

Kentucky Department of Education Office of Continuous Improvement and Support
Title I, Part A District-Level Desk Monitoring Checklist

District	Title I, Part A Coordinator	Superintendent
Additional Information <i>(Check all that apply)</i>	Date(s) of Desk Monitoring	KDE Monitoring Staff
<input type="checkbox"/> Private Schools Served <input type="checkbox"/> McKinney-Vento		

The following checklist is used in the desk review of a district’s Title I, Part A activities. Program compliance and/or effectiveness is determined based on responses and supporting evidence for each of the monitoring questions.

This tool directly aligns with the Title I, Part A requirements of the Every Student Succeeds Act (ESSA). Each section contains several monitoring questions that will be evaluated individually. The lists of Required Documentation within each monitoring section are those things the district must upload for the Kentucky Department of Education (KDE) review. However, KDE staff may request additional pieces of evidence on an as needed basis. Further, only documentation for the current school year must be submitted unless the program monitor(s) request(s) prior year information or it is applicable to the question. **Please ensure any personally identifiable information (PII) is redacted prior to submitting evidence for KDE review.**

During monitoring, the program monitor(s) will select an indicator for each monitoring item.

- **Exceeds** – means the district goes beyond the requirements of Title I, Part A statute or regulation in the implementation of its program.
- **Meets** – means the district meets the minimum requirements of Title I, Part A statute or regulation in the implementation of its program. In this case a recommendation may be issued.
- **Does Not Meet** – means the district does not meet the minimum requirements of Title I, Part A statute or regulation in the implementation of its program. In this case, a finding will be issued.
- **Not Applicable** – means the requirement does not apply to the district.

Best Practices, found at the end of each section on the checklist, are examples of practices or procedures that KDE staff have observed in other districts that may enhance program effectiveness.

If you need clarification on a question or with understanding more about the monitoring tool, feel free to contact a [Title I, Part A consultant](#) at (502) 564-3791.

I. Foster Children and Youth [Section 1112(c)(5)]

Required documentation for this section:

- A written transportation agreement between the local educational agency and the local child welfare agency signed and dated by the superintendent and child welfare agency representative.
- Evidence of collaboration between the local child welfare agency and the local educational agency for the development of the transportation agreement which could include, but not limited to, meeting agendas and detailed minutes, email communication, telephone logs or other strong sources of documentation to show evidence of collaboration.

Required Activities Foster Children and Youth	Does Not Meet	Meets	Exceeds	N/A
<p>1. The district collaborates with the child welfare agency to develop and implement a transportation agreement containing clear written procedures for how transportation will be provided, arranged and funded for the duration of a child’s time in foster care. <i>Please note that the district enrollment policy does not meet the requirements of the written transportation agreement. Refer to KDE’s ESSA Foster Care Transportation Guidance for requirements.</i> These procedures shall—</p> <ul style="list-style-type: none"> • Ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and • Ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if— <ul style="list-style-type: none"> ▪ The local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation; ▪ The local educational agency agrees to pay for the cost of the transportation; or ▪ The local educational agency and the local child welfare agency agree to share the cost of such transportation. <p>Notes:</p>				

Best Practices

- The district can demonstrate collaboration on a regular basis with the local child welfare agency to ensure educational stability.
- No complaints regarding transportation of students in foster care to their schools of origin have been filed.
- Staff can articulate the dispute resolution process and have access to the documentation regarding the dispute resolution process.

II. Supplement, Not Supplant [ESSA Section 1118(b)]

Required documentation for this section:

- As applicable, the district’s supplement, not supplant methodology
- As applicable, data that supports the district’s methodology

Please note, some districts are exempt from the supplement, not supplant methodology requirement. The desk monitoring notification letter the district receives from KDE will indicate if the district is exempt from this requirement. Please see the [U.S. Department of Education informational document](#), Question 26, p. 20 for information on exemptions.

Required Activities Supplement, Not Supplant	Does Not Meet	Meets	Exceeds	N/A
<p>1. The district’s supplement, not supplant methodology includes the following information and supporting documentation. [See ESSA 1118(b).]</p> <ul style="list-style-type: none"> • An account of the distribution of state and local funds, including staff, resources and services such as professional development, in a Title I-neutral manner, including all state and local funds that the district uses for the education of students; • An account of the staffing and services allocations with real calculations and numbers to support it, which may be based on the staffing allocation districts already provide to KDE; • An accompanying narrative to explain the funding and staffing distributions, which year’s enrollment is being used, and affirm how funds and staff were distributed according to the methodology. • Supporting documentation. <p>Notes:</p>				

III. Comparability [ESSA Section 1118(c)]

Required documentation for this section:

- Enrollment Summary Reports from Infinite Campus with an effective date that matches the date listed on the most current, approved Comparability Report.
- Staffing list by location and funding source with the full-time equivalency (FTE) of each position. The list should clearly delineate the staff counted toward the Comparability Report as well as staff excluded from the report.
- As applicable, salary data that supports the most current, approved Comparability Report. Please note: Only districts using salary comparison to demonstrate comparability must provide salary data that supports the most current, approved Comparability Report rather than FTE staffing reports.

Please note, some districts are exempt from calculating comparability. The monitoring notification letter the district receives from KDE will indicate if the district is exempt from this requirement.

Required Activities Comparability	Does Not Meet	Meets	Exceeds	N/A
<p>1. The documentation provided supports the data used to complete the most recently approved Comparability Report for districts required to calculate comparability. KDE staff must verify the following matches the approved report: date of datapull, enrollment numbers, FTE staffing lists and as applicable, the salary data.</p> <p>Notes:</p>				

IV. Fiscal Management [ESSA Sections 1113, 1114, 1115, 1116, 1117, 1118, and 8306, Parts 76 and 200 of the Education Department General Administrative Regulations (EDGAR)]

Required documentation for this section:

- A detailed month-to-date MUNIS budget report, including purchase order-level details, for the **previous fiscal year showing all project (310J, 310JM, and when applicable, 310JP, and 310JN) budgeting and expenditures to-date.** The total amounts budgeted at the district and school levels should align with the GMAP District Set-Aside and Per Pupil Amount pages.
- Documentation describing the procedures in place to ensure the 15% carryover limitation is met and funds are spent in a timely manner within the fiscal year for which they are appropriated (examples: agendas and detailed minutes from regular meetings between leadership and school administration, emails or communication providing regular expenditure updates, or a narrative describing the process for monitoring the timely expenditure of funds).
- MUNIS budget report for the previous fiscal year (310J, 310JM, 310JN, 310JP) for the period 7/1/2022 – 9/30/2023 confirming the district met the 15% carryover limitation requirement.

- Email approval of the carryover limitation waiver request if one was requested.
- Accurate homeless liaison listed in Open House and training certificate for the current school year's required annual KDE liaison training.

Required Activities Fiscal Management	Does Not Meet	Meets	Exceeds	N/A
<p>1. The evidence provided demonstrates that school allocations are consistent with those in last year's approved application. [See ESSA Sections 1113 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>2. Expenditures are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1114, 1115, 1118 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>3. The district has appointed an individual to serve as the homeless liaison. The liaison has successfully completed and passed the required annual training approved by KDE for the current year. [See McKinney-Vento 11432(g)(1)(J)(ii) and 704 KAR 7:090.]</p> <p>Notes:</p>				
<p>4. The amount reserved for homeless services on last year's approved application matches the amount budgeted in MUNIS. Funds are spent in a timely manner in the fiscal year for which they are reserved.[See ESSA Sections 1113, 1118 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>5. Expenditures for homeless services are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1113, 1118 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>6. The amount reserved for parent and family engagement activities on last year's approved application matches the amount budgeted in MUNIS. At least 90% of the parent and family engagement reservation is distributed to schools. [See ESSA Sections 1116 and 1118, and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>7. Expenditures for parent and family engagement activities are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1116 and 1118, and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>8. The evidence provided demonstrates that private school allocations are consistent with those in last year's approved application. [See ESSA Sections 1117 and 8306 and Parts 76 and 200 of EDGAR.]</p>				

<p align="center">Required Activities Fiscal Management</p>	<p align="center">Does Not Meet</p>	<p align="center">Meets</p>	<p align="center">Exceeds</p>	<p align="center">N/A</p>
<p>Notes:</p>				
<p>9. Expenditures for private schools are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1117 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p>Notes:</p>				
<p>10. The evidence provided demonstrates the district has in place policies and procedures to effectively monitor the expenditure of funds in meeting the 15% carryover provision. If the district was granted a carryover waiver within the previous three years, this may indicate policies and procedures are not in place or are not being followed. [See ESSA 1127.]</p> <p>Notes:</p>				

Best Practices

- Receipts and/or detailed invoices from vendors such as Amazon, Walmart and Oriental Training Company are saved to document specific items purchased.
- Food purchases for parent and family engagement events are limited in relation to the size of the district allocation, and no meals have been purchased.
- MUNIS reports match the approved Title I application in the Grant Management Application and Planning system (GMAP).
- Allocations and uses of funds match those in the approved application.
- The 15% carryover monitoring process includes multiple checks throughout the year with finance to ensure the limitation will be met within the first 15 months of the grant period.
- Title I records are maintained for five years.