

# Title I Program Checklist SY 2019-2020

## The following requirements apply to All LEAs (Multiple, Single, and Charter Schools):

- \_\_\_\_\_ Complete Title I Distribution of funds spreadsheet with Consolidated Grant. *(Multiple School LEAs only)*
- \_\_\_\_\_ Prepare consolidated application for July or August submission.
- \_\_\_\_\_ Send letters to parents on right to know teacher and paraeducator qualifications.
- \_\_\_\_\_ Distribute the State's official complaint policy to parents.
- \_\_\_\_\_ Distribute to parents of students identified as EL, information on how parents can be involved in their child's education and active participants in their child's education and opportunities for and holding regular meetings and information on their participation in language instructions programs.
- \_\_\_\_\_ Revise/update LEA Parent Involvement Policy and distribute it to parents annually. *(Multiple School LEAs only)*
- \_\_\_\_\_ Revise/update School Level Parent Involvement Policy and Compact and distribute it to parents annually.
- \_\_\_\_\_ Send letter to parents of children taught for four or more weeks by a non-highly qualified teacher.
- \_\_\_\_\_ Collect monthly time and effort reports for all staff funded in part by Title I and working on multiple cost objectives. Collect semi-annual certifications for all staff fully funded by Title I or split funded by working on a single cost objective.
- \_\_\_\_\_ Hold an annual meeting to inform parents of Title I Program components and their right to be involved.
- \_\_\_\_\_ Revise/update their Success Plans regularly and ensure the components of schoolwide programs (if applicable) are included.
- \_\_\_\_\_ Submit comparability calculations and LEA documented procedures (by November 30) if LEA has more than one school per grade span. *(Multiple School LEAs only)*
- \_\_\_\_\_ Obligate 85% of Title I, Part A allocation by September 30th (of second year of grant) or request a waiver.
- \_\_\_\_\_ Maintain up to date program records.
- \_\_\_\_\_ Maintain inventory records on equipment (\$5,000 or more and useful life of over a year) purchased with federal funds.

**The following requirements only apply to geographic districts:**

- \_\_\_\_\_ Contact officials from non-profit private schools that may have students attending from within District boundaries and invite them to participate in Title I, Part A.
- \_\_\_\_\_ Conduct timely and meaningful consultation with private school officials interested in participating in Title I, Part A to determine what funds are generated by students, program eligibility criteria based on need(s), what services will be offered and how, size and scope of equitable services for parental involvement and professional development activities for staff working directly with students who participate in the program.
- \_\_\_\_\_ Obtain written affirmations that consultation has taken place and submit to DDOE.
- \_\_\_\_\_ Distribute State’s Official Complaint Procedure to private school officials.
- \_\_\_\_\_ Implement and monitor services to private school students.
- \_\_\_\_\_ Maintain control of funds, label materials and keep inventory of all LEA Title I property.

**The SEA will assist LEAs and ensure that all requirements are met.**