

Suggested Timeline for Equitable Services Consultation

Local Educational Agency Responsibilities <i>LEA</i>	Consultation Dates	Non-Public School Best Practices <i>NPS</i>
<ul style="list-style-type: none"> Initiate contact with <i>all NPS both within and outside of the LEA's boundaries</i>; use the Private School Letter of Intent to: <ul style="list-style-type: none"> Identify the non-public school official or representative with whom collaboration will be completed Verify the number of private school students eligible to generate funds under both Title I and Title VIII for the upcoming school year. If applicable, consult with non-public schools to determine if transferability is appropriate. Collaborate with NPS officials or their representative(s) to select the calculation methods. <ul style="list-style-type: none"> Determine each NPS's equitable share for upcoming school year <i>using the preliminary allocations published by USDE.</i> Consult with each participating NPS regarding what services the LEA will provide and how they will be administered, including options for pooling funds. Complete the evaluation of services for the current school year and discuss how programs will be evaluated in the upcoming year. <p><i>*LEAs may wish to reference the checklist of consultation topics throughout this process.</i></p>	<p><i>LEAs are required to offer equitable services to all NPS enrolling students residing in the LEA's attendance catchment area. This includes NPS not recognized by NYSED with a BEDS code. The Private School Consultation Resource is a useful starting point for contacting potentially eligible NPS but does not include unregistered NPS.</i></p> <p style="text-align: center;">April-May</p> <p><i>Initial Consultation: Eligibility Determination</i></p>	<p>To facilitate timely and meaningful consultation regarding equitable services, please:</p> <ul style="list-style-type: none"> Share relevant student information to verify the number of private school students anticipated to be eligible to generate Title I or Title VIII funds for the following school year. If services were provided in the current year, share data or other information as requested by the LEA to evaluate the effectiveness of its services. Accept or decline services for the next school year by responding to the LEA's initial outreach. <p><i>Please note that a NPS may receive equitable services from multiple local educational agencies, including those outside of its immediate geographical area. The guidance below may be relevant when managing multiple streams of equitable services:</i></p> <ul style="list-style-type: none"> - Private School Consultation Resource - Allowable Expenditures of ESSA Funds

***To maintain control of funds, the LEA must not reimburse the NPS for any purchases or services. The LEA must receive and label all non-consumable materials, including textbooks, with the LEA's name, the program year, and the funding source. The LEA should maintain an inventory of these items as required by local policies and procedures.*

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<ul style="list-style-type: none"> • <i>For the current school year:</i> Ongoing, timely, and meaningful consultation with NPS(s). Finalize summer programming, if applicable. • <i>For the upcoming school year:</i> Finalize Affirmation of Consultation forms and maintain documentation. • Upload <i>completed and signed</i> Written Affirmation of Consultation with Private School Officials forms to the Consolidated Application no later than August 31st. • Share meeting notes and finalized Written Affirmation of Consultation with participating NPS partners 	<p>May - August</p> <p><i>Program Development & Affirmation of Consultation</i></p>	<p>To facilitate the efficient delivery of services to academically eligible students[^], please respond to requests for information necessary to complete the Written Affirmation of Consultation with Private School Officials form. For example:</p> <ul style="list-style-type: none"> • Current enrollment of students within the LEA's Title I catchment area to calculate proportional shares for the upcoming school year using USDE's preliminary allocations. • Descriptions and impacts of equitable services provided by partner LEAs to meet the requirement that LEAs evaluate services. <p><i>^In this context, the term "eligible student" refers to private school students who meet the criteria to receive services under either Title I, Part A (the student is academically at-risk and resides in the LEA's Title I attendance area) or Title VIII, Part F (enrolled in a non-public school physically located within the LEA's attendance catchment area, irrespective of income level or academic proficiency)</i></p>
<p>The LEA must Maintain control of Federal funds at all times.**</p> <p><u>Fall – Implementation of services:</u></p> <ul style="list-style-type: none"> • The Affirmation of Consultation process should be completed early enough for the Equitable Services program to start at the same time as ESSA programs for public school participants, meaning generally at or near the beginning of each school year. 	<p>Throughout the Project Period (Sept 1 – Aug 31)</p> <p><i>Ongoing Consultation</i></p>	<p>To ensure that students receive all services in a timely manner, please:</p> <ul style="list-style-type: none"> • Collaborate with the LEA to identify the location, time, and other logistical requirements for the delivery of services • Develop family engagement opportunities in consultation with the LEA, if applicable. • Facilitate the proper payment by the LEA of any NPS employees who will deliver

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<ul style="list-style-type: none"> • The LEA should address logistical concerns for service delivery efficiently. • Initiate and record timely, meaningful, and ongoing collaboration with all participating NPS officials regarding: <ul style="list-style-type: none"> ○ Supplies, materials, or services necessary to deliver services. ○ Emerging logistical or staffing concerns (e.g. holiday breaks, staff turnover etc) ○ Assist with planning appropriate Parent and Family Engagement Activities, if applicable <p><u>Winter – Delivery of services:</u></p> <ul style="list-style-type: none"> • Initiate and record ongoing consultation with all participating NPS officials regarding: <ul style="list-style-type: none"> ○ Student progress, emerging needs, and feedback ○ Upcoming logistical concerns (e.g. holidays, staffing etc) <p><u>Spring/Summer:</u></p> <ul style="list-style-type: none"> • Implementation of planned summer programming • Initiate and record ongoing consultation with all participating NPS officials regarding: <ul style="list-style-type: none"> ○ Expected vs Actual Student Progress ○ Available funds, if any, to address ongoing or emerging needs of the Equitable Services Program 		<p>services, e.g. before/after school tutoring, on behalf of the LEA.</p> <ul style="list-style-type: none"> • Maintain and share, as appropriate, student data related to the efficacy of equitable services. • Contact the LEA regarding any emerging issues or adjustments necessary to meet students’ needs. • Share and discuss data on student outcomes with the LEA to determine if services should be adjusted or changed for the upcoming school year.
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<ul style="list-style-type: none">• Determine if the services provided resulted in the desired outcomes for students and if the services should be adjusted or changed moving forward.• Begin a new cycle of initial consultation for the upcoming school year.		
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