



**REFUGEE CHILDREN SCHOOL IMPACT GRANT
SELF-MONITORING REPORT**

SECTION I DISTRICT AND PROGRAM INFORMATION

SCHOOL DISTRICT NAME		COUNTY-DISTRICT CODE
BOARD AUTHORIZED REPRESENTATIVE		FORM DUE DATE: December 15
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

INSTRUCTIONS

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see key below*) on the line 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 district.
2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation available. The documentation of evidence sources must be on file at the district for review. Do not send copies of evidence sources to Federal Programs, unless requested to do so.
3. For sample forms, program guidance and other information, visit <https://dese.mo.gov/quality-schools/migrant-el-immigrant-refugee-education/refugee-children>.
4. MAIL the completed form by the due date above to: Missouri Department of Elementary and Secondary Education, Federal Programs, P.O. Box 480, Jefferson City, MO 65102.
QUESTIONS: Contact Student Support Services; Refugee Program at 573-526-3232 or webreplyfedpro@dese.mo.gov.

- DC =** District Compliant: A review indicates compliance. When using this code, the district must have the documentation readily available for review by Federal Programs, 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 district intends to resolve the discrepancy and the intended timeframe for completion.
- DA =** District Assistance: The district requests assistance. A supervisor from Federal Programs will contact the district to arrange for assistance.
- NA =** Not Applicable: Does not pertain to this district.
- LEA =** Local Educational Agency: School district or charter school.

SECTION II TABLE OF CONTENTS

General Provisions must be completed by all districts and can be found on pages 2-4.

Refugee Children School Impact must be completed by all districts receiving funds for this program.

SECTION III ASSURANCES AND CERTIFICATION

The authorized representative assures the Department of Elementary and Secondary Education that the information provided is correct and accurate and documentation is on file at the district 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, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th 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.

GENERAL PROVISIONS		DC	DR/DA	NA	DESE
1. Complaint Procedures for Federal Programs (Administrative Manual) (https://dese.mo.gov/sites/default/files/qs-fc-admin-manual-ESSA-Jul-2018-Final-Copy.pdf)					
a. The LEA has ESSA Complaint Procedures. Evidence Sources <input type="checkbox"/> ESSA Complaint Procedures are in a uniform format that parents can understand					
b. The LEA disseminates the ESSA 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 _____ _____ month/day/year					
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 (Administrative Manual) (https://dese.mo.gov/sites/default/files/qs-fc-admin-manual-ESSA-Jul-2018-Final-Copy.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 school district. 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 DESE 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 programs: <input type="checkbox"/> Refugee Children School Impact Evidence Source <input type="checkbox"/> CSIP					

GENERAL PROVISIONS		DC	DR/DA	NA	DESE
4. Obligation of Funds (Administrative Manual)					
<p>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 the current year program.</p> <p>Refugee Children School Impact Application Approval Date _____ month/day/year</p> <p>Refugee Children School Impact First Obligation Date _____ month/day/year</p> <p>Evidence Sources</p> <input type="checkbox"/> Purchase orders <input type="checkbox"/> Accounting records/ledgers					
5. Accounting Requirements (Administrative Manual)					
<p>a. Obligations and expenditures of federal funds are recorded with a separate accounting code for each program.</p> <p>Evidence Source</p> <input type="checkbox"/> Accounting records					
<p>b. The LEA has accounting records to support allowable federal expenditures.</p> <p>Evidence Sources</p> <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"/> List of all cash receipts and disbursements of the Refugee funds from the current and previous year including 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)					
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.</p> <p>Evidence Sources</p> <input type="checkbox"/> Core Data (required) <input type="checkbox"/> Time and effort logs for 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					
7. Quarterly Consultations: Provide total number of local meetings in the reporting period and provide general description of stakeholders attending and main issues discussed (Office of Refugee Resettlement - ORR)					
Note: School and Refugee Community meetings to improve program and other issues as identified by stakeholders or districts.					
<p>a. Provide the number of consultations in the district during the reporting period</p> <p>b. List locations/dates where consultations were held</p> <p>c. General description of stakeholders who attended consultations</p> <p>d. Main issues discussed in the consultations</p> <p>Evidence Sources</p> <input type="checkbox"/> Sign-in sheets from quarterly consultations <input type="checkbox"/> Meeting minutes					
GENERAL PROVISIONS COMMENTS					

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8. Student Identification					
<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 <input type="checkbox"/> Social and welfare service agencies, shelters, churches, etc.					
9. Number of Refugee Children Enrolled					
<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 _____ refugee students <input type="checkbox"/> Enrollment records <input type="checkbox"/> Refugee Children School Impact Grant					
10. Number of Refugee Children and Families Served					
<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 _____ refugee children <input type="checkbox"/> Refugee families served in the prior school year _____ refugee families <input type="checkbox"/> Professional development was provided to staff members _____ # 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					
11. Activities					
<p>The LEA provides documentation that activities approved in the grant were implemented.</p> <p>Evidence Sources</p> <input type="checkbox"/> Specialized services and support for eligible youth _____ approved in application _____ implemented <input type="checkbox"/> Support for families learning to navigate the U.S. education system _____ approved in application _____ implemented <input type="checkbox"/> Capacity development for school systems, including education and training for staff around the unique and varied needs of refugees and access to necessary resources _____ approved in application _____ implemented <input type="checkbox"/> Facilitating partnerships between stakeholders to coordinate planning and implementation of programs and to ensure efficient use of funds (New Initiatives) _____ approved in application _____ implemented <input type="checkbox"/> Other new program initiatives					
REFUGEE CHILDREN SCHOOL IMPACT GRANT COMMENTS					

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