

# Office of Federal Programs Update

MAFEPD Conference  
June 27-29, 2017



## Vision

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## Mission

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# State Board of Education Goals 5-Year Strategic Plan for 2016-2020

- ✓ All Students Proficient and Showing Growth in All Assessed Areas
- ✓ Every Student Graduates High School and is Ready for College and Career
- ✓ Every Child Has Access to a High-Quality Early Childhood Program
- ✓ Every School Has Effective Teachers and Leaders
- ✓ Every Community Effectively Using a World-Class Data System to Improve Student Outcomes
- ✓ Every School and District is Rated “C” or Higher

# Office of Federal Programs' Vision, Mission, & Goals

## Vision

**The vision of Mississippi State Board of Education is to create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.**

## Mission

In support of this vision, the mission of the Office of Federal Programs (OFP) is to provide leadership in the effective use of federal funds so that all students are prepared to compete in the global community.

Goal 1	Goal 2	Goal 3
To collaborate across the agency in support of state initiatives	To support district planning and implementation	To evaluate and monitor performance

# Text to E-mail



[federalprograms2@mdek12.org](mailto:federalprograms2@mdek12.org)

# Federal Programs Update



- Allocations
- Spending Authority for FY18 Consolidated Application Funds
- District Contacts
- New Federal Program Directors
- MCAPS

# Allocations

- Allocations



# Spending Authority for FY18 Consolidated Application Funds

1. Hover over “Planning ” and select “Planning Tool”
2. Select year “2018” and “Active Plan”
3. Select your district’s LEA Plan
4. To escalate the status of the LEA Plan, click on “Draft Started”
5. Click on “Draft Completed”
6. Click on “LEA Plan Reviewer Approved”

# District Contacts

- District Contacts have been reassigned

District Contacts Assignment by Counties 2017-2018



District Contacts Assignments
Brown, Sametra
Funches, Tarro
Greene, Barbara
Henderson, Monique
Jackson, Mariea
Jones, Tiffany
King, Gwen
Nicholson, Farrah
Norwood, Chris
Ransburg, Quentin
Roby, Brendsha
Scott, Rajeeni
White, Betina

# New Federal Programs Directors

- You have been in your role for 1 year or less
- Email Mariea B. Jackson at [mbanks@mdek12.org](mailto:mbanks@mdek12.org) to be added to the list

# MCAPS Changes

- URL (website address)
- User Access Administrator Form
- Additional Applications
- LEA Roles
- Segregation of Duties

- FY18 Consolidated Funding Application pages
  - Contacts
  - Consolidated Cost Pool
  - Non-Public Equitable Services
  - School Eligibility
  - Title III English Learners Notice of Intent
  - Title I-A Neglected
  - Non-Public Affirmation
  - Title IV-A

# URL for Accessing the System

The new URL for accessing the system is  
<http://mcaps.mdek12.org>

# User Access Administer Form

- Form must be submitted each year
- Form is located in the MDE Library
- LEA Users must use a district assigned email address
- LEA Users with the *User Access Administrator* role is responsible for managing users in their LEA
  - Creating new users
  - Assigning roles to existing users
  - Deleting users no longer employed by the LEA

# User Access Administrator Form



## MCAPS DISTRICT-LEVEL USER ACCESS FORM 2017-2018 School Year

**DISTRICT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TO:** MCAPS System Administrator

**FROM:** \_\_\_\_\_

**SUBJECT:** Access to the MCAPS (*Mississippi's Comprehensive Automated Performance-based System*)

**The user listed below will have access to create users and assigned roles as the User Access Administrator for the school district. Please use district assigned email addresses.**

.....  
**PLEASE PRINT**

1. Your Name: \_\_\_\_\_
2. Your District Email Address (User ID): \_\_\_\_\_
3. Are you replacing someone? If so, please provide name of the individual you are replacing.  
\_\_\_\_\_

(Access will be removed)

4. Please check Access Role:

\_\_\_\_\_ LEA User Access Administrator

.....  
\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Superintendent  
Title

( ) \_\_\_\_\_  
Phone Number

.....  
Please return this form to your MCAPS System Administrator

**For MDE Use Only**

\_\_\_\_\_  
Set up by:

\_\_\_\_\_  
Date:



