

# Title III Monitoring for LEAs – Desk Review Monitoring



Office of Federal Programs

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Date: November 15, 2024



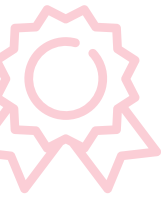
## VISION

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

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



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated "C" or Higher

6



# Microsoft Teams Reminders

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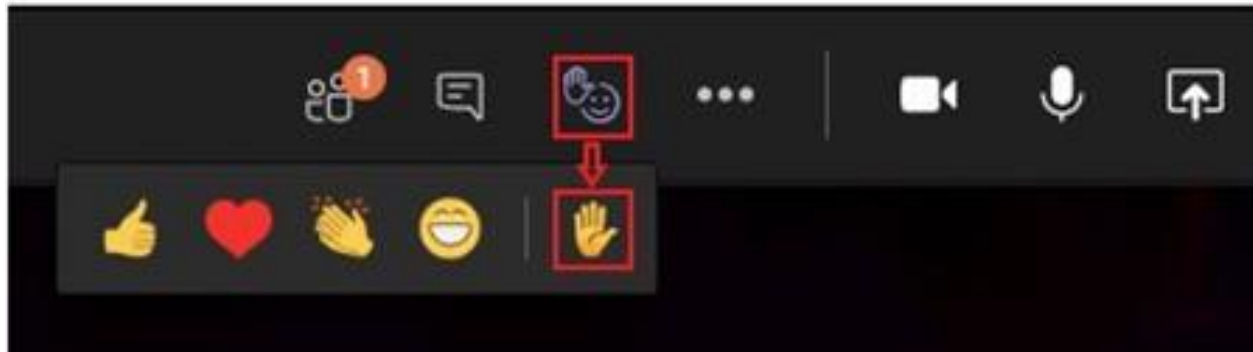


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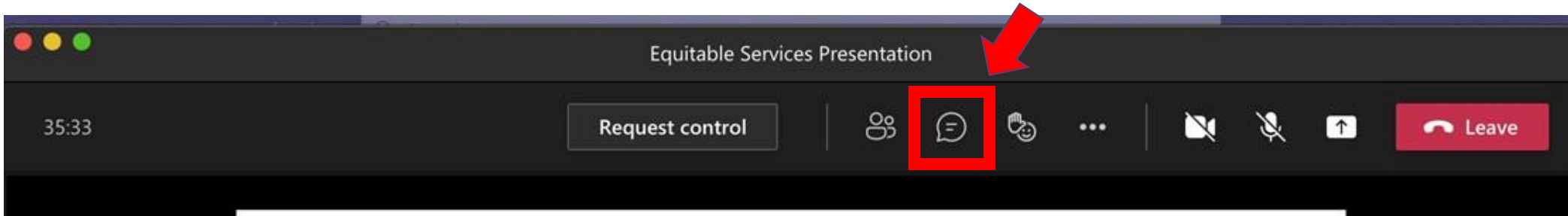
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth and reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

## “Raise Hand” Feature

Just select **Show reactions** 🤝 in the meeting controls, and then choose **Raise your hand** 🙋. Everyone in the meeting will see that you've got your hand up.



## "Chat" Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.



- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Presentation and recording will be updated in MCAPS>MDE Document Library>Monitoring-ESEA>FY25 Section.



# Agenda

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- Goals and Objectives
- Overview
- FY25 Title III Desk Review Monitoring Indicators Discussion
- Questions

- The goal of this session is to provide Federal Programs Directors and other LEA-level staff with an overview that will help prepare for its Title III Desk Review Monitoring uploads.
- Our objective is to ensure all Title III subgrantees upload the correct documentation, as it applies to applicable indicators, in its LEA Document Library by Friday, January 17, 2025.

This session is designed to provide grantees support in determining the types of documentation that must be uploaded that align with how Title III grantees implemented Title III programs for the 2023-2024 school year.

