

Title I Requirements & Recommendations

AAFC Fall Conference

September 23, 2016

Department of Education

Jayne Green, Title I Director

Annette Pearson, FGM



Federal Program Timelines – 2016-17

- August – October 1 – Submission of ACSIP Statement of Assurances
- Sept – October 1
 - 2016-17 Corrective Action letters will be uploaded
 - Corrective Action letters will be posted in the SEA to District folder once the ADE Review Team have made notes on corrections
 - 2016-17 Substantial Approvals will be uploaded
 - Substantial letters will be posted in the SEA to District folder once approved by ADE Program side.
- October - May 1 – Submission of “Notice of Funds Transferred”
 - If you upload now, you will have to revise form at mid-year
 - Must be shown in APSCN before funds are paid

Timelines

- January – May 1 – Submission of “REVISED” Title I Part 2 and Title II-A with actual allocations, for final approval
- January 20 –
 - 2016-17 Gross Payroll
 - 2016-17 YTD Budget Ledger Reports
- June 3 – 2016-17 Gross Payroll and Budget Ledger Reports, (the expenditures will be from July 1-to date of pull)

Title I Neglected Institutions - Function 1594

- Coded to Function 1594 Title I SOF 6501
- Funds are coded at district level
- Carryover from prior year must be carried over and budgeted for that facility in the current year along with new allocation

Homeless Set Aside

- District level set aside
- All districts receiving Title I A funds are required to reserve (set aside) funds necessary to provide homeless children services comparable to services provided in Title I A schools.
- Funds may be used for homeless children and youth attending any school in the LEA.

Schoolwide planning team

- Under ESEA Section 1114, all schools operating Title I schoolwide programs are required to develop the schoolwide plan with the development of parents and students, if the school is a secondary school. The school needs to take the necessary steps to remain in compliance with ESEA.
- Arkansas Rules defines secondary school as any school containing one or more grades from 7 through 12 or any middle school having any combination of grades 5-8 with the exception of a school having only grade 5, grade 6, or the combination of grades 5-6.

Parent Involvement Carryover

- LEAs that had an allocation plus transfer over \$500,000 must set aside 1% for parental involvement for district and of that 1%, 95% set aside for buildings.
 - Funds not spent from the 1% in the 2015-16 school year becomes parental involvement carryover in the 2016-17 school year, this amount will be entered on the school budget cost tab in cell B28 in the Title I budgets.
- LEAs must spend the carryover plus the current year parental involvement set aside.

Title I – 15% Carryover

- ADE will be calculating the allowable carryover in September.
 - Districts will be notified that they need to request a waiver or show proof of obligation at that time.
- Not required for LEAs that receive an allocation of less than \$50,000
- It does not include carryover funds from the preceding year
- Waivers are allowed once every three years
- Unless an LEA is granted a waiver of the carryover limitation, the ADE must reduce that LEA's allocation by the exact amount it exceeds its 15 percent carryover limitation

Federal Funds Reimbursements Ending FY16/Beginning FY17

Commissioners Memo – FIN-16-047

<http://adecm.arkansas.gov/ViewApprovedMemo.aspx?Id=1885>

REVERSE REVENUE ACCRUAL IN PERIOD 1 OF FY17:

- ADE will require district **“accruals” to be reversed in period 1 of FY17** in order to see the “negative revenue” in each fund in the Cognos report. Do not receipt the revenue to the receivable account. Reverse the exact accrual entry which will reflect negative revenue in period 1 until the funds are received and receipted.
- If a fund has a positive ending balance at the close of FY16, leave the balance in the federal fund for rollover as a “beginning balance” in FY17.
- This is necessary for ADE to make the required distinction between FY16 payments and FY17 payments.
- The reversal of the accrual to the revenue account is also necessary in order for ADE to determine from the fund balance report that funds are received and receipted.

FIRST DISTRICT WAREHOUSE DATA PULL IN FY17 WILL BE ON SEPTEMBER 17, 2016:

- The final FY16 payments and the first FY17 payments will be made from the district warehouse load on September 17, 2016.

