March 28, 2019

TO: Approved Private School Administrators

FROM: Monique Sullivan, Title IA Program Coordinator and

Jackie Godbout, Title IA Program Consultant

RE: **FOR YOUR IMMEDIATE ATTENTION AND RESPONSE BY May 3, 2019**

Obtaining the Approved Private School Economically Disadvantaged Student Count for Title IA FY20,

 Elementary & Secondary Education Act (ESEA), as amended - Title IA Allocations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The enclosed forms are provided to collect information that will be used to determine the amount of funding available for use by the non-public schools for FY20 Title IA equitable support services to non-public school children. It is the non-public school administrator’s responsibility to report the addresses of students currently enrolled from low-income families and the method used to determine low-income eligibility. This form must be returned in order for the non-public school to participate in Title I services during the 2019-2020 school year.

A non-public school is eligible to participate in the Title IA program if some or all of the identified low income children would have attended public schools that have Title IA services. A non-public school Title IA service obligation (an amount available for services) will be determined from this count. Only children ages 5-17 can be counted for funding purposes.

If the non-public school plans to participate in the Title IA program in cooperation with the local public school unit within its boundary, please complete and return pages 1 & 2 of the *Approved Private School Economically Disadvantaged Student Count* form to the Dept. of Education, ATTN: Jackie Godbout, 23 State House Station, Augusta, ME 04333-0023 by May 3, 2019. Only forms received by this deadline will be included in the school year 2019-2020 allocation process. This will affect the amount available for equitable services in the non-public school’s FY20 Title IA program. At the end of each school year, the local public school unit will submit to the Dept. of Education non-public school information regarding program success and student counts in addition to its own public school data.

If the non-public school does not plan to participate in the Title IA equitable services program in cooperation with the local public school unit within its boundary, please complete and return page 1 of the *Approved Private School Economically Disadvantaged Student Count* form with the second box checked.

Sec. 1117--Participation of Children Enrolled in Private Schools of the Elementary & Secondary Education Act (ESEA)--can be viewed at page 72:

<http://legcounsel.house.gov/Comps/Elementary%20And%20Secondary%20Education%20Act%20Of%201965.pdf>

Enclosed for your quick reference is a Title IA Q & A sheet that has been updated to reflect some new equitable services requirements. (See Question 8 for the SEA Complaint Procedures). More equitable services Q & A’s can be accessed in the Non-Regulatory Guidance for Title I Services to Eligible Private School Children at <http://www.ed.gov/programs/titleiparta/psguidance.doc>

If you have questions, please call Monique Sullivan at 624-6723 or monique.sullivan@maine.gov or Jackie Godbout at 624-6712 or e-mail her at jackie.godbout@maine.gov.

Enclosures P:wpdocs/Private School/FY20 Private School Info.docx

State of Maine

Maine Department of Education

Augusta, Maine 04333-0023

##### **FY20 APPROVED PRIVATE SCHOOL ECONOMICALLY**

**DISADVANTAGE STUDENT COUNT**

**FOR THE TITLE IA PROGRAM**

#### Private School Administrator Certification Page

## Private School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In What Public School District Attendance Area

 Is This Private School Located:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Check one box below)

I hereby certify that this non-public school plans to participate in the Elementary & Secondary Education Act - Title IA program and that, to the best of my knowledge, the information contained in the attached *Approved Private School Economically Disadvantaged Student Count* is accurate and correct.

 I hereby certify that this non-public school does not plan to participate in the Elementary & Secondary Education Act - Title IA program

 I hereby certify that, to the best of my knowledge, this non-public school does not qualify to participate in the Elementary & Secondary Education Act - Title IA program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Private School Administrator Date

Questions? Call: Return to:

 Dept. of Education

(207) 624-6712 Jackie Godbout

### Jackie Godbout 23 State House Station

Augusta, Maine 04333-0023

**Due Date: MAY 3, 2019**

P:/wpdocs/Private School/FY20 Private School Info.docx

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[D U P L I C A T E A S N E E D E D]

State of Maine

Department of Education

Augusta, Maine 04333

## APPROVED PRIVATE SCHOOL ECONOMICALLY DISADVANTAGED STUDENT COUNT

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person Completing the Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s Home Address | **CurrentGrade** | **List All Types of**Eligibility Criteria**Met✪** | **Name of Public School District****and School Child Would Attend If Not Enrolled in the Private School** | ***DEPT******USE******Is School Title I?*** Y/N  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_ |  \_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

✪(1) Free Lunch; (2) Reduced Lunch; (3) Food Stamps/TANF; (4) Medicare; (5)(a) or (b) Tuition Assistance Based Upon the attached (a) Free Lunch Income Guidelines or (b) Reduced Lunch Income Guidelines.

