Desk Audit Compliance Checklist
Children's Internet Protection Act (CIPA) / E-Rate
Internet Safety Policy and Internet Safety Curriculum

District/Charter: Family Foundations
Reviewer: __Modzelewski__________
Date: _06/16/14_________________

Legislation/Regulation Authority:
OMB CIRCULAR A-133, Cross-Cutting Section Part III.B. A State may adopt its own written fiscal and administrative requirements, which are consistent with the provisions of OMB Circular A-87, for expending and accounting for all funds received by SEAs and LEAs under ESEA programs. The written fiscal and administrative requirements must: (a) be sufficiently specific to ensure that funds are used in compliance with all applicable statutory and regulatory provisions, including ensuring that costs are allocable to a particular cost objective; (b) ensure that funds received are spent only for reasonable and necessary costs of the program; and (c) ensure that funds are not used for general expenses required to carry out other responsibilities of State or local governments (34 CFR section 299.2(b)).
OMB CIRCULAR A-133, Subpart D Section .400(d)(3) Monitor the activities of subrecipients as necessary to ensure that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.
FCC regulations implementing CIPA: FCC 01-120
FCC 2011 regulation update: FCC 11-125
CHILDREN'S INTERNET PROTECTION ACT (Pub. L. 106-554)

Intent of the Legislation/Regulation:
To certify that federal awards are used for authorized purposes.

Focus of Review:
Ensure that proper documentation is on file for approved expenditures.

Method of Assessment: (Check all that apply)
☒ Document Review
☐ Observation
☐ Interview
<table>
<thead>
<tr>
<th>Evidence</th>
<th>Compliance</th>
<th>Comments/Corrective Action</th>
<th>Corrective Action Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A description and documentation of adherence to the requirements of the Children's Internet Protection Act (CIPA) / E-Rate Internet Safety Policy and Internet Safety Curriculum as follows:</td>
<td>X</td>
<td>Non-responsive to last email from Wendy Modzelewski to Sean Moore; Thu 5/29/2014 4:52 PM</td>
<td>07/04/14</td>
</tr>
<tr>
<td>Policies are posted at <a href="http://docet.k12.de.us/instructional/internetsafety/InternetSafetyPolicies.shtml">http://docet.k12.de.us/instructional/internetsafety/InternetSafetyPolicies.shtml</a> and may be verified by the LEA.</td>
<td>X</td>
<td>No submission.</td>
<td>07/04/14</td>
</tr>
<tr>
<td>Scope and sequence of the lessons being taught, including grade level, as aligned to the three federally required content areas:</td>
<td>X</td>
<td>In order to certify your curriculum implementation, please note acceptable evidence that may be submitted as described in the 2014 eRATE Internet Safety Curriculum Monitoring Documentation.</td>
<td>07/04/14</td>
</tr>
</tbody>
</table>
| 1. Safety on the Internet  
2. Appropriate behavior while online, on social networking Web sites, and in chat rooms; and  
3. Cyberbullying awareness and response.                                                                 |            |                                                                                           |                           |
| Documentation (teacher names, dates, lessons taught, etc.) that demonstrates that progress has been made toward implementing the LEA's chosen internet safety curriculum during the 2013-2014 school year: | X          | No Submission.                                                                            | 07/04/14                  |
| o ISAFE Curriculum Users: this will be reviewed thru ISAFE's administrative portal and no submission is required.  
 o Non-ISAFE Curriculum Users: documentation should be submitted.                                                                 |            |                                                                                           |                           |
Delaware Department of Education (DDOE) Federal Compliance Monitoring
Subject: Children's Internet Protection Act (CIPA) / E-Rate
Internet Safety Policy and Internet Safety Curriculum

INTERIM MONITORING: December 2014
(Full monitoring will occur again in April 2015)

LEA:

DDOE Reviewer:

Program Reviewed:

Date of Review:

Review Type:
☐ On-site Review
☐ Desk Audit Review

Legislation/Regulation Authority:
OMB CIRCULAR A-133, Cross-Cutting Section Part III.B. A State may adopt its own written fiscal and administrative requirements, which are consistent with the provisions of OMB Circular A-87, for expending and accounting for all funds received by SEAs and LEAs under ESEA programs. The written fiscal and administrative requirements must: (a) be sufficiently specific to ensure that funds are used in compliance with all applicable statutory and regulatory provisions, including ensuring that costs are allocable to a particular cost objective; (b) ensure that funds received are spent only for reasonable and necessary costs of the program; and (c) ensure that funds are not used for general expenses required to carry out other responsibilities of State or local governments (34 CFR section 299.2(b)).
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Focus of Monitoring:
To certify that federal awards are used for authorized purposes and to ensure that proper documentation is on file for approved expenditures.
<table>
<thead>
<tr>
<th>Required Federal Compliance Items</th>
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</table>

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<tr>
<th>Acceptable Evidence</th>
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<tbody>
<tr>
<td>A description and documentation of adherence to the requirements of the Children's Internet Protection Act (CIPA) / E-Rate Internet Safety Policy and Internet Safety Curriculum as follows:</td>
</tr>
<tr>
<td>A Board-approved copy of the LEA’s Internet Safety Policy. Policies are posted at <a href="http://dcet.k12.de.us/instructional/internetsafety/InternetsafetyPolicies.shtml">http://dcet.k12.de.us/instructional/internetsafety/InternetsafetyPolicies.shtml</a> and may be verified by the LEA.</td>
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<tbody>
<tr>
<td>Yes</td>
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<table>
<thead>
<tr>
<th>Comments/Corrective Action Required/ DDOE Action Taken</th>
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<tbody>
<tr>
<td>All LEAs had this document on file as of 7/1/14 and therefore this document will not be collected at this time</td>
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<tr>
<th>Corrective Action Due Date</th>
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<tr>
<td>N/A</td>
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</table>

1. Curriculum Matrix

Matrix follows the required format and contains a list of the lessons being taught, including grade level, as aligned to the three federally required content areas:

   a. Safety on the Internet
   b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
   c. Cyberbullying awareness and response.

Curriculum Matrix format and sample: (http://dcet.k12.de.us/instructional/internetsafety/index.shtml)
2. Subscription Teachers Action Table (STAT)
   - iSAFE Curriculum Users: The STAT has been completed and submitted AND has been uploaded to iSAFE following the instructions found on the iSAFE Administrative Portal
   - Non-iSAFE Curriculum Users: The STAT has been completed and submitted.

STAT: format and sample: (http://dcet.k12.de.us/instructional/internetsafety/index.shtml)

3. Sample Curriculum
   - iSAFE Curriculum Users: No curriculum documentation is required.
   - Non-iSAFE Curriculum Users: Curriculum documentation has been submitted and aligns to the required contents as indicated in the 2014-2015 eRate Internet Safety Curriculum Monitoring Documentation Table.

4. Rollout Plan
   A rollout plan has been provided (one-page description/table) that encompasses the following:
   - List of all grade levels involved
   - Starting timeline for rollout
   - Ending timeline for rollout (Entire curriculum must be taught, certified, and completed no later than April 1, 2015)