

**Office of College and Career Readiness**  
**Perkins Technical Assistance Visit—Required Documentation**

During the Perkins Technical Assistance Visits (TAVs) in Fiscal Year 2014, there will be three areas of documentation that are reviewed: accountability/performance, financial, and programmatic. The following documents, materials, and records must be gathered, organized, and available for review during the TAV.

**Accountability/Performance Documentation**

**Secondary**

- Provide the name of the student management system used to submit the student data to MOSIS. List Technical Skills Assessments by program area, assessment name, and number of students taking the assessment.
- Explain the steps taken to contact all career education graduates for 5S1 Placement.
- Explain how nontraditional programs are promoted.
- Provide an Improvement Plan for each Core Indicator that is not being met within 90% of the State Adjusted Level of Performance.

**Postsecondary/Adult**

- List Technical Skills Assessments by program area, assessment name, and number of students taking the assessment.
- Explain the steps taken to contact all career education graduates for 4P1/4A1 Placement.
- Explain how nontraditional programs are promoted.
- Provide the name of the student management system used to submit the student data to MOSIS.
- Provide an Improvement Plan for each Core Indicator that is not being met within 90% of the State Adjusted Level of Performance.

All performance indicators and data collection elements will be discussed during the TAV.

**Financial Documentation**

- Accounting records (financial reports, ledgers, accounts)
- Requisitions, purchase orders, invoices, expense reports
- Payment request documentation
- Time and effort documentation (monthly personnel activity reports, semi-annual time certifications, and/or time and effort reports)
- Job descriptions
- Extra-duty/stipend agreements
- Equipment inventory records
- Physical inventory documentation
- Consortium agreement
- Pell Grant data documentation
- Any additional financial information supporting the Perkins grant

The financial documentation indicated above must be provided for Fiscal Year 2013 (July 1, 2012 through June 30, 2013). There is a possibility the documentation for Fiscal Year 2014 (July 1, 2013 through current date) will be reviewed as well.

**Programmatic Documentation**

- *Checklist for Development and Implementation of Programs of Study* (Must complete one checklist for each program of study). The checklist is located at: [http://www.dese.mo.gov/divcareered/perkins\\_iv\\_pos.htm](http://www.dese.mo.gov/divcareered/perkins_iv_pos.htm).
- Perkins Program Self-Assessment document (Must complete document and have suggested documentation available for review).