Office of School Improvement (OSI) Fiscal and Programmatic Monitoring Tool Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI) and Additional Targeted Support and Improvement (ATSI) Schools

The **Office of School Improvement Fiscal and Programmatic Monitoring Tool** is designed to meet the statutory requirements as outlined in both the Federal Register and the Federal Guidance for School Improvement Grants 1003. The Every Student Succeeds Act (ESSA), a federal law, requires that each state identify schools for support and improvement: Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI) and Additional Targeted Support and Improvement (ATSI).

The Office of School Improvement utilizes the following crosscutting fiscal indicators that are also utilized by the Office of Federal Programs:

Cross-Cutting Fiscal Indicators

A. Accounting Systems and Fiscal Controls
B. Period of Availability
C. Audit Requirements
D. Internal Controls
E. Records and Information Management
F. Equipment Management
G. Personnel
H. Procurement
I. Indirect Cost
J. Budget and Activities
K. Allocations
L. Maintenance of Effort (*N/A for School Improvement*)
M. Comparability (*N/A for School Improvement*)
N. Equitable Services *(N/A for School Improvement)*

OSI Fiscal Monitoring Tool for CSI, TSI and ATSI Schools

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
A. ACCOUNTING SYSTEMS AND FISCAL CONTROLS (2 C.F.R. 200.302 AND 34 C.F.R. 76.702)					
Description: An LEA/Subgrantee shall expend and account for Federal funds in accordance with State laws and Procedures for expending and accounting for State Funds. The LEA/Subgrantee accounting systems must satisfy Federal requirements regarding the ability to track the use of funds and permit the disclosure of financial results. The LEA/Subgrantee must have written policies and or Procedures for determining cost allowability and must have effective control over all funds.					
Fiscal Controls: Allowable Cost					
A-1 The LEA/Subgrantee maintains written policy and/or procedures for determining the allowability of costs.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	
A-2 The LEA/Subgrantee has written policy and/or procedures to ensure that the LEA (and/or its schools) only uses Federal Funds for allowable expenditures as defined in the Federal cost principles.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
	Fiscal Controls: Accounts Management					
A-3	The LEA/Subgrantee has written policy and/or procedures to limit access to its accounting system, segregate duties within its system, or otherwise protect against unauthorized obligations of Federal funds.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	
A-4	The LEA/Subgrantee has an accounting system and written policy and/or procedures that includes controls to prevent the over-obligation of program funds, misstatement of unliquidated obligations, duplicate payments, or other inappropriate changes to grant programs.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
	Fiscal Controls: Account Maintenance					
A-5	The LEA/Subgrantee maintains written policy and/or procedures to periodically review its accounts to ensure that all transactions (including refunds and recoded transactions) have been accurately and properly recorded.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	
A-6	The LEA/Subgrantee maintains written policy and/or procedures to ensure that the LEA's budget and accounting record align with the approved funding application, maintaining separate accounting records for each federal grant which reflects the approved line items and amount by program year.	☐ Board Policy # _ ☐ Procedures Pg. # _			ALL REQUIRED ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Current approved application aligns with LEA/Subgrantee accounting software budget ☐ Expenditure reports (function, major objects, location) (June 30, 2019) (All locations combined by individual locations) (Cost pool/admin, every program) ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
B. PERIOD OF AVAILABILITY AND CARRYOVER {2 C.F.R. 200.309, 2 C.F.R. 200.343(b), 34 C.F.R. 76.707, 34 C.F.R. 76.709}					
Description: The LEA/Subgrantee may only charge a grant program for allowable costs incurred during the period of performance and any pre-award costs that have been authorized by the MDE. Unless the MDE authorizes an extension, the LEA/Subgrantee must liquidate all obligations incurred under the award not later than 90 calendar days after the end date of the first fiscal year. If the LEA fails to obligate all funds by the end of the award year, it can "carryover" the remaining funds for a period of one additional fiscal year (Title I – 15% Carryover Limit without a waiver). Any funds not obligated by the LEA/Subgrantee by the end of the carryover period must be returned by the MDE to the Federal government as an unobligated balance.					
LEA Carryover					
B-1 The LEA has board policy and/or procedures in place to demonstrate the process for the following: ● ensuring that it meets the limitations on the amount of carryover funds or otherwise minimize the amount of funds it carries over into a subsequent fiscal year ● monitoring award balances during the fiscal year ● planning for carryover funds, when applicable, for the subsequent fiscal year ● clearly capturing the separate fiscal year funding ● ensuring that carryover funds are prioritized over the use of current years funds.	☐ Board Policy # _ ☐ Procedures Pg. # _			✓MCAPS Carryover Document ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
	C. AUDIT REQUIREMENTS (2 C.F.R. 200.303(d), 2 C.F.R. 200.331(d)(3), 2 C.F.R. 200.331(f), 2 C.F.R. 200.508, 2 C.F.R. 200.511(a), 2 C.F.R. 200.512)				
	Description: If an LEA/Subgrantee receives cumulative Federal funds in excess of the Federal audit threshold for a given fiscal year, it must ensure that it completes and submits a Single Audit in accordance with established timelines.				
	Audit Resolution				
C-1	The LEA/Subgrantee has a policy and/or procedure that assigns an individual or office to promptly follow up and take corrective action on any audit finding.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ LEA/Subgrantee organizational chart ☐ Job description	
C-2	The LEA/Subgrantee has policy and/or procedures for the development of a corrective action plan (CAP) for the Single Audit finding(s).	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ CAP from most recent audit if citations were issued ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
D. INTERNAL CONTROLS {2 C.F.R. 200.303}					
Description: The LEA/Subgrantee shall establish and maintain a system of effective internal controls over Federal awards that provides reasonable assurance that the LEA/Subgrantee is managing Federal awards in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards. These internal controls should be in accordance with guidance stated in the "Standards of Internal Control in the Federal Government" (GAO Green Book) or the "Internal Controls Integrated Framework" (Treadway Commission).					
Control Environment					
D-1 The LEA has board policy and/or procedures in place to demonstrate the segregation of duties among LEA staff that provides an adequate system of checks and balances emphasizing the importance of integrity and ethical values within the LEA.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Travel requests (On-site) ☐ Purchase orders (On-site) ☐ Receipts/Invoices (On-site) ☐ Expenditure budget reports, general ledger details ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
Control Activities and Risk Mitigation					
D-2 The LEA has board policy and/or procedures in place to demonstrate controls that protect against waste, fraud and abuse for identifying and assessing risks to compliance and successful operation within different elements of the organization and how to respond to any identified risks.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Interview (On-site) ☐ Evidence of implementation (On-site)	
Internal Controls Monitoring and Evaluation					
D-3 The LEA has board policy and/or procedures in place to demonstrate the evaluation of the performance of its internal controls systems, who will conduct evaluation, who will monitor compliance with internal controls requirements/effectiveness of the internal controls system, and how the results of evaluation of its internal controls will be revised or implemented.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of evaluation of internal control system (e.g. Single audit report) ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
E. RECORDS AND INFORMATION MANAGEMENT { 2 C.F.R. 200.79, 2 C.F.R. 200.303(e), 2 C.F.R. 200.333, 2 C.F.R. 200.336(a), 34 C.F.R. 76.730-731}					
Description: An LEA/Subgrantee shall keep records that fully show the amount of funds under a subgrant, how funds were used, the total costs of Federally supported projects, the share of costs provided from other sources, records to show compliance with program requirements, and any other records needed to facilitate an effective audit. An LEA/Subgrantee shall also take reasonable measures to safeguard and protect personally identifiable information (PII). PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.					
E-1	LEA/Subgrantee has a policy and/or procedures that it will NOT disclose personally identifiable information.	☐ Board Policy #⎵ ☐ Procedures Pg. #⎵			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Interview and observation (On-site) ☐ Letters have been sent out to parents for disclosure of PII (On-site) ☐ Evidence of MOU with third parties documenting PII released (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
E-2	LEA/Subgrantee requires staff who work with personally identifiable information to receive training on practices for protecting PII to ensure the integrity and security of information.	☐ Source Documents			☐ Evidence of training and/or dissemination of information (e.g. sign-in sheets, certificate of completion, etc.) ☐ FERPA training documentation (On-site) ☐ Employee and/or Student Handbook (On-site)	
E-3	LEA/Subgrantee has a policy and/or procedures to place controls or otherwise limit access to its information systems to ensure that only authorized individuals have access to LEA/Subgrantee information systems.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of implementation of policy and/or procedures (e.g. Data governance handbook, technology usage agreement, acceptable use policy, etc.) (On-site) ☐ Current User Access List (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
E-4	LEA/Subgrantee has a policy and/or procedures for maintaining all financial records and programmatic records, supporting documents, statistical and other records are maintained for 5 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records. (OIG may request records up to 5 years after a grant has closed).	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation/ Evidence indicating records are on file for five years (On-site)	
E-5	LEA/Subgrantee has a policy and/or procedures for providing military recruiters and Institution of Higher Learner (IHL), upon request, required directory information for students. (Sec. 8525)	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ LEA Notice for Directory Information uploaded to MCAPS ☐ LEA Written "Opt-Out" Notice uploaded to MCAPS ☐ Evidence of implementation (On-site)	
F. EQUIPMENT MANAGEMENT {2 C.F.R. 200.313-314, Mississippi Public School Asset Management Manual}						

