



NCLB Consolidated Federal Programs Calendar

(This calendar has been completed with the most accurate and up-to-date information at this time. Be advised, that as the year proceeds, changes and additions may occur. For this reason, we encourage you to join, if you have not, our Federal Programs listserv where any changes or additions will be posted throughout the year.)

To subscribe go to;

<http://www.dese.mo.gov/divimprove/fedprog/grantmgmt/Subscribe%20to%20the%20DESE%20Federal%20Programs%20discussion%20list!.htm>

On-Going Requirements

- ❖ Payment Requests are due no later than 11:59 p.m. on the first day of the month
- ❖ Submit Application Revisions as needed
- ❖ Completion of Time and Effort Logs/Personal Activity Reports (PAR)/Substitute System
- ❖ Parental involvement activities/meetings are required for all buildings with Title I.A funds
- ❖ Parental input should be included in the School Parent Compact, Policies, Plans, Annual Meeting and Program Evaluation
- ❖ Public Notice of Educational Rights of Homeless Students and Youth (posters and brochures are disseminated to places where family and youth are likely to be present)
- ❖ Reference the MOSIS/Core Data Acquisition Calendar Timeline for additional deadlines

July

- 1 – First day of the Fiscal Year
- 1 – Deadline for NCLB Consolidated Federal Programs' and Title I School Improvement (a) (Focus Schools) Grants
- 1 – Starting Date for Homeless Children and Youth Grant Program
- 31 – Deadline for Evaluation Reports for the Homeless Children and Youth and Refugee Children School Impact Grants
- Federal Programs' Titles I.A, I.C Migrant, and III LEP End-of-Year Reports (available online)
- Continue planning parental involvement activities for the upcoming school year

August

- 1 – Deadline for Refugee Children School Impact Grant Final Expenditure Report (FER)
- 15 – Update and submit Screen 03 – District Contact Personnel in the MOSIS August Cycle (specifically ELL, Federal Programs, Homeless and Migrant contacts)
- 31 – Deadline for Math and Science Partnership Program Application
- Disseminate:
 - NCLB Federal Programs' Complaint Resolution Procedures
 - Parents' Right-to-Know Regarding Teachers' Qualifications
- Hold Title I.A Annual Meeting(s) in all Title I.A building(s)
- Implementation of nonpublic services should begin at the same time as public school Title I.A services
- District should check that they meet Comparability requirements (if applicable for Districts/LEAs with overlapping grade spans)

September

- 01 – Deadline to submit Federal Programs' Titles I.A, I.C Migrant, and III LEP End-of-Year reports
- 15 – Starting Date for Refugee Children School Impact Grant Project
- 30 – Deadline for Federal Programs' Final Expenditure Report (FER)
- 30 – Deadline to obligate Title I.A excess carryover
- 30 – Ending Date for Math and Science Partnership Program
- Building Principal's Verification of Compliance of Staff Qualifications for teachers and paras completed and attestation letter on file in all Title I.A building(s) and at Central Office
- School-Parent Compacts signed and on file
- Review MAP data and MSIP 5 APR
- Information sent to all nonpublic schools and e-mails to all public schools regarding Nonpublic Registration
- Nonpublic Registration opens

October

- 1 – Starting Date for Math and Science Partnership Program
- 15 – Submission of NCLB October Cycle of the Self Assessment (based on cohort year)
- 15 – 9/30 Report of expenditures and obligations due for Title I.A
- 15 – All federally-paid positions, full and part-time, and stipends have been verified and entered into the October Cycle of MOSIS/Core Data and they correlate to the NCLB Consolidated Federal Programs' Application
- 15 – Verify Free/Reduced and enrollment counts in MOSIS (used for Title I.A allocation calculation)
- 30 – Deadline for Math and Science Partnership Program Final Expenditure Report (FER)
- 31 – Deadline for Annual Program Evaluation of Title I.D (Delinquent Institutions)
- Submit Application Revisions as needed
- Parental Involvement activities conducted

