

TITLE I, PART D, SUBPART 1 – STATE AGENCY NEGLECTED, DELINQUENT, OR AT-RISK PROGRAMS MONITORING CHECKLIST

Recipient Name:	Number of Students Impacted:	Allocation Amount:
SA Contact:	SA Contact Number:	Funding Period:
LDOE Team Leader:	Contact Number:	Reviewer(s):

Time and Effort	Documentation Needed	C	NC	N/A	Comments
1. The State Agency (SA) maintains appropriate time and effort records for staff supported with federal funds. 2 C.F.R. Part 200 §200.430(i)	• Copy of the agency's internal control policies and procedures for time & attendance & payroll allocations, including any approved, substitute processes for allocating salaries and wages to Federal awards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
a. Evidence of internal controls for the overall system to ensure compliance with federal requirements.	• Copy of allocation calculations supporting the distribution of salary or wages to the N & D funds (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of system generated/ automated records for salary & benefit charges to the N & D federal award.	• Copy of job description of each employee paid with N & D funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	• Copies (1 per quarter) of completed time sheets for N & D funded employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Inventory	Documentation Needed	C	NC	N/A	Comments
1. When procuring property under a Federal award, the SA follows state and local laws, policies, and procedures for using, managing and disposing of items purchased with Federal funds. 2 CFR Part 200.313(b) Equipment; La. Administrative Code, Title 34 Government Contracts, Procurement and Property Control	• Copy of the SA's policy for managing of supplies and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
a. Evidence the SA has a system of internal controls in place to ensure supplies are managed and used appropriately	• Inventory Records: Date of Purchase, Item, Cost, Location, Current Condition (list)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence the SA has an inventory management system in place for equipment					
c. Evidence the SA has a system of internal controls to manage supplies and equipment placed in private schools	• Procedures for: Purchase Control, Inventory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

TITLE I, PART D, SUBPART 1 – STATE AGENCY NEGLECTED, DELINQUENT, OR AT-RISK PROGRAMS MONITORING CHECKLIST

Procurement	Documentation Needed	C	NC	N/A	Comments
1. The SA follows state and local laws, policies and procedures for procuring goods and services with federal funds. 2 C.F.R. Part 200 §200.317 a. Evidence the LEA follows state and local procurement rules	<ul style="list-style-type: none"> Copy of the agency's procurement policy 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Instructional Program	Documentation Needed	C	NC	N/A	Comments
1. Enrolled students for at least 20 hours per week in education programs §1412 (a)(1)(A)	<ul style="list-style-type: none"> Schedules of educational program; memos, etc. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Assess students using valid and reliable assessments §1414 (c)(1)	<ul style="list-style-type: none"> Copies of assessments and supporting documentation; letters, memos 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Meet goals and objectives in State Plan §1414 (c)(4)	<ul style="list-style-type: none"> Compliance with program plan 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Coordinate with education programs attended by students prior to incarceration to ensure assessments and records are shared §1414 (c)(9)	<ul style="list-style-type: none"> Documented processes demonstrating coordination Evidence of correspondence to educational programs 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Locate alternative programs for students wishing to continue their education and not returning to school after release §1414 (c)(13)	<ul style="list-style-type: none"> Documentation demonstrating program assists in locating alternative programs 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Work with existing IEP and notify student's local school that student is in need of special education services and intends to return to the school §1414 (c)(15)	<ul style="list-style-type: none"> Documentation of program working with student IEP's and the local school Special Ed Program 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Work with students who have dropped out of school to re-enter school upon release §1414 (c)(16)	<ul style="list-style-type: none"> Documentation of program implementation 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Provide students with skills necessary to gain employment, continue education, achieve HS diploma or GED if student is not returning to school §1414 (c)(16)	<ul style="list-style-type: none"> Program demonstrates opportunities for students to gain employment, continue education, graduate HS or earn a GED- Review results 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Offer services described in program plan (Career Counseling, Distant Learning, etc.) §1414 (c)(18)	<ul style="list-style-type: none"> Evidence of implementation 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Provide students with an opportunity to meet state standards §1415 (a)(2)(B)(iii)	<ul style="list-style-type: none"> Students are meeting standards (i.e., report cards, LEAP/ EOC) 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