# Additional Applications

- School Improvement 1003(a)
- Special Education



# LEA Roles

## LEA Roles

Role	Consolidated Funding Application	School Improvement 1003(a)	Special Education	Planning Tool	Request for Funds
LEA Data View				View	
LEA Plan Data Entry				Edit	
LEA Plan Reviewer				Edit and Approve	
School Plan Data View				View	
School Plan Data Entry				Edit	
School Plan Reviewer				Edit and Approve Individual School Plan	
LEA School Plan Reviewer				Edit and Approve all School Plans	
LEA Consolidated Update	Edit				Edit and Submit for Approval
LEA Federal Programs Director	Edit and Mark Complete				View and Approve
LEA School Improvement 1003(a) Update		Edit			Edit and Submit for Approval
LEA School Improvement 1003(a) Director		Edit and Mark Complete			View and Approve
LEA Special Education Update			Edit		Edit and Submit for Approval
LEA Special Education Director			Edit and Mark Complete		View and Approve
LEA Business Manager	View and Give Business Manager Approve/Not Approved	View and Give Business Manager Approve/Not Approved	View and Give Business Manager Approve/Not Approved		Edit and Submit for Approval
Superintendent	Approve	Approve	Approve		

# Segregation of Duties

- Strengthen internal controls
- Application cannot be escalated for approval by one individual in the school district

# Contacts

- Contacts page
- List program staff name and title for each district

- Budget
- Budget Overview
- Program Details
- Plan Relationship

# Consolidated Cost Pool

## Program Details

Greene County (300) Public District - FY 2018 - Consolidated - Rev 0 - Consolidated Admin Pool

Go To 

**\* Provide a description of administrative activities and personnel (including travel, supplies, and equipment used to administer the grant programs).**

The district will employ a 0.5 FTE Federal Programs Supervisor, 0.5 Bookkeeper and 0.25 Bookkeeper to monitor and supervise Federal Programs. This monitoring and oversight will include travel to monitor and complete inventory at the 16 schools and Neglected facility. The supplies purchased will be: toner, office supplies, labels and other items necessary to provide proper oversight for federal funds. The district will also be purchasing a laptop and bar code scanner to assist with the equipment inventory of 16 schools and the neglected facility receiving funds through Title I.

The Federal Programs Supervisor will monitor the program to ensure that the program is effectively delivering the best possible use of program funds. Additionally, this person will approve school level plans and provide assistance in the formation of those plans. This person will approve purchases for the implementation of the school improvement plans. This person will preserve all documentation necessary for the compliance of the programs. This person will also give guidance for the review of use of funds to determine if each expenditure met the intended need for each program.

The 1/2 FTE Bookkeeper will assist each school with monitoring available funds and keep record of balances. This person is also responsible for preparing requisitions for federal programs and issuing purchase orders for all federal programs.

The 1/4 FTE Bookkeeper is responsible for inventory of Federal program purchases. This person issues a federal inventory tags for all purchases. This person also issues the payment for all Federal purchases.

### Systemwide Administration - (Usually personnel working in the central office)

	Headcount	FTE
Administration	1	0.5
Resource Specialist		
Program / Project Director		
Other (specify) Bookkeepers	2	0.75
Total	3.00	1.25

Go To 

# Consolidated Cost Pool

## Program Details

Greene County (300) Public District - FY 2018 - Consolidated - Rev 0 - Consolidated Admin Pool

Go To ▶

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### Systemwide Administration - (Usually personnel working in the central office)

	Headcount	FTE
Administration	<input type="text" value="1"/>	<input type="text" value="0.5"/>
Resource Specialist	<input type="text"/>	<input type="text"/>
Program / Project Director	<input type="text"/>	<input type="text"/>
Other (specify) <input type="text" value="Bookkeepers"/>	<input type="text" value="2"/>	<input type="text" value="0.75"/>
Total	<input type="text" value="3.00"/>	<input type="text" value="1.25"/>

Go To ▶

# Non-Public Equitable Services

- Calculate the proportionate share within the system
- Describe the consultation process
- Type of Services provided

## Non-Public Equitable Services

Greene County (300) Public District - FY 2018 - Consolidated - Rev 0 - Title I-A

Go To 

### Proportionate Share Calculation

A. Total Non-Public Share (Title I allocation X (your K-12 non-public low-income enrollment / your K-12 total low-income enrollment))	\$ 0.00
B. Non-Public Family Engagement (Title I allocation X 1% X (your K-12 non-public low-income enrollment / your K-12 total low-income enrollment))	\$ 0.00
C. Non-Public Administration	\$
D. Non-Public Instructional Funds (A - (B + C))	\$ 0.00

### Narrative Questions

Describe the consultation process between the LEA and the non-public/private school(s). Include important dates, modes of communication and information provided to non-public/private school representatives. (Upload affirmation of consultation(s) in Related Documents.)