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
	Description: An LEA/Subgrantee must use, manage and dispose of equipment and supplies purchased using Federal funds in accordance with all relevant State laws and Procedures. The LEA/Subgrantee must also ensure that equipment and supplies are used only for authorized purposes of the project during the period of performance (or until no longer needed).				
F-1	The LEA/Subgrantee has written policy and/or procedures regarding equipment that comply with state and federal regulations.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Budget documents (On-site) ☐ Visual inspection (On-site) ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
The LEA/Subgrantee has written policy and/or procedures for all the following:					
F-2 A database which contain the following elements: ● description of the item, ● serial number and other identifying numbers, ● vendor, ● acquisition date, ● cost, ● percentage of Federal participation in the cost, ● physical location of property by building and room, ● use and condition, and ● disposition data (date, method of disposition, sale price-if applicable, and when property retired from service.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Requisitions/ Purchase orders (On-site) ☐ Invoices (On-site) ☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) ☐ Check/expenditure (On-site) ☐ Equipment log/Database (On-site) ☐ Inventory (On-site)	
F-3 A physical inventory of the property, at least annually, that includes the names and title of responsible individuals, as well as the frequency of the inventory process.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of physical inventory report with dates (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
F-4	A control system to ensure adequate safeguards to prevent loss, damage or theft of the property (includes notifying local law enforcement and ensuring that a police report is filed when it is discovered equipment has been stolen).	☐ Board Policy # _____ ☐ Procedures Pg. # _			☐ After pulling a sample of items from the log/database, verify each item sampled can be located and has a barcode or other tag identifying it as property of the federal program (On-site)	
F-5	Adequate maintenance Procedures to keep the property in good condition.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ Maintenance records if applicable (On-site) ☐ Evidence of implementation (On-site)	
F-6	Disposition of equipment that is obsolete or no longer needed for the original program from which it was purchased.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ Disposition list if applicable (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
F-7	Proper disposal of equipment which includes ensuring the highest possible return if the LEA is authorized or required to sell equipment if applicable.	☐ Board Policy # __ ☐ Procedures Pg. # __			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Requisitions/ Purchase orders (On-site) ☐ Invoices (On-site) ☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) ☐ Evidence of implementation (On-site)	
F-8	Proper disposal of equipment that addresses the disposal of equipment with a fair market value of >$5,000.	☐ Board Policy # __ ☐ Procedures Pg. # __			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Disposition list (On-site) ☐ Documentation of price determination (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
F-9	Ensure that any equipment was essential to and purchased for the benefit of the program from which it was funded.	☐ Board Policy # ___ ☐ Procedures Pg. # ___			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of price determination (On-site) ☐ Locate equipment and determine who is using the equipment and for what purpose (On-site) ☐ Evidence of implementation (On-site)	
	G. PERSONNEL {2 C.F.R. 200.430}					
	Description: An LEA/Subgrantee must ensure that charges to Federal awards for salaries are based on records that accurately reflect the work performed. These records must be supported by a system of internal controls which provide reasonable assurances that the charges are accurate, allowable, and properly allocated.					
	Personnel System Controls					
G-1	The LEA/Subgrantee has board policy and/or procedures in place to demonstrate: ● that specific officials are designated to approve employee time and effort documentation and charges that have firsthand knowledge of work performed ● the internal process to evaluate the accuracy and reliability of its time and	☐ Board Policy # ___ ☐ Procedures Pg. # ___			✓ MCAPS Funding Application ✓ MCAPS Budget Revisions ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Listing of all federally-funded personnel with name, funding source and percentage, job title, and location ☐ Job description for all federally funded personnel	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
	effort system ● where employees are funded 100% with a single federal award, the LEA has on file certifications that the employees worked solely on that program for the period covered by the certification. Certificates are completed at least twice a year ● employees who work on multiple activities funded from different sources have personnel activity record that support the distribution of their salaries/wages				☐ Evidence of implementation (On-site) ☐ Personnel schedule ☐ Expenditure report ☐ Payroll distribution sheets ☐ Corrective journal entries (On-site) ☐ List: _____	
G-2	The LEA/Subgrantee has personnel activity documentation that meets the following standards: ● reflect an after-the-fact distribution of the actual activity and signed by employee at least monthly and ● reconcile actual cost to budgeted amounts at least quarterly based on monthly activity reports (cost charged to federal awards are adjusted as necessary).	☐ Source Documents			☐ Personnel activity report (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
G-3	The LEA/Subgrantee has certification documentation that meets the standard for employees who are 100% funded with a single federal award.	☐ Source Documents			☐ Semi-Annual certifications (On-site)	
Fringe Benefits						
G-4	The LEA/Subgrantee has board policy and/or procedures in place that ensure that fringe benefits charged to the program are reasonable and in compliance with requirements.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Accounting records (On-site) ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
H. PROCUREMENT {2 C.F.R. 200.318, 2 C.F.R. 200.319, 2 C.F.R. 200.320, 2 C.F.R. 200.322, 2 C.F.R. 200.326, Appendix II to Part 200}					
Description: An LEA/Subgrantee must ensure that all relevant Federal and State procurement Procedures are followed when procuring goods and services using Federal funds. An LEA/Subgrantee must also maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specification of their contracts.					
LEA/Subgrantee Procurement Processes					
H-1 The LEA/Subgrantee has written procurement Procedures which comply with federal and state regulations and ensure that the director/supervisor of each federal program documents prior approval of purchases, including full and open competition when conducting procurement transactions.	☐ Board Policy # ___ ☐ Procedures Pg. # ___			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Requisitions/ Purchase orders (On-site) ☐ Invoices (On-site) ☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) ☐ History Transaction (Detailed General Ledger); Objects 300's-900's (On-site) ☐ Sample procurement package (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
H-2	The LEA/Subgrantee has board policy and/or procedures for procurement that ensures, to the greatest extent possible, avoidance of acquisition of unnecessary or duplicative items.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ On-site Interview ☐ Evidence of implementation (On-site)	
H-3	The LEA/Subgrantee has board policy and/or procedures for analyzing the procurement process to determine the most economical approach.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Requisitions/ Purchase orders (On-site) ☐ Invoices (On-site) ☐ Evidence of receipt of goods (packing slips, sign-off, receiving report, etc.) (On-site) ☐ Expenditure budget report (On-site) ☐ Sample procurement package (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
H-4	The LEA/Subgrantee has board policy and/or procedures to review and/or audit the content of its procurement files to ensure completeness of its procurement records and outlines the frequency that it is performed.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of implementation of policy and/or procedures (On-Site)	
	General Purchase Requirements					
H-5	The LEA/Subgrantee determines that purchases with federal funds comply with federal cost principles (e.g. reasonable, necessary, allocable, etc.).	☐ Source Documents			☐ Multiple bids (On-site) ☐ Documents showing purchases impacted targeted population (On-site) ☐ LEA/Subgrantee prorates expenditures between federal, state, and/or local funding sources when purchases supported more than one funding purpose (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
Contractor Oversight					
H-6 The LEA/Subgrantee has a policy and/or procedures for awarding contracts that ensures the appropriate approval and contain all applicable provisions stated in the Uniform Guidance (Appendix II to Part 200). Supervisor of each federal program has internal controls for developing and awarding contracts.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Signed/Dated contract (On-site) ☐ Evidence of bids (if applicable) (On-site) ☐ Evidence of implementation (On-site)	
H-7 The LEA/Subgrantee has a policy and/or procedures to monitor the work of contractors to ensure work is performed in accordance with agreement and Federal requirements.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evaluation of contract services (On-site) ☐ Invoices (On-site) ☐ Other evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