TITLE I, PART D, SUBPART 1 – STATE AGENCY NEGLECTED, DELINQUENT, OR AT-RISK PROGRAMS MONITORING CHECKLIST

Instructional Program	Documentation Needed	C	NC	N/A	Comments
11. Provide participants with knowledge and skills for successful transition to HS completion, vocational or technical training, further education, or employment §1415 (a)(1) (B)	<ul style="list-style-type: none"> Evidence of courses and training 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12. Evaluate programs §1414 (c)(6)	<ul style="list-style-type: none"> Copy of evaluation 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Parent and Family Engagement	Documentation Needed	C	NC	N/A	Comments
1. Work with parents to improve the educational achievement of their children and prevent students from further involvement in delinquent activities §1414 (c)(14)	<ul style="list-style-type: none"> Evidence documenting program contacting and working with parents 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Staff	Documentation Needed	C	NC	N/A	Comments
1. Provide appropriate professional development to staff §1414 (c)(10); §1416(8)	<ul style="list-style-type: none"> Professional development schedule; content 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Train program staff to work with students with disabilities and special needs §1414 (c)(17)	<ul style="list-style-type: none"> Staff Licenses, endorsements, and transcripts 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Transition Services	Documentation Needed	C	NC	N/A	Comments
1. Implement transition services §1418 (a)(1)	<ul style="list-style-type: none"> Evidence of transition services 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Implement successful re-entry programs §1418 (a)(2)	<ul style="list-style-type: none"> Evidence of transition services 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Implement support services for released students §1418 (a)(2)(C)	<ul style="list-style-type: none"> Evidence of support services used in transitioning students 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Have a designee responsible for issues relating to transition of students from the facility to local schools §1414 (c)(11)	<ul style="list-style-type: none"> Programs have personnel responsible for transition issues 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Coordination	Documentation Needed	C	NC	N/A	Comments
1. Coordinate with businesses for training and mentoring of students §1414 (c)(12)	<ul style="list-style-type: none"> Program implementation 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Coordinate with programs operated under Juvenile Justice & Delinquency Prevention Act of 1974 (if appropriate) §1414 (c)(19)	<ul style="list-style-type: none"> Coordination is in effect 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Coordinate with appropriate state and federal programs §1414 (c)(8)	<ul style="list-style-type: none"> Plan demonstrates coordination 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

TITLE I, PART D, SUBPART 1 – STATE AGENCY NEGLECTED, DELINQUENT, OR AT-RISK PROGRAMS MONITORING CHECKLIST

Institution-Wide Programs	Documentation Needed	C	NC	N/A	Comments
1. A comprehensive plan has been approved by the LDOE §1416 (1)	• Copy of plan (SEA is not required to submit documentation. Monitoring staff will review from eGMS.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. A comprehensive needs assessment has been completed §1416 (2)	• Copy of needs assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Consulted in developing institution-wide plans §1414 (c)(5)	• Plan contains names of experts consulted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Trained staff to operate institution-wide programs §1414 (c)(5)	• Copies of staff training schedules, agendas, sign-ins	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Programs that meet the needs of students as identified by comprehensive needs assessment §1416 (4)	• Evidence that the program meets students' needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Programs that use assessment described in plan §1416 (6)	• Copies of assessments of student progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. An Institution-Wide Plan that has been implemented and evaluated as approved §1416 (7)	• Evidence of implementation and evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Use of Funds	Documentation Needed	C	NC	N/A	Comments
1. Programs that support and supplement the quality of educational services to students §1415 (a)(2)(B)(ii)	• Evidence of supplement not supplant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Budgets that show how funds are used §1416 (5)	• Copy of Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. State Agency has maintained fiscal effort in accordance with §1414 (c)(7)	• Maintenance of Effort evidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Reserved 15-30% of budget for transition each year §1418 (a)	• Copy of Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Submitted budget in the application for funds that is accurate §1414 (c)(3)	• Check budget with application budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Technical Assistance	Documentation Needed	C	NC	N/A	Comments
1. SA provides regular technical assistance §1414 (a)(2)(C)(i)	• Meeting notes; agendas; sign-in sheets; visits sign-in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. SA monitors the facility for compliance §1414 (a)(2)(C)(iii)	• Calendar/Schedules; sign-in sheets; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	