



SOUTH CAROLINA

DEPARTMENT OF EDUCATION

Office of Federal and State Accountability

Federal Programs Timeline

July

Title I

LEA	Schools
<ul style="list-style-type: none"> • Submit Title I Application in GEMS by July 3. No financial obligations can be made for the new school year until the Title I project application is received by the SCDE in a substantially approvable form. • Check periodically with any served private school in the LEA to be certain that the planned Title I program continues to be appropriate. (Refer to the Services to Eligible Private School Children/Equitable Services section of the Administration Manual.) • Submit carryover waiver request (if applicable). • Assist schools in revising strategic plan and developing a school-based professional development plan. • Develop written contracts for individuals providing contractual services funded by Title I. • Attend the OFSA New Title I Coordinators training (Strongly recommended for coordinators with less than four years' experience). • Upload copies of agendas, sign-in sheets, and training materials for professional development conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Upload copies of agendas, sign-in sheets, and training materials for staff training on how to work with parents into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Upload copies of agendas and sign-in sheets for any LEA wide parent meetings into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Collect semi-annual documentation from Title I funded staff for the time period of Jan. 1- June 30 if LEA has not already done so. • Collect monthly time and effort documentation for individuals who work on multiple cost objectives. Update contact information with SCDE if needed. 	<ul style="list-style-type: none"> • Begin update of strategic plan based upon program evaluation and multiple data collections. • Upload copies of agendas, sign-in sheets, and minutes from schoolwide planning meeting-ongoing throughout the school year into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * • Upload copies of agendas, sign-in sheets, and training materials for professional development conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * • Upload copies of agendas, sign-in sheets, and training materials for parent meetings/trainings into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * • Upload copies of agendas, sign-in sheets, and training materials for staff training on working with parents into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].*

Title II
<ul style="list-style-type: none"> • The completed online Title II application is due by July 31. Scan and upload copies of private school documentation to the online application by July 31. Allot time PRIOR to the July 31 deadline for the district's finance office and superintendent to review the application and submit it. • Results of the internal review are recorded within GEMS. Reply to any questions, requests for clarifications, or revisions by the requested deadline. • After approval, grant awards are sent electronically to superintendents. • The Grant Award Notice (GAN), Assurances, Terms and Conditions must be signed and returned to the Office of Federal and State Accountability. • Enter current year's approved budget into GAPS (if the process has not been automated). • Submit expenditure claims through GAPS at least quarterly. • Expend older funds first. • Submit budget amendments as needed through GAPS.*
Title III
<ul style="list-style-type: none"> • The new fiscal year begins, and the updated indirect cost rates (IDCs) go into effect for open subgrants. • SCDE receives state Title III allocation from the U.S. Department of Education (USED). • The SCDE's Title III staff divides funds among LEAs using a per-pupil calculation for the Title III – ML subgrant. • LEAs receive preliminary allocations. • Intent to Form a Consortium forms and waiver letters are due, as applicable. • Attend the annual South Carolina Multilingual Learner Program Conference. • Attend the Title III/MLP coordinator beginning of the year meeting.
Title IV
<ul style="list-style-type: none"> • Attend New Coordinator Training • Determine which schools will be served. • Begin developing a plan for the three content areas (Well Rounded, Safe and Healthy and Technology) based upon the Needs Assessments. • Continue to expend expiring funds. • Maintain documentation of current year for monitoring purposes.
Title V
<ul style="list-style-type: none"> • Attend New Coordinator Training • If you are a prior year recipient of funding, begin the planning process with the assumption of receiving upcoming funding. • Continue to expend older funding. • Maintain documentation of current year for monitoring purposes.
McKinney-Vento
<ul style="list-style-type: none"> • SCDE receives state McKinney-Vento (MV) Education for Homeless Children and Youth (EHCY) Award from the U.S. Department of Education (USED). • SCDE McKinney-Vento Program Team (SCMVP) determines state-level reservation of no more than 25% of federal allocation and competitive subgrant allocations that must not be less than 75% of federal allocation. • SCDE establishes or adjusts base funding levels for EHCY subgrant allocations in proportion to changes in federal allocation. • SCDE MV Program office will send out progress analysis report to subgrantees.

