



REFUGEE CHILDREN SCHOOL IMPACT GRANT SELF-MONITORING REPORT

DIRECTIONS

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see key below*) in the box to the right of the corresponding item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the local educational agency (LEA).
2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the LEA for review. Do not send copies of evidence sources to Migrant Education Programs, unless requested to do so.
3. If you have any questions, call or email for assistance. Phone (573) 522-1567 or yaya.badji@dese.mo.gov
4. MAIL the completed form by February 13, 2018 to: Migrant Education, Missouri Department of Elementary and Secondary Education (DESE), PO Box 480, Jefferson City, MO 65102-0480 or fax to (573) 526-6698.

- DC =** District Compliant: A review indicates compliance. When using this code, the LEA must have the documentation readily available for review by Migrant Education, if requested.
- DR =** District Resolving: A review indicates a compliance discrepancy. When using this code, use the comment section on the last page to explain how the LEA intends to resolve the discrepancy and the intended time frame for completion.
- DA =** District Assistance: The LEA requests assistance. A supervisor from Migrant Education will contact the LEA to arrange for assistance.
- NA =** Not Applicable to this LEA.

SECTION I – LEA AND PROGRAM INFORMATION

LEA NAME		COUNTY-DISTRICT CODE
BOARD AUTHORIZED REPRESENTATIVE		FORM DUE DATE: February 13, 2018
GENERAL PROVISIONS CONTACT		GENERAL PROVISIONS CONTACT PHONE
REFUGEE CHILDREN SCHOOL IMPACT CONTACT		REFUGEE CONTACT PHONE
DESE ON-SITE REVIEW STAFF	LEA STAFF ON-SITE	REVIEW DATE

SECTION II – TABLE OF CONTENTS

General Provisions must be completed by all LEAs and can be found on pages 2-3.

Refugee Children School Impact must be completed by all LEAs receiving funds for this program and can be found on page 4-5.

SECTION III – ASSURANCES AND CERTIFICATION

The authorized representative assures DESE that the information provided is correct and accurate and documentation is on file at the LEA for review.

SIGNATURE OF BOARD-AUTHORIZED REPRESENTATIVE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

SECTION IV - GENERAL PROVISIONS		DC	DR/DA	NA	DEPT
1. Complaint Procedures for Federal Programs (<i>Administrative Manual</i>) (https://dese.mo.gov/sites/default/files/qs-fc-admin-manual-Jan-2015.pdf)					
a. The LEA has NCLB Complaint Procedures. Evidence Sources <input type="checkbox"/> NCLB Complaint Procedures are in a uniform format that parents can understand					
b. The LEA disseminates the NCLB Complaint Procedures yearly to all parents . Evidence Sources <input type="checkbox"/> Newsletters <input type="checkbox"/> Student Handbook <input type="checkbox"/> Newspaper or website (not only source) <input type="checkbox"/> Letter <input type="text"/> <div style="text-align: center;">(month/day/year)</div>					
c. The LEA documents complaints and their resolution in a timely manner. Evidence Source <input type="checkbox"/> Copies of complaints and resolutions <input type="checkbox"/> No complaints on file					
2. Inventory (<i>Administrative Manual</i>) (https://dese.mo.gov/sites/default/files/qs-fc-admin-manual-Jan-2015.pdf)					
a. A centralized inventory control system accounts for all equipment purchased with federal dollars and contains the required elements (Description, Date of Purchase, Location, Serial ID Number, Vendor, Unit Cost, Funding Source, Condition, and Transfer). If the LEA was given permission to purge equipment less than five years old, they did not purchase similar equipment until the five-year period was over. Equipment with an acquisition cost of less than \$5,000 which is at least five years old and no longer effective have been purged or transferred to the LEA. Records should be maintained for three years.					
b. Capital outlay purchases are consistent with the application.					
c. LEA labels all inventory items purchased with federal funds listing the program name and date of purchase(s).					
d. Evidence that a physical inventory is performed every two years. Evidence Sources (Items a-d) <input type="checkbox"/> Copy of inventory listing <input type="checkbox"/> Documentation of Department approval regarding purged items					
3. Board-Approved District Comprehensive School Improvement Plan (CSIP)					
The activities of all federal programs are reflected in the board-approved CSIP. The LEA indicates the source of federal funding, whether in whole or in part, for each relevant strategy or action step as it pertains to the following program: <input type="checkbox"/> Refugee Children School Impact Evidence Source <input type="checkbox"/> CSIP					
4. Obligation of Funds (<i>Administrative Manual</i>)					
The LEA provides documentation that funds are expended or obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period. The LEA did not code prior year expenditures or obligations to current year program. Refugee Children School Impact Application Approval Date <input type="text"/> <div style="text-align: center;">(month/day/year)</div> Refugee Children School Impact First Obligation Date <input type="text"/> <div style="text-align: center;">(month/day/year)</div> Evidence Sources <input type="checkbox"/> Purchase orders <input type="checkbox"/> Accounting records/ledgers					

SECTION IV - GENERAL PROVISIONS (continued)