All LEAs receiving FY25 Title III Desk Review Monitoring must upload all fiscal and programmatic monitoring documents **by Friday, January 17, 2025.**

- Upload all monitoring documents in MCAPS -> LEA Document Library -> 2025 -> Monitoring
- Select appropriate folder aligned to monitoring indicator
  - For example, documentation for A-6 must be uploaded in Folder A. Accounting System and Fiscal Control



# Title III Fiscal Indicators

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The following indicators will be reviewed for the Title III monitoring:

A-6	H-3	N-2 (if applicable)
G-1	H-4	N-3 (if applicable)
G-2	H-5	N-4 (if applicable)
G-3	H-6	O-2
G-4	H-7	O-3
H-1	H-8	S-1
H-2	N-1 (if applicable)	S-2

The following indicators will be reviewed for the Title III monitoring:

NN-1

NN-2

NN-3

NN-4

NN-5

NN-6

NN-7

NN-8

NN-9

NN-10

NN-11

NN-12

NN-13

NN-14

- Generally, the report should be for the Funding year monitored, for the period ending June 30 for each year of availability, and to include through the most recent completed month for current fiscal year, plus September 30 of the second funding year. Run a separate report for each location overall and cost pool.
- Journal History or other transaction reports to show debits (and credits) to every expenditure account and for any prior period adjustment credit for the specified period for the funding year.
- July 1 through June 30 of each completed year, plus July 1 through end of last completed month in the current year.

Upload the following General Ledger Reports for funding that are still available for the 2023-2024 School Year by December 13, 2024:

## FY21

- \*July 1, 2020-July 30, 2021
- \*July 1, 2021-June 30, 2022
- \*July 1, 2022-June 30, 2023
- \*July 1, 2023-June 30, 2024

## FY23

- \*July 1, 2022-July 20, 2023
- \*July 1, 2023- June 30, 2024

## FY22

- \*July 1, 2021-June 30, 2022
- \*July 1, 2022-June 30, 2023
- \*July 1, 2023-June 30, 2024

## FY24

- \*July 1, 2023-June 30, 2024
- \*July 1, 2024-September 30, 2024

- Policy and/or procedure that ensures that the LEA's Title III budget and accounting records align with the approved Title III funding application by program year.
- Evidence of implementation and/or procedures that ensures accounting records align with the approved Title III funding application by program year.

*\*All reference to indicator A-6 must refer back to companion document on page 11*

- Policy and/or procedure that outlines employee time and effort documentation process for employees funding with Title III.
- Provide listing of all Title III funded employees with their personnel schedule
- Evidence of implementation of policy and/or procedures

- Personnel Activity Reports (PARs) for Title III Funded positions
- Evidence of reconciliation to the budget quarterly based upon monthly PARs



- Semi-annuals Certifications for Title III Funding positions

- Policy and/or Procedure for calculating Fringe Benefits charged to the Title III program
- Provide Accounting Records (Personnel records that shows salaries and benefits for Title III Program charged personnel.)
- Evidence of implementation of the policy and/or procedure.

- Policy and/or procedure for procurement with Title III program funding that complies with federal and state regulations and ensures prior approvals of purchases, including full and open competition.
- Provide History Transactions Log for Title III purchases. (Detailed General Ledger: Object Codes 300-999)
- Upload requested procurement packages that align with the history transaction report by PO number when the procurement packet(s) are selected.
- Evidence of implementation of the policy and/or procedure.

- Policy and/or procedure for procurements with Title III program funding that to the greatest extent possible, the avoidance of acquiring unnecessary or duplicated items.
- Provide History Transactions Log for Title III purchases. (Detailed General Ledger: Object Codes 300-999) **[Provided in H-1]**
- Upload requested procurement packages that align with the history transaction report by PO number when the procurement packet(s) are selected. **[Provided in H-1]**
- Evidence of implementation of the policy and/or procedure.

