

Process and Procedures for Title III Immigrant and Title III LEP

Activities for Allowed or Unallowed Activities/Expenses:

Process: The Superintendent, Executive Team, Director of Special Programs, Stakeholders, and Manager of State and Federal Grants establish the budget for the program based on the district and school's academic needs and if applicable set aside/distribution regulations. The DII (Department of Improvement and Innovation) and Accounting office's monitor actual expenditures closely on a monthly basis and ensure that they are properly recorded and are approved by the state. The Director of Special Programs and Manager of State and Federal Grants ensures that all employees that are charged to the grant have the necessary documentation to support the allocation.

Control: The Director of Special Programs and selected stakeholders review allocation and the district CNA to determine student needs and then establish a budget along with narratives. The Manager of State and Federal Grants and Accounting Office review the budget/narratives to ensure that they meet the allowable use of funds criteria and ensure that they are coded to the correct account number. The DII and program director closely monitor the activities applied to the grant to ensure all the goals and program requirements are being met. The accounting office monitors the expenditures applied to the grant to ensure they are within the approved budget allocation. The senior accountant also reviews the general ledger detail when making the requests for program funds to ensure they are within the grant period and are allowable.

Allowable Costs/Cost Principles:

Process: The Superintendent, Executive Team, Director of Special Programs, Stakeholders, and Manager of State and Federal Grants establish the budget for the program based on the district and school's academic needs and if applicable set aside/distribution regulations. The Accounting Office monitors actual expenditures closely on a monthly basis and ensure that they are properly recorded and are approved by the state. Note, the DII office monitors on a transaction basis. The Director Special Programs, and Manager of State and Federal Grants ensure that all employees that are charged to the grant have the necessary documentation to support the allocation.

Control: The Director of Special Programs and selected stakeholders review allocation and the district CNA to determine student needs and then establish a budget. The Manager of State and Federal Grants and Accounting Office review the budget/narratives to ensure that they for an allowable use of funds and ensure that they are coded to the correct account number. The Manager of State and Federal, and Director of Special Programs and program director closely monitor the activities applied to the grant to ensure all the goals and program requirements are being met. The Accounting Office and Manager of State and Federal Grants monitor the expenditures applied to the grant to ensure they are within the approved budget allocation. The senior accountant also reviews the general ledger detail when making requests for program funds to ensure they are within the grant period and are allowable.

Eligibility:

Process: The district offers services to students under the guidelines of Title III. Students are selected across grade levels and subject areas defined by needs, school improvement, and formal and informal testing data.

Control: The Director of Special Programs and Manager of State and Federal Grants complete the application and ensure that eligibility reports are properly completed and submitted to the State. Following this will be continuous monitoring by the Accounting Office, Director of Special Programs, Manager of State and Federal Grants, and program director to ensure eligibility requirements are met.

Equipment and Property Management:

Please refer to Grant Funded Technology or Equipment Process and Procedures and Grant Funded Furniture Process and Procedures

Matching, Level of Effort, Earmarking:

Process: Any planned changes from year to year in the utilization of Title III funds are carefully reviewed by the Director of Instructional Support, Manager of State and Federal and Accounting Office to ensure that the District is not supplanting general fund expenditures. In addition, the district ensures that funds that are earmarked for certain programs are identified in the budget and accounted for separately.

Control: Significant planned changes in utilization of Title III funds are discussed with the District's MDE Title III Field Services representative prior to implementation.

Period of Availability of Federal Funds:

Process: Once the district submits the application for the Title III funds, they will receive the approval letter from the MDE outlining the period of availability. The Manager of State and Federal Grants, Director of Special Programs, and senior accountant closely monitor expenditures to ensure all expenditures are within the grant period. Any expenses applied to the grant that do not fall within the allowable program period will be immediately adjusted for. The review of expenses applied to the program, to ensure they are within the availability of the program, is done during the monthly request for federal funding.

Control: The Manager of State and Federal Grants and senior accountant review grant expenditures for proper cut-off and documents this procedure through the accrual process at year-end, as well as the monthly request of federal funding. This review is documented by the accountant as part of the month end close out procedures.

Special tests and Provisions:

Process: As noted above this requirement varies depending upon program assurances. However, many of the procedures require monitoring and complying with program requirements. For example, the District receives notification of their award and meets with DII and the Director of Special Programs to determine budget within their allocation. Also, private school notices are sent out to notify them that they are eligible to receive services.

Control: The client controls are that there are several stakeholders and departments working together to ensure all requirements and compliance measures are met. For instance, for Director of Special Programs and human resources review applicants so that all educational employees are highly qualified upon being hired as an employee. The Manager of State and Federal monitors if any private schools start up to ensure they are notified about receiving services.

Completion of Michigan Department of Education and Federal Reporting

Process: District receiving Title III Immigrant and/or Title III LEP are required by the US ED to complete: Template for Alternative Language Program Provided to English Learners in MEGS+ and Annual Title III Program Evaluation

Control: The Director of Special Programs completes the required documents with collaboration from the Manager of State and Federal Grants. Manager of State and Federal Grants reviews documents and shares necessary revisions with Director of Special Programs. Manager of State and Federal Grants submits Lansing School District approved.