All LEAs

- Determine an appropriate amount for a Homeless set-aside through coordination between the Title I, Part A and McKinney-Vento liaisons. US Department of Ed recommends a local educational agency (LEA) allocate a minimum of \$100 per pupil identified with their Title I Set-Aside, with the higher end being \$400–\$500 per pupil and a reasonable per pupil amount being \$300. For example, if a District's last MV verified count was 30 students identified McKinney-Vento, a proposed range would be \$3,000–\$15,000 for the district's Title I set-aside
- Submit name and contact information for designated McKinney-Vento Liaison via the online form.

LEAs - Ongoing

- Ensure that policies and procedures are in place to maintain compliance with Title IX, Part A of the ESSA, also known as the McKinney-Vento Education for Homeless Children and Youth Act of 2001.
- Designate an *appropriate* staff member *that has the capacity* to carry out the duties listed in the McKinney-Vento Act as the LEA liaison for homeless children and youths. Notify state coordinator immediately if liaison changes.
- Ensure that all McKinney-Vento students are properly coded using the Primary Nighttime Residence field in PowerSchool.
- Attend SCDE technical assistance meetings and webinars.

Sub-grantees Only

- Submit updated budget narratives for continued funding within 3-year EHCY competitive subgrant cycle.
- Return signed EHCY GANs to begin claiming initial or subsequent years' funding.

Neglected & Delinquent

- Attend New Coordinator Training
- Provide Technical Assistance (LEA and SEA) on Application Process.
- Provide Technical Assistance to LEAs new to N&D.
- Review and approve amendments (On-going).
- Review GAPS to ensure that expenditure claims are submitted at least quarterly.

*year-long documentation

August

Title I

LEA	Schools
<ul style="list-style-type: none"> • The Grant Award Notice (GAN), Assurances, Terms and Conditions must be signed and returned to the Title I office. • Provide staff development for teachers and others. • Collect monthly time and effort documentation for individuals who work on multiple cost objectives. • Notify parents of their right to request the qualifications of their child's teacher (<i>Parents' Right to Know</i>). • File any requests from <i>Parents' Right to Know</i>. • Ensure that all teachers and paraprofessionals meet state certification and licensure requirements. • Develop a schedule of meetings for the LEA parent advisory committee. • Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * • Develop contracts for individuals providing services in private schools. • Expenditure claims for expenditures through June 30th are due by August 15th in GAPS. • Review staff development needs at the school level. • Visit classrooms. 	<ul style="list-style-type: none"> • Continue update of strategic plan; include external trend data, student achievement data, other student outcome data, and culture and climate data (document meetings). • Complete the school master schedule, clearly indicating schedules of Title I funded staff and paraprofessionals. Upload a copy for monitoring documentation into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Distribute school "parent and family engagement policy" to all students (document date and method of distribution). Upload document into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Distribute "school-parent compact" to all students (track and calculate percentage of returns). Upload document into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Conduct "Title I Annual Meeting". Discuss Title I purpose, curriculum, assessment, parent involvement policy, school compacts, and school designation (Upload notices, agenda, sign-in sheets, handouts into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]). • Determine a schedule of additional parent and family engagement opportunities to be offered during the school year. • Distribute <i>Parents' Right to Know</i> (document date of distribution). * Upload document into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • File any requests from <i>Parents' Right to Know</i>. • Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

August

Title II

- Results of the internal review are recorded within GEMS. Reply to any questions, requests for clarifications, or revisions by the requested deadline.
- After approval, grant awards are sent electronically to superintendents.
- The Grant Award Notice (GAN), Assurances, Terms and Conditions must be signed and returned to the Office of Federal and State Accountability.
- Enter current year's approved budget into GAPS (if the process has not been automated.)
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS. *

Title III

- All final expenditure reports should be submitted to the SCDE's finance office no later than the August 15th deadline.
- Amendments in GEMS and GAPS resume on August 16th.
- Final allocations are provided to LEAs accepting Title III, Part A ML funds.
- Title III – ML application period opens.
- Send Parent/Guardian Notification (PN) letters to all parents/guardians of screened and identified multilingual learners (MLs) notifying them of their child's participation in the MLP within thirty (30) days after the beginning of the school year. Parents/guardians of MLs that arrive later in the school year must be notified within two weeks.
- Ongoing technical assistance and monitoring begins for LEAs.
- Begin data collection for PowerSchool coding requirements due on the district's 45th day.