H-8	The LEA/Subgrantee has a policy and/or procedures to follow where contractors fail to perform according to the terms of agreements or otherwise fail to provide adequate goods and/or services.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of implementation of policy and/or procedures if applicable (On-site)	
H-9	The LEA/Subgrantee maintains a written code of standards of conduct for any employee involved in the award or administration of contracts, including conflicts of interests, accepting gifts, favors, etc.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
Procurement Files					
H-10 The LEA/Subgrantee has policy and/or procedures for documentation that is maintained to establish that all procurement requirements have been met for each transaction, including: ● how procurement documentation is safeguarded and stored ● documented rationale for method of procurement ● details pertaining to the selection or rejection ● description of the contract type ● basis for the contract price	☐ Board Policy # ___ ☐ Procedures Pg. # ___			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Sample procurement package (On-site) ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
Suspension and Debarment					
H-11 The LEA/Subgrantee has policy and/or procedures for ensuring that it does not contract with parties who have been suspended or debarred.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ General ledger (On-site) ☐ Evidence of implementation (On-site) ☐ Purchase order supporting documentation (On-site) ☐ SAM.gov documentation (On-site)	
I. INDIRECT COST {2 C.F.R. 200.414, 34 C.F.R. 76.560-569}					
Description: An LEA/Subgrantee must ensure that indirect costs are only charged at the correct indirect cost rate. An indirect cost is a cost that is incurred for the benefit of the entire organization.					
I-1 The LEA/Subgrantee applies indirect cost rates to actual amounts expended when making indirect cost charges for Federal award.	☐ Source Documents			✓MCAPS Reimbursement Request ☐ General Ledger (On-site) ☐ This LEA/Subgrantee does not take indirect cost (On-site)	
I-2 The LEA/Subgrantee has procedures in place that are taken when it identifies excess indirect cost charges.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
J. BUDGETING AND ACTIVITIES (2 C.F.R. 200.403-408, 2 C.F.R. 200.420-475, EDGAR 80.30(c)(2))					
Description: The LEA/Subgrantee shall expend program funds for allowable costs, as defined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 C.F.R. §200), which include, among other things, the requirement that costs be reasonable and necessary for the accomplishment of program objectives.					
Budgets Preparation					
J-1 The LEA/Subgrantee has board policy and/or procedures governing the preparation and approval of budgets and budget revisions for the LEA and the schools.	☐ Board Policy # _ ☐ Procedures Pg. # _			✓MCAPS Consolidated Application & Budget ✓MCAPS Budget Revisions, if applicable ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Approved budget reflected in LEA/Subgrantee accounting software ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
J-2	The LEA/Subgrantee has board policy and/or procedures that outline the type of input that is received from the school during the budget preparation process and how that input is incorporated prior to the submission to MDE.	☐ Board Policy # _ ☐ Procedures Pg. # _			✓MCAPS Consolidated Application & Budget✓MCAPS Budget Revisions, if applicable ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Approved budget reflected in LEA/Subgrantee accounting software ☐ Evidence of implementation (On-site)	
J-3	The LEA/Subgrantee has board policy and/or procedures to ensure that every effort is made to coordinate efforts and implement activities across programs featuring similar goals, objectives or action steps.	☐ Board Policy# _____ ☐ Procedures Pg. # _			✓MCAPS Consolidated Application & Budget ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site) ☐ Other: _____	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
J-4	The LEA/Subgrantee has board policy and/or procedures to ensure that the development of programs with federal funds is seamless with the process used in the development of State and local funds.	☐ Board Policy # ☐ Procedures Pg. #			✓MCAPS Consolidated Application & Budget ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site) ☐ Other: _____	
	LEA/Subgrantee Program Budgets/Plan					
J-5	The LEA/Subgrantee has board policy and/or procedures that outline the process that will be followed to amend an approved application.	☐ Board Policy # ☐ Procedures Pg. #			✓MCAPS Consolidated Application & Budget ✓MCAPS Budget Revisions, if applicable ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
Cost Effectiveness and Sustainability					
J-6 The LEA/Subgrantee has board policy and/or procedures that evaluate the relative value received from different types of expenditures made using program funds.	☐ Board Policy # ___ ☐ Procedures Pg. # ___			ALL REQUIRED ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of comprehensive needs assessments, school plans, and evaluation of programs and expenditures (On-site) ☐ Evidence of implementation (On-site)	
K. ALLOCATIONS (§1003, §1113, §1124, §1124A, §1125, §1126(b), §2102 et seq., §3111-§3116, 34 C.F.R. 76.50-51, 34 C.F.R.76.300, 34 C.F.R. 76.789)					
Sub-award Applications					
K-1 The LEA/Subgrantee has policy and/or procedures for the development of each of the covered programs applications (e.g., what type of LEA staff members are involved in the development and review process, how potential projects are identified and developed, etc.).	☐ Board Policy # ___ ☐ Procedures Pg. # ___			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Documentation of participation ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
Title I Within- District Allocations					
K-2 The LEA has policy and/or procedures for determining site level allocations using Title I funds.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS, AND ☐ Per-pupil allocation page from MCAPS ☐ Evidence of implementation (On-site)	
L. MAINTENANCE OF EFFORT (MOE) {§8521} **Note:** (*N/A for School Improvement*)					
Description: The LEA's combined fiscal effort in the proceeding year shall not fall below 90% of the combined fiscal effort in the second preceding year.					
MOE Calculation/Review Process					
L-1 The LEA has board policy and/or procedures in place to demonstrate: ● the calculation of MOE ● process if it fails to meet the MOE requirements ● the monitoring process used during the fiscal year to ensure it meets the MOE requirements for expenditures levels	☐ Board Policy # _ ☐ Procedures Pg. # _			✓MCAPS MOE Document ☐ LEA policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
M. COMPARABILITY {§1118} *Note: (N/A for School Improvement)*					
Description: LEA/Subgrantee may receive an award for Title I funds if State and local funds will be used in schools served by Federal programs to provide services that, on the whole, are at least comparable to services in schools that are not receiving Title I funds.					
Comparability Calculations					
M-1 The LEA follows the Procedures set by the MDE for the determination of comparability.	☐ Source Documents			ALL REQUIRED ✓ MCAPS Comparability Documentation ✓ MCAPS Comparability Letter for current and/or previous fiscal year ☐ Evidence of implementation (On-site)	
M-2 The LEA has a board policy and/or Procedures in place to monitor comparability throughout the school year.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ On-site interview ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
N. EQUITABLE SERVICES {§1117, §8501, 34 C.F.R. 76.661, 2 C.F.R. 200.331(a)(2)} ***Note: (N/A for School Improvement)***					
Description: An LEA shall use a portion of program funds received to provide benefits to eligible children enrolled in private schools and to ensure that teachers and families of participating private school children participate on an equitable basis. These services must be provided by the LEA in accordance with established requirements.					
☐ No Private School				☐ Participating Private School	
☐ Non-Participating Private School				☐ Contributing Funds for Private School in Another LEA	
Provision of Equitable Services					
N-1 The LEA/Subgrantee has board policy and/or procedures for timely and meaningful consultation with private school officials that included discussion of the following as applicable: ● Identification of eligible students ● Services to be provided to student ● How, where and by whom will services be performed ● How will services be academically evaluated for effectiveness	☐ Board Policy # _ ☐ Procedures Pg. # _			ALL REQUIRED: ✓MDE MCAPS Documentation ☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Agreement with Private Schools (On-site) ☐ Contact logs (On-site) ☐ Invoices (On-site) ☐ Consultation documentation (On-site) ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
	● Size and scope of services that will be provided					
	● Data source to be used to determine effectiveness					
	● How and when decision about delivery of services will be made (third party contractor)					
	● Complaint process					
	● Parent and family engagement					
	● Professional development activities for school officials and staff.					
N-2	The LEA/Subgrantee has board policy and/or procedures for calculating equitable services to private schools.	☐ Board Policy # ☐ Procedures Pg. #			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
N-3	The LEA/Subgrantee has board policy and/or procedures for providing equitable services to eligible students attending private schools (or in the case of Title II providing professional development services to teachers of eligible students attending private schools).	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	
N-4	The LEA/Subgrantee has board policy and/or procedures for ensuring the appropriate use of any equipment or supplies purchased using funds reserved for equitable services.	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ Evidence of implementation (On-site)	

Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
O. DATA QUALITY {§1111(h)(5), 2 C.F.R. 200.303, 2 C.F.R. 200.328}					
Description: LEAs are required to have appropriate Procedures in place to ensure that the data reported to the public and reported to the Department of Education are high quality. "High quality" means that data are timely, complete, accurate, valid, and reliable.					
Review Process					
O-1 The LEA/Subgrantee has board policy and/or procedures for reviewing the LEA/Subgrantee and school level data. The policy and/or procedures include data quality checks, including automated business rules and manual data quality rules, to ensure the accuracy of reporting data, and to ensure that it is identifying problems in the data (e.g., setting appropriate thresholds)(Sec. 2104(b))	☐ Board Policy # _ ☐ Procedures Pg. # _			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ On-site interview ☐ Evidence of implementation (On-site) ☐ MSIS Data Reporting (Personnel, EL, Homeless, Foster Care, Neglected/Delinquent)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
O-2	The LEA/Subgrantee has board policy and/or procedures that describe the management certification (or verification, sign-off, or related) process the LEA requires of schools to ensure that reported data are accurate and complete (e.g., review process for determining data are ready for certification, how responsibility for the certification is assigned, consequences for certifying inaccurate data).	☐ Board Policy # ___ ☐ Procedures Pg. # ___			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ On-site interview ☐ Evidence of implementation (On-site) ☐ MSIS Data Reporting (Personnel, EL, Homeless, Foster Care, Neglected/Delinquent)	
O-3	The LEA/Subgrantee has board policy and/or procedures that describe how the LEA monitors schools to ensure they have processes in place so that reported data are accurate and complete (e.g., periodic monitoring, review of school business rules, audits of submitted data).	☐ Board Policy # ___ ☐ Procedures Pg. # ___			☐ LEA/Subgrantee policy and/or procedures uploaded to MCAPS ☐ On-site interview ☐ Evidence of implementation (On-site) ☐ MSIS Data Reporting (Personnel, EL, Homeless, Foster Care, Neglected/Delinquent)	

	Description of Fiscal Requirements	LEA and/or Subgrantee Policy and/or procedures	YES	NO	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	Comments
O-4	Training to building the capacity of staff responsible for data management	☐ Source Documents			☐ On-site interview ☐ Documentation of professional development ☐ Evidence of implementation (On-site)	
P. GENERAL FISCAL REQUIREMENTS						
P-1	The LEA/Subgrantee has records to support whether funds were obligated and liquidated within the approved grant period.	☐ Source Documents			✓ MCAPS Reimbursements ☐ Most Recent Single Audit (On-site) ☐ Purchase orders/Contracts (On-site)	
P-2	Funds are drawn down from MCAPS or requested regularly in correlation to expenditures.	☐ Source Documents			✓ MCAPS Reimbursements Requests or School Payment Request for Funds ☐ Cash balance statement (On-site)	
P-3	Funds are being requested and reported as expended monthly to satisfy the intent of each federal program.	☐ Source Documents			✓ MCAPS Reimbursements ☐ Expenditure/Budget report (On-site)	

OSI Programmatic Monitoring Tool for CSI, TSI and ATSI Schools

O

	Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)					
SS-1	**Local Education Agency (LEA), School, and Parents have been informed of schools that have been identified as CSI based on the following criteria:** • the school has a graduation rate less than or equal to 67%; • the school has been ranked in the bottom 5% of Title I-A schools; or • the school has been previously identified as an Additional Targeted Support and Improvement (ATSI) school with three consecutive years of subgroup performance at or below that of all students in the bottom 5% of Title I-A schools (the third criteria for identification will begin with the 2021-22 school year). *(Sec. 1111(D)(c)(i) (I) (II) (III))*	☐ Documentation supporting the State Education Agency (SEA) notified the LEA of the schools' identification status ☐ Documentation supporting the LEA notified the parents of the school's identification status (*Documentation of the dated notification disseminated to the parent may have been sent by the school)			☐ Is there evidence that after receiving notification of CSI school status, the school provided notification of CSI school status to parents of each child enrolled, and the notices contained the following information? ✓ **School's identification** ✓ **Reason(s) for identification**	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)				
SS-2	**Local Education Agency (LEA) has an approved plan informed by the reason for identification based on one of the following criteria:** • the school has a graduation rate less than or equal to 67%; • the school has been ranked in the bottom 5% of Title I-A schools; or • the school has been previously identified as an Additional Targeted Support and Improvement (ATSI) school with three consecutive years of subgroup performance at or below that of all students in the bottom 5% of Title I-A schools (the third criteria for identification will begin with the 2021-22 school year). *(Sec. 1111(D)(c)(i) (I) (II) (III))*	□ LEA School Board approved current CSI Plan (Approval Signature Page). □ LEA School Board approved Title I 1003 Funding Application – signed page uploaded in the Related Documents section of the Mississippi Comprehensive Automated Performance-Based System (MCAPS).			□ Does each school identified as CSI have both a current plan and a Title I 1003 application approved by the LEA school board? ✓ **School Plan Approved** Yes _____ No _____ ✓ **MCAPS Funding Application Approved** Yes _____ No _____	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)				
SS-3	**CSI Plan Selection of Evidence-Based Interventions** (Sec. 1111(d)(2)(B)(ii))				

In the body:

CSI Plan Selection of Evidence-Based Interventions (Sec. 1111(d)(2)(B)(ii))

☐ Documentation supporting the inclusion of evidence based intensive interventions, strategies, or activities (i.e., leadership, high quality instructional materials, technology integration, on-going, job-embedded professional development, increased learning time, early childhood (Pre-K) programs, or other as identified in the application)

☐ Does each CSI plan include one or more Evidence-Based Interventions?

