



New York State  
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

# 2023-2024 Desk Review of ESSA-Funded Programs

Office of ESSA-Funded Programs



New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity

# Desk Review Process Agenda

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Purpose



Review  
Process



Timeline



Things to  
Consider



Resources



Next Steps  
and Contacts

# Purpose

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To determine LEAs compliance with the fiscal and programmatic requirements of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

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To ensure LEA is fulfilling assurances and following program plans provided in the Consolidated Application for ESSA-Funded Programs.

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To provide technical assistance and support which builds district capacity to develop and implement high-quality programs.

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To ensure all children are provided significant opportunities to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

# Programs to be Monitored

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Title I, Part A:  
Improving Basic  
Programs

Title I, Part C:  
Education of  
Migratory Children

Title I, Part D:  
Neglected and  
Delinquent Programs

Title II, Part A:  
Supporting Effective  
Instruction

Title IV, Part A:  
Student Supports  
and Academic  
Enrichment

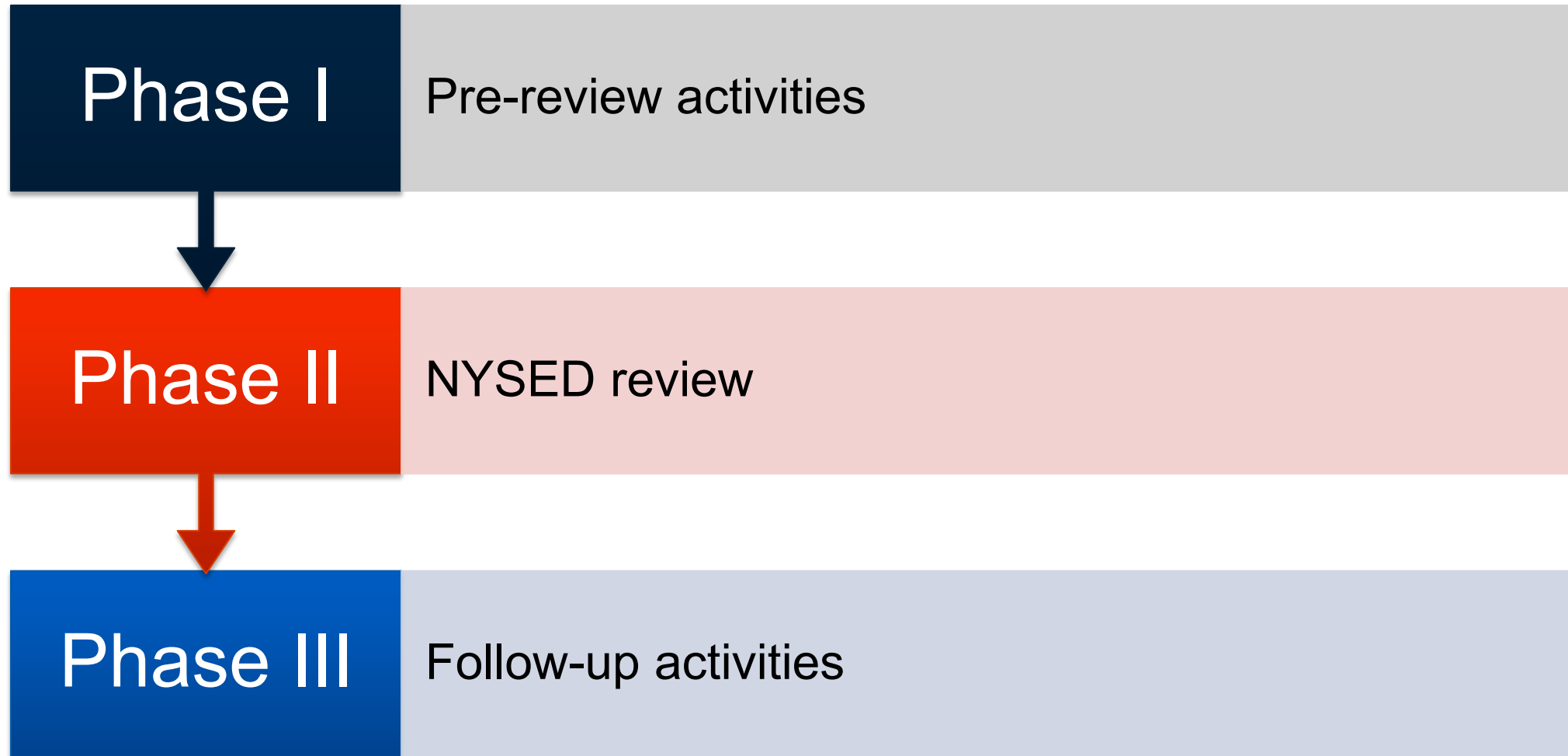
Title V, Part B: Rural  
Low-Income  
Students

