| DESE logo | |
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|  | Handbook for Title I Directors |
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| Year at a Glance  Last Updated September 2024 |
| Massachusetts Department of Elementary and Secondary Education  Federal Grant Programs/Office of Resource Allocation Strategy and Planning  Phone 781-338-6230  [www.doe.mass.edu/federalgrants](http://www.doe.mass.edu/federalgrants) |

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# Contact Information

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| **Title I Basic Grants**  **Title I Program Review** | (781) 338-6230 | [FederalGrantPrograms@mass.gov](mailto:FederalGrantPrograms@mass.gov) | <http://www.doe.mass.edu/federalgrants/titlei-a/> |
| **Title I, Part D Neglected or Delinquent Program** | (781) 338-6230 | [FederalGrantPrograms@mass.gov](mailto:FederalGrantPrograms@mass.gov) | <http://www.doe.mass.edu/federalgrants/titlei-d/> |
| **Grants Management** | (781) 338-6595 | [EdGrants@mass.gov](mailto:EdGrants@mass.gov) | <http://www.doe.mass.edu/grants/> |

# About this Handbook

This *Handbook for Title I Directors* is intended to assist public school district Title I directors in managing their Title I programs throughout the school year. The handbook is meant to serve as a resource for Title I directors as they plan their year.

Please use the Massachusetts Department of Elementary and Secondary Education’s Title I [website](http://www.doe.mass.edu/federalgrants/titlei-a/), and technical assistance sessions and conferences as resources to further enhance your knowledge of Title I. The handbook is organized into categories that mirror the Title I Monitoring areas.

**Fiscal Procedures**: Contains timelines related to the maintenance of documentation describing how Title I funds are spent and key dates related to the Title I grant application process.

**Family Engagement Communications**: Contains information related to involving families/guardians as partners in the education of their students, and related timelines for conveying time-sensitive information to families/guardians about accountability, teacher qualifications, and family engagement.

**Program Design and Evaluation**: Lists suggested dates for conducting annual activities related to identifying needs, evaluating efficacy, and coordinating service delivery within schools.

**Data Collection and Management**: Contains information intended to assist Title I directors in key recordkeeping tasks.

**Opportunity and Equal Educational Access:** Gives information related to the coordination of services with local neglected or delinquent facilities, Title I preschool programs, and Horace Mann Charter Schools, if applicable.

# Introduction to Title I

## Title I Part A

Title I Part A provides federal dollars for supplemental educational opportunities for children who are most at risk of failing to meet the State's challenging content and performance standards. Title I gives districts the opportunity to create two types of school-based programs.

**Targeted Assistance program:** individual students in a school are targeted to receive Title I services based upon multiple, educationally related, objective criteria. Title I teachers in targeted assistance schools are responsible for providing these services, coordinating with other school personnel as needed, and involving families in the planning, implementation, and evaluation of the Title I program.

**Schoolwide program:** permits an eligible school to use Title I funds in combination with State and local resources and most other federal education program funds to upgrade the entire educational program of the school to raise the academic achievement of all students.

## Title I Part D

Two federal grant programs covered under Title I Part D (The Prevention and Intervention Program for Children and Youth Who Are Neglected, Delinquent, or At-Risk) assist the education of certain children who are disadvantaged. The goals of Title I Part D are: improving educational services for youth who are neglected, delinquent, and at-risk of involvement with the juvenile justice system so they have the opportunity to meet challenging State academic content and achievement standards, providing such students with services to transition successfully from institutional settings to further schooling or employment, preventing youth from dropping out of school, and providing a support system to ensure the continued education of youth who either have dropped out or are returning from correctional facilities. Title I Part D pursues these goals through two programs: **Subpart 1** and **Subpart 2**.

The USED allocates funds to Massachusetts through **Subpart 1** based on the number of children and youth in State correction and youth detention facilities, and the State's average per-pupil educational expenditures. Once the allocation is determined, the Massachusetts Department of Elementary and Secondary Education (DESE) makes subgrants to these agencies based on their proportionate share of the State's enrollment count of children and youth who are Part D-eligible.

The U.S. Department of Education allocates funds to Massachusetts through **Subpart 2** based on the number of children and youth living in community residential and county houses of correction facilities as of October each year. In turn, DESE awards subgrants to eligible school districts by formula and administrators of Title I neglected or delinquent programs in such facilities apply for funds from local school districts.

