additional information as it becomes available.



The only national event of its kind, NAEHCY's annual conference provides professional development and networking opportunities for roughly 1,000 attendees. Who should attend? Homeless liaisons, service providers, educators, community leaders, advocates, legislators, everyone who is passionate and dedicated to education providing a path out of homelessness. Click [HERE](#) to register for this year's conference!

Homeless Education October Webinars

The National Center for Homeless Education invites you to participate in one of our upcoming webinars. NCHE webinar registration is open for our October, November, and December sessions, including:

McKinney-Vento 101: **School Access and Stability under the McKinney-Vento Act**
Tuesday, October 13, 2015 | 2:00 PM - 3:00 PM ET (please adjust for your time zone)
Register: <https://attendee.gotowebinar.com/register/5027616242492989953>

NCHE Coffee Break: **Understanding Doubled-Up**
Wednesday, October 21, 2015 | 2:00 PM - 2:45 PM ET (please adjust for your time zone)
Register: <https://attendee.gotowebinar.com/register/2560835517298518273>

McKinney-Vento 102: **Support for School Success and Special Populations**
Thursday, October 29, 2015 | 2:00 PM - 3:00 PM ET (please adjust for your time zone)
Register: <https://attendee.gotowebinar.com/register/2646961362613883905>

Visit <http://center.serve.org/nche/web/group.php> to view webinar descriptions or to register for any of the above sessions.

For more information, please contact:
Office of Federal Programs
Mr. Kelsey Blumenberg, Title X Homeless Education Coordinator
Email: keblumenberg@mde.k12.ms.us
Phone: 601-359-3499

School Effectiveness Review Process (SERP)

The Office of Federal Programs will continue to implement the SERP to assist districts in the effective and efficient use of federal resources to positively impact student achievement. Beginning this month, OFP will provide follow-up support to participating schools and districts to strengthen their existing practices. Areas of support include:

- Student Performance (Instructional practices, progress monitoring, assessment, data analysis)
- Grant Management (Needs assessment, LEA/School plans, program leadership, cooperation between program and fiscal personnel)
- Fiscal Management (Allocations review, expenditure reports, single audit findings, drawdown timelines)
- Monitoring and Compliance (Monitoring cycles, monitoring findings, stability of systems and personnel)

Selected school districts will receive official notification under a separate cover. OFP will be coordinating efforts with the Office of School Improvement.

For more information, please contact:

Office of Federal Programs

Farrah Nicholson, School Support Services Director

Email: fnicholson@mde.k12.ms.us

Phone: 601-359-3499

News You Can Use & Friendly Reminders

Office of Safe and Orderly Schools

The U.S. Census Bureau is requesting information regarding school district boundary updates for the Annotation Phase of the 2015-2016 School District Review Program (SDRP). The purpose of the 2015-2016 SDRP is for state school district officials to review the Census Bureau's 2013-2014 school district information and to provide updates and corrections to the school district boundaries, names, Federal Local Education Agency (LEA) identification numbers, and grade ranges. Attached is a memo and instructions needed to complete this request. Please provide the Office of Safe and Orderly Schools with any updates and corrections **no later than November 30, 2015**.

For more information, please contact:

Office of Safe and Orderly Schools

Angelo Nuzzo, Branch Director

Email: anuzzo@mde.k12.ms.us

Phone: 601-359-1028

MASA Annual Fall Meeting and Leadership Conference October 18-20, 2015 -Jackson Hilton

MASA's Fall Conference, ***Leading with Passion and Purpose*** is shaping up to be an outstanding opportunity to grow in your leadership with opportunities to learn from some of the BEST!

Features include:

- Keynote address from Gov. William Winter
- Pre-conference update from Jim Keith on most pressing legal issues facing Mississippi educators Jim Keith

- A Superintendent Only Session by *The National Council on Teacher Quality (NCTQ)* <http://www.nctq.org/siteHome.do> will provide information for attendees on how best to impact change in teacher prep programs strategically in partnerships with institutions of higher learning.
- Special Session for Technology Directors Only with Keith Monday, October 19, 2015 <http://www.cosn.org/about-cosn>
- Recognitions including Mississippi's 2016 Superintendent of the Year

Earn CEUs, SEMI credits or OSL Registration online at <http://msasa.org>

For more information, please contact:

Lisa Karmacharya, Ed.D

Executive Director Mississippi Association of School Administrators

P.O. Box 1317

Summit, MS 39666

Phone: 662-574-1147

Email: masadirector@aol.com

New Temporary OFP Office Location



The Office of Federal Programs (OFP) is located in **Dorm 2 Suite 2**, at the **MS School For The Blind** located at 1252 Eastover Drive, Jackson, MS 39211. Districts are being asked to continue addressing mail to the MDE Central High School Building.

In the event districts must visit/meet with OFP staff, the OFP staff member must be notified. OFP staff will contact campus security to alert them of planned visitations. Upon arrival at the Welcome Center visitors must provide security with the OFP staff person's name, number, and temporary location. No unexpected visitors will be allowed on campus.

The Office of Federal Programs can be contacted via phone at 601-359-3499. All staff numbers have been transferred to this new temporary location. Click [HERE](#) to view contact information.

Title I On Demand

[Title I On Demand](#) offers professional development opportunities for Title I practitioners at all levels, without ever having to step outside. Each premium subscription gives you access - on your own schedule - to an entire series of high quality professional videos to motivate and inform your staff about the latest Title I issues.

Text to E-mail

Regional Contacts work extremely hard to respond to your calls and e-mails efficiently and timely because they know it is critical to the success of your program. If your contacts are out of the office, we welcome you to send questions, comments, or ideas to enhance our services by texting or emailing them to federalprograms2@mde.k12.ms.us.