- Policy and/or procedure for auditing procurement files for purchases with Title III program funding
- Provide History Transactions Log for Title III purchases. (Detailed General Ledger: Object Codes 300-999) **[Provided in H-1]**
- Upload requested procurement packages that align with the history transaction report by PO number when the procurement packet(s) are selected. **[Provided in H-1]**
- Evidence of implementation of the policy and/or procedure.

- Policy and/or procedure for ensuring that Title III funding purchases comply with the federal cost principles.
- Evidence of implementation of the policy and/or procedure.
- Evidence of prorated expenditures between federal, state, and/or local funding sources when purchases are supported by multiple funding purposes.

- Policy and/or procedure for awarding contracts with Title III funding that complies with the Uniform Guidance (Appendix II Part 200).
- Evidence of implementation of the policy and/or procedure.
- Evidence of signed & dated contracts and/or bids, including supporting documentation.



- Policy and/or procedure for monitoring the work of contractors to ensure work performed aligns with agreements and Federal requirements.
- Evidence of implementation of the policy and/or procedure.
- Contractual services invoices.
- Evidence of contract services evaluations, including supporting documentation, as shown in H-6.

- Policy and/or procedure for addressing contractors who fail to perform according to the terms of the agreement and/or the provision of goods/services.
- Evidence of implementation of the policy and/or procedure.

- Policy and/or procedures for timely and meaning consultation with private school officials.
- Evidence of implementation of the policy and/or procedures.

- Policy and/or procedures for calculating equitable services to private schools.
- Evidence of implementation of the policy and/or procedures.

- Policy and/or procedures for providing equitable services to Title III eligible private school students.
- Evidence of implementation of the policy and/or procedures.

- Policy and/or procedures for ensuring the appropriate use of any equipment or supplies purchased using Title III funding reserved for equitable services.
- Evidence of implementation of the policy and/or procedures.

- Policy and/or procedures for the management certification and/or verification sign off for Title III data that ensures that reported data is accurate and complete.
- Evidence of implementation of the policy and/or procedures.



- Policy and/or procedures for the monitoring of schools to ensures that reported Title III data are accurate and complete.
- Evidence of implementation of the policy and/or procedures.

- Evidence of that Title III funds are used to supplemental rather than supplanting State, Local and other Federal funds.

- Evidence that no more than 2% of Title III funds are used for administrative cost.

# Title III Programmatic Indicators

- **Board approved:**
  - **EL/Immigrant Admittance/Enrollment Policy and/or Procedures** with supporting documentation (board minutes)
  - **EL Plan** with supporting documentation (board minutes)
- Evidence of implementation of the policy and/or procedure.
- Evidence of implementation of the EL plan.
- Evidence of implementation of the dissemination of EL policies and procedures to all staff.

- MSIS EL Report for month 9 for the previous school year.  
(Information should be redacted to only include last name and last four digits of the MSIS number.)
- Procedural Guidelines for completing and retaining surveys
- Upload requested home language surveys that align with the MSIS EL Report for month 9 for the previous school year by last name and last four digits of the MSIS number. The students will be requested during review.

- Policy and/or procedure for Title III identified students.
- Evidence of implementation of the policy and/or procedure.
- Upload requested placement testing results, parental notification, and Language Service Plan (LSP) for students identified from the MSIS EL Report for month 9 for the previous school year by last name and last four digits of the MSIS number. The students will be requested during review.

- Policy and/or procedure for Title III identified students that have exited the program.
- Policy and/or procedure for Title III identified students that are being monitored in the program.
- Evidence of implementation of the policy and/or procedure for exited students.
- Evidence of implementation of the policy and/or procedure for monitored students.
- Upload the list of students that exited the program for the previous school year by last name and last four digits of the MSIS number.
- Upload requested provide the monitoring documentation for students identified from the MSIS EL Report for month 9 for the previous school year by last name and last four digits of the MSIS number. The students will be requested during review.



## NN-5 EL Program and Title III (Language Instruction/ELs and Immigrants) 45

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- Evidence of implementation of comparable services for identified Title III students.
- Upload the documentation for comparable services for Title III students that are pulled from the month 9 MSIS report for the previous school year by last name and last four digits of the MSIS number.. The students will be requested during review.
- Evidence of implementation that support the LEA's response to the Funding Application, Title III, EL Program Details section, question #5.