FINAL FY16 REIMBURSEMENTS RECEIVED BY DISTRICTS BY SEPTEMBER 30, 2016:

- ADE will make final FY16 payments based on beginning balance and negative revenue in the FY17 fund balance report for periods 1-3 (through September 16, 2016).
- Districts must reverse revenue accruals before the September 17, 2016 data pull.
- ADE plans to process this payment during the week of September 19th, 2016.
- This will be the final payments in AASIS for FY16 expenditures.

FIRST FY17 REIMBURSEMENTS RECEIVED BY DISTRICTS BY SEPTEMBER 30, 2016:

- ADE will make the first FY17 payments based on YTD expenditures from the same fund balance report on the September 17, 2016 data pull (data through September 16, 2016) following the final FY16 payments.

REMAINING FY17 REIMBURSEMENT SCHEDULE:

- The reimbursement schedule will revert back to the normal routine beginning in October 2016.
- Routine district warehouse data pulls will be done on the second Saturday of each month beginning October 8, 2016.
- Districts must receipt all prior month revenue by the routine data pull in order for current reimbursements to be processed.
- If a district does not receipt all prior month revenue by the data pull date for a given month that fund's reimbursement will be held until the data reflects the receipts and a new data pull is done (usually the next month).
- Positive ending balances exceeding \$2,000 for more than two months must be returned to ADE. The funds will be credited back to the district's available allocation and can be re-used through the period of availability.
- The last data pull before the end of the grant liquidation process will be December 10, 2016. All expiring funds must be liquidated before this date.

Misc – Federal Funds

- Carryover – Balances will be posted within the next week see Commissioners Memo FIN-17-023
- 2014-15 Expiring Funds – proof of obligations along with copy of warrant must be submitted to Kristy Hobson
- Information is being gathered now for Subawards for the 2017-18 Indirect Cost rates

2016-17 Allocations

- **Preliminary allocations**

- Title I – SOF 6501 – FIN-17-009
- Title II-A – SOF 6756 – FIN-17-010
- Title III – SOF 6761 – FIN-17-011

- **Title VI-REAP – Mid-September**

- RLIS – Commissioners Memo will be published
- SRSA – Data will be from USDE REAP Team

- **Final allocations**

- Will be published in January/February

ADE Finance Website

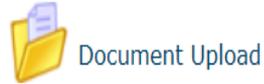
<http://www.arkansased.gov/divisions/fiscal-and-administrative-services/lea-federal-funding>

- ADE Website
 - Division
 - Fiscal & Administrative Services
 - Federal Funding

Federal Funding
Allocations ▶
Carryover (Allotment Balances) ▶
Federal Fund Statements ▶
Federal Grant Management Procedures ▶
Grant Award Letters ▶
Indirect Cost ▶
Maintenance of Effort ▶
Title I Comparability ▶

ACSIP/Indistar Folders – Clean up

- Clean up anything not required
- If LEA was a pilot district in the 2014-15 school year
 - Create a new folder to move all those required items into
 - Move all items to a flash drive
- If LEA first year was 15-16, then those items should not be moved until after the district has been audited and everything has been reviewed.
 - Create a new folder and move items



Share this guest login with staff, school board, parents, and others
Guest Login - Password / **guestdar1319 - guestdar1319**

Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / **LTD1319 - LTD1319**

Choose a District or School -

[remove the filter](#)

NOTE: Select a district or school from the lists. Select a district and the schools for that district will be available. Remove the filter will make all districts and schools in the state available in the lists.

- Home
- Complete Forms
- Submit Forms/Reports
- Docs & Links**

Document - Resource	Description
 Filing Cabinet Guidance	Guidance document to inform districts of what items should or should not be uploaded into the Filing Cabinet.
 National PTA	This link will take you to the National Parent Teacher Association web page. National PTA provides parents and families with tools to help their children be safe, healthy and successful.
 School Community Network	Resources for families and schools to strengthen School Communities.
 School Turnaround Learning Community	
 Requirements for Title III districts not meeting Annual Measurable Achievement Objectives (AMAOs)	This links directly to the page for the "Requirements for Title III districts not meeting Annual Measurable Achievement Objectives (AMAOs)" in the Title III Guidance Application.
 Optional Planning Template-Federal	The Optional Planning Templates are not required and will not need to be submitted.

