

SOUTH CAROLINA DEPARTMENT OF EDUCATION

LOCAL EDUCATION AGENCY (LEA) PROGRAMS FOR NEGLECTED AND DELINQUENT

Elementary and Secondary Education Act of 2001 – Public Law 107-110

PROGRAM REVIEW SELF-MONITORING CHECKLIST

The state education agency (SEA) conducts monitoring of its sub-grantees to ensure compliance with Title I, Part D program requirements. The self-monitoring checklist is a guide to assist in determining if the LEA and the facility/site(s) providing services funded by Part D have met requirements of the law and have documentation or source data to support that determination. Use of this checklist by the LEA for the facility/site(s) will assist the LEA in preparation for on-site monitoring by the SEA.

DIRECTIONS:

The LEA is responsible (as per Title I, Part D: Neglected, Delinquent, and At-Risk Youth, Non-Regulatory Guidance, Q-1), for oversight of each neglected and delinquent facility/site that receives Title I funds. As part of the oversight responsibility, the LEA is to ensure that all applicable program requirements are met. The attached checklist is to be completed annually by the LEA by June 30, as a means of documenting the LEA onsite monitoring of each facility/site. Please keep a copy of each checklist on file at the district office. SEA staff will also review the checklist(s) during onsite monitoring of the Title I Neglected and Delinquent Program. For additional information or assistance, please contact:

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LEA SELF-MONITORING CHECKLIST

District:		Facility/Site:	
Title I Coordinator:		Authorized Official:	
Phone contact:		Facility/Site Contact:	
Date of Review		Facility/Site Phone:	

Title I, Part D, Subpart 2, Programs in Local Facilities	Yes	No	NA	LEA Evidence
1. The charter or license of the facility/site has been reviewed to verify the official purpose/mission.				
2. The accuracy of the October count supporting current program funds has been verified with source data for the facility/site.				
3. Student selection process to serve most at risk for Reading and Math has been reviewed and approved for each facility/site.				
4. The LEA has collaborated with the facility/site to ensure implementation of program purposes under Section 1421 (NCLB) within the approved program activity funds.				
5. The LEA has entered into an agreement with the facility/site, which meets all requirements of Section 1425 (ESEA), as appropriate.				

Title I, Part D, Subpart 2, Programs in Local Facilities	Yes	No	NA	LEA Evidence
6. The LEA exercises administrative control and assumes responsibility for monitoring the funded programs to ensure compliance with any formal agreements and applicable statutory and regulatory requirements.				
7. All contracts and agreements for products and services by the facility/site are made in accordance with applicable federal and state regulations and audit guidelines, and are in compliance with Section 1424 (NCLB).				
8. The LEA ensures with oversight that the approved coordination and operation of the facility/site program activity is in compliance with Section 1423 (NCLB), as appropriate.				
9. The LEA collects and maintains data from the facility/site for the Consolidated State Performance Report.				
10. The LEA has conducted a program evaluation of the facility/site as required under Subpart 3, Section 1431 (NCLB) for the three year cycle as determined by the SEA.				

List here:

1) Any monitoring issue; 2) Required activity to address it; and 3) The timeline for resolution.

1. _____

2. _____

3. _____

Examples of LEA Evidence

Title I, Part D, Subpart 2, Programs in Local Facilities	Yes	No	NA	Examples of LEA Evidence
1. The charter or license of the facility/site has been reviewed to verify the official purpose/mission.				Documentation or record of visits to facility/site for verification.
2. The accuracy of the October count supporting current program funds has been verified with source data for the facility/site.				Documentation or record of visits to facility/site for verification.
3. Student selection process to serve most at risk for Reading and Math has been reviewed and approved for each facility/site.				Documentation or record of visits to facility/site for verification.
4. The LEA has collaborated with the facility/site to ensure implementation of program purposes under Section 1421 (NCLB) within the approved program activity funds.				Documentation or record of visits to the facility/site for verification and monitoring of approved program activity.
5. The LEA has entered into an agreement with the facility/site, which meets all requirements of Section 1425 (ESEA), as appropriate.				Agreement document signed by LEA and the authorized official of the facility/site.
6. The LEA exercises administrative control and assumes responsibility for monitoring the funded programs to ensure compliance with any formal agreements and applicable statutory and regulatory requirements.				Documentation of approval and processing of all expenditures for approved facility/site program activity.
7. All contracts and agreements for products and services by the facility/site are made in accordance with applicable federal and state regulations and audit guidelines, and are in compliance with Section 1424 (NCLB).				No audit findings present in LEA annual audit report.
8. The LEA ensures with oversight that the approved coordination and operation of the facility/site program activity is in compliance with Section 1423 (NCLB), as appropriate.				Documentation of LEA monitoring and onsite review of approved activities.
9. The LEA collects and maintains data from the facility/site for the Consolidated State Performance Report.				Source data at the facility/site is available for review.
10. The LEA has conducted a program evaluation of the facility/site as required under Subpart 3, Section 1431 (NCLB) for the three year cycle as determined by the SEA.				Documentation of the evaluation has been provided to the SEA and is maintained by the LEA.