- Evidence of that Title III students participated in **Statewide Assessment**.
- Upload the documentation for Title III students that are pulled from the month 9 MSIS report for the previous school year by last name and last four digits of the MSIS number. The students will be requested during review.

- Evidence of that **ALL Identified Title III students** participated **annually English Language Proficiency Test (ELPT)**.
- Upload the documentation for Title III students that are pulled from the month 9 MSIS report for the previous school year by last name and last four digits of the MSIS number. The students will be requested during review.
- Evidence of implementation that support the LEA's response to the Funding Application, Title III, EL Program Details section, question #2.

- Evidence of that **ALL test administrators and EL Staff that work with EL** student have been trained on the State Adopted ELPT, including supporting documentation

- Upload the Language Instruction Educational Program (LIEP) for Title III students that are pulled from the month 9 MSIS report for the previous school year by last name and last four digits of the MSIS number. The students will be requested during review.
- Provide evidence of implementation of the program of the student requested during review.
- Provide evidence of student academic achievement and English Language Proficiency.
- Evidence of implementation that support the LEA's response to the Funding Application, Title III, EL Program Details section, question #1, #2, and Activity Chart.

## NN-10 EL Program and Title III (Language Instruction/ELs and Immigrants) 50

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- Provide evidence of Title III parent, family and community engagement focused on Language Instruction.
- Evidence of implementation that support the LEA's response to the Funding Application, Title III, EL Program Details section, question #3, #4, and #5.

## NN-11 EL Program and Title III (Language Instruction/ELs and Immigrants) 51

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- Upload signed assurance **statement** from superintendent, principal, or human resources that states that the English Learners (EL) teachers are certified to work with EL students in subjects such as English as a Second Language, Reading and/or English Language Arts

- Evidence of that of professional development provided to all staff for Title III Language Instruction Programs.
- Evidence of implementation that support the LEA's response to the Funding Application, Title III, EL Program Details section, question #6.



- Evidence of the annual evaluation of the LIEP (not the needs assessment) and supporting documentation.

- Provide evidence that the LEA implemented its specific plan to support the unique, non-linguistic needs of its immigrant students
- Evidence of implementation that support the LEA's response to the Funding Application, Title III, Immigrant, Program Details.

# Resource

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## Title III-English Learners & Immigrants Checklist for Folders & LIEPs (Served/Monitored)

### Folder Checklist:

1.	Original Home Language Survey
2.	English Learner Screener/Placement Test
3.	Parent Notification of Identification
4.	Parent Denial Letter (If applicable) Signed Yearly
5.	Language Service Plan Current and Prior Years-Updated Yearly
6.	Exit/Monitoring Documentation for Monitored Students who have exited the Program (Last few pages of the Service Plan)-Updated Yearly
7.	Class Schedule-Both Semesters- Monitoring Year & Current Year
8.	Report Cards-Monitoring & Current Year
9.	State Assessments (MAAP, ACT, MKAS)-Monitoring Year
10.	English Language Proficiency Test (ELPT)-All Years
11.	EL Placement/Description of Program- (Pull-out, Sheltered, Content Based etc.)

- OFP will host a special technical assistance session on FY25 General Ledger Uploads on Tuesday, November 19, 2024, at 1:00 p.m.
- Highly recommended that all federal programs directors, federal programs bookkeepers, and business managers attend the technical assistance session



# Questions



For any questions **concerning the Title III monitoring visit**, please contact **Mr. Kerry Thomas** at [kthomas@mdek12.org](mailto:kthomas@mdek12.org) or by telephone at 601.359.3499.

For any questions **concerning the Title III programmatic indicators**, contact **Dr. Melissa Levy-Jackson** at [mlevy@mdek12.org](mailto:mlevy@mdek12.org) or by telephone at 601.359.3499.



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