ACSIP DISTRICT LEVEL - FILING CABINET GUIDANCE

Potential Items to Upload	Examples (not exclusive to)
Federal Financial Folder	<p>Title I</p> <ul style="list-style-type: none">• Gross Payroll reports• Budget Ledger reports <p>IIA</p> <ul style="list-style-type: none">• Gross Payroll reports• Budget Ledger reports <p>III</p> <ul style="list-style-type: none">• Gross Payroll reports• Budget Ledger reports <p>1003A grant</p> <ul style="list-style-type: none">• Gross Payroll reports• Budget Ledger reports
State Financial Folder	<p>January</p> <ul style="list-style-type: none">• Gross Payroll reports• Budget Ledger reports <p>June</p> <ul style="list-style-type: none">• Gross Payroll reports• Budget Ledger reports
School Improvement Folder	<p>Internal School Improvement Specialist Reports</p> <ul style="list-style-type: none">• Weekly Reports• Monthly Reports• Quarterly Reports• Other needs assessment documents
Special Education Folder	<p>Federal Preschool</p> <ul style="list-style-type: none">• Application• Report <p>State Preschool</p> <ul style="list-style-type: none">• Application• Report <p>School Age</p> <ul style="list-style-type: none">• Application• Report
Statement of Assurance	Upload the signed and dated Statement of Assurance

ACSIP School Level - Filing Cabinet Guidance

Potential Items to Upload	Examples (not exclusive to)	Do Not Upload
Assessments Trends	<ul style="list-style-type: none">• Grade Level trend data<ul style="list-style-type: none">○ Formative data○ Summative data• Building Level trend data<ul style="list-style-type: none">○ Formative data○ Summative data	<ul style="list-style-type: none">• Individual Student Records• Student Identification Information• Teacher Identification Information
Perceptual Survey Forms (blank form) and Data Results	<ul style="list-style-type: none">• School Climate<ul style="list-style-type: none">○ Staff○ Parent○ Student• School Safety• Home Language	<ul style="list-style-type: none">• Images (pictures)• Completed Forms• Student, Parent, or Teacher Identification Information
School Schedules	<ul style="list-style-type: none">• Team Meeting Schedule(s)• Bell Schedule• Master Schedule	<ul style="list-style-type: none">• Student Schedules• Parent Teacher Conference Schedules
Internal School Improvement Specialist Reports	<ul style="list-style-type: none">• Weekly Reports• Monthly Reports	<ul style="list-style-type: none">• Student, Parent, or Teacher Identification Information

24 - files uploaded of 100 - files allowed [Document Upload Instructions](#)

Folder [\(select a folder to view files\)](#)

-  Financial 15-16 11 file(s)
-  Financial Reports 5 file(s)
-  Private Schools 0 file(s)
-  SPED June 1 Application (Preschool) Parts I & II 0 file(s)
-  SPED June 1 Application (School Age) Parts I & II 2 file(s)
-  Title I Documents 5 file(s)
-  Title II 0 file(s)
-  Title III 0 file(s)
-  Uploads from SEA to districts 1 file(s)
-  Uploads from SEA to districts (SPED) 0 file(s)

LEAs are allowed 100 uploads, this includes district and building uploads.

Do not upload items that are built into the software, i.e.; applications, indicators, agendas, etc.

ACSIP Folders, items to include

• Title I Folder:

- All uploads of budget sheets for Part II of application
- Notice of Funds Transferred
- Parent Right to Know Letter
- Timely Notice Letter to parents for Non-HQT teacher
- List of schools' parental involvement allocations if you received \$500,000 or more in Title I
- Private school documents if applicable
- Statement of Assurances
- Declaration of Non-Participation if applicable

• Title II-A Folder:

- 2016-17 Budget Summary

• Title III Folder:

- Any documentation for the program

• Financial Folder:

- Gross Payroll
- YTD Expenditures

• Uploads from SEA to district Folder (only ADE items):

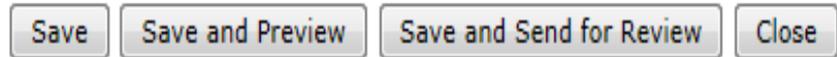
- Corrective Action letters
- Substantial approvals

How to Send a Document for Review

- Reviewable forms “how to”:
 - Complete Form
 - Send for Review
 - Receive Email Notification that review is completed
 - Submit Final version to State

Fill out forms...and send for review

On the Complete Forms tab, fill out the form and then click "SAVE AND SEND FOR REVIEW" to send to reviewer for comments.



