

**Kentucky Department of Education  
 Division of School and Program Improvement  
 Title I, Part A District-Level Desk Review Monitoring Checklist**

<b>District</b>	<b>Title I, Part A Coordinator</b>	<b>Superintendent</b>

<b>Additional Information (Check all that apply.)</b>	<b>Date(s) of Monitoring Visit</b>	<b>KDE Monitoring Staff</b>
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The following checklist is used in the desk review of a district’s Title I, Part A activities. Program compliance and/or effectiveness is determined based on responses and supporting evidence for each of the monitoring questions.

This tool directly aligns with the Title I, Part A requirements of the *Every Student Succeeds Act*. Each section contains several monitoring questions that will be evaluated individually. The lists of Required Documentation within each monitoring section are those things the district must upload for KDE review. However, KDE staff may request additional pieces of evidence on an as needed basis. Further, only documentation for the current school year must be submitted unless the program monitor(s) request(s) prior year information or it is applicable to the question.

During monitoring, the program monitor(s) will select an indicator for each monitoring item.

- Exceeds Requirements means the district goes beyond the requirements of Title I, Part A statute or regulation in the implementation of its program.
- Meets Requirements means the district meets the minimum requirements of Title I, Part A statute or regulation in the implementation of its program. In this case a recommendation may be issued.
- Does Not Meet Requirements means the district does not meet the minimum requirements of Title I, Part A statute or regulation in the implementation of its program. In this case, a finding will be issued.
- Not Applicable means the requirement does not apply to the district.

*Best Practices*, found at the end of each section on the checklist, are examples of practices or procedures that the Kentucky Department of Education (KDE) staff have observed in other districts that may enhance program effectiveness.

If you need clarification on a question or with understanding more about the monitoring tool, feel free to contact a Title I, Part A consultant at (502) 564-3791.

**I. Supplement, Not Supplant [ESSA Section 1118(b)]**

<b>Documentation required for this section:</b> <ul style="list-style-type: none"> <li>As applicable, the district’s supplement, not supplant methodology</li> <li>As applicable, data that supports the district’s methodology</li> </ul>	Does Not Meet Requirements	Meets Requirements	Exceeds Requirements	N/A
<p>1. The district’s supplement, not supplant methodology includes the following information.</p> <ul style="list-style-type: none"> <li>An account of the distribution of state and local funds, including staff, resources, and services such as professional development, in a Title I-neutral manner, including all state and local funds that the district uses for the education of students;</li> <li>An account of the staffing and services allocations with real calculations and numbers to support it, which may be based on the staffing allocation districts already provide to KDE;</li> <li>An accompanying narrative to explain the funding and staffing distributions; and</li> <li>Supporting documentation. [See ESSA 1118(b).]</li> </ul> <p><b>Notes:</b></p>				

**Best Practices**

- The supplement, not supplant methodology includes all required parts.
- The supplement, not supplant methodology precludes schools’ Title I, Part A status in distributing state and local funds and services.

**II. Comparability [ESSA Section 1118(c)]**

<b>Documentation required for this section:</b> <ul style="list-style-type: none"> <li>As applicable, staffing, enrollment, and salary data that supports the most current, approved Comparability Report</li> </ul>	Does Not Meet Requirements	Meets Requirements	Exceeds Requirements	N/A
<p>1. The documentation provided supports the data used to complete the most recently approved <i>Comparability Report</i>. KDE staff must verify the following matches the approved report: <b>date of data pull, FTE, enrollment numbers, and salary data as applicable.</b></p> <p><b>Notes:</b></p>				

**Best Practices**

- District documentation matches that submitted on the most recently approved *Comparability Report*.

**III. Fiscal Management [ESSA Sections 1113, 1114, 1115, 1116, 1117, 1118, and 8306, Parts 76 and 200 of EDGAR]**

<b>Documentation required for this section:</b> <ul style="list-style-type: none"> <li>• A detailed MUNIS report, including purchase order-level details, for the <b>previous fiscal year’s expenditures</b>.</li> <li>• Documentation describing the policies and procedures in place to ensure the 15% carryover limitation is met and funds are spent in a timely manner within fiscal for which they are appropriated</li> <li>• Most current Kickstand training certification for the homeless liaison</li> </ul>	Does Not Meet Requirements	Meets Requirements	Exceeds Requirements	N/A
1. The evidence provided demonstrates that school allocations are consistent with those in last year’s approved application. [See ESSA Sections 1113 and 8306 and Parts 76 and 200 of EDGAR.]  <b>Notes:</b>				
2. School-level expenditures are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1114, 1115, 1118 and 8306 and Parts 76 and 200 of EDGAR.]  <b>Notes:</b>				
3. The district has appointed an individual to serve as the homeless liaison. The liaison has completed Kickstand training. [See McKinney-Vento 722(g)(1)(J)(ii).]  <b>Notes:</b>				
4. The amount reserved for homeless services on last year’s approved application matches the amount budgeted in MUNIS. Funds are spent in a timely manner in the fiscal year for which they are reserved. [See ESSA Sections 1113, 1118, and 8306 and Parts 76 and 200 of EDGAR.]  <b>Notes:</b>				
5. Expenditures for homeless services are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1113, 1118, and 8306 and Parts 76 and 200 of EDGAR.]  <b>Notes:</b>				

<p><b>Documentation required for this section:</b></p> <ul style="list-style-type: none"> <li>• A detailed MUNIS report, including purchase order-level details, for the <b>previous fiscal year’s expenditures.</b></li> <li>• Documentation describing the policies and procedures in place to ensure the 15% carryover limitation is met and funds are spent in a timely manner within fiscal for which they are appropriated</li> <li>• Most current Kickstand training certification for the homeless liaison</li> </ul>	Does Not Meet Requirements	Meets Requirements	Exceeds Requirements	N/A
<p>6. The amount reserved for parent and family engagement activities on last year’s approved application matches the amount budgeted in MUNIS. At least 90% of the parent and family engagement reservation is distributed to schools. [See ESSA Sections 1116 and 1118, and 8306 and Parts 76 and 200 of EDGAR.]</p> <p><b>Notes:</b></p>				
<p>7. Expenditures for parent and family engagement activities are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1116 and 1118, and 8306 and Parts 76 and 200 of EDGAR.]</p> <p><b>Notes:</b></p>				
<p>8. The evidence provided demonstrates that private school allocations are consistent with those in last year’s approved application. [See ESSA Sections 1117 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p><b>Notes:</b></p>				
<p>9. Expenditures for private schools are allowable and meet the intent of Title I, Part A. Expenditures are consistent with the types of expenditures in the approved application. [See ESSA Sections 1117 and 8306 and Parts 76 and 200 of EDGAR.]</p> <p><b>Notes:</b></p>				
<p>10. The evidence provided demonstrates the district has in place policies and procedures to effectively monitor the expenditure of funds in meeting the 15% carryover provision. If the district was granted a carryover waiver within the previous three years, this may indicate policies and procedures are not in place or are not being followed. [See ESSA 1127.]</p> <p><b>Notes:</b></p>				

**Best Practices**

- Purchases from vendors such as Walmart and Oriental Trading are limited.

- Food purchases are limited.
- MUNIS reports match the Title I application in GMAP.
- Allocations and uses of funds match those in the approved application.
- The 15% carryover monitoring process includes multiple checks throughout the year with finance to ensure the limitation will be met within the first 15 months of the grant period.