- Review Educator Qualifications in Web Apps for Highly Qualified Teacher Qualifications

November

- 15 – Deadline for nonpublic schools to complete Nonpublic Registration on-line
- 15 – Deadline for the Refugee Children School Impact Grant Self Monitoring Checklist
- 30 – Deadline for the Annual Survey of Children in Local Institutions for Neglected or Delinquent Children or in Correctional Institutions
- 30 – Deadline for Math and Science Partnership Program Evaluation Report
- Comparability of Services study completed by DESE using Core Data information; Districts/LEAs notified of compliance or non-compliance

December

- 1 – Deadline for Math and Science Partnership Program Self-Monitoring Checklist
- 15 – Submission of NCLB December Cycle of the Self Assessment (based on cohort year)
- Single Funding Certification Form(s) signed and on file for first semester
- Inventory update may be needed
- Parental Involvement activities conducted

January

- Maintenance of Fiscal Effort (MOE) computed by DESE based on information from the Annual Secretary of the Board Report (ASBR) and Districts/LEAs notified on non-compliance
- Verify Census Data

February

- 15 – Submission of NCLB February Cycle of the Self Assessment (based on cohort year)
- 15 – Verify Free/Reduced and enrollment counts in MOSIS (used for Title I.A allocation calculation)

March

- 31 – Recommended last day to order materials and supplies
- 31 – Deadline for changes to Nonpublic Registration
- Submit Application Revisions as needed
- Conduct program needs assessment

April

- 15 – Submission of NCLB April Cycle of the Self Assessment (based on cohort year)
- 30 – Deadline for NCLB Consolidated Federal Programs’ Budget Application Revisions
- Send Parent Surveys; tabulate results for program evaluation
- Annual program evaluations; must include an evaluation of nonpublic services, if applicable
- Conduct consultation meeting(s) with nonpublic school officials to plan for activities associated with the NCLB Consolidated Federal Programs’; have required forms completed and signed at this time

May

- 15 – Deadline to submit the following:
 - Title I.A LEA Plan
 - Schoolwide Program Plan
 - Title I.C Migrant Plan
 - Title I.D Delinquent Plan
 - Title III LEP Plan
 - Title III Immigrant Plans
- CSIP, District Accountability, Priority and Focus Plans revised based on needs assessment and evaluations
- Compare numbers and data for new NCLB Consolidated Federal Programs’ Budget Application
- Collect teacher checklists for students who may be eligible for Title I.A services (Public and Nonpublic)
- Single Funding Certification Form(s) signed and on file for second semester

June

- 1 – Deadline to submit Federal Program Proposed Summer School Plan
- 30 – Project Ending Date for NCLB Consolidated (I.A, I.C Migrant, I.D Delinquent, II.A, III Immigrant, III LEP, VI.B), Charter School Grant, Homeless Children and Youth Grant Program, Math and Science Partnership Program, Refugee Children School Impact Grant, School Improvement (g) SIG, School Improvement (g), SIG ARRA, and Title I School Improvement (a)
- 30 – Ending Date for Homeless Children and Youth Grant and Refugee Children School Impact Grant
- Submit NCLB Consolidated Federal Programs’ Budget Application including any necessary forms to insure the July 1 substantial approval date
- Conduct physical inventory and update inventory records
- Letter of Announcement for Math Science Partnership Program Application
- Homeless Children and Youth Grant Award Announcement

**Charter Administrative Summit
September 26, 2013**

Consolidated Federal Programs Administrative Manual

<http://dese.mo.gov/divimprove/fedprog/documents/qs-fc-admin-manual-June-2012.pdf>

General Federal Guidance

<http://www.dese.mo.gov/fas/GeneralFederalGuidance.html>

Payment Request and FER Training Guides

<http://www.dese.mo.gov/divimprove/fedprog/financialmanagement/PayReqFER.htm>

Budget Revisions

A revision must be submitted and approved prior to obligation of funds. **Budget revisions may not be submitted after April 30th. NOTE: Budget carryover after FER approval.**

Allocation Adjustments

Program year 2013-2014 allocation adjustment will be made based on October MOSIS counts.