Title IV

- Submit Title IV Application in GEMS by August 31. **No financial obligations can be made for the new school year until the Title IV project application is received by the SCDE in a substantially approvable form.**
- After approval, grant awards are sent electronically to superintendents.
- The Grant Award Notice (GAN), Assurances, Terms and Conditions must be signed and returned to the Office of Federal and State Accountability.
- Enter current year's approved budget into GAPS (if the process has not been automated).
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.*

Neglected & Delinquent

- Review and approve amendments (On-going).
- LEA and SA application submitted to SCDE.
- Send reminder e-mail to LEAs and SAs regarding final expenditure claims for prior year allocation (September 29).

McKinney-Vento

- SCDE MV Program Office McKinney-Vento Cafe
- Attend regional trainings and technical assistance sessions provided by SC MVP

- Sign up for McKinney-Vento.org and share staff login information to facilitate district-wide training regarding McKinney-Vento
- Ensure all funds are obligated by 09/30 for expiring subgrants.

*year-long documentation

September

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> • Distribute the LEA parent involvement policy to all students in Title I schools (document date and method of distribution). • Assist schools with School-Parent Compacts. School-Parent Compacts must have minimum content. (See Section 1010 of ESSA legislation.) • Collect monthly time and effort documentation for individuals who work on multiple cost objectives. • Continue to assist schools in revising strategic plans and provide feedback. Submittal date for the completed school plan will be determined by the LEA. • Review staff development needs at the school level. • Visit classrooms. • Send a letter to parents whose child has been taught for four or more consecutive weeks by teachers who are not properly certified. • Begin gathering comparability data, required annually. (Refer to the Title I Fiscal Issues section of the Rules and Regulations Handbook.) • Ensure the LEA meets the 15% carryover limit by the end of the month or submit a waiver request to SCDE allowed once every three years waiver request. • Update Title I equipment inventories as appropriate. • Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * • Submit budget amendments as needed through GAPS. * • Submit expenditure claims through GAPS at least quarterly. 	<ul style="list-style-type: none"> • Continue update of strategic plan including external trend data, student achievement data, other student outcome data, and culture and climate data. Submittal date for the completed plan will be determined by the LEA (Document meetings). • Send a letter to parents whose child has been taught for four or more consecutive weeks by teachers who are not properly certified. • Review and Upload Title I funded teacher schedules. • Develop schedule and begin extended day programs (if applicable). • Distribute prior year assessment results to parents (Upload a copy of the letter sent with the assessment results into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]). • Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.).

Title II

<ul style="list-style-type: none"> • Results of the internal review are recorded within GEMS. Reply to any questions, requests for clarifications, or revisions by the requested deadline. After approval, grant awards are sent electronically to superintendents. • The Grant Award Notice (GAN), Assurances, Terms and Conditions must be signed and returned to the Office of Federal and State Accountability. • Enter current year's approved budget into GAPS (if the process has not been automated). • Submit expenditure claims through GAPS at least quarterly. • Expend older funds first. • Submit budget amendments as needed through GAPS. *

September

Title III

- Title III – ML application period closes.
- Begin data collection for PowerSchool coding requirements due on the district's 45th day.
- Closing subgrants must be fully obligated by the project end date of September 30th.
- Send Parent/Guardian Notification (PN) letters to all parents/guardians of screened and identified multilingual learners (MLs) notifying them of their child's participation in the MLP within thirty (30) days after the beginning of the school year. Parents/guardians of MLs that arrive later in the school year must be notified within two weeks.

Title IV

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.

Neglected & Delinquent

- Review and approve submitted applications (LEA and SEA).
- Review and approve amendments (On-going).

McKinney-Vento

- Ensure all funds are obligated by 09/30 for expiring subgrants.
- SCDE McKinney-Vento Café Series.

October

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> • Complete the Comparability Report. • Review assurances in the Title I application for both the LEA and the schools to ensure that all are being met and that documentation is available. • Ensure that the supplement, not supplant requirement is being met. • Be certain to update the Supplant Test in the project if necessary in targeted assistance schools. • Attend the S.C. Association of Title I Administrators' Conference (optional). • Initiate the school planning process in schoolwide programs. If this year is not the planning year for the school, review the plan's implementation and revise the plan as needed. • Begin assisting all new schoolwide schools in conducting a comprehensive needs assessment. • Attend schoolwide planning team meetings at the school level. • Final carryover figures, along with revised current year Title I allocations (if any), are distributed to LEAs. Revise the LEA Title I application to reflect these adjustments. • File final budget in GAPS. • Collect monthly time and effort documentation for individuals who work on multiple cost objectives. Make adjustment to payroll to reflect actual time recorded. • Continue to provide feedback to schools on strategic plans. Review staff development needs at the school level. • Visit classrooms. • Submit budget amendments as needed through GAPS.* • Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * 	<ul style="list-style-type: none"> • Continue update of strategic plan including external trend data, student achievement data, other student outcome data and culture and climate data. Submittal date for the completed plan will be determined by the LEA (document meetings). • Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. • Representatives of the CSI/ATSI Schools school leadership teams to attend Office of School Transformation workshops. • Hold parent-teacher conferences.