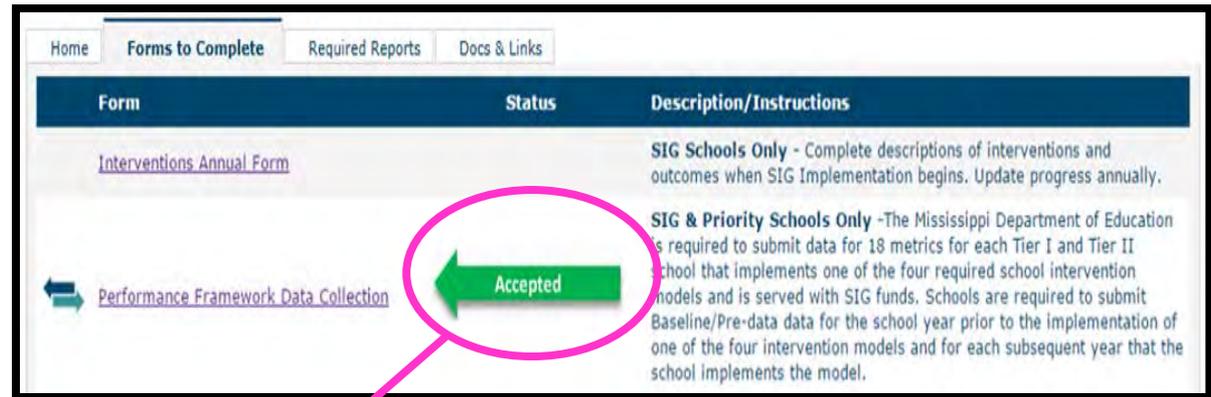
Home **Complete Forms** Submit Forms/Reports Docs & Links

Click on each form to update, save, and/or send for review, if applicable. To submit a copy of the form to your state department, please go to the 'Submit Forms/Reports' tab to find the due date and submit button.

←→ *This icon denotes a reviewable form.

Form	Status	Description/Instructions
Interventions Annual Form		SIG Schools Only - Complete descriptions of interventions and outcomes when SIG Implementation begins. Update progress annually.
←→ Performance Framework Data Collection	Sent for review	SIG & Priority Schools Only -The Mississippi Department of Education is required to submit data for 18 metrics for each Tier I and Tier II school that implements one of the four required school intervention models and is served with SIG funds. Schools are required to submit Baseline/Pre-data data for the school year prior to the implementation of one of the four intervention models and for each subsequent year that the school implements the model.

Once the form has been reviewed, the team/user should make suggested updates



Form	Status	Description/Instructions
Interventions Annual Form		SIG Schools Only - Complete descriptions of interventions and outcomes when SIG Implementation begins. Update progress annually.
 Performance Framework Data Collection		SIG & Priority Schools Only -The Mississippi Department of Education is required to submit data for 18 metrics for each Tier I and Tier II school that implements one of the four required school intervention models and is served with SIG funds. Schools are required to submit Baseline/Pre-data data for the school year prior to the implementation of one of the four intervention models and for each subsequent year that the school implements the model.

Once the teams form has been reviewed, the principal/process manager, or superintendent/process manager will receive an email notification that the form review is complete. The reviewer may accept the form as is, ask for minor updates, or ask the team to make adjustments and send back for additional review. Arrows in the Complete Forms tab will designate the review status. All users/teams should open the form, scroll to the bottom, look at reviewer comments, and make any suggested updates.



Submit Final Version to state

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: 'Home', 'Complete Forms', 'Submit Forms/Reports', and 'Docs & Links'. The 'Submit Forms/Reports' tab is highlighted with a pink box. Below the navigation bar is a table of reports. The table has four rows, each representing a different report. The first row is 'Interventions Annual Report -SIG Schools Only --Initial Report/Review by 12/8/14' with a date of 'Dec 8, 2014'. The second row is 'Interventions Annual Report -SIG Schools Only --Final Report by 6/1/15' with a date of 'June 1, 2015'. The third row is 'Performance Framework Data Collection Report-SIG Schools - Initial Report by 12/8/14' with a date of 'Dec 8, 2014 (SIG/Priority)'. The fourth row is 'Quality of Work Checklist and Review-Submit with your Action Plan submission by 12/8/14' with a date of 'Dec 8, 2014'. To the right of the table, there are two 'submit' buttons, each circled in pink. The second 'submit' button is positioned above the text 'In Review'.

Report Name	Due Date	Submission Status
Interventions Annual Report -SIG Schools Only --Initial Report/Review by 12/8/14	Dec 8, 2014	submit
Interventions Annual Report -SIG Schools Only --Final Report by 6/1/15	June 1, 2015	submit
Performance Framework Data Collection Report-SIG Schools - Initial Report by 12/8/14	Dec 8, 2014 (SIG/Priority)	In Review
Quality of Work Checklist and Review-Submit with your Action Plan submission by 12/8/14	Dec 8, 2014	

Once you have made all updates as suggested in the Reviewer comments, go to the Submit Forms/Reports tab, find the report name, and click the submit button to send a final version to the state offices.

Submit button

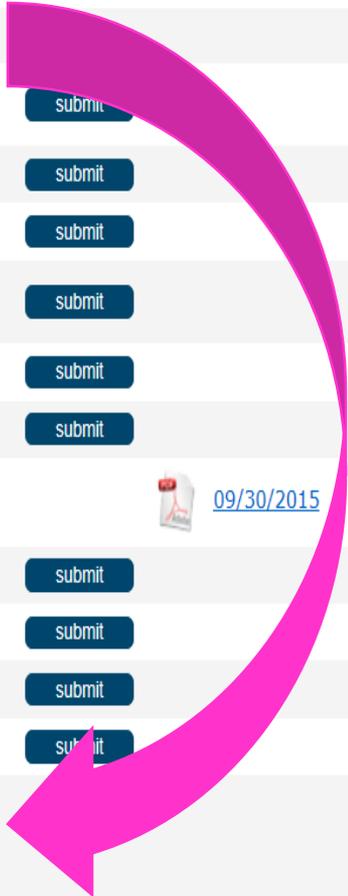
- When districts upload Title I Application Part 1, Title II-A or III, the program side will get an notice, they will review and either approve or send back:
 - If approved, application will get a submit button
 - If not approved, changes required before approval



A new Coaching Comment is available for review from a Coach and a School

Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / LTD362 - LTD362

Home	Complete Forms	Submit Forms/Reports	Docs & Links	Coaching
ACSIP Assurances		Upload by October 1		
Arkansas Title I District Application for Funds - Part 1		October 1, 2015	 09/30/2015	
Arkansas Title I District Application Part 2 Worksheet 15-16		Upload by October 1		
Arkansas Title I District Application Part 2 Worksheet 15-16 - Revisions to Part 2 Budget		[REVISIONS] May 1, 2016	<input type="button" value="submit"/>	
Title I, Part A Neglected Facility Checklist		October 1, 2015	<input type="button" value="submit"/>	
APPLICATION FOR Title II, Part A Improving Teacher Quality - Initial		October 1, 2015	<input type="button" value="submit"/>	
APPLICATION FOR Title II, Part A Improving Teacher Quality - REVISIONS		[REVISIONS] May 1, 2016	<input type="button" value="submit"/>	
Title III Guidance and Application		October 1, 2015	<input type="button" value="submit"/>	
Federal Grants Management - Declaration of Non-Participation		Upload by October 1	<input type="button" value="submit"/>	
State Categorical Program General Description		October 1, 2015	 09/30/2015	
SPED Application Part 1 - PreSchool		Upload by June 1	<input type="button" value="submit"/>	
SPED Application Part 2 - PreSchool		Upload by June 1	<input type="button" value="submit"/>	
SPED Application Part 1 - School Age		Upload by June 1	<input type="button" value="submit"/>	
SPED Application Part 2 - School Age		Upload by June 1	<input type="button" value="submit"/>	



Uploads from SEA to districts Folder

- This folder is where ADE communicates to the district
- ACSIP documents for audit
- Do not upload anything from district into the SEA folder.

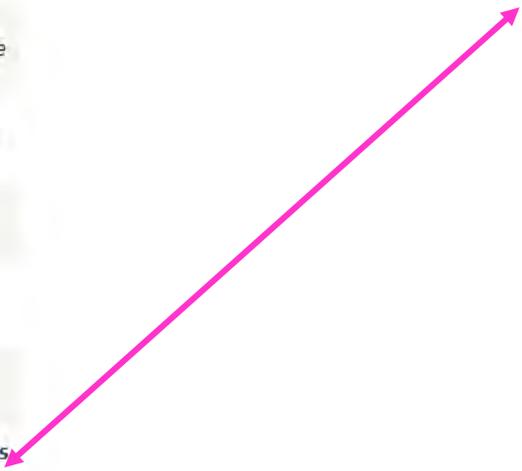
10 - files uploaded of 100 - files allowed [Document Upload Instructions](#)

Folder [\(select a folder to view files\)](#)

-  **Financial 15-16** 3 file(s)
-  **Financial Reports** 0 file(s)
-  **SPED June 1 Application (Preschool) Parts I & II** 0 file(s)
-  **SPED June 1 Application (School Age) Parts I & II** 0 file(s)
-  **Title I Documents** 4 file(s)
-  **Title II** 1 file(s)
-  **Title III** 0 file(s)
-  **Uploads from SEA to districts** 2 file(s)
-  **Uploads from SEA to districts (SPED)** 0 file(s)

Uploads from SEA to Districts folder.

Districts, should not upload into this folder.



ACSIP Corrective Action Letters

- Once the ACSIP Review team has reviewed applications and budgets the district will receive a “ACSIP Corrective Action” letter.
 - Letter is placed in “Uploads from SEA to District” folder
 - Coaching Comments are made in ACSIP to inform district a letter has been uploaded for revisions or comments.
 - District has 5 working days to address any action(s) from letter.
 - Once the district makes revisions or comments, substantial approval follows.
- Email ACSIP Team – ade.federalprograms@arkansas.gov



DEPARTMENT OF EDUCATION

Johnny Key
Commissioner

State Board of Education

Toyce Newton
Crossett
Chair

Mireya Reith
Fayetteville
Vice Chair

Dr. Jay Barth
Little Rock

Joe Black
Newport

Susan Chambers
Bella Vista

Charisse Dean
Little Rock

Vicki Saviers
Little Rock

R. Brett Williamson
El Dorado

Diane Zook
Melbourne

DATE: November 16, 2015
TO: 501000 - Alpena School District
FROM: Bobby Lester, Federal Programs Director
SUBJECT: ACSIP STATEWIDE FIELD TEST –
PROGRAM NOTES
FGM FINANCE NOTES

The following notes from the districts' ACSIP Statewide Field Test must be addressed per the review of the program and finance programs, as applicable. If you have any questions, please address them through the email address below, the email will be sent to the ADE Review Group.

Title I Part 1 Program Notes:

- Please upload a copy of Parent's Right to Know letter and timely notice letter as requested in A2 in part I of application. 11/10/15

Title I, Part 2 Finance Notes:

- 10/14/15 ok
- 10/26/15 - ok

Title II-A Program Notes:

- no application

Title II-A FGM Finance Notes:

- 10/26/15 - not all funds were budgeted, the current year preliminary allocation was \$23,779.14, district budgeted \$17,795.29

Please make the necessary changes within 5 days and respond that the amendments and/or corrections have been made by using the ADE email address: ade.federalprograms@arkansas.gov

Thank You,
ADE Review Group

Jayne Green, Title I Program Director
Rick Green, Title II-A Program Director
Miguel Hernandez, Title III Program Director
Annette Pearson, Federal Grants Management

District would need to correct anything that is listed under Program and Finance Notes

ACSIP Substantial Approval

- After corrective actions have been approved by Title I and/or FGM, district will receive Substantial Approval.
- The Substantial Letter is uploaded into the “Uploads from SEA to districts” folder.
 - Notes are made in the Coaching Comments to let district know letter has been uploaded. Coaching comments never go away.