McKinney-  
Vento Homeless  
Education

American Rescue  
Plan Homeless  
Children and Youth  
(ARP HCY) I and  
ARP HCY II

# Overall Process

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# Phase I: Pre-review activities

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1

Access the **Desk Review Monitoring Survey** in the portal and assign rights to contributing staff

2

Use the **2023-2024 Desk Review Indicators and Evidence** tool as a guide when gathering and uploading evidence

3

Contact your reviewer with any questions related to the survey process or recommended evidence

## Phase II: NYSED Review

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After submitting the survey by **March 4, 2024**, NYSED will review submitted materials

Each indicator will receive a compliance rating using a standardized scale

Reviewer notes and ratings will be provided within 30 days

## Phase III: Follow-up Activities

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After compliance ratings are provided, the LEA will then have 30 days to provide evidence of completed Corrective Actions and resubmit (should additional time be required, the LEA may request an extension)

Once all compliance issues have been addressed, NYSED will notify the LEA that the review has been completed.



# Timeline

February 1, 2024	LEA is notified via e-mail letter that it has been selected for Desk Review  Desk Review survey is available to LEA in business portal	April 4 – August 31, 2024	LEA will receive final ratings from NYSED within approximately 30 days  LEA will then have 30 days to complete Corrective and Required Actions
February 6, 2024 10:00 am – 11:00 am	NYSED holds technical assistance webinar	No later than October 2024	If the LEA does not complete remaining Required or Corrective Actions, the reviewer will involve the Superintendent in the resolution of the review
February 20, 2024 1:00 pm – 2:00 pm	NYSED will hold an office hours session for questions about completing the review	November 2024	If not all corrective actions are addressed, NYSED will seek assistance of BOCES Superintendent
<b>March 4, 2024</b>	<b>Due date (30 days after publication of Desk Review)</b>		

# Sections of the Review

Survey Navigation	
[-] Introduction/Background	<input type="checkbox"/>
• Introduction	<input checked="" type="checkbox"/>
• Background/Instructions	<input type="checkbox"/>
• Points of Contact	<input type="checkbox"/>
[+] Section 1 - Programmatic Compliance	<input type="checkbox"/>
[+] Section 2 - Equitable Services Compliance	<input type="checkbox"/>
[+] Section 3 - Fiscal Compliance	<input type="checkbox"/>


Survey Navigation	
[+] Introduction/Background	<input type="checkbox"/>
[-] Section 1 - Programmatic Compliance	<input type="checkbox"/>
• General Programmatic Compliance Requirements	<input checked="" type="checkbox"/>
• Title I, Part A: Schoolwide Programs	<input type="checkbox"/>
• Title I, Part A: Targeted Assistance Programs	<input type="checkbox"/>
• Title I, Part A: Parent/Family Engagement	<input type="checkbox"/>
• Title I, Part A: LEA Requirements	<input type="checkbox"/>
• Title I, Part C: Education of Migratory Children	<input type="checkbox"/>
• Title I, Part D: Neglected and Delinquent	<input type="checkbox"/>
• McKinney-Vento Homeless Education	<input type="checkbox"/>
• Foster Care Transportation	<input type="checkbox"/>
• Title II, Part A: Effective Instruction	<input type="checkbox"/>
• Title III, Part A: English Language Learners	<input type="checkbox"/>
• Title IV, Part A: Student Supports	<input type="checkbox"/>
• Other Programmatic Compliance Requirements	<input type="checkbox"/>
[+] Section 2 - Equitable Services Compliance	<input type="checkbox"/>
[+] Section 3 - Fiscal Compliance	<input type="checkbox"/>

# Indicators

## General Programmatic Compliance Requirements

- 1 The 2022-23 Consolidated Application for ESEA-Funded Programs is developed with timely and meaningful consultation with appropriate stakeholders, as defined under each respective part.

ESEA Section 1112(a)(1)(A); 2103(b)(3)(A); and 4106(c)(1)

	Recommended Evidence *	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<div><input type="checkbox"/> A combination of several pieces of evidence for meetings/discussions on the development of this year's Consolidated Application that informed the signatures on the Consultation and Collaboration forms for each applicable program (Title IA, IIA, IIIA, IVA, VB).</div> <div><input type="checkbox"/> Meeting notifications; minutes; sign-in sheets with the stakeholder groups identified; agendas or presentations with the programs listed; and email exchanges</div> <div><input type="checkbox"/> A description of evidence that illustrates the LEA's process for engaging stakeholders in consultation regarding the development of the Consolidated Application.</div>		<div><input type="checkbox"/> We do not have sufficient evidence to meet this indicator.</div> <div><input type="checkbox"/> We would like to request technical assistance on this indicator.</div>	

# Compliance Status Definitions

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**Met Requirements** indicates that the LEA documents reviewed were fully in compliance with federal and State requirements.