October

Title II

- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older Supporting Effective Instruction grant balances are obligated no later than June 30.
- Submit budget amendments, as needed, through GAPS. *

Title III

- Ensure that all PowerSchool coding for MLs and immigrant students is completed by the 45th day.
- Monitoring begins for LEAs.

Title IV

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.

Title V

- Submit Title V Application in GEMS by September 29. **No financial obligations can be made for the new school year until the Title V project application is received by the SCDE in a substantially approvable form.**
- After approval, grant awards are sent electronically to superintendents.
- The Grant Award Notice (GAN), Assurances, Terms and Conditions must be signed and returned to the Office of Federal and State Accountability.
- Enter current year's approved budget into GAPS (if the process has not been automated).
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.*

Neglected & Delinquent

- Monitor and provide technical assistance (LEA and SEA).
- E-mail notification to LEAs and SAs regarding Annual Count / "October Count" Process.
- Review and approve amendments (On-going).

McKinney-Vento

- EHCY subgrantee annual progress report due October 1.
- Attend the MV Fall Summit.
- Ongoing technical assistance (LEA and SEA).

November

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> Review the LEA's Title I application and submit an amendment, including changes, to the SCDE if necessary. Amendments can only be made once applications are approved. An amendment can be submitted at any time during the school year, but the Title I office prefers that they be submitted no later than mid-April. (Note: If changes are needed prior to the project's approval, the LEA may submit "change" pages to the original application.) If all Title I Schools in the LEA are not determined to be comparable, revise the comparability report using data from a new date. If the school is still not comparable, make the necessary staff adjustments, etc., to bring the school into compliance with comparability. Collect monthly time and effort documentation for individuals who work on multiple cost objectives. * Begin review of personnel budgeting for next fiscal year. Review staff development needs at the school level. Visit classrooms. Submit budget amendments as needed through GAPS. * Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].* 	<ul style="list-style-type: none"> Make strategic plan available to parents and community. * Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. *

Title II

- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older Supporting Effective Instruction grant balances are obligated no later than June 30.
- Submit budget amendments as needed through GAPS. *

Title III

- Submit budget amendments as needed through GEMS and GAPS.
- Quarterly claims due November 15th.

November

Title IV

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first. Submit budget amendments as needed through GAPS.

Title V

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first. Submit budget amendments as needed through GAPS.

Neglected & Delinquent

- Monitor and provide technical assistance (LEA and SEA).
- Review and approve amendments (On-going).
- Annual Count / “*October Count*” due to SCDE November 16th (LEA and SEA).

McKinney-Vento

- Attend the National Association for the Education of Homeless Children and Youth (NAEHCY) annual conference (optional but recommended).
- Provide Technical Assistance to LEAs as needed.
LEAs submit additional data as needed in preparation for SEA EDfacts and Consolidated State Performance Review submissions.

*year-long documentation

December

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> Verify that data and files are being maintained to agree with Title I monitoring requirements. Meet periodically with the LEA's financial officer for Title I to determine if the budget coding is appropriate, or if any problems need corrections. Review staff development needs at the school level. Visit classrooms. Collect monthly time and effort documentation for individuals who work on multiple cost objectives. Submit annual comparability report to Greg King at gking@ed.sc.gov. Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * Submit budget amendments as needed through GAPS. * Submit expenditure claims through GAPS at least quarterly. 	<ul style="list-style-type: none"> Review strategic plan and the implementation of the action steps (document meetings). Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

Title II

- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older Supporting Effective Instruction grant balances are obligated no later than June 30.
- Submit budget amendments as needed through GAPS.*

Title III

- Consolidated State Performance Report and EDFacts reporting submitted to the USED by the SEA.
- Meet periodically with the LEA's financial officer for Title III to determine if the budget coding is appropriate or if any problems need corrections.
- At the LEA level, continually review school staff development needs, visit classrooms, and meet with school administrators, teachers, and other appropriate staff.
- All goods and/or services must be received, invoiced, paid, and claimed by December 30th.