Questions? Call: Return to:

(207) 624-6712 Dept. of Ed / Jackie Godbout

Jackie Godbout 23 State House Station

 Augusta, Maine 04333-0023

**Due Date: May 3, 2019**  Page 2 of 2

## TITLE IA PRIVATE SCHOOL Q & A SHEET

Private School Non-Regulatory Guidance:

 http://www.ed.gov/programs/titleiparta/psguidance.doc

1. Who determines the amount of funding for the private schools?

**The state sends a survey to private schools to identify the number of poverty students with their residential addresses and the schools they would attend based on their residence. The state uses this information to determine the minimum service obligation amount for each private school. A new requirement states that the service obligation amount must be based on the total amount of Title I funds received by an LEA. Previously, the amounts were based on a school’s per pupil amount.**

2. What are the regulatory requirements for LEA consultation with private schools?

**Under §200.63 of the Title I regulations consultation must, at a minimum, address the following issues:**

* How the LEA will identify the needs of eligible private school children.
* What services the LEA will offer to eligible private school children.
* How and when the LEA will make decisions about the delivery of services.
* How, where, and by whom the services will be provided to eligible private school children.
* How the LEA will assess academically the services to private school children, and how the LEA will use the results of that assessment to improve Title I services.
* The size and scope of the equitable services that the LEA will provide to eligible private school children, the proportion of its Title I funds that the LEA will allocate for these services, and how the proportion of funds is determined.
* The method or sources of data used to determine the number of children from low-income families in participating school attendance areas who attend private schools.
* The services the LEA will provide to teachers and families of participating private school children.

Consultation must also include – –

* Discussion whether the LEA will provide services directly or will use a separate government agency, consortium, entity, or third-party contractor,
* Thorough consideration and analysis of the views of the private school officials on whether the LEA should contract with a third-party provider. If the LEA disagrees with the views of the private school officials on that issue, the LEA must provide in writing to those officials the reasons why the LEA has chosen not to use a third-party contractor.
* Information on when, including the approximate time of day, services will be provided; and
* Whether to pool private school resources or not;
* Whether to consolidate and use other equitable share funds under applicable programs to support Title I students.

***The agreed upon outcomes of these items should be in writing as part of a formal agreement between the public and non-public entities.***

3. What types of services are available for private school students?

**Services for participating private school children include, but are not limited to, the following: Instructional services; extended day services; family literacy programming; counseling programs; computer aided instruction; home tutoring; instruction using take-home computers. All services must be provided by public school employee(s) or third party contractor(s) who are hired and directed by the public school.**

4. Who hires staff to provide Title IA services at a private school?

**The LEA hires and pays the staff person and directs the activities of the person based on the agreement developed in consultation with the private school.**

5. Who can provide Title IA services at a private school?

**Certified LEA teachers, Ed Techs who are under the direct supervision of an LEA teacher while at the private school, OR a third party contractor that is under the direction and supervision of the LEA.**

6. Which private school students are eligible for Title IA services?

**To be eligible for Title IA services a private school student must meet the educational selection criteria agreed upon in consultation with the private school AND would attend a Title IA school based on the student’s residence.**

7. Can Title IA services be delivered at the private school in the general educational classroom?

**No, Title IA instructional services must not be provided in the general educational classroom nor to a non-identified Title IA student. The funds are for use with identified and eligible Title IA students only. The regulations prohibit the use of Title I funds for the needs of the private school or the general needs of the children in the private school.**

**8. Do private school officials have the right to complain?**

**If the LEA disagrees with the views of the private school officials with respect to the consultation topics, the LEA is required to provide in writing to the private school officials why the LEA disagrees.**

**In addition, private school officials have the right to complain to the SEA if they believe that an LEA did not engage in timely and meaningful consultation, did not consider their views, or did not make a decision that threats the private school students equitably. The SEA complaint procedure is located at** <http://www.maine.gov/doe/esea/guidance/PrivateComplaintProcess.doc>**.**

1. How is fiscal control maintained?

**The control of funds used to provide services for private school students and title to materials, equipment, and property purchased with those funds, shall be with the LEA and are available on loan at the private school for the duration of the project. Reimbursement to the private school for expenses made by the private school is not allowed. The LEA is fiscally responsible for payment to vendors and staff.**

P:wpdocs/Private School/FY20 Private School Info.docx

(**SAMPLE** SCHