2023-2024 Coordinated Monitoring

New York State Education Department
Office of ESSA-Funded Programs, Rm 320 EB
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2023-2024 Coordinated Monitoring Indicators and Evidence Guide

The New York State Education Department uses the process of Coordinated Monitoring to review local educational agencies (LEAs) for compliance with programmatic and fiscal requirements under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). This work follows up on the Consolidated Application for ESSA-Funded Programs that LEAs submit each year to fund programs under Title I, Part A, Title I, Part D, Title II, Part A, Title III, Part A, Title IV, Part A, and Title V, Part B. In addition, this review monitors the use of American Rescue Plan (ARP) Homeless Children and Youth Part I (HCY I) and/or American Rescue Plan Homeless Children and Youth Part II (HCY II) funds, as applicable, for those districts with an approved plan for the use of ARP HCY I and/or ARP HCY II funds.

HCY I, and ARP HCY II, and maintaining compliance

de. This guide identifies evidence that should
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his will allow for ample review prior to the
of the Consolidated Application for ESSA
oes not have documentation for a particular
sting technical assistance.

SectionI – Programmatic Compliance

General Programmatic Compliance Requirements

INDICATOR	EVIDENCE
ESEA Section 1114(b)(2)	
3. The Schoolwide Program/Plans and their implementation are regularly monitored and revised as necessary based on student needs to ensure all students are provided with opportunities to meet challenging state academic standards. ESEA Section 1114(b)(3)	x Schedule to review and revise SWP plans Documentation of dated review of SWP plans such as meeting notifications, agendas, sign-in sheets, information materials, emails, or drafts of plan revisions, minutes of meetings
4. The Schoolwide Program/Plan has been made available to the local educational agency, parents, and the public, and the information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. ESEA Section1114(b)(4)	x Web link for the SWP plansOR x Evidence of how the LEA makes the plans available via non-electronic means x

INDICATOR	EVIDENCE
Engagement Policy in improving the academic quality of all Title I schools, including identifying — (i) barriers to greater participation by parents in activities authorized Title I, Pa8.36 0.19(i)1 Tf 9.76 12 Td ( )Tj (u)3.7 (111.39.3 (f)4.(9s)0.8 u)3.7 (11iD 1 >>BDC 0.004 Tc -0.003 -7 (111.-1 -1.217 Td [(r)-1.5(iv)4	

INDICATOR	EVIDENCE
8. The LEA ensures that information related to school and parent programs, meetings, notifications and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. ESEA Section 1116(e)(5)	x

INDICATOR	EVIDENCE
child's participation no later than 30 days after the first day of school, which includes the reason for the identification. ESEA Section 1112(e)(3); 3302(a)(1 -8)	
6. If a child has been identified as an ELL after the beginning of the school year, parents are notified within the first two weeks of their child's placement in a Title I or III language instruction educational program. ESEA Section 1112(e)(3)(B); 3302(a)(1 -8)	x As applicable, copies of dated ELL parent notification letters, including translated copies

7. The LEA has an effective means ofoutreach to parents of ELLs in place to inform them of how they can be involved in their child's education.

Title I, Part C: Education of Migratory Children Requirements

INDICATOR	EVIDENCE
1. Evidence of annual verification of Migrant Student Data, in consultation and coordination with the regional Migrant Education Tutorial and Support Services (METS) program centers. See: https://www.nysmigrant.or g/map ESEA Section 1304(b)(3)	x Email sign-off and attestation from local METS Director
2. Evidence that the LEA maintains a current and up-to-date list of all migrant-eligible students based on official Certificates of Eligibility (COEs) issued by the State Migrant Education Program. ESEA Section 1304(b)(3)	x List of migrant-eligible students with personally identifying information (PII) redacted, AND/OR x Email sign-off and attestation from local METS Directors x NOT APPLICABLE if the district does not have any migrant-eligible children or youth, as evidenced in #1 above.
3. Identify the practices, including the use of the *ID&R (Identification and Recruitment) Parent Survey*, used by the LEA to screen students upon enrollment/registration for possible eligibility for migrant education, and to refer such students to their regional METS program centers for eligibility determinations. ESEA Section 1304(b)(3)	x Sample completed *Identification and Recruitment Parent Survey* (see below) with personally identifying information (PII) redacted, AND/OR x Email sign-off and attestation from local METS Directors For more information, please see: https://www.nysmigrant.org/resources/schooldistricts English *ID&R Parent Survey*: https://www.nysmigrant.org/sites/default/files/downloads/English -Parent-Survey_0.pdf

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McKinney-Vento Homeless Education Program Requirements

INDICATOR	EVIDENCE
1. The LEA has an enrollment policy and practice that ensures: X the immediate enrollment and full participation of children and youth experiencing homelessness in the LEA even though they may not have the documents normally needed for enrollment (e.g., proof of immunizations, proof of residency, birth certificate, school records, etc.), including students with IEPs; and X continued enrollment for students enrolled in the LEA who become homeless, including those students who are temporarily residing outside of the LEA's boundaries. 42 U.S.C. 11432(g)(3)(A) & 11432(g)(3)(C)(i)	x Updated, Board-approved LEA enrollment policy for youth experiencing homelessness. All policies must have been adopted after October 1, 2016, to be in compliance with amendments adopted under ESSA x If not detailed in the policy, provide specific procedures for immediate enrollment of students experiencing homelessness, including unaccompanied homeless youth, even if t (m)-3.4 (e)-yg (1)0.5 ye o-(l

3. The LEA has policies that remove barriers to the identification, enrollment and attendance of students who are homeless, including barriers due to outstanding fees or fines, or absences. The LEA has demonstrated that any programs, activities, and services offered by the LEA that condition participation on a seat-time or minimum attendance requirement have an exception for students who have missed school for reasons related to their homelessness. 42 U.S.C. Section 11432(g)(1)(I)	x Updated, Board-approved LEA enrollment policy for youth experiencing homelessness, which address removing barriers to the identification, enrollment and attendance of students who are homeless. All policies must have been adopted after October 1, 2016, to be in compliance with amendments adopted under ESSA OR x LEA policieswhich may include but are not limited to: o LEA enrollment policy o Transportation policy o Seat time/minimum attendance policies

6. The McKinney-Vento liaison demonstrates knowledge of what services can be provided to students experiencing homelessness and there isa proco6

10. The LEA administers a Housing Questionnaire (https://www.nysteachs.org/post/fillable-pdf-housing-questionnaire) to all students seeking enrollment in the LEA and all students who enroll in the LEA who seek a change of address. The Housing Questionnaire is placed at the front of the enrollment/registration packet.

42 U.S.C. 11432(g)(1)(I)

x Student Housing Questionnaire placement in enrollment packet

Note: Registrar/enrollment staff and school building principal confirmation that the Housing Questionnaire is completed by all students seeking enrollment and by all enrolled students who are seeking a change of address. If the number of students the LEA has identified as homeless is less than 10% of those identified as economically disadvantaged, nrol 1-1.2 (e)4 (if 4.2 ( )]TJ 2 1 (t(e) 3 8 (55.5

services, early intervention services, Head Start, Early Head Start, and other early care and education programs

Foster Care Transportation Requirements

INDICATOR	EVIDENCE

1. Evidence that the LEA has developed and implemented clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best -471 o3..022 (i)-2.9 (r)-4.5 0.2 Tm ( )T01 Tw 0 -1.2.217 TD3.. 2.9 (.38 (h)0.8 (e)(n)3)oohiht ritopou24.2 ( )-112 ( )0.8.001 Tw [(t)Td [17.0 (TT3 1 Tf 0.CID 14 >>BDC q

INDICATOR	EVIDENCE

Other Programmatic Compliance Requirements

INDICATOR	EVIDENCE
1. If an LEA accepted American Rescue Plan (ARP) Homeless Children and Youth Part I (HCY I) and/or American Rescue Plan (ARP) Homeless Children and Youth Part II (HCY II) funds, provide evidence of the LEA: 8-5f [(7-3.81(n)3.8 ( )0.8 (d)-1.8 (e)-4.8 (d)-1i (o)911c (Pl)3.1 (a)-5.5 (t)-3i.1 (n)3g2 (r)-1.2 ( ))Tj -0.003 Tc 0.004T*6 4.1 (r)-4.8 7eE8-6.6 (o)-2u (Y)0.1 (r)-3c.8	

INDICATOR	EVIDENCE
4. Funds allocated for private school services are obligated in the fiscal year for which the funds are received by the LEA. ESEA Section 1117(a)(4)(b) and ESEA Section 8501(a)(4)(B)	x Dated financial records such as purchase orders, invoices, expenditure/encumbrance reports (preferred) , or third party contracts showing funds that have been expended on private schools services to date for services funded by for services funded by Title IA, IIA, IIIA, and IVA
5. If the LEA disagreed with the private school officials on the provision of services through a contract, provide evidence of the written explanation given to the nonpublic as to why the LEA chose not to use the contractor. ESEA Section 1117(b)(2) and ESEA Section 8501(c)(2)	

Section III-

INDICATOR	EVIDENCE

INDICATOR	EVIDENCE
11. The LEA has sufficient internal controls to ensure the proper payment of invoices to the correct Federal program. 34 CFR 76.702 and 2 CFR 200.303	x Accounting Procedures Manual section showing who is responsible and the process for entering purchase orders and invoice into the accounting system and who is responsible for ensuring accuracy of data entry.

Title I, Part A Fiscal Requirements

INDICATOR	EVIDENCE
1. The LEA set aside and is expending an appropriate amount of Title I funds to meet the needs of students experiencing homelessness. ESEA Section 1112(b)(6) and 1113(c)(3)(A)	x Expenditure/encumbrance reports from the LEA accounting system, purchase orders/invoices, or payroll records OR x Information about alternative funding sources being used to provide services to homeless students
2. Where appropriate, the LEA has reserved and is expending Title I, Part A neglected reserve funds to provide services to children in local institutions for neglected (not delinquent) children. ESEA Section 1113(b)(3)(iii)	x Expenditure/encumbrance reports, purchase orders/invoices, or payroll records
3. The LEA uses the samemeasure of poverty to identify Title I eligible schools (ex. FRPL-Free and Reduced Price Lunch); to determine the ranking of each school; and to determine school allocations based on the total number of children from low-income families in each school. ESEA Section 1113(c)	x Data or reports on low-income status of each building, such as those provided for child nutrition (FRPL) or direct certification data for Community Eligibility Provision (CEP) programs

4. Title I Part A funds may not be used in Targeted Assistance programs to provide services that are otherwise required by law to be made available to eligible children	

INDICATOR	EVIDENCE
ESEA Section 1116(a)(3)	
6. At least 90 percent of the required one percent parent and family engagement set-aside is distributed to Title I schools. ESEA Section 1116(a)(3)(C)	x Building level reserve distribution chart OR x Expenditure reports and purchase orders that demonstrate at least 90% of parent and family engagement funds were distributed to Title I schools
7. Actual expenditures for Title IA match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs. ESEA Section 8306(a)(1)	x Expenditure reports from LEA accounting system AND x Invoices OR x Purchase orders OR x Payroll records

Title I, Part D Fiscal Requirements

Title II, Part A Fiscal Requirements

INDICATOR	EVIDENCE

Title IV, Part A Fiscal Requirements

INDICATOR	EVIDENCE
1. The LEA has demonstrated that Title IVA funds supplement, and do not supplant, non-Federal funds that would otherwise be used for activities authorized under this title. ESEA Section 4110	x Documentation, which may include payroll records, invoices, or purchase orders, that demonstrate the funded activity was not previously funded out of state or local funds x To overcome a presumption of supplanting, provide evidence the LEA does not have funds to implement state or local mandated activities being funded out of federal dollars x LEA can note any new initiatives being funded by Title IVA
2. LEAs receiving allocations of more than $30,000 or more have used 20% of the funds for Well Rounded Educational Opportunities, 20% of the funds for Safe and Healthy Students, and a portion of funds for the Effective Use of Technology. ESEA Section 4106(e)(2)(C-E)	x

Other Program Fiscal Requirements

INDICATOR	EVIDENCE
1. Actual expenditures for Title VB match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs. ESEA Section 8306(a)(1)	x Expenditure reports from LEA accounting system AND x Invoices OR x Purchase orders [illegible]

INDICATOR	EVIDENCE
activities, services, supplies, materials and equipment. McKinney -Vento: § 722(e)(1) and § 723 Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements) EDGAR: 34. C.F.R. Part 76 ESEA: § 1124; § 1124A; § 1125; § 1126	x Payroll records Note: If services are provided by the Consortium LEAD, please provide evidence of services provided
5. If the LEA accepted American Rescue Plan Homeless Children and Youth (ARP HCY) II as part of a consortium, as the Lead, please provide the share amount, as well as evidence that actual expenditures match those allowable, budgeted, and approved activities, services, supplies, materials and equipment. McKinney -Vento: § 722(e)(1) and § 723 Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements) EDGAR: 34. C.F.R. Part 76 ESEA: § 1124; § 1124A; § 1125; § 1126	x Documentation of share amount agreed upon by the consortium x Dated Expenditure reports AND x Invoices OR x Purchase orders OR x Payroll records

6. If the LEA accepted American Rescue Plan Homeless Children and Youth (ARP HCY) II as a single applicant, please provide evidence that actual expenditures match those allowable, budgeted, and approved activities, services, supplies, materials and equipment.