# Title I Director Support

## Tips for New Title I Directors

1. Visit the Department’s Title I website at <http://www.doe.mass.edu/federalgrants/titlei-a/>.
2. Read your district’s most recent Title I grant application and supporting materials, including the Title I Narrative, District Reservations, School Ranking, and Budget.
3. Read the accountability reports for your district and its schools for the most recent year. Accountability determinations are available on the Department’s School and District [Profiles](http://profiles.doe.mass.edu) website. For more information, visit DESE’s [Accountability website](http://www.doe.mass.edu/accountability/lists-tools/default.html).
4. Visit your Title I schools often. Familiarize yourself with their improvement plans and procedures for student selection, service delivery, and family engagement activities.
5. Visit any private schools that may be participating in the Title I program and any local institutions or homes receiving Title I funds for neglected or delinquent youth. Familiarize yourself with the services provided by the district for those students.
6. Read your district’s policies governing family engagement, data collection and use, professional development, and the dissemination of annual notices to families (e.g., Report Cards and Parents’ Right-to-Know).

## Hints for Organization and Record Keeping

1. Set up your files using the Department’s Title I Monitoring areas ([see website](http://www.doe.mass.edu/federalgrants/resources/monitoring/)) as an organizational framework. Keep current documents that will serve as evidence for each area.
2. Maintain updated lists of students served in targeted assistance programs (if applicable), including criteria by which students were selected, date of entry into program, date of exit, and reason for exit (e.g., academic exit, moved, dropped by parent request, etc.).
3. Keep current copies of schoolwide and targeted assistance program plans on file at the district office.

## Activities

1. Confirm the district Directory Administrator has provided your current contact information to DESE. **DESE communicates to Title I directors primarily through email so it is imperative that we have your correct email address so that you receive important messages from our office.** See the current list of [Directory Administrators](http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) by district. Please note that only one person can be listed as the Title I director.
2. Attend DESE sponsored conferences and participate in other activities related to Title I matters such as webinars, regional networking meetings, and virtual meetings. Materials from recent conferences are posted to the [website](https://www.doe.mass.edu/federalgrants/resources/conference/).
3. Consider taking advantage of networking opportunities external to the Department, including: the Council of Administrators of Compensatory Education ([CACE](https://cacetitle1.org/)).

# Federal Grant Programs Monthly Emails

At the beginning of each month, the DESE Federal Grants Office sends a monthly email to all Title I, II, III, and IV directors, as well as Business Managers and Grant Coordinators (make sure your contact information is up to date in Directory Administration). The goal of these emails is to provide you with both timely reminders of federal grant-related responsibilities and guidance to help you meet those responsibilities.

# Year-at-a-Glance: August – November

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| **August** | **September** | **October** | **November** |
| Review and update student selection criteria sheet and student selection procedure for Targeted Assistance programs | Review and update family/guardian notification of family’s right-to-know; ensure they are sent in the fall | Conduct annual Title I fall family/guardian orientation meeting | Attend DESE’s Statewide Federal Grants Conference |
| Submit Final Financial Report to Grants Management – FERs/FR1s must be completed within 60 days after the last reimbursement request or the end of the grant whichever comes first. | Ensure Title I schools have created rank-ordered student selection lists of Title I students in targeted assistance programs, set up files, notified families/guardians and implemented Title I services | With assistance of business manager, document Title I expenditures per school building for the current and prior school years | Ensure home-school compacts are distributed |
|  | Review and update Title I personnel lists by building | Design evaluations for district and school family engagement activities | If scheduled for an Integrated Monitoring Review (Group A), organize documentation related to the district's Title I programs for Title I Monitoring |
|  | Review system wide school enrollment based on the district's Student Information Management System (SIMS) October 1 Collection | Review and update needs assessment and program evaluation procedures as needed |  |
|  | Participate, as needed, in submission of EPIMS data | Review and update school improvement plans for Title I schools with accountability status; and schoolwide program plans if applicable |  |
|  |  | Design evaluations for Title I funded professional development activities for impact on student learning |  |
|  |  | Initiate planning for new schoolwide programs, if applicable |  |
|  |  | Update comparability procedure and make determination of comparability by end of November |  |