December	
Title IV	
<ul style="list-style-type: none"> • Provide technical assistance as needed. • Submit expenditure claims through GAPS at least quarterly. • Expend older funds first. • Submit budget amendments as needed through GAPS. 	
Title V	
<ul style="list-style-type: none"> • Submit expenditure claims through GAPS at least quarterly. • Expend older funds first. • Submit budget amendments as needed through GAPS. 	
Neglected & Delinquent	
<ul style="list-style-type: none"> • Monitor and provide technical assistance (LEA and SEA). • E-mail communication regarding the Consolidated State Performance Report (CSPR) Data process (LEA and SEA). • CSPR Data due to SCDE December 14th (SEA and Identified LEAs). 	
McKinney-Vento	
<ul style="list-style-type: none"> • Consolidated State Performance Report and EDFacts reporting submitted to the USED. • Provide technical assistance. 	

*year-long documentation

January

Title I

LEA

- Continue meeting with schools as they begin planning for the new school year.
- Begin assisting schools with revising their needs assessment for the new year if they were previously a schoolwide site.
- Collect semi-annual certification from Title I funded staff for the time period of July 1- December 31.
- Collect time and effort documentation for individuals who work on multiple cost objectives. Make adjustment to payroll to reflect actual time recorded.
- Review strategic plan and the implementation of the action steps.
- Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. *
- Submit budget amendments as needed through GAPS.*

Schools

- Complete semi-annual certification for staff working in Title I only (send signed copies to LEA Title I director).
- Review strategic plan and the implementation of the action steps (document meetings).
- Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

Title II

- Implement needs assessment process.
- Include and document participation of required stakeholders.
- Survey teachers about their needs for professional development.
- Collect and analyze other relevant data such as student achievement results, vacant positions, teachers who are not properly certified, and equitable distribution.
- Identify and send private school invitations.
- Keep signed mail receipts and acceptance or declinations.
- Submit expenditure claims through GAPS at least quarterly.
- Review both years' Supporting Effective Instruction grant balances.
- Submit budget amendments as needed through GAPS.

Title III

- The SCDE's Title III staff pulls the 45 day immigrant count and divides Title III – Immigrant subgrant funds among qualifying LEAs with a significant increase in immigrant students as compared to the average of the two preceding years.
- Title III – Immigrant subgrant application period opens for thirty days.
- LEAs continue meeting with schools as they begin planning for the upcoming school year.
- At the LEA level, continually review school staff development needs, visit classrooms, and meet with school administrators, teachers, and other appropriate staff.
- Monitor and provide technical assistance.
- The SCDE updates Assurances and Terms and Conditions for upcoming subgrants and amendments.

January

Title IV

- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.
- CSPR Data submitted to SCDE's Office of Research and Data Analysis

Title V

- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.

Neglected & Delinquent

- Monitor and provide technical assistance (LEA and SEA).
- CSPR Data submitted to SCDE's Office of Research and Data Analysis (SA and LEA Delinquent Only).

McKinney-Vento

- Complete survey and documentation for program monitoring in accordance with the SCMVP Monitoring Schedule.

*year-long documentation

February

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> Be certain targeted assistance schools address the required strategies as they develop their plans for the new school year. Begin the student selection process for targeted assistance schools for the new school year. Collect monthly time and effort documentation for individuals who work on multiple cost objectives. * Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].* Submit budget amendments as needed through GAPS. * 	<ul style="list-style-type: none"> Review strategic plan and the implementation of the action steps (document meetings) Review Title I programs, funding, needs, and research. Seek parental input. Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

Title II

<ul style="list-style-type: none"> Implement needs assessment process. Include and document participation of required stakeholders. Survey teachers about their needs for professional development. Collect and analyze other relevant data such as student achievement results, vacant positions, teachers who are not properly certified, and equitable distribution. Identify and send private school invitations. Keep signed mail receipts and acceptance or declinations. Submit expenditure claims through GAPS at least quarterly. Review both years' Supporting Effective Instruction grants balances. Submit budget amendments as needed through GAPS.*
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Title III

<ul style="list-style-type: none"> Monitor and provide technical assistance. De-obligation letters are provided to LEAs with remaining funds from the previously closed subgrant. Title III – Immigrant application period closes.