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APPENDIX A: ESEA Funded Program Assurances

Section 8306 Assurances

STATE AND FEDERAL ASSURANCES

Supplement Not Supplant

1. ESEA Section 1118(b) requires that a local educational agency (LEA) use Federal funds received under this part only to supplement the funds that

and in accordance with Section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and

(ii) 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—

I. the local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;

II. the local educational agency agrees to pay for the cost of such transportation; or

III. the local educational agency and the local child welfare agency agree to share the cost of such transportation;

(6) ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; and

(7) in the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under Section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)).

7. ESEA Section 1115(b)(2)(G) requires that "To assist targeted assistance schools and local educational agencies to meet their responsibility to provide for all their students served under this part the opportunity to meet the challenging State academic standards, each targeted assistance program under this Section shall serve participating students identified as eligible children under subsection (c), including by providing to the local educational agency assurances that the school will—

(i) help provide an accelerated, high-quality curriculum;

(ii) minimize the removal of children from the regular classroom during regular school hours for instruction provided under this part; and

(iii) on an ongoing basis, review the progress of eligible children and revise the targeted assistance program under this Section, if necessary, to provide additional assistance to enable such children to meet the challenging State academic standards.

8. ESEA Section 1116 requires that local educational agencies may receive Title I funds only if such agen8 (p)-0.(it)-3 (l)10.6 13.44 re f* 4-3.3 (g.12 416.88)2.3 291.24 280.8 Tm6 (p)2.3 (ro)4.88

(iii) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

Title II Assurances

10.

SPECIAL RULE. Any local educational agency receiving an allocation under section 4105(a)(1) in an amount less than $30,000 shall be required to provide only one of the assurances described in subparagraphs (C), (D), and (E) of subsection (e)(2).

McKinney-Vento Assurances

15. The LEA assured that it will comply with all applicable laws and regulations regarding the rights of students experiencing homelessness, including but not limited to 42 U.S.C. 11431, et seq., Education Law Section 3209, and 8 NYCRR Section 100.2(x).

Migrant Education Program Assurances

16. The LEA assured that, to the extent that it has migrant-eligible students as evidenced by their Certificates of Eligibility (COEs) issued by the Statewide Identification & Recruitment/MIS2000/MSIX (ID&R) Program Center, the LEA will properly code such students in its Student Information Management System and that the LEA will timely respond to any request(s) for data and information from a regional Migrant Education Tutorial and Support Services (METS) Program Center in conformance with all applicable laws and regulations, including but not limited to the federal Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. Section 1232g; 34 CFR Part 99).

rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

These certifications shall be treated as a material representation of fact upon which reliance will be placed

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

The terms “debarment,” “suspension,” “excluded,” “disqualified,” “ineligible,” “participant,” “person,” “principal,” “proposal,” and “voluntarily excluded” as used in this certification have the meanings set forth in 2

New York State Department of Education
ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) ASSURANCES

These assurances are required for programs funded under the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act of 2015.

As the chief school officer of the applicant, by signing the Application Cover Page, I certify that:

1. the applicant will comply with the requirements of Education Law § 3214(3)(d) and (f) and the Free and Reduced-Price Schools Act (20 U.S.C. § 7151);

2. the applicant will comply with the requirements of 20 U.S.C. § 7908 on military recruiter access;

3. the applicant will comply with the requirements of 20 U.S.C. § 7904 on constitutionally protected prayer in publicelementary and secondary schools;

4. the applicant will comply with the requirements of Education Law § 2802(7), and any state regulation implementing such statute and 20 U.S.C. § 7912 on unsafe school choice; and

5. the applicant will comply with all fiscal requirements that apply to the program, including but not limited to any applicable supplement not supplant or local maintenance of effort requirements.

6. the applicant understands the importance of privacy protections for students and is aware of the responsibilities of the grantee under section 20 U.S.C. 1232g (FERPA) (ESSA §854