# Year-at-a-Glance: December – March

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| **December** | **January** | **February** | **March** |
| Receive copy of annual survey of community residential and county house of correction facilities for Neglected or Delinquent (N or D) children that intend to apply for Title I funding for the following fiscal year | Districts that have filed waivers to exceed the 15% carryover limitation from the previous school year will be reviewed and monies that remain in excess of 15% will be liable for return to DESE | Coordinate with early childhood centers to plan transition of pre-school students | Consult with eligible private schools and obtain affirmation of consultation with participating private school officials |
|  | Collect semi-annual certifications (1 of 2) for Title I personnel whose compensation is funded solely from Title I and for personnel using the substitute time and effort system (see Time and Effort guidance [here](https://www.doe.mass.edu/federalgrants/resources/default.html)) |  | Coordinate services with local neglected or delinquent facilities (if applicable) |
|  | Once available, distribute Report Cards or Report Card Overviews |  | Use available low-income data to determine eligible schools for Title I services (for next school year) |

# Year-at-a-Glance: April – July

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| **April** | **May** | **June** | **July** |
| Begin collecting Title I data for submission via the GEM$ Title I Data Collection Application Supplement in June | Conduct program evaluation and write a summary of that evaluation | Collect semi-annual certifications (2 of 2) for Title I personnel whose compensation is funded solely from Title I or if the district is using the substitute time and effort system. | Submit consolidated grant application for ESSA Title grants |
|  | Conduct needs assessment based on findings of program evaluation | Review and update supplement, not supplant policy and procedure, if needed |  |
|  | Review amount of current year funds that will be left unspent by 6/30. | Review and update district family/guardian engagement policy based on data (e.g., evaluations) |  |
|  | Attend DESE’s Statewide Federal Grants Conference | Review and update home-school compact |  |
|  |  | Submit Title I data (for previous fiscal year) via the GEM$ Title I Data Collection Application Supplement |  |

# Year-at-a-Glance: Ongoing

* Amend/Revise grants as needed (FY23 and prior grants remain in EdGrants, and FY24 grants and beyond are in GEM$)
* Collect signed time and effort records monthly for split funded staff (if the district wants to consider a substitute method for time and effort reports, visit the [website](https://www.doe.mass.edu/federalgrants/resources/default.html) under the topic heading Time & Effort Reporting for more information)
* Confirm the district’s Directory Administrator has provided DESE with current contact information for the Title I Director of the district

# Fiscal Procedures

## Overview

Title I funds are intended to provide supplemental funds for instructional and other academically-related services for students at-risk for not meeting State academic standards. Title I funds are intended to add to the resources already available for such students; as such, federal funds must not replace local and state funds for these purposes. As part of a state or federal audit, local officials may be required to provide evidence that Title I funds are provided over and above the resources that would normally be provided.

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| **60 days after last reimbursement request or end of the grant** | Submit Final Financial Report (FR-1)/Final Expenditures Report (FER) to Grants Management |
| **October** | Update comparability procedure and make determination of comparability by end of November |
| **October** | With assistance of business manager, document Title I expenditures per school building for the current and prior school years |
| **June** | Review and update supplement, not supplant policy and procedure, if needed |
| **July** | Submit district’s consolidated grant application to DESE |
| **Ongoing** | * Amend grants as needed * Meet regularly with the Business Manager to verify financial status of Title I programs (e.g., approved allocation to participating schools, appropriate expenditure of current year's funds, ensuring Year 2 funds are spent etc.) |

**Maintenance of Effort:** Districts are required to demonstrate that the level of state and local funding remains relatively constant from year to year in order to receive the district's full Title I allocation. This calculation is performed by the Department.

**Comparability of Services:** Districts are required to use district funds to provide educational services in Title I schools that are comparable to the services provided in non-Title I schools. For more information and guidance, visit the [website](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/) under the topic heading Comparability.

**Supplement, Not Supplant:** To ensure that funds made available under Title I Part A are used to provide services that are in addition to the regular services normally provided by a school district for participating children, the district must use these funds to supplement, and not supplant or replace, regular non-Federal funds. For information and guidance, visit the [website](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/) under the topic heading Supplement, Not Supplant.

**Consolidated Grant Application**: Districts typically receive notice of their final Title I allocations in July for each upcoming school year. For instructions, resources, and samples intended to assist Title I directors in completing theirConsolidated Grant Application, look at the Title I RFP posted on the [Grants](http://www.doe.mass.edu/Grants/) webpage.

