



New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity

## **Education Stabilization Fund – Desk Review Monitoring Webinar FAQ – November 1, 2022**

### **Are the PowerPoint slides for the webinar available to be printed?**

The PowerPoint presentation is posted on the [ESF Monitoring website](#).

### **Can these slides be emailed to me?**

The presentation is posted on the ESF Monitoring website. The slides also can be emailed by sending a request to [CARESACT@nysed.gov](mailto:CARESACT@nysed.gov).

### **How can we access and share this recording?**

The recording and associated documents are posted on the [ESF Monitoring website](#).

### **When will we know which group we are assigned to?**

Group assignments were emailed to LEAs on October 25<sup>th</sup>. If an LEA did not receive their assignment, please email [CARESACT@nysed.gov](mailto:CARESACT@nysed.gov), and we will tell you which group you are in.

### **Have the timelines for each group been pushed back from the original dates published?**

No. The timelines for each group have not been pushed back. These are the original dates for the Desk Review groups.

### **Have schools that are receiving coordinated or targeted monitoring been notified yet?**

Yes, all LEAs have been notified about the type of monitoring they will receive.

### **If we know that we need an amendment and haven't completed it yet, how does that affect the monitoring process? Should we hold off on the amendment until after the review is completed?**

You should submit amendments as needed. The monitoring process should not hold up submitting an amendment because your reviewer will be aware of the pending amendment.

### **Should public meetings be held to discuss all amendments? Did you indicate that a public meeting should be held every 6 months?**

A public meeting is not necessary for amendments. ARP-ESSER and ARP-ESSER State Level Reserve plans should have meaningful and ongoing stakeholder engagement throughout the life of the grants. Any approved amendments should be posted on the

LEA's website. Stakeholder engagement and feedback is required on the return to in-person instruction plan every 6 months through September 30, 2023.

**Do informal amendments need to be posted to the LEA's website?**

Informal amendments are not required to be posted to the LEA's website. An LEA can choose whether to post informal amendments.

**Are we allowed to submit documents earlier than the date we are assigned?**

No. The survey for each review group will only be published to the business portal on the date listed on the chart. However, we would encourage LEAs to use the [Indicators and Evidence](#) document to start organizing your documentation so that you will have your documentation ready when the survey for your review group is published in the Business Portal.

**Can you give us an example of evidence? And how detailed should the uploaded evidence be?**

The [Indicators and Evidence](#) document includes examples of evidence for each indicator. Information about Evidence Tiers can be found on NYSED's website at <http://www.nysed.gov/accountability/evidence-based-interventions>. For Evidence Tiers I-III, documentation will only need to be provided by an LEA if requested by NYSED. However, if the LEA developed its own program that has not been tested (a Tier IV intervention), NYSED will request additional evidence, such as progress monitoring for students participating in the program, to ensure that the LEA is providing the most impactful response possible to benefit its students.

**Can we share our evidence with our reviewer before posting it to make sure our evidence is appropriate?**

We encourage LEAs to reach out to their reviewer to get their feedback, including if any incorrect evidence was uploaded. This is a collaborative effort with the goal of getting every LEA to the Meets Requirement rating for every indicator.

**Will these evidence tiers remain consistent for the remaining years of the grant and reviews?**

Yes.

**If we were not involved in the process at our LEA during CARES (ESSER I and GEER I), can we view the approved application?**

Yes. You can see your approved applications by going to the Outbox in the Business Portal. LEAs can also email [CARESACT@nysed.gov](mailto:CARESACT@nysed.gov) if you need help finding out who your reviewer was for a specific program. Your reviewer would be able to answer any specific questions about that program.

**Will there be on-site visits for LEAs receiving a Desk Review?**

No. Only the Coordinated Monitoring groups will have on-site visits. Targeted reviews will consist of a virtual visit. The Desk Reviews will be done through the Business Portal.

**We are in Group H. It appears that the notification email comes after the publish date. Is this a mistake? All other welcome emails come prior to the publish date.**

Yes, there was an incorrect date posted for Group H. This has been corrected.

**Is the review on all the ESSERs (I, II, III) or just one of them?**

This is a review of the following Education Stabilization Funds: CARES (ESSER I & GEER I), CRRSA (ESSER II & GEER II), ARP-ESSER, and ARP-ESSER State Level Reserves. The ARP HCY I and II grants will be reviewed separately as part of the regular ESSA-funded programs reviews of ESEA Title Programs.

**What if there is a finding during the review, for example an unallowable expense, but the LEA has already submitted its final expenditure report?**

Corrective actions can still be assigned for programs that have already ended, but it depends on the nature of the finding. One possibility could be to switch an expense that was eligible under CARES or CRRSA (e.g., a purchased service or a staff member salary) from the general fund into the LEA's special aid fund. Notes of these transfers would be recorded by the LEA for clarity and record-keeping purposes. Remember that the goal of this monitoring process is to ensure that the LEA meets expectations and is well-positioned for future auditing.