

Title I Targeting Reminders

Title I Carryover Funds

The U.S. Department of Education Title I fiscal guidance clarified a few years ago the four options available for districts with Title I carryover funds. Therefore, districts in North Dakota noticed a significant change the last few years in how carryover funds are distributed. It has been a difficult process to comply with and therefore, we wanted to again highlight this change. It is not allowable to distribute carryover to schools based on shortage of funds in a particular building. All carryover funds must be distributed according to federal regulations.

Private School Title I Program – Affirmation of Consultation Requirements

District consultation with officials from private schools is an essential requirement of an effective Title I program for eligible private school children, their teachers, and their families. Consultation involves discussion between public and private school officials on key issues that affect the ability of eligible private school students to participate equitably in Title I programs. This requirement must be fulfilled and documented annually. The federal law indicates that the consultation must include documented meetings between the district and appropriate private school officials and must occur before the district makes any decision that affects the opportunity for eligible private school children, their teachers, and their families to participate in Title I programs. The meeting must occur and the consultation form must be signed in the spring or early summer before the consolidated application is submitted to the department. Each school district must obtain a written affirmation, signed by officials of each private school with participating children or appropriate representatives of the private school officials that the required consultation has occurred. This must be submitted to the state Title I office annually, as well as, addressed on the STARS. Noncompliance with this requirement was common this past year.

Form B

Final Title I building allocations, which include carryover amounts, are computed by the state Title I office and a chart (Form B) is created. Before the Title I portion of the consolidated application can be approved, the amounts on STARS for both the district and each building and the amounts on Form B must align.

Title I Parent Involvement Set Aside

If a district's allocation is \$500,000 or more then they are required to set aside 1% of their district's Title I allocation for parental involvement. Only 5% of these funds may be used at the district level; 95% must be given to the participating schools. As a reminder, when districts submit their Title I Final Financial Report, they will need to submit the Parent Involvement Set Aside Addendum to the Final Financial Report to determine if all of the 1% set aside funds were spent at the building level and if not, determine the carryover amounts.

Submission of Targeting Report

It is very important to remember **not** to click on "SUBMIT" until your targeting report is approved by the state Title I office staff.

Signatures

This electronic process does not allow signatures. However, the law still requires building principals to sign off on their Title I budget and for private school representatives to sign off on the Affirmation of Consultation Form. It is the responsibility of the district personnel to keep signatures documentation on file. The Private School Affirmation must also be submitted to the state Title I office.

Final Allocation Amounts

Although an initial spreadsheet outlining estimated building allocations is used to start the targeting process, once a final targeting spreadsheet has been signed, the targeting information and building budgets on STARS **must** be changed.