**Final Financial Report (FR1)/Final Expenditures Report (FER)**: At the conclusion of grant activities, the district submits a final financial report to the Department, accounting for the expenditure of funds received. The FR1 or FER form should be submitted to Grants Management within sixty (60) days of the end date of the grant after all figures have been carefully reconciled with the city auditor, town accountant, or district business manager. For more information, see the Grants procedural [manual](http://www.doe.mass.edu/grants/procedure/manual.html#iv-c).

**Unspent Title I Funds:** Under ESEA no more than 15 percent of the Title I, Part A funds allocated to a district for any fiscal year may be carried over into the next fiscal year. At least 85% of a district’s Title I, Part A allocation must be encumbered by September 30 of the following year.

**Amendments/Revisions:** Throughout the year, the district may file grant amendments/revisions to ensure resources are allocated to support high student achievement. Please note that an amendment has to be submitted and approved *before* the district takes action on the proposed changes. For more information, visit the [Grants](http://www.doe.mass.edu/Grants/) webpage.

# [Family Engagement and Communications](https://360.articulate.com/review/content/3fe3d81e-b8b2-4868-aa04-1d1440c4c4a0/review)

## Overview

Involving families/guardians as full partners in the education of their student is a cornerstone of ESEA. When families/guardians support learning, students are more successful in school and school success helps students become successful adults. The district **must provide opportunities for families/guardians to be actively involved in the planning, implementation, and review of school and district Title I programs. The district must also maintain written school and district family engagement policies that are developed and annually reevaluated with, agreed upon, and distributed to families/guardians of participating students.** The DESE [ESSA Family Engagement E-Learning tool](https://massgov.sharepoint.com/:w:/r/sites/doe-rasp/Shared%20Documents/General/Technical%20Assistance/FY25/New%20Director%20Webinars/Title%20I%20New%20Directors/TI%20FY25/TI%20Director%20handbook.docx?d=w5f6a54a684194856ae973aa784688ac8&csf=1&web=1&e=PzgA6Q&nav=eyJoIjoiMTMxNTQ0NjkwNiJ9) contains an overview of requirements and suggestions for family engagement.

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| **Ongoing** | * Engage in family/guardian and community outreach and involvement. **Maintain documentation of these activities** (keep records of meeting agendas, meeting notes, meeting notifications, sign-in sheets, etc.). * Implement jointly developed home-school compact that outlines how families/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement, and the means by which the school and families/guardians will build and develop a partnership to help students achieve the State's high standards * Notify families/guardians when their student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet state licensure requirements, if applicable |
| **September** | * Review and update families/guardians’ right-to-know notification; ensure they are sent in the fall (note: this can be included as part of the report card overview the district is already sending. See the report card section of the [website](http://www.doe.mass.edu/accountability/report-cards/) for examples on how to combine them). * Ensure Title I schools have targeted students, set up files, notified families/guardians, and implemented targeted assistance services (in targeted assistance Title I schools) |
| **October** | * Design evidence-based strategies for more effective family/guardian engagement based on the findings of the annual evaluation * Ensure each Title I school has provided an informational meeting about the Title I program for families |
| **November** | * Ensure home-school compacts are distributed * Ensure each Title I school implementing effective family/guardian engagement activities to improve student academic achievement and school performance |
| **January** | Distribute Report Cards or Report Card Overviews |
| **June** | * Review and update district family/guardian engagement policy based on data (e.g., evaluations) * Review and update school family/guardian engagement policy based on data (e.g., evaluations) * Review and update school – family/guardian compact |

[**District and school-level family/guardian engagement policies**](https://www.doe.mass.edu/federalgrants/titlei-a/guidance/pi-guidance-policies.docx) **and**  [**School- family/guardian compact**](https://www.doe.mass.edu/federalgrants/resources/monitoring/school-parent-student-compact.docx)

**Family/Guardians Notifications:** Districts receiving Title I funds prepare and disseminate annual Report Cards (or Report Card Overviews) for the district and each of its schools [containing certain information](https://www.doe.mass.edu/accountability/report-cards/letter-english.docx) related to assessment, accountability, and teacher quality. Moreover, the district annually notifies the families/guardians of each student attending any Title I school that they may request information regarding certain professional qualifications of the student’s classroom teachers and notify families/guardians [Right-To-Know: Teacher Not Meeting State Licensure Requirements](https://www.doe.mass.edu/federalgrants/resources/monitoring/right-to-know-teacher-not-licensed.docx). For more information visit the report card website: <https://reportcards.doe.mass.edu/>.