Title IV

<ul style="list-style-type: none"> Provide technical assistance as needed. Submit expenditure claims through GAPS at least quarterly. Expend older funds first. Submit budget amendments as needed through GAPS.
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February	
Title V	
<ul style="list-style-type: none"> • Provide technical assistance as needed. • Submit expenditure claims through GAPS at least quarterly. • Expend older funds first. • Submit budget amendments as needed through GAPS. 	
Neglected & Delinquent	
<ul style="list-style-type: none"> • Monitor and provide technical assistance (LEA and SEA). • CSPR Data submitted to US Department of Education. 	
McKinney-Vento	
<ul style="list-style-type: none"> • Attend McKinney-Vento Monthly Café. • Attend McKinney-Vento State Coordinators Meeting. 	

*year-long documentation

March

Title I

LEA

- Collect monthly time and effort documentation for individuals who work on multiple cost objectives.
- Collect Data by school to establish poverty count.
- Begin development of new staff development plans.
- Prepare the needs assessment for targeted assistance schools.
- Compile data in targeted assistance schools for supplement, not supplant test.
- Provide written notice to all private schools in the LEA notifying them of the provision of services available from Title I. Documentation includes the following: copy of letter and registered mail return receipt.
- Attend the Spring ESSA Academy.
- Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. *
- Submit budget amendments as needed through GAPS. *
- Submit expenditure claims through GAPS at least quarterly.

Schools

- Review strategic plan and the implementation of the action steps (document meetings).
- Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

Title II

- Implement needs assessment process.
- Include and document participation of required stakeholders.
- Survey teachers about their needs for professional development.
- Collect and analyze other relevant data such as student achievement results, vacant positions, teachers who are not properly certified, and equitable distribution.
- Identify and send private school invitations.
- Keep signed mail receipts and acceptance or declinations.
- Submit expenditure claims through GAPS at least quarterly.
- Review both years' Supporting Effective Instruction grants balances.
- Submit budget amendments, as needed, through GAPS.

March

Title III

- LEAs send letters to private schools within the LEA's geographic area offering equitable services participation in Title III programs. Refer to the equitable services section in the Title III/MLP Guiding Principles document.
- Monitor and provide technical assistance.

Title IV

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments, as needed, through GAPS.

Title V

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments, as needed, through GAPS.

Neglected & Delinquent

- Monitor and provide technical assistance (LEA and SEA).

McKinney-Vento

- Monitor and provide technical assistance.
- Attend McKinney-Vento Monthly Café.

*year-long documentation

April

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> • Review strategic plan and the implementation of the action steps. • Begin annual evaluation of Title I LEA program. • Collect monthly time and effort documentation for individuals who work on multiple cost objectives. Make adjustment to payroll to reflect actual time recorded. • Assist schools to begin annual evaluation of Title I school programs. • Provide written notice to all private schools in the LEA notifying them of the provision of services available from Title I. Documentation includes the following: copy of letter and registered mail return receipt. • Conduct consultation meeting with private school officials. Obtain written affirmation from private school officials that timely and meaningful consultation has occurred. • Distribute a copy of the LEA complaint procedures to private school officials. • Collect each school's 135-ADM for poverty counts. • Determine the eligibility of schools for Title I service for the next school year. (Refer to the Identification and Selection of Attendance Areas section of the Rules and Regulations Handbook.) • Allocate Title I funds to schools for the next school year. (Choose a method for determining poverty: F/L Count, Direct Certification, or Pupils in Poverty. Serve schools based upon ranking.) • Begin compiling the new Title I application for submission to the SCDE. Assist schools in finalizing their plans and in determining the legal use of funds. • Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)]. * • Amend the Title I project, if necessary, to meet the carryover requirement. Submit budget amendments as needed through GAPS. * 	<ul style="list-style-type: none"> • Review strategic plan and the implementation of the action steps (document meetings). • Begin annual evaluation of Title I school program. • Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

April

Title II

- Continue needs assessment meetings as needed.
- Identify strategies and activities to meet goals through scientifically based professional development, class size reduction teachers, and recruitment and retention of effective teachers.
- Plan steps to ensure equitable distribution of effective teachers.
- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older Supporting Effective Instruction grant balances are obligated no later than June 30.
- Submit budget amendments as needed through GAPS.*

Title III

- At the LEA level, continually review school staff development needs, visit classrooms, and meet with school administrators, teachers, and other appropriate staff.
- LEAs check in with participating private schools. Refer to the equitable services section in the Title III/MLP Guiding Principles document.
- Begin planning with participating private schools for next year.