The Federal Programs director visited the three non-public facilities on January 27th and 31st to discuss the programs. The discussion surrounded the options of funding available through each Title. I then gave each school representative the letter of intent along with a self addressed stamped envelope. All three of the facilities chose not to participate. Two of the facilities do not participate due to not wanting any federal funds or restrictions. The third facility chose not to participate due to receiving Title I A - Neglected funds.

Identify the types of services to be provided to support the academic achievement of participating non-public/private school students.

- ☐ Reading intervention
- ☐ Math intervention
- ☐ Professional development
- ☐ Equipment
- ☐ Educational software
- ☐ Educational materials and supplies
- ☐ Contracted educational services

Will the LEA be entering into an inter-district agreement/MOU with another LEA to provide services for any eligible students?

- ☐ Yes
- ☒ No

# Non-Public Equitable Services

## Non-Public Equitable Services

Greene County (300) Public District - FY 2018 - Consolidated - Rev 0 - Title I-A

Go To ▶

### Proportionate Share Calculation

A. Total Non-Public Share (Title I allocation X (your K-12 non-public low-income enrollment / your K-12 total low-income enrollment))	\$ 0.00
B. Non-Public Family Engagement (Title I allocation X 1% X (your K-12 non-public low-income enrollment / your K-12 total low-income enrollment))	\$ 0.00
C. Non-Public Administration	\$
D. Non-Public Instructional Funds (A - (B + C))	\$ 0.00

### Narrative Questions

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- ☐ Equipment
- ☐ Educational software
- ☐ Educational materials and supplies
- ☐ Contracted educational services

Will the LEA be entering into an inter-district agreement/MOU with another LEA to provide services for any eligible students?

- ☐ Yes
- ☒ No



# School Eligibility

- Capture enrollment data for public and non-public schools individually
- Indicate the poverty factor used
- Calculate CEP

n	Service	K-12 Public Enrollment	K-12 Non-Public Attendance Area	All Students (K-12 Public Enrollment + Non-public Attendance Area)	Poverty Factor	K-12 Low Income Students						Sort Order (Asc)	Eligibility For Service	Eligibility by Other Factors	School Designation
						Public Count	Adjusted Public Count	NonPublic Count	Total Low-Income J+K	Percent (I+K)/G	Adjusted Percent L/G				
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
6,7,8	SW	294	0	294	DC x 1.6 Multiplier	144	230		230	48.98 %	78.23 %	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None

# School Eligibility

	Service	K-12 Public Enrollment	K-12 Non-Public Attendance Area	All Students (K-12 Public Enrollment + Non-public Attendance Area)	Poverty Factor	K-12 Low Income Students						Sort Order (Asc)	Eligibility For Service	Eligibility by Other Factors	School Designation
						Public Count	Adjusted Public Count	NonPublic Count	Total Low-Income J+K	Percent (I+K)/G	Adjusted Percent L/G				
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
6,7,8	SW	294	0	294	DC x 1.6 Multiplier	144	230		230	48.98 %	78.23 %	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None

# Title III English Learner Notice of Intent

- Submit the Notice of Intent form inside the system

# Title I-A Neglected

- Budget
- Budget Overview
- Program Details
- Plan Relationship

## Services to Children in Neglected Facilities

Greene County (300) Public District - FY 2018 - Consolidated - Rev 0 - Title I-A Neglected

Go To 

Name of Facility	Grades Served	Number of Classrooms	Estimated Number of Students Participating	Personnel To Be Hired w/ Title I, A Neglected Funds		
				Teachers	Educational Assistants	Other (Specify)
Free Will Baptist Family Ministries	6 - 12	3	380	0	0	

\* 1. Provide a general description of the services to be provided for children within the identified facilities. (If the LEA will be doing a sub-contract for these services, identify the service provider within the description.)

Children and youth who reside at Free Will Baptist Family Ministries are in need of gaining prerequisite skills to access the general curriculum. Services and supports to children and youth in this facility will include, but will not be limited to, intervention software (e.g. I-Ready) and instructional technology supports. This method of service delivery aligns to the main goal and objective outlined within the statute that states, "districts shall use resources to help children in neglected facilities meet the state's challenging student achievement standards expected for all children. The Title I - A Neglected funds will be used in a targeted assistance model to benefit the students. The proposal is to use funds to purchase equipment (computers and smart boards) and supplies (instructional software to provide tutoring) used to enhance instruction in a supplemental manner. The district will work with the facility to provide a clear plan for use and to provide monitoring to ensure proper use of the funds.