10 - files uploaded of 100 - files allowed [Document Upload Instructions](#)

Folder (select a folder to view files)	Files (Update or Delete)	Open File	File Name	Upload Date	Uploaded By
 Financial 15-16 3 file(s)	2015-16 Substantially Compliance letter 2015-16 Substantially Compliance letter		Alpena_-_Approval_12_8_15.pdf	12/08/15	ADE ACSIP Review Group
 Financial Reports 0 file(s)	ACSIP Statewide Field Test Program & Finance notes ACSIP Statewide Field Test Program & Finance notes		ALPENA.pdf	11/16/15	ADE ACSIP Review Group
 SPED June 1 Application (Preschool) Parts I & II 0 file(s)					
 SPED June 1 Application (School Age) Parts I & II 0 file(s)					
 Title I Documents 4 file(s)					
 Title II 1 file(s)					
 Title III 0 file(s)					
 Uploads from SEA to districts 2 file(s)					
 Uploads from SEA to districts (SPED) 0 file(s)					

Uploaded is the Program and Finance Notes along with Substantial approval letter



Public School Accountability Division Leaders

Elbert Harvey
Coordinator

Public School Accountability

Elbert.harvey@arkansas.gov

Phone: 501-682-4390

Bobby Lester
Director

Federal Programs

Bobby.lester@arkansas.gov

Phone: 501-682-4379

Annette Barnes

Assistant Commissioner

Public School Accountability

Annette.M.Barnes@arkansas.gov

Phone: 501-682-5891

Contact Federal Programs

Bobby Lester
Federal Program Director
bobby.lester@arkansas.gov
501-682-4379

Title I – SOF 6501

Jayne Green

Title I Program Director

jayne.green@arkansas.gov

501-682-2395

- Title I application & budgets
- Supplemental Compliance Report (at building level)
- Schoolwide Plan Rubric for Monitoring Evaluation (at building)

School Improvement 1003(a)

Otistene Smith

Federal Program Advisor

otistene.smith@arkansas.gov

501-683-5423

- School Improvement 1003(a) - SOF 6505

Title I Part D

Wes Whitley

Title I Part D, Program Advisor

wes.whitley@arkansas.gov

501-682-4389

- Title I Part D, Subparts 1 & 2, applications & budgets
- Title I Part A Neglected Institutions

Title II-A SOF 6756

Rick Green

Title II-A Program Coordinator

rick.green@arkansas.gov

501-682-2395

- Title II-A application & budgets
- School Improvement 1003(g) - SOF 6504

Title III – SOF 6761

Miguel Hernandez
Title III Program Coordinator
miguel.hernandez@arkansas.gov
501-682-6620

- Title III application

Title VI-REAP & Parental Involvement

Dr. Geraldine Mallette

Parental Involvement Program Advisor

geraldine.mallette@arkansas.gov

501-371-8051

- Title VI-REAP
- Parental Involvement

Homeless

Dana Davis

State Coordinator for Homeless

dana.davis@arkansas.gov

501-683-5428

- Homeless & McKinney Vento

ESEA Funding & Payments

Kristy Hobson

ADE Federal Finance

kristy.hobson@arkansas.gov

501-682-0116

- Allocations – Title I, II-A, III, VI-RLIS
- Carryover balances
- Expenditure pulls – monthly payments

Title I Part 2 Budget & Misc. forms

Annette Pearson

Federal Grants Management

annette.carlton-pearson@arkansas.gov

501-683-1243

- Title I Part 2 budget
- ACSIP assurances
- Notice of Funds Transferred
- Declaration of Non-Participation



Fiscal and Administrative Services Federal Funding

Annette Pearson
Federal Grants Management
Analyst

Annett.carlton-pearson@arkansas.gov

Phone: 501-683-1243

Kristy Hobson
Federal Grants Management
Analyst

Kristy.hobson@arkansas.gov

Phone: 501-682-0116

AmyThomas
Federal Finance Coordinator
amy.thomas@arkansas.gov

Phone: 501- 682-3636