**Met Requirements with Recommendation** indicates that the LEA documents reviewed were in compliance with federal and State requirements, but that the LEA may improve the quality of their program implementation and/or documentation by implementing the NYSED-provided recommendations. Recommendations serve as technical assistance and the LEA is not required to take immediate action.

**Partially Met Requirements with Required Action** indicates that the LEA documents reviewed were substantially in compliance with federal and State requirements, but that the LEA must improve the quality of their program implementation and/or documentation by implementing the NYSED-directed action. The LEA is required to respond to a required action within its Corrective Action Plan.

**Finding with Corrective Action** indicates that the LEA is not in compliance with federal and State requirements. The LEA must implement the NYSED-directed Corrective Action(s).

# Things to Consider to Get Started

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The review is based on your 2023-2024 Consolidated Application for ESSA-Funded and any subsequent amendments available for discussion during the review

Identify appropriate personnel to contribute to the desk review based on program areas.

Develop internal procedures and timeline for collecting and submitting evidence.

Ensure all personnel who are contributing to the review have appropriate access to both the Consolidated Application and Desk Review survey and that there is a clear line of communication between all individuals contributing evidence

# Things to Consider when Uploading Materials



Refer to the Recommended Evidence column or the Indicators and Evidence Guide document to identify appropriate materials.



Ensure that evidence is aligned to program title; for example, Title I indicators should only include evidence that applies to Title I, etc.



Ensure that evidence is uploaded for all applicable programs in indicators which address multiple programs. For example, for General Fiscal indicators, evidence is required for Title IA, IIA, IVA, and VB.



Label evidence specific to program title and indicators.



Provide a key for fiscal account codes to facilitate accurate review of fiscal documents

# Additional Resources

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Office of ESSA-Funded Programs Website

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<http://www.nysed.gov/essa/schools/consolidated-application>

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Compliance Monitoring Information and Materials

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<http://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance>

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Program Area Guidance

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<http://www.nysed.gov/essa/guidance>

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ESSA-Funded Programs Calendar of Reminders

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<http://www.nysed.gov/essa/essa-funded-programs-calendar-reminders>

# Accessing Resources Online

- To access the **Business Portal** and for additional guidance and support, please visit our web-site at:  
<http://www.nysed.gov/essa/schools/consolidated-application>
- Once in the portal, click on the **2022-23 Desk Review Survey**

Every Student Succeeds Act (ESSA)
New York State ESSA Plan
2022-2023 Consolidated Application for ESSA-Funded Programs
Assessment and Accountability Waivers
Accountability Designation Materials
Allocations, Poverty Data, and Student Counts ▶
Complaint Procedures
Fact Sheets
Financial Transparency
Funding Opportunities
Guidance
Information for Parents
News and Memos
Programs ▶
Webinars & Videos

## 2022-2023 Consolidated Application for ESSA-Funded Programs



### Executive Summary

*NYSED has developed the online 2022-23 Consolidated Application for ESSA-Funded Programs to support the timely administration of ESSA-funded programs to local educational agencies (LEAs) across the state.*

[View the full Executive Summary](#)

ESSA-FUNDED PROGRAMS ONLINE APPLICATION PORTAL

FORMS

FISCAL INFO

TRAINING OPPORTUNITIES

COMPLIANCE MONITORING

HELP DESK



## Next Steps

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Log in to the online portal to view the Desk Review survey

Review all materials included in the notification email or in the documents library of the survey

Attend office hours session with NYSED on **February 20, 1pm-2pm**

Submit completed Desk Review survey by **March 4**

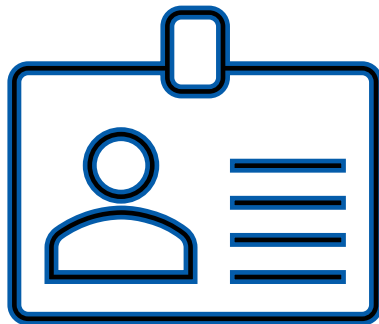
# Contacts

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## Program Area Support:

Contact the NYSED reviewer identified in your notification letter

Office of ESSA-Funded Programs at 518-473-0295 or [conappta@nysed.gov](mailto:conappta@nysed.gov)



## Technical Support:

Questions related to user accounts, password resets, the SEDDAS application, please contact [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov)

Assistance with navigating the survey, please contact the NYSED reviewer identified in your notification letter



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**Thank You for Your  
Continued Collaboration!**

**Questions**



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