**District and School Family Engagement Activities:** Districts and schools must involve families/guardians of students served by Title I funds in a targeted assistance program or—in a schoolwide program—the families/guardians of all students in the school. For more information on capacity building, see the [website](http://www.doe.mass.edu/federalgrants/resources/family-engagement.html).

# Program Design and Evaluation

## Overview

The Title I director ensures that each Title I program in the district is focused on high quality, standards-based teaching and learning for all eligible students. Each year, the Title I director must, in conjunction with other applicable district staff, evaluate the effectiveness of Title I activities using multiple data sources to ensure the funds are being invested in the most effective way possible.

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| **October** | Review and update needs assessment and program evaluation procedures as needed  Review and update school improvement plans for Title I Schools with accountability status; and schoolwide program plans if applicable  Design evaluations for Title I funded professional development activities for impact on student learning  Initiate planning for new schoolwide programs in the following year, if applicable |
| **February** | Coordinate with early childhood centers to plan transition of preschool students |
| **May** | Conduct program evaluation and write a summary of that evaluation  Conduct needs assessment based on findings of program evaluation |
| **Ongoing** | Attend information sessions and professional development activities to stay current on best policies, practices, and research |

**Program Evaluation:** Evaluations must be conducted at the end of a program year and are intended to measure the efficacy and impact of the district's Title I program. Evaluations should include private school services and neglected/delinquent services, if applicable. For more information, see the [website](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/) under the topic heading Program Evaluation.

**Needs Assessment:** The district and its schools must use a systematic process to establish priorities for action and decisions about the allocation of resources (e.g., people, materials, time) for the efficient and effective use of your limited resources, including Title I funds. For sample needs assessment procedures, visit the [website](http://www.doe.mass.edu/federalgrants/resources/monitoring/), see Submission 1.

**Targeted Assistance and Schoolwide Program Plans:** A targeted assistance program is one in which individual students in a school are targeted to receive Title I services, while a schoolwide program permits an eligible school to use Title I funds in combination with state and local resources and most other federal education program funds to upgrade the entire educational program of the school. In both programs, school staff meets on an ongoing basis to monitor and evaluate the effectiveness of the program and make adjustments to changing student needs. For more information on Title I programs, visit the [website](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/) under the topic headings targeted assistance Programs and schoolwide Programs.

**Early Childhood Center Coordination:** A schoolwide program must include plans for assisting preschool children in the transition from early childhood programs, such as Title I preschool, Head Start, Even Start, or Early Reading First, to local elementary school programs. Targeted assistance programs must coordinate with and support the school’s regular education program, which may include services to assist preschool children in the transition from early childhood programs such as Head Start, Even Start, Early Reading First, or State-run preschool programs to elementary school programs. For details, visit the [website](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/) under the topic heading Preschool Programs.

**Evidence-based Practices:** ESEA requires states and districts to implement activities, strategies, and interventions (collectively referred to as “interventions”) that have demonstrated evidence of effectiveness. Evidence-based practices refer to interventions for which there is evidence of significant positive impact that can be found in published research papers, literature reviews, or DESE research briefs and white papers. Alternately, evidence-based practices can be those local practices that a district has previously instituted, measured and found to be effective. More information is found on our [website](http://www.doe.mass.edu/federalgrants/resources/evidence-based.html).

# Data Collection and Management

## Overview

Title I is intended to provide supplemental funds for targeted services for at-risk students that add to the resources already available to them. Therefore, federal funds cannot replace local and state funds for these purposes. As part of a state or federal audit, local officials may be required to provide evidence that Title I funds are provided over and above the resources that would normally be provided.