<http://dese.mo.gov/divimprove/fedprog/financialmanagement/Allocation%20Info.htm>

Obligation of Funds

The LEA may use grant funds only for obligations made during the grant period. The following table shows when an obligation is made for various kinds of property and services.

IF THE OBLIGATION IS FOR--	THEN THE OBLIGATION IS MADE--
Acquisition of real or personal property	On the date on which the State or subgrantee/recipient makes a binding written commitment to acquire the property
Personal services by an employee of the State or subgrantee/recipient	When the services are performed
Personal services by a contractor who is not an employee of the State or subgrantee/recipient	On the date on which the State or subgrantee/recipient makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the State or subgrantee/recipient makes a binding written commitment to obtain the work
Public utility services	When the State or subgrantee/recipient receives the services
Travel	When the travel is taken (exceptions: airfare/registrations when paid)
Rental of real or person property. A preagreement cost that was properly approved by the State under the cost principles	When the State or subgrantee/recipient uses the property

Payment Request

LEAs must request funds in ePeGS on a reimbursement basis. NOTE: New format mirrors budget.

<https://k12apps.dese.mo.gov/webLogin/login.aspx>

Final Expenditure Report (FER)

A LEA with an approved application must submit a FER on or before September 30. FERs must reflect the actual expenditures/obligations that have incurred for the school year. If your LEA submits a FER for more than what has been expended, it will result in a refund due back to the Department. The FER in ePeGS will reflect what was submitted in the approved budget. Expenditures will be reported by both object and function codes. Expenditures in approved object codes may not exceed 10% of the total amount budgeted within each of the approved programs.

<https://k12apps.dese.mo.gov/webLogin/login.aspx>

Carryover and 9/30 (September 30) Report

The carryover amount will be reflected under Current Funds Available in ePeGS after the FER has been submitted and approved. Funds not used and carried over into the next fiscal year are subject to these limitations:

- Title I.A—LEAs with a Title I.A allocation of \$50,000 or more may not carry over more than 15% of the funds allocated each year past September 30 of the following year. The Department may grant a waiver of this limitation once every three years if the LEA's request is reasonable and necessary. LEAs with an allocation of less than \$50,000 may carry over up to 100% of their allocation.
- Titles II.A, III, and VI.B may carry over up to 100% of their funds into the next fiscal year. LEAs may view the information regarding their carryover by clicking on the actual carryover amounts for each program under Current Funds Available in ePeGS. LEAs with a carryover in excess of the limitation for Title I.A must submit a 9/30 report in ePeGS by mid-October that reflects their expenditures and obligations as of September 30. <https://k12apps.dese.mo.gov/webLogin/login.aspx>

Documentation Related to Payment of Staff

All federally funded FTEs must be submitted in MOSIS. FTEs must be consistent with the Consolidated Application. LEAs must keep documentation, such as time and effort logs or classroom schedules, for partial FTEs and for individuals receiving stipends.

Single Funding Certification

Where employees are expected to work 100% on a single federal program, charges for their salaries and wages will be supported by the completion of the Single Funding Certification Form. These certifications will be signed at least semi-annually by the employee or supervisory official having first-hand knowledge of the work performed by the employee. LEAs should keep these forms on file to certify staff funded with federal funds is conducting activities consistent with the purposes of the funding sources. The suggested language for this may be found at:

http://www.dese.mo.gov/divimprove/fedprog/grantmgmnt/documents/Single_Funding_Cert_04172008.pdf

Time and Effort

Time and effort logs must be maintained for FTEs who work for more than one cost objective, including those funded through Administration Pool and for stipends and out-of-contract time paid.

http://www.dese.mo.gov/divimprove/fedprog/grantmgmnt/publication_and_forms.html

Uniform Tiered Monitoring Process

The tiered monitoring process is implemented to ensure adequate monitoring of all districts with additional opportunities to monitor those districts with high-risk characteristics. The tiered process has four components: desk audit, desk monitoring, on-site monitoring and telephone monitoring. All components, with the exception of the desk audit, are organized around a three-year timeframe. The

process requires that all districts and charter schools are placed within one of the three permanent cohorts. The cohort structure allows the Department to equalize the monitoring work across the state

Implementation Timeline:

Task	2011-12	2012-13	2013-14	2014-15	2015-16
Desk Audit	Cohorts 1,2,3				
Desk Monitoring	Cohort 1	Cohort 2	Cohort 3	Cohort 1	Cohort 2
On-site/telephone		Cohort 1-10%	Cohort 2-10%	Cohort 3-10%	Cohort 1-10%
Clean-up			Cohort 1-10%	Cohort 2-10%	Cohort 3-10%

Title I.C programs will be monitored ON-SITE every three years using the Self-Monitoring Checklist.

Webinars – Recorded in September 2013 -- Tiered Monitoring System Introduction and Overview & NCLB Finance Tiered Monitoring

NCLB Finance Cohort 3 due October 31,2013

Federal Programs Cohort 3 has section due October 15, 2013

Highly Qualified Teachers (HQT)

The federal NCLB Act requires all public elementary and secondary teachers employed by the LEA who teach a core academic subject (English, reading or language arts, mathematics, science, foreign languages, the arts, and social studies) be “highly qualified”. NCLB defines highly-qualified teachers as those with at least a bachelor’s degree, full state certification in the subject area and grade level in which they teach, and documentation of content expertise. Although a teacher of core academic subjects may meet the appropriate requirements to teach in Missouri, the teacher must also meet the HQT requirements.

If the LEA has a teacher in a Title I school who does not meet the HQT requirements, the LEA must provide each parent “timely notice that the parent’s child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.” If the LEA has a teacher paid with Title I.A or Title II.A funds, the teacher **must** meet HQT requirements at the time of higher.

Compliance Verification and Use of Funds

LEAs may use Title I.A and Title II.A funds to support ongoing training and professional development for teachers and paras to meet certification requirements.

All core content teachers must be highly qualified. If they are not highly qualified, a LEA must use 5% of their Title I funds for professional development to ensure they become highly qualified. All federally funded teachers and paraprofessionals MUST be highly qualified at the time of hire.

Each LEA, at a minimum, shall annually require the principal of each participating schoolwide or targeted assistance school to have written verification the school is in compliance with highly qualified teacher and paraprofessional requirements. Copies of the verifications must be maintained at each school and at the main LEA office and must be available to the general public on request.

Assignment of Personnel

Title I staff may:

- serve only students eligible to participate in a targeted assistance program
- assume limited duties that are assigned to similar non-Title I personnel, including duties beyond classroom instruction, so long as the proportion of time does not exceed that of personnel not paid by Title I

- not be pulled away from Title I duties to serve as substitutes
- participate in general professional development and school planning activities teach collaboratively with regular classroom teachers

Instructional Time and Caseloads

- Title I staff should have the same number of instructional and planning minutes per week as classroom staff. As much as is feasible, this planning time should be devoted to regularly scheduled and documented collaboration with classroom teachers. Enough time should be spent with each student in supplemental settings to allow the student to develop the same skills their age peers have mastered. The goal is always to have students succeed so they can exit supplemental services before the year is over. Students receiving services should be assessed often in formal and informal ways to monitor progress and guide instruction.
- A full-time caseload for certified teachers is 30 to 60 students. Fewer students may be served if the teacher is working one-on-one with students or with very small groups of up to three students.
- Paraprofessionals do not have a caseload since students would be counted in the Title I or classroom teacher's enrollment numbers.
- It is recommended a certified teacher provide instruction in groups of no more than 10, or up to 15 students, if a paraprofessional or an additional classroom teacher is present.