2023-2024 Desk Review of ESSA-Funded Programs

Office of ESSA-Funded Programs
Purpose

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).

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

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

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

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

Phase I: Pre-review activities

Phase II: NYSED review

Phase III: Follow-up activities
Phase I: Pre-review activities

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

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

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

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

Survey Navigation

- Introduction/Background
  - Introduction
  - Background/Instructions
  - Points of Contact
- Section 1 - Programmatic Compliance
- Section 2 - Equitable Services Compliance
- Section 3 - Fiscal Compliance
## General Programmatic Compliance Requirements

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)*

<table>
<thead>
<tr>
<th>Recommended Evidence</th>
<th>Evidence Upload(s)</th>
<th>Technical Assistance</th>
<th>LEA Comments (Optional - 50 words or less)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>□ 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). □ Meeting notifications; minutes; sign-in sheets with the stakeholder groups identified; agendas or presentations with the programs listed; and email exchanges □ A description of evidence that illustrates the LEA’s process for engaging stakeholders in consultation regarding the development of the Consolidated Application.</td>
<td>□ We do not have sufficient evidence to meet this indicator. □ We would like to request technical assistance on this indicator.</td>
<td></td>
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Compliance Status Definitions

**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

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**

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

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

3. **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.**

4. **Label evidence specific to program title and indicators.**

5. **Provide a key for fiscal account codes to facilitate accurate review of fiscal documents.**
Additional Resources

Office of ESSA-Funded Programs Website

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

Compliance Monitoring Information and Materials


Program Area Guidance

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

ESSA-Funded Programs Calendar of Reminders

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
Next Steps

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

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

Technical Support:

Questions related to user accounts, password resets, the SEDDAS application, please contact SEDDAS@nysed.gov

Assistance with navigating the survey, please contact the NYSED reviewer identified in your notification letter
Thank You for Your Continued Collaboration!

Questions