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| **August** | Review and update student selection criteria sheet and student selection procedure for Targeted Assistance programs |
| **September** | * Review and update Title I personnel lists by building * In Targeted Assistance programs, ensure Title I schools have created rank-ordered student selection lists of Title I students being served, set up files, notified parents, and implemented targeted assistance services * Review system wide school enrollment based on the district's Student Information Management System (SIMS) October 1 Collection * Participate, as needed, in development and submission of EPIMS data |
| **November** | If scheduled for a Tiered Focused Monitoring Review, organize documentation for Federal Grants Monitoring |
| **December** | Receive copy of annual survey of community residential and county house of correction facilities for Neglected or Delinquent (N or D) children that intend to apply for Title I funding for the following fiscal year, if applicable |
| **January** | Collect semi-annual certifications (1 of 2) for Title I staff whose compensation is funded solely from Title I. Districts that operate under the substitute system of collection can collect semi-annual certifications for split funded staff as well. For more information on the substitute system, see the [website](https://www.doe.mass.edu/federalgrants/resources/default.html) under the topic heading Time & Effort Reporting. |
| **March** | Use available low-income data to determine eligible schools for Title I services for the upcoming school year |
| **April** | Begin collecting Title I data for submission via the GEM$ Title I Data Collection Application Supplement in June |
| **June** | * Collect semi-annual certifications (2 of 2) for Title I staff whose compensation is funded solely from Title I. Districts that operate under the substitute system of collection can collect semi-annual certifications for split funded staff as well. For more information on the substitute system, see the [website](https://www.doe.mass.edu/federalgrants/resources/default.html) under the topic heading Time & Effort Reporting. * Submit Title I data (for previous fiscal year) via the GEM$ Title I Data Collection Application Supplement |
| **Ongoing** | * Collect signed time and effort records for split-funded staff. This is done monthly if not using the substitute system. * Ensure the district’s Directory Administrator maintains current contact information with DESE for the district Title I Director |

**Time and Effort Records:** School districts are required to maintain auditable "time and effort" documentation that show how each Title I employee spent his or her compensated time. For more information and samples, visit the [website](https://www.doe.mass.edu/federalgrants/resources/default.html) under the topic heading Time & Effort Reporting.

**Targeted Assistance Programs - Student Selection Criteria:** Each district must have a procedure outlining the process used in targeted assistance schools to identify students most at-risk of failing to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria established by the district and supplemented by the school. For more information and samples, visit the [website](http://www.doe.mass.edu/federalgrants/titlei-a/guidance/) under the topic heading Targeted Assistance Programs.

**Title I Data:** The Department is required to collect certain information and data from all districts receiving Title I funds on an annual basis.

**Title I Personnel Lists:** Districts must maintain a list of all Title I instructional personnel in the district.

**Federal Grants Monitoring:** Every six years, each school district in the Commonwealth is scheduled for an [Integrated Monitoring Review](https://www.doe.mass.edu/psm/) of state and federal programs. Districts receiving Title I funds undergo Title I monitoring (as well as Title IIA and Title IV) in the same year they are scheduled for an Integrated Monitoring Review (Group A). These reviews help ensure that Title I funds are being spent in the most effective manner possible and that programs adhere to all Title I statutory and regulatory requirements. For more information, visit the Monitoring section of the [website](http://www.doe.mass.edu/federalgrants/resources/monitoring/).

# Opportunity and Equal Educational Access

## Overview

Districts are required to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits, such as professional development, family engagement, or materials and supplies (on loan from the public schools), that are equitable to those provided to eligible public school children, their teachers, and their families. Note this outreach is not required of charter schools, virtual schools, or vocational and technical schools.

The Title I director in a district in which a facility serving neglected or delinquent children is located reviews and approves Title I Part D Subpart 2 formal agreement and checks that it gives a comprehensive overview of the Title I services offered to students within the facility, including the services offered and how and when funds will be transferred to the N or D facility. School districts should also request a more detailed budget from the N or D facility. For more information, visit the N/D section of the [website](http://www.doe.mass.edu/federalgrants/titlei-d/).

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| **March** | Consult with eligible private schools and obtain affirmation of consultation from participating private school officials (keep documentation of outreach to private schools) for upcoming school year, if applicable  Coordinate services with local neglected or delinquent facilities, if applicable |
| **May** | Conduct a program evaluation of the Title I program in private schools and local neglected/delinquent facilities, if applicable, for the just completed school year |
| **Ongoing** | Consultation with participating private schools is ongoing throughout the program year. Title I director ensures funds for private schools are being spent in an appropriate manner by the district in accordance with plans agreed upon with participating private schools. District provides oversight to ensure that planned services are being carried out according to approved application on file with DESE. |

**Offer of Consultation to Eligible Private Schools and Affirmation of Consultation and Agreement with Participating Private School Officials:** Districts are required to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits, such as professional development, family engagement, or materials and supplies (on loan from the public schools), that are equitable to those provided to eligible public schools. For more information, visit the [Private School Services](http://www.doe.mass.edu/federalgrants/resources/equitableservices-essa/) website.