



Annual Title I Reminders

September 2017

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1. Time and Effort Logs

Federal funds may only be used for employee compensation if appropriate “time-and-effort” records are maintained. Time-and-effort reporting is important in ensuring that Federal program funds are used to pay only their proportionate share of personnel costs.

2 CFR 200.430(i)(1) states “Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must: (vii) Support the distribution of the employee’s salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.”

NDE recommends that subrecipients continue using the prior time and effort guidance from OMB circular A-87 to ensure adequate support of the distribution of their employee’s salary and wages.

- a. Any personnel paid from Federal Funds must maintain a Time and Effort Log; sometimes called Personnel Activity Records (PARs). A Time and Effort Log is an after-the-fact report of actual activity of an employee. Logs must be signed by the employee **and** their supervisor or another person in a supervisory position who is familiar with the person’s schedule such as building principal, HR representative, or superintendent. These logs must be kept on file and will be reviewed during ESEA/ESSA monitoring. Local auditors may also request to see the logs. **NOTE:** (1) Time and Effort logs are required for every staff member being paid with **any** source of Federal funds. (2) Substitute teachers being paid with Federal funds, must have a signed PAR. (3) Staff being paid stipends with Federal funds must have a signed PAR.
 - i. Monthly verifications are required if paid from multiple cost objectives and the schedule fluctuates.
 1. An employee is considered to work on multiple cost objectives if s/he works on:
 - a. More than one Federal award;
 - b. A Federal award and a non-Federal award;
 - c. An indirect cost activity and a direct cost activity;

- d. Two or more indirect cost activities which are allocated using different allocation bases; or
- e. An unallowable activity and a direct or indirect cost activity
- ii. Semiannual verifications are required if being paid from only one source or working on a single cost objective.
- b. Nebraska's Substitute/Alternate Time and Effort Reporting System**
 - i. If an employee has a **set schedule, even if working on multiple cost objectives**, s/he may complete semiannual verifications. Verifications (schedule) must be signed by the employee **and** their supervisor or another person in a supervisory position who is familiar with the person's schedule, and kept on file.
 - ii. Additional information regarding Time and Effort Logs can be found in the *NDE State and Federal Grants Management Guidance*, which can be found [here](#).

2. Parent Notification

- a. Parents of students attending any school in a District receiving Title I funds may request, and the district will provide to the parents in a timely manner, information regarding the professional qualifications of the student's teacher(s) and paraprofessional(s). The notification that parents can request this information must be shared annually. This may be done in the schools' handbooks, newsletters, etc.

3. School-Parent Compacts

- a. Compacts meeting the ESEA/ESSA requirements are to be provided to Title I students and their parents at least annually. In a Schoolwide Program, this would include ALL students.
 - i. Compacts are to be reviewed annually and updated as needed.
 - ii. It is okay for Schoolwide Programs to include the compact in the Parent Handbook.
 - iii. Signatures by parents and participating students are optional, but strongly encouraged.
- b. The NDE Title I Team has developed a sample School-Parent Compact. It is available on the Title I [webpage](#) under the header "Title I Parent and Family Engagement." This form includes the items required under ESSA and some optional additional items. The document is in Word format so it is easily customizable for each school. Items included in the introductory paragraph are also required so make sure these are being followed.
 - i. The use of this particular form is not required. It is only required that buildings have a School-Parent Compact that meets ESSA requirements.

4. Title I Parent and Family Engagement Policies

Title I Parent and Family Engagement Policies that meet ESEA/ESSA requirements must be reviewed annually and updated as needed. These policies are to be shared with parents of participating students—this means ALL students in a Schoolwide Program. Parent and Family Engagement Policies are required for the district AND each Title I building OR included in a single policy that covers all school and district requirements. Though it is called a policy, **Board approval is not required**. Each Title I Parent and Family Engagement Policy must include seven required components. NDE Title I staff has developed sample Parent and Family Engagement policies that include all of the required components. Sample documents are available on the NDE Title I [webpage](#) beneath the header "Title I Parent and Family Engagement."

5. Highly Qualified Paraprofessionals

PRIOR TO WORKING WITH STUDENTS, Title I Instructional paraprofessionals must meet ESEA/ESSA requirements. Paraprofessional requirements and other para information

can be found at

<https://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html#Paraprofessional> under the header “Paraprofessional Information.”

- i. In TAS buildings, this includes any para funded by Title I.
- ii. In a SW program, this includes **ALL** instructional paras.

This information is collected in the Nebraska Staff and Student Record System (NSSRS), therefore **NDE will no longer require building principals to annually certify in writing that paraprofessionals meet the requirements.**

6. Schoolwide Eligibility

- a. Schools having a poverty level $\geq 40\%$ are eligible to become Title I Schoolwide Programs. (This is an option; not a requirement.)
- b. Schools that are eligible for, but don’t already have a Schoolwide Program, may submit a “Title I Schoolwide Intent Form,” by November 1st and use the 2017-18 school year to develop a schoolwide plan. If you have questions regarding Schoolwide Programs, contact Beth Wooster (beth.wooster@nebraska.gov or 402-471-2452).
- c. Information regarding Title I Schoolwide Programs is available on the NDE Title I webpage: <http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html> below the “Schoolwide Program and Resources” header.

7. Non-Regulatory Guidance for Title I Fiscal Issues

(February 2008) can be found at the following link:

<http://www.ed.gov/programs/titleiparta/fiscalguid.doc>. This document contains information on the following topics:

- a. Maintenance of Effort
- b. Comparability
- c. Supplement, Not Supplant
- d. Carryover
- e. Consolidating Funds in Schoolwide Programs
- f. Grantback Requirements

NOTE: Much of the information described in number 7, is also included in the *NDE State and Federal Grants Management Guidance*.

8. Transact

- a. The Nebraska Department of Education has paid the license fee for all Nebraska School Districts for the 2017-18 school year. To access the Transact website go to the following link: <http://www.transact.com/>. The website contains numerous forms that are available in multiple languages
 - i. NDE subscribes to:
 1. GenEd collection (20+ languages)—wide ranging forms covering communications to parents on such things as health, medical, school, office, and classroom topics
 2. State Masters—includes Home Language Survey questions required by Rule 15 in five languages
 3. English Learner Collection (appx 10 languages)—includes program placement form required under Title I, previously required under Title III
 4. ESSA Parent Notifications (English and Spanish),
 5. 504 Collection (English only). It may be accessed by any person employed by a Nebraska district using your email address. You will just need to set up your password. I encourage you to explore the site. There are some updates from previous years.

9. Transition from NCLB to ESSA

- a. AYP ratings are frozen at 2015-16 levels for a second year. Parent notices regarding a school being identified for Needs Improvement, Corrective Action, or Restructuring will NOT be required.
- b. It is not required to offer Public School Choice (PSC) to any *new* students. **However**, students who previously transferred to another school under NCLB must be allowed to remain in that school until the child has completed the highest grade in that school with the district continuing to provide or pay for the provision of transportation to and from the school of choice.
- c. Nebraska will NOT be requiring districts/schools to provide Supplemental Educational Services (SES) to eligible students; however, there will be questions included in the 2017-18 Title I Accountability Application regarding how the district will meet the needs of students who would be eligible for SES. Though SES is not required, districts may choose to continue offering these services to eligible students.
- d. Districts having one or more schools identified for Needs Improvement, Corrective Action, or Restructuring were previously required to set aside an amount equal to 20% of the District's Title I allocation for PSC and/or SES. This is no longer required, however NDE encourages a set aside that is adequate to cover transportation costs for students remaining in a PSC building. (See PSC Information above.)
- e. Title I Accountability funds for Districts having one or more schools identified for Needs Improvement Year 2, Corrective Action, or Restructuring will continue to be available for 2017-18. **(NOTE: Schools identified as Year 1 Needs Improvement will NOT be receiving Accountability funds for 2017-18).** These funds will remain in a separate application and NDE hopes to have the application open around the same time as the ESSA Consolidated Application. Many Districts that received funds during the 2015-16 and 2016-17 school years have unclaimed Accountability funds. **PLEASE make sure these funds are being spent in a timely manner based on the approved application(s).**
- f. A school or District identified for Needs Improvement, Corrective Action, or Restructuring must continue to implement previously identified interventions applicable to the school or District through the 2017-18 school year, except for PSC and SES, as outlined above.

10. Requests for Reimbursement

- a. Districts are encouraged to submit requests for reimbursement throughout the school year. The timeline may not be the same for every district. Some may choose to submit quarterly, while others may opt to submit monthly requests. It is advisable to submit requests for reimbursement more than once a year. Districts/ESUs have the option of submitting separate requests for salaries/benefits, and other expenditures. Providing appropriate documentation will speed up the review process. The following expenditures **always** require supporting documentation.
 - i. Credit card purchases
 - ii. Travel expenditures
 - iii. Petty cash purchases
 - iv. Reimbursement to individuals
 - v. Allowable field trips must include the educational value
 - vi. Generally, there is a very high burden of proof that paying for food and beverages with Federal funds is necessary to meet the goals and objectives of a Federal grant. There may be unique circumstances where the costs would be permissible because they are reasonable and necessary. To be considered for reimbursement, the district must provide a detailed explanation as to why the purchase is necessary with Federal funds
- b. Information regarding allowable Federal Title Program Expenses is available in the *NDE State and Federal Grant Management Guidance*, beginning on page 38.

11. Ensuring Educational Stability for Children in Foster Care

- a. **Provisions went into effect on December 10, 2016**
- b. USDE Non-Regulatory Guidance and Dear Colleague Letters available at <http://www2.ed.gov/about/inits/ed/foster-care/index.html>.
- c. Key points
 - i. Intended to minimize disruptions for children in foster care
 - ii. A child in foster care will remain in the child's school of origin, unless a determination is made that it is not in the child's best interest to remain in that school.
 - iii. If it is in the best interest for the child to enroll in a different school, the child will be immediately enrolled, even if the child is unable to produce records normally required for enrollment.
 - iv. Districts that receive Title I funds must develop and implement clear written procedures, in collaboration with the State or local child welfare agency, governing how transportation to maintain children in foster care in their school of origin, when in their best interest, will be provided, arranged, and funded for the duration of a child's time in foster care.
 - v. District must designate a point of contact (POC) regarding children in foster care.
 - vi. SEC 1112(c)(5)(B) states that LEAs must begin implementing the requirements regarding transportation for students in foster care by **December 10, 2016** (one year after the enactment of ESSA).

12. The chart below provides a list of ESEA/ESSA Reviewers and Title I Consultant Assignments, by ESU area, for the 2017-18 school year.

The ESEA/ESSA Reviewer is the person responsible for reviewing the ESEA/ESSA Consolidated Application and onsite monitoring. The Title I Consultant is the person who can respond to Title I specific questions.

--2017-18 ESEA/ESSA and TITLE I REVIEWER ASSIGNMENTS --		
ESU	ESSA REVIEWER	TITLE I CONSULTANT
1	Randy McIntyre	Randy McIntyre
2	Pat Frost	Pat Frost
3	Beth Wooster & Brad Conner	Beth Wooster & Brad Conner
4	Brooke David	Randy McIntyre
5	Pat Frost	Pat Frost
6	Terri Schuster	Karen Hardin
7	Pat Frost	Pat Frost
8	Karen Hardin	Karen Hardin
9	Cathy Mohnike	Cathy Mohnike
10	Cathy Mohnike	Cathy Mohnike
11	Jan Handa	Pat Frost
13	Brad Conner	Brad Conner
15	Karen Hardin	Karen Hardin
16	Cathy Mohnike	Cathy Mohnike
17	Brad Conner	Brad Conner
18	Randy McIntyre	Randy McIntyre
19	Beth Wooster	Beth Wooster

13. NDE Title I Listserv

- a. Occasionally, information regarding Title I is sent to the Title I listserv. These are not sent on a regular basis, but rather, when important information is needing to be shared.
 - i. We are in the process of updating the Title I listserv email addresses. If you no longer wish to receive email messages from the NDE Title I Office, please let us know and your email address will be removed.
 - ii. If someone else in your district or school would like to be added to the Title I listserv, please have them send an email to beth.wooster@nebraska.gov that includes their first and last name, school district, and position.

14. 2017-18 Allocations

- a. Allocations for Titles I-A, II-A, and III (EL & IE) are available beneath the header “Allocations 2017-18) on the Federal Programs webpage (<https://www.education.ne.gov/federalprograms/Index.html>). Posted documents include information regarding equitable services allocations for nonpublic schools. Beginning with the 2017-18 school year, allocations for nonpublic equitable services are being calculated differently for Title I-A, Title II-A, and Title III.
 - i. Information regarding calculations for equitable services is included in the ESSA Updates [presentation](#) from Administrator’s Days 2017. More detailed information is included in the November 21, 2016 Non-Regulatory Guidance *ESSA Fiscal Changes & Equitable Services Guidance* available at <https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>.
- b. Barring unforeseen complications, the ESSA Consolidated Application is scheduled to open during the last week of September. Information will be sent to District Superintendents and ESU Administrators. Information will also be included in the NDE Weekly Bulletin.



The ESEA/ESSA 3-Year Monitoring Schedule is available [here](#).

An updated list of Title I Schoolwide Programs is available at [SWP](#).

Presentations

Administrators’ Days Presentations are available on the following webpage:
<http://www.education.ne.gov/federalprograms/Index.html>.