5. Accounting Requirements (Administrative Manual)				
<p>a. Obligations and expenditures of federal funds are recorded with a separate accounting code for each program. Evidence Source <input type="checkbox"/> Accounting records</p>				
<p>b. The LEA has accounting records to support allowable federal expenditures. Evidence Sources <input type="checkbox"/> Copies of accounting records that reflect the expenditures reported on the Final Expenditure Report (required) <input type="checkbox"/> Copies of the two most recent years audit reports, A-133 and Financial Statement Audits <input type="checkbox"/> Copies of policies and procedures covering procurement of goods and services (required) <input type="checkbox"/> A list of all cash receipts and disbursements of the Refugee funds from the current and previous year. The list should include the date, amount of transaction, the payee, the invoice number, the purchase order number, the transaction, and accounts debited and credited (if available). <input type="checkbox"/> Documentation that the LEA paid prevailing wage rates on federal construction projects in excess of \$2,000 (required, if applicable)</p>				

6. Staff Paid with Federal Funds (Administrative Manual)				
<p>The LEA's payroll corresponds to Core Data, Single-Funding Certification Forms, and Time and Effort Logs. Evidence Sources <input type="checkbox"/> A copy of the payroll detail for the last payroll period for Refugee programs (required). <input type="checkbox"/> Core Data (required) <input type="checkbox"/> Time and effort logs for full-time employees (FTEs) that work for more than one cost objective, including those funded through Administrative Cost for stipends and out-of-contract time paid. (required, if applicable) <input type="checkbox"/> Semi-Annual Certification forms for all Refugee staff who work 100% on a single cost objective that are signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee semi-annually. (required, if applicable) <input type="checkbox"/> Work schedules</p>				

GENERAL PROVISIONS COMMENTS

SECTION IV - GENERAL PROVISIONS (continued)

DC DR/DA NA DEPT

7. Student Identification		DC	DR/DA	NA	DEPT
<p>The LEA has documentation available showing a procedure is used by the LEA to survey the enrolled student body and identify those students who are refugee. These efforts are coordinated with school personnel and community agencies.</p> <p>Evidence Sources</p> <input type="checkbox"/> Student survey <input type="checkbox"/> Question on the student enrollment form <input type="checkbox"/> Agendas, minutes of meetings, or other forms of communication with community social and welfare service agencies, shelters, churches, etc.					
8. Number of Refugee Children Enrolled		DC	DR/DA	NA	DEPT
<p>The LEA had refugee children enrolled in the prior school year.</p> <p>Evidence Sources</p> <input type="checkbox"/> Refugee students enrolled in prior school year <input type="text"/> (refugee students) <input type="checkbox"/> Enrollment records <input type="checkbox"/> Refugee Children School Impact Grant					
9. Number of Refugee Children and Families Served		DC	DR/DA	NA	DEPT
<p>The LEA provides documentation that refugee children and families were served, and provided professional development related to refugee children in the prior school year.</p> <p>Evidence Sources</p> <input type="checkbox"/> Refugee children served in the prior school year <input type="text"/> (refugee children) <input type="checkbox"/> Refugee families served in the prior school year <input type="text"/> (refugee families) <input type="checkbox"/> Professional development was provided to staff members <input type="text"/> (# of staff members) <input type="checkbox"/> Refugee Children School Impact Grant documentation <input type="checkbox"/> Certificates, meeting agendas, sign-in sheets, and minutes of meetings					
10. Activities		DC	DR/DA	NA	DEPT
<p>The LEA provides documentation that activities approved in the grant were implemented.</p> <p>Evidence Sources</p> <input type="checkbox"/> English as a Second Language Instruction <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Utilization of School Curricula that Encourage Optimum Learning and Acquisition of Necessary Skills <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> After-School Tutoring Programs Focused on Helping Refugee Students Understand and Complete Assignments <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> After-School Summer Programs that Support Remedial Work or Promote School Readiness <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Parent-Involvement Programs <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Mentoring Programs <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Interpreter Services for Parent/Teacher Meetings and Conferences <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Bilingual/Bicultural Counselors and Aides <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Training Staff on Refugee Culture and Use of Special Teaching Materials <input type="text"/> (approved in application) <input type="text"/> (implemented) <input type="checkbox"/> Utilization of Modern Technology Deemed to Speed-Up English Language Acquisition and Other School Related Skills <input type="text"/> (approved in application) <input type="text"/> (implemented)					

SECTION IV - GENERAL PROVISIONS (continued)

DC DR/DA NA DEPT

10. Activities (Continued)

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| <input type="checkbox"/> Utilization of other Special Educational Materials proven to help Children with Learning Disabilities | <input type="text"/>
(approved in application) | <input type="text"/>
(implemented) |
| <input type="checkbox"/> Programs Enhancing Linguistic and Cultural Competence in Service Provision | <input type="text"/>
(approved in application) | <input type="text"/>
(implemented) |
| <input type="checkbox"/> Meeting agendas, sign-in sheets, minutes of meetings and parent involvement flyers/letters/surveys or evaluation results | | |
| <input type="checkbox"/> Lesson plans, activity outcomes | | |
| <input type="checkbox"/> Other _____
(other) | | |

GENERAL PROVISIONS COMMENTS