☐ Is the Plan implemented as approved and do activities supported with 1003 funds meet the strong, moderate, or promising levels of evidence as defined under ESSA?

✓ Strong evidence from at least 1 well-designed and well- implemented experimental study;

✓ Moderate evidence from at least 1 well-designed and well- implemented quasi-experimental study; or

✓ Promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias.

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)					
SS-4 **CSI Stakeholder Engagement** *(Sec. 1111(d)(2)(B))*	☐ Evidence of outreach to stakeholders (for example, emails, web notifications, meeting notes, if applicable, surveys, etc.)			☐ How did the district partner with stakeholders (including principals and other school leaders, teachers, and parents) in developing CSI plan(s)?	
SS-5 **Development of CSI Plan(s)** (Sec. 1111(d)(1)(B)(i))	☐ Documentation supporting the CSI plan(s) was/were developed by the district in partnership with stakeholders (including principals and other school leaders, teachers, and parents), and was it developed through the comprehensive needs' assessment process			☐ Is there evidence supporting the development of the CSI plan(s) by the district? ✓ Copy of documented meetings agendas, sign-in sheets, and minutes	
SS-6 **Implementation of CSI plan(s)** *(Sec. 1111(d)(1)(B))*	☐ Documentation supporting the implementation of the CSI plan(s) (i.e., interventions, activities, or strategies)			☐ How does the LEA ensure CSI schools are implementing CSI plans? ☐ What support does the LEA provide to CSI schools? ☐ Have there been any challenges in implementing CSI plan(s)? If so, what are they and have adjustments been made? ☐ Are there indications that outcomes are improving for students (MAAP, Interim Assessment Data, etc.)?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)					
LEA Monitoring of Plan Implementation (Sec. 1111(d)(2)(B)(iv)-(v))))	☐ Documentation that the LEA monitors records (i.e., reports (if relevant), data reviewed, notes from school visits, etc.)			☐ How does the LEA monitor the implementation of CSI plan(s)?	

SS-7

	Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)					
SS-8	**2019 MS Public School Accountability Standard** • 12. There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code § 37-7-337} (Districts meeting the Highest Levels of Performance are exempted.) • 12.1 A school district that has been designated as Failing (F) as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {Miss. Code Ann. § 37-18-5(4) • 12.2 A district and/or a school designated as a D or F shall establish a community-based pre- kindergarten through higher education (P-16) council.	☐ Documentation of Initiators' Meeting and Community Council meetings (agendas, sign-in sheets, minutes, etc.)			☐ Is there evidence that each CSI school "rated below C" has established a Pre-Kindergarten through higher education Community Engagement Council that meets consistently and actively participates in the implementation of the school's plan (District or School Level)?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	SS. TITLE I, PART A: COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS CSI)				
SS-9	**District/School Utilization of Funds** Local use of funds (MS Consolidated State Plan, page 36) <u>CFPA</u> □ Documentation of evidence in the Consolidated Federal Programs Application (CFPA) that the school reserved 20% of its allocation (see Program Details) in CFPA for school improvement activities □ Documentation of budgeted evidence-based interventions in the MCAPS budget (Required 20% reservation from Consolidated Application) <u>1003 Budget</u> □ Documentation of evidence that the school's 1003 funds were expended in accordance with its approved plan			□ Is the school a Title I school? Yes _____ (go to the next question) No _____ (go to the next indicator) □ Has the school reserved and expended the funds as approved in the CFPA (Required 20% reservation the schools Title I Allocation)? □ Did the school expend the 1003 funds in accordance with the approved 1003 funding application expenditures? □ Were funds obligated and liquidated within the period of availability?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)					
TT-1 **Local Education Agency (LEA), School, and Parents have been informed of schools that have been identified as TSI based on the following criteria:** • the school has one or more subgroups with performance in the lowest 50% of the overall accountability index; • the school has one or more subgroups with performance in the lowest quartile of the 3-year average gap-to-goal; • the school has one or more subgroups with performance scores in the lowest quartile of the 3-year improvement towards the gap-to-goal closure; **and** • the school has one or more subgroups in the bottom 5% of the eligible, rank-ordered subgroups identified through steps one, two, and three of this criteria. (Sec. 1111(d)(2)(A), (MS Consolidated State Plan)	□ Documentation supporting the State Education Agency (SEA) notified the LEA of the schools' identification status □ Documentation supporting that the LEA notified the school of its identification status □ Documentation supporting the school notified parents of the school's identification status (*Documentation of the dated notification disseminated to parents)			□ Is there evidence that after receiving notification of TSI school status, the school provided notification of TSI school status to parents of each child enrolled, and the notices contained the following information? ✓ **School's identification** ✓ **Reason(s) for identification**	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)				
TT-2	**Local Education Agency (LEA) has an approved plan informed by the reason for identification based on the following criteria:** • the school has one or more subgroups with performance in the lowest 50% of the overall accountability index; • the school has one or more subgroups with performance in the lowest quartile of the 3-year average gap-to-goal; • the school has one or more subgroups with performance scores in the lowest quartile of the 3-year improvement towards the gap-to-goal closure; **and** • the school has one or more subgroups in the bottom 5% of the eligible, rank-ordered subgroups identified through steps one, two, and three of this criteria. (Sec. 1111(d)(2)(A), (MS Consolidated State Plan)	☐ LEA School Board approved current TSI Plan (Approval Signature Page). ☐ LEA School Board approved Title I 1003 Funding Application – signed page uploaded in the Related Documents section of the Mississippi Comprehensive Automated Performance-Based System (MCAPS)			☐ Does each school identified as TSI have both a current School Plan and a Title I 1003 application approved by the LEA school board? ✓ **School Plan Approved** Yes _____ No _____ ✓ **MCAPS Funding Application Approved** Yes _____ No _____	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments

TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)

| | **TSI Plan Selection of Evidence-Based Interventions** (Sec. 1111(d)(2)(B)(ii)) | ☐ Documentation supporting the inclusion of evidence based intensive interventions, strategies, or activities (i.e., leadership, high quality instructional materials, technology integration, on-going, job-embedded professional development, increased learning time, early childhood (Pre-K) programs, or other as identified in the application) | | | ☐ Does each TSI plan include one or more Evidence-Based Interventions?
 ☐ Is the plan implemented as approved, and do activities supported with 1003 funds meet the strong, moderate, or promising levels of evidence as defined under ESSA?
 ✓ Strong evidence from at least 1 well-designed and well- implemented experimental study;
 ✓ Moderate evidence from at least 1 well-designed and well- implemented quasi-experimental study; or
 ✓ Promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias. | |

<small>TT-3</small>

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)				
TT-4 **TSI Stakeholder Engagement** *(Sec. 1111(d)(2)(B))*	□ Evidence of outreach to stakeholders (i.e., emails, web notifications, meeting notes, if applicable, surveys, etc.)			□ How did TSI schools' partner with stakeholders (including principals and other school leaders, teachers and parents) in developing TSI plans?	
TT-5 **Development of TSI Plan(s)** *(Sec. 1111(d)(2)(B))*	□ Documentation supporting the TSI plan(s) was/were developed by the school in partnership with stakeholders (including principals and other school leaders, teachers, and parents), and was it developed through the comprehensive needs' assessment process			□ Is there evidence supporting the development of the TSI plan(s) by the school? ✓ Copy of documented meetings agendas, sign-in sheets, minutes	
TT-6 **Implementation of TSI Plan(s)** *(Sec. 1111(d)(1)(B))*	□ Documentation supporting the implementation of the TSI plan(s) (i.e., interventions, activities or strategies)			□ How does the LEA ensure TSI schools are implementing TSI plans? □ What support does the LEA provide to TSI schools? □ Have there been any challenges in implementing TSI plans? If so, what are they and have adjustments been made? □ Are there indications that outcomes are improving for students (MAAP, Interim Assessment Data,	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)					
TT-7 **TSI Accountability Indicators** *(Sec. 1111(d)(2)(B)(i))*	□ Documentation the TSI school plan(s) was/were based on the accountability indicators □ Documentation each school's TSI plan(s) address the subgroup(s) that is/are <u>consistently under-performing</u> □ Evidence the TSI schools are implementing their approved plans (i.e., documentation showing schools carried out the activities described in their plan)			□ How did TSI schools consider all the indicators in Mississippi's accountability system to inform their TSI plans?	
TT-8 **LEA Monitoring of Plan Implementation** *(Sec. 1111(d)(2)(B)(iv)-(v))))*	□ Documentation that the LEA monitors records (i.e., correspondence with schools, reports (if relevant), data reviewed, notes from school visits, etc.)			□ How does the LEA monitor the implementation of the TSI plan(s)? □ What additional actions will the LEA take if the TSI plan(s) is/are not successful in improving subgroup outcomes after a number of years of implementation?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments

TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)			

	Description of Program Requirements	Evidence	YES/NO	Questions	Comments
TT-9	**2019 MS Public School Accountability Standard** • 12. There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code § 37-7-337} (Districts meeting the Highest Levels of Performance are exempted.) • 12.1 <u>A school district that has been designated as Failing (F)</u> as defined by the State Board of Education shall establish a community-based pre- kindergarten through higher education (P-16) council. {Miss. Code Ann. § 37-18-5(4) • 12.2 <u>A district and/or a school designated as a D or F</u> shall establish a community-based pre-kindergarten through higher education (P-16) council.	☐ Documentation of Initiators' Meeting and Community Council meetings (agendas, sign-in sheets, minutes, etc.)		☐ Is there evidence that each TSI school "rated below C" has established a Pre-Kindergarten through higher education Community Engagement Council that meets consistently and actively participates in the implementation of the school's plan (District or School Level)?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	TT. TITLE I, PART A: Targeted Support and Improvement (TSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS TSI)				
TT-10	**District/School Utilization of Funds** Local use of funds (MS Consolidated State Plan, page 36) CFPA □ Documentation of evidence in the Consolidated Federal Programs Application (CFPA) that the school reserved 20% of its allocation (see Program Details) in CFPA for school improvement activities □ Documentation of budgeted evidence-based interventions in the MCAPS budget (Required 20% reservation from Consolidated Application) 1003 Budget □ Documentation of evidence that the school's 1003 funds were expended in accordance with their approved plan			□ Is the school a Title I school? Yes _____ (go to the next question) No _____ (go to the next indicator) □ Has the school reserved and expended the funds as approved in the CFPA (Required 20% reservation the schools Title I Allocation)? □ Did the school expend the 1003 funds in accordance with the approved 1003 funding application expenditures? □ Were funds obligated and liquidated within the period of availability?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	UU. TITLE I, PART A: Additional Targeted Support and Improvement (ATSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS ATSI)				
UU-1	**Local Education Agency (LEA), School, and Parents have been informed of schools that have been identified as ATSI based on the following criteria:** • the school has one or more schools with a 3-year subgroup average performance that is at or below that of all students in the lowest-performing Title I-A schools. (Sec. 1111(d)(2)(A), (MS	☐ Documentation supporting the State Education Agency (SEA) notified the LEA of the schools' identification status ☐ Documentation supporting the LEA notified the school of its identification status ☐ Documentation supporting the school notified the parents of the school's identification status (*Documentation of dated notification disseminated to the parent)			☐ Is there evidence that after receiving notification of ATSI school status, the school provided notification of ATSI school status to parents of each child enrolled, and the notices contained the following information? ✓ **School's identification** ✓ **Reason(s) for identification**	
UU -2	**Local Education Agency (LEA) has an approved plan informed by the reason for identification based on the following criteria:** • the school has one or more schools with a 3-year subgroup average performance that is at or below that of all students in the lowest-performing Title I-A schools. (Sec. 1111(d)(2)(A), (MS Consolidated State Plan)	☐ LEA School Board approved current ATSI Plan (Approval Signature Page) ☐ LEA School Board approved Title I 1003 Funding Application – signed page uploaded in the Related Documents section of the Mississippi Comprehensive Automated Performance-Based System (MCAPS)			☐ Does the school identified as an ATSI School have both a current School Plan and a Title I 1003 application approved by the LEA school board? ✓ **School Plan Approved** Yes _____ No _____ ✓ **MCAPS Funding Application Approved** Yes _____ No _____	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	UU. TITLE I, PART A: Additional Targeted Support and Improvement (ATSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS ATSI)				
UU-3	**ATSI Plan Selection of Evidence-Based Interventions** (Sec. 1111(d)(2)(B)(ii))	☐ Documentation supporting the inclusion of evidence based intensive interventions, strategies or activities (i.e., leadership, high quality instructional materials, technology integration, on-going, job-embedded professional development, increased learning time, early childhood (Pre-K) programs, or other as identified in the application)			☐ Does each ATSI plan include one or more Evidence-Based Interventions? ☐ Is the Plan implemented as approved and do activities supported with 1003 funds meet the strong, moderate, or promising levels of evidence as defined under ESSA? ✓ Strong evidence from at least 1 well-designed and well- implemented experimental study; ✓ Moderate evidence from at least 1 well-designed and well- implemented quasi-experimental study; or ✓ Promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias.	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	UU. TITLE I, PART A: Additional Targeted Support and Improvement (ATSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS ATSI)				
UU-4	**ATSI Stakeholder Engagement** *(Sec. 1111(d)(2)(B))*	☐ Evidence of outreach to stakeholders (i.e., emails, web notifications, meeting notes, if applicable, surveys, etc.)		☐ How did the ATSI school(s) partner with stakeholders (including principals and other school leaders, teachers, and parents) in developing ATSI plans?	
UU-5	**Development of ATSI Plan(s)** *(Sec. 1111(d)(2)(B))*	☐ Documentation supporting the ATSI plan(s) was/were developed by the school in partnership with stakeholders (including principals and other school leaders, teachers, and parents), and was it developed through the comprehensive needs' assessment process		☐ Is there evidence supporting the development of the ATSI plan by the school? ✓ Copy of documented meetings agendas, sign-in sheets, minutes	
UU-6	**Implementation of ATSI Plan(s)** *(Sec. 1111(d)(1)(B))*	☐ Documentation supporting the implementation of the ATSI plan(s) (i.e. interventions, activities, or strategies)		☐ How does the LEA ensure ATSI schools are implementing ATSI plans? ☐ What support does the LEA provide to ATSI schools? ☐ Have there been any challenges in implementing ATSI plans? If so, what are they and have adjustments been made? ☐ Are there indications that outcomes are improving for students (MAAP, Interim Assessment Data, etc.)?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
UU. TITLE I, PART A: Additional Targeted Support and Improvement (ATSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS ATSI)					
UU-7 **ATSI Accountability Indicators** *(Sec. 1111(d)(2)(B)(i))*	□ Documentation the ATSI school plan(s) was/were based on the accountability indicators □ Documentation each school's ATSI plan address the subgroup(s) that is/are <u>low-performing</u> □ Evidence the ATSI schools are implementing their plans (i.e., documentation showing schools carried out the activities described in their plan)			□ How did ATSI schools consider all the indicators in Mississippi's accountability system to inform their ATSI plans?	
UU-8 **LEA Monitoring of Plan Implementation** *(Sec. 1111(d)(2)(B)(iv)-(v))))*	□ Documentation that LEA monitors records (i.e., correspondence with schools, reports (if relevant), data reviewed, notes from school visits, etc.)			□ How does the LEA monitor the implementation of the ATSI plan(s)? What additional actions will the LEA take if ATSI plan(s) is not successful in improving subgroup outcomes after a number of years of implementation?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	UU. TITLE I, PART A: Additional Targeted Support and Improvement (ATSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS ATSI)				
UU-9	**2019 MS Public School Accountability Standard** • 12. There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. {MS Code § 37-7-337} (Districts meeting the Highest Levels of Performance are exempted.) • 12.1 <u>A school district that has been designated as Failing (F)</u> as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council. {Miss. Code Ann. § 37-18-5(4) • 12.2 <u>A district and/or a school designated as a D or F</u> shall establish a community-based pre- kindergarten through higher education (P-16) council.	☐ Documentation of the Initiators' Meeting and Community Council meetings (agendas, sign-in sheets, minutes, etc.)			☐ Is there evidence that each school "rated below C" has established a Pre-Kindergarten through higher education Community Council that meets consistently and actively participates in the implementation of the school's plan (District or School Level)?	

Description of Program Requirements	Evidence of Program Implementation Required MCAPS upload by LEA/Subgrantee/MDE Reviews MCAPS Prior to Visit	YES	NO	Questions	Comments
	UU. TITLE I, PART A: Additional Targeted Support and Improvement (ATSI) SCHOOL (COMPLETE THIS SECTION ONLY IF ONE OR MORE SCHOOLS HAVE BEEN IDENTIFIED AS ATSI)				
UU-10	**District/School Utilization of Funds** Local use of funds (MS Consolidated State Plan, page 36) CFPA □ Documentation of evidence in the Consolidated Federal Programs Application (CFPA) that the school reserved 20% of its allocation (see Program Details) in CFPA for school improvement activities □ Documentation of budgeted evidence-based interventions in the MCAPS budget (Required 20% reservation from Consolidated Application) 1003 Budget □ Documentation of evidence that the school's 1003 funds were expended in accordance with their approved plan			□ Is the school a Title I school? Yes _____ (go to the next question) No _____ (go to the next indicator) □ Has the school reserved and expended the funds as approved in the CFPA (Required 20% reservation the schools Title I Allocation)? □ Did the school expend the 1003 funds in accordance with the approved 1003 funding application expenditures? Were funds obligated and liquidated within the period of availability?	

Additional Comments/Notes: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____