Title IV

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments, as needed, through GAPS.

Title V

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments, as needed, through GAPS.

Neglected & Delinquent

- Monitoring and technical assistance (LEA and SEA).
- Update N&D Application Process for the upcoming academic year.

McKinney-Vento

- McKinney-Vento Cafe
- Monitor and provide technical assistance.
- MV Regional Meetings

May

Title I

LEA

- Collect monthly time and effort documentation for individuals who work on multiple cost objectives.
- Complete annual evaluation of Title I school programs.
- Begin review/revision of LEA parent involvement policy.
- Obtain or calculate the LEA's maintenance of effort figures. (Refer to the Title I Fiscal Issues section of the Administration Manual and to the Maintenance of Effort section of the Rules and Regulations Handouts.)
- Check carryover amounts to ensure LEAs will not exceed the allowed 15% amount.
- Begin planning with private schools for next year, if applicable.
- Assist teachers in closing Title I programs for the year.
- Obtain parent input for the new school year.
- Initiate implementation of plans for Title I summer school, if appropriate, and if not already included in the Title I application, submit an amendment.
- Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].*
- Submit budget amendments, as needed, through GAPS. *

Schools

- Complete annual evaluation of Title I school program-submit to the LEA Title I director.
- Finalize parent involvement activities for upcoming project.
- Begin review/revision of school parent involvement policy.
- Begin review/revision of school-home compacts.
- Begin planning process for professional development for next year.
- Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

Title II

- Continue needs assessment meetings, as needed.
- Identify strategies and activities to meet goals through scientifically based professional development, class size reduction teachers, and recruitment and retention of effective teachers.
- Plan steps to ensure equitable distribution of effective teachers.
- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older TQ balances are obligated no later than June 30.
- Submit budget amendments as needed through GAPS. *

May

Title III

- LEA begins reviewing and compiling data (professional development activities and ML teacher numbers) for Title III – ML application and next year’s survey for the Consolidated State Performance Report (CSPR) and EDFacts reporting to the USED.
- At the LEA level, continually review school staff development needs, visit classrooms, and meet with school administrators, teachers, and other appropriate staff.
- LEAs continue planning with participating private schools for next year.
- LEAs conduct end of year ML program evaluations.

Title IV

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.

Title V

- Provide technical assistance as needed.
- Submit expenditure claims through GAPS at least quarterly.
- Expend older funds first.
- Submit budget amendments as needed through GAPS.

Neglected & Delinquent

- Monitor and provide technical assistance (LEA and SA)

McKinney-Vento

- Monitor and provide technical assistance.
- Submit budget amendments as needed through the program office amendment procedure. Amendments due by 6/1.
- MV New Liaison Training.

*year-long documentation

June

Title I

<i>LEA</i>	<i>Schools</i>
<ul style="list-style-type: none"> Collect monthly time and effort documentation for individuals who work on multiple cost objectives. Review all Title I school plans and make corrections as necessary. Meet with the LEA Finance Officer to obtain a final estimate of carryover funds to include in the new project application. Be certain the estimate has been reduced by financial obligations and anticipated expenditures through June 30. Complete the Title I application for submission to the SCDE. Close-out Title I files for the current school year and establish a system to maintain the files for the required retention period. Collect semi-annual documentation from Title I funded staff for the time period of Jan. 1- June 30. Upload copies of agendas, sign-in sheets, and training materials for professional development, trainings, or meetings conducted into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].* Submit budget amendments, as needed, through GAPS. * Submit expenditure claims through GAPS at least quarterly. 	<ul style="list-style-type: none"> Complete semi-annual documentation for staff working solely in Title I for the time period January 1 – June 30 (send signed copies to Title I director). Upload documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.) into your district's chosen repository for documentation [i.e., Title I Crate, Google drive, etc. (year-long documentation)].

Title II

<ul style="list-style-type: none"> Continue needs assessment meetings, as needed. Identify strategies and activities to meet goals through scientifically based professional development, class size reduction teachers, and recruitment and retention of effective teachers. Plan steps to ensure equitable distribution of effective teachers. Allocations are determined in late June, based on "predicted" federal allocations to the states. LEAs are notified by the Title II office of their allocations. (Any differences in the "predicted" federal budget and the actual budget will be considered in subsequent years.) Submit expenditure claims through GAPS at least quarterly. Ensure that the older TQ balances are obligated no later than June 30. Submit budget amendments as needed through GAPS. *

June

Title III

- Review the Title III LEA plan and make amendments as necessary. Amendments must be SCDE approved in GEMS by June 16th. Amendments in GEMS will resume on August 16th. Amendments must be SCDE approved in GAPS by June 30th. Amendments in GAPS will resume on August 16th.
- Applicable funds should be spent by June 30th. All final expenditure reports should be submitted to the SCDE's finance office no later than August 15. LEAs must submit an expenditure report that ends on June 30th, even if they hold summer activities extending beyond June 30th. For example, their subsequent expenditure report(s) should begin on July 1st and end in August.
- Begin close-out of Title III files for the current school year and establish a system to maintain the files for the required retention period.
- Register for and share information regarding the annual South Carolina Multilingual Learner Program Conference.
- Complete the Title III/MLP Self-Reflection Tool (SRT) and submit it to the Title III State Coordinator.
- June 30th ends the current fiscal year.

Title IV

- Provide technical assistance as needed.
- Complete desk audits which will follow the Title I monitoring schedule.
- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older balances are obligated no later than June 30.
- Submit budget amendments, as needed, through GAPS

Title V

- Provide technical assistance as needed.
- Complete desk audits which will follow the Title I monitoring schedule.
- Submit expenditure claims through GAPS at least quarterly.
- Ensure that the older balances are obligated no later than June 30.
- Submit budget amendments, as needed, through GAPS.

Neglected & Delinquent

- N&D Preliminary Allocations e-mailed to LEAs and SEAs.
- Ensure that expenditure obligated on or before June 30.

McKinney-Vento

- 6/1 Deadline for subgrant amendments.
- Preliminary allocations for subsequent years of EHCY competitive subgrant cycle.
- MV New Liaison Training.

CONTACT INFORMATION

Office of Federal and State Accountability

Jewell Stanley, Interim Director

jstanley@ed.sc.gov

(803) 734-8131

Gail Knight, Administrative Assistant

gknight@ed.sc.gov

(803) 734-8102

Consolidated Finance and Applications (Title I/II/IV/V)

Jennifer Rhodes, Team Leader

jrhodes@ed.sc.gov

(803)734-8110

Leslie Bloss, Education Associate

lbloss@ed.sc.gov

(803)734- 6037

Ann Bogan, Education Associate

abogan@ed.sc.gov

(803)734-8489

Theresa Gregory, Education Associate

tgregory@ed.sc.gov

(803)-734-3749

Sharay Mosely, Education Associate

smosely@ed.sc.gov

(803)-734-0594

Sarah Wagers, Education Associate

Swagers@ed.sc.gov

(803) - 734-0417

Martha Walker, Education Associate

Mwalker@ed.sc.gov

(803)-734-0968

Consolidated Oversight and Monitoring

Barret Leviner, Team Leader

bleviner@ed.sc.gov

(803) 734-3477

Christina “CR” Hall, Education Associate

chall@ed.sc.gov

(803) 734-2439

Greg King, Education Associate

gking@ed.sc.gov

(803) 734-0025

Peggy Scott, Education Associate

pescott@ed.sc.gov

(803) 734-4040

Vacant, Education Associate

Vacant, Education Associate

Innovation and Support Team

Basil Harris, Team Leader

bharris@ed.sc.gov

(803) 734- 8373

Devetter Bradley, Education Associate

dbradley@ed.sc.gov

(803) 734-8331

Erick Brunson

webrunson@ed.sc.gov

(803) 734-8107

Pat Ciccantelli, Education Associate

Pciccantelli@ed.sc.gov

(803) 734-8306

Lynn Hammond, Education Associate

lhammond@ed.sc.gov

(803) 73-8320

Vacant, Education Associate

Diversity, Inclusion, and Access (DIA)

Zachary Taylor, Team Leader

Migrant Education Program

ztaylor@ed.sc.gov

(803) 734-8219

Susan Murphy, Title III/Multilingual Learner and
Immigrant Student Program State Coordinator

smurphy@ed.sc.gov

(803) 734-1601

Kimberly Humphrey
McKinney-Vento/Foster Care

Khumphrey@ed.sc.gov

(803) 734-3759

Birley Wright
McKinney-Vento

bwright@ed.sc.gov

James Cornelius
Migrant Education Program

Jcornelius@ed.sc.gov

(803) 734-1485