\* 2. Describe the process for consulting with staff in each institution to determine the needs of eligible students and the services to be provided.

The district representative and the facility representative have met in person and discussed ideas for spending options. At that meeting, it was agreed that the facility would discuss the ideas then come back to the district for more discussion. After that second discussion, a spending plan and a plan for students was agreed upon by both parties.

\* 3. Describe the process for monitoring and evaluating the programs and services supported by Title I, A Neglected funds. (Please include the timeline for these activities and the data to be utilized.)

In July of 2017, the Federal Programs supervisor will inspect and verify all previously purchased Title I equipment. Thereafter, the supervisor will meet with the facility contact representative to schedule monthly meetings to discuss the progress of the students and to discuss needed changes to the program's plan. The facility will monitor progress with successful completion of graduation requirements by the students.

Go To 



# Title I-A Neglected

## Services to Children in Neglected Facilities

Greene County (300) Public District - FY 2018 - Consolidated - Rev 0 - Title I-A Neglected

Go To ▶

Name of Facility	Grades Served	Number of Classrooms	Estimated Number of Students Participating	Personnel To Be Hired w/ Title I, A Neglected Funds		
				Teachers	Educational Assistants	Other (Specify)
Free Will Baptist Family Ministries	6 - 12	3	380	0	0	

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Go To ▶

# Non-public Affirmation

- Affirmation Form can be completed within the system

## Non-Public/Private Schools

Carroll County (090) Public District - FY 2018 - Consolidated - Rev 0 - Non-Public/Private Schools

Save And Go To ▶

Key	
Participating	PART
Not Participating	NOT PART
No Reply	NO REPLY
NA - For Profit	PROFIT
NA – LEA Does Not Have This Discretionary Grant	NO GRANT
NA (for IDEA Preschool ONLY) – this school does not serve preschool students	NIPK

NON-PUBLIC/PRIVATE SCHOOL ID			TOTAL # OF NON-PUBLIC STUDENTS				PROGRAM PARTICIPATION						
LEA-SCH ID	SCHOOL NAME	GRADES	SCHOOL TOTAL	LOW INCOME TOTAL	TITLE I PARTICIPATING	TITLE III PARTICIPATING	TITLE I	TITLE II-A	TITLE III	MSP	21ST CENTURY	IDEA Part B	IDEA Preschool
090-9012	Carroll Academy	6,7,8,9,10,11,12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... ▼	Select... ▼	Select... ▼	Select... ▼	Select... ▼	Select... ▼	Select... ▼
Total			0	0	0	0							

Save And Go To ▶

# Non-public Affirmation

## Non-Public/Private Schools

Carroll County (090) Public District - FY 2018 - Consolidated - Rev 0 - Non-Public/Private Schools

Save And Go To ▶

Key	
Participating	PART
Not Participating	NOT PART
No Reply	NO REPLY
NA - For Profit	PROFIT
NA – LEA Does Not Have This Discretionary Grant	NO GRANT
NA (for IDEA Preschool ONLY) – this school does not serve preschool students	NIPK

NON-PUBLIC/PRIVATE SCHOOL ID			TOTAL # OF NON-PUBLIC STUDENTS				PROGRAM PARTICIPATION						
LEA-SCH ID	SCHOOL NAME	GRADES	SCHOOL TOTAL	LOW INCOME TOTAL	TITLE I PARTICIPATING	TITLE III PARTICIPATING	TITLE I	TITLE II-A	TITLE III	MSP	21ST CENTURY	IDEA Part B	IDEA Preschool
090-9012	Carroll Academy	6,7,8,9,10,11,12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... ▼	Select... ▼	Select... ▼	Select... ▼	Select... ▼	Select... ▼	Select... ▼
Total			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>							

Save And Go To ▶

## Title IV-A

- Budget
- Budget Overview
- Program Details
- Plan Relationship
- Program Assurances



**Quentin Ransburg, Director of Federal Programs**

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**Mariea B. Jackson, MCAPS Administrator**

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**Questions: [federalprograms2@mdek12.org](mailto:federalprograms2@mdek12.org)**

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