



Title III Plan and the Approval Process for LEAs



WHAT IS A TITLE III PLAN?

A Title III plan is documentation of activities that a local education agency (LEA) plans to conduct with funds received under Title III of the No Child Left Behind (NCLB) Act. The plan **narrates activities in the Title III-LEP budget**. Only LEAs receiving Title III-LEP funds are required to submit a Title III plan to the Department of Elementary and Secondary Education. This plan should not be confused with activities conducted by the LEA to meet federal requirements under *Lau v. Nichols* (the Lau plan). The Title III plan is an *additional* requirement for those receiving Title III-LEP funds. Also, the Title III plan should not be confused with an LEA's English language service delivery program. (The English language service delivery program describes all activities being planned/ carried out to meet the needs of English language learners (ELLs). The service delivery program is required of all LEAs and can include the Lau plan and the Title III plan.)

WHERE SHOULD THE TITLE III PLAN BE SENT?

LEAs in Missouri receiving Title III-LEP funds are required to submit their plans through **compliance plans (federal and state)** in order for the plans to be reviewed by Department staff.

WHAT IS THE REVIEW PROCESS?

Just entering a Title III plan into compliance plans (federal and state) is not the complete process; the plan must be **submitted** so that Department staff can review it. Before submitting a plan for review, make sure to check the *Assurance* box at the bottom of the Title III plan page. When the plan is submitted, the system allows the assigned Department staff to view it. The reviewer will be able to designate *Approve* or *Disapprove*. If a Title III plan is disapproved, the Department will hold Title III payments or request a refund of paid funds. An approved Title III plan allows an LEA to proceed with its activities using the available funds.

HOW CAN A DISTRICT ENSURE APPROVAL?

Department staff reviewing a Title III plan look for specific activities and how these activities relate to the Title III budget. The required and allowable activities under Title III are very important in drafting your plan. Activities such as attendance and other secretarial tasks, which are not supplemental in nature, must be avoided. LEAs are encouraged to work closely with their Migrant Education and English Language Learning (MELL) instructional specialists during the planning process. The following documents also provide

useful information for drafting your plan (click your mouse on the title to download or view the document online):

- **Planning English Language Learning Activities (Title III Plan)**
- **Crafting a Lau Plan**
- **OCR Lau Plan**
- **Developing an English Language Learning Program.**

WHAT TRIGGERS DISAPPROVAL?

Title III-LEP funds are made available to LEAs to serve ELLs, a specific subgroup of students. These funds must not be used for all subgroups including ELLs. **They must be used exclusively for ELLs, which means that only ELLs are to be served.** LEAs must stay away from statements implying that the general student body will be served including ELLs. The activities being planned have a specific budget justification, which is the Title III-LEP budget. There is no need to include activities that are not paid for by Title III-LEP funds. The time span of the activity must not go beyond the Title III budget period. LEAs must not include activities carried out under other federal or state programs such as special education, homeless, gifted, adult education, etc. Only Title III-LEP activities are to be included in the Title III plan. LEAs must make sure that all required activities are included in the Title III plan. (See the links below.)

WHAT IS A TITLE III IMPROVEMENT PLAN?

A Title III improvement plan is documentation of corrective activities that a Title III-funded LEA is planning to reverse failure in meeting its Annual Measurable Achievement Objectives (AMAOs) for two consecutive years. The improvement plan must be tied to the Title III budget (when funding is available). While the regular Title III plan is an action plan, the Title III improvement plan is a *corrective* action plan.

IS TECHNICAL ASSISTANCE AVAILABLE?

For additional support documents, and to contact Department and MELL personnel, go to dese.mo.gov/qs/me/ell.htm and dese.mo.gov/qs/me/staff.html.

WHAT IF I HAVE MORE QUESTIONS?

For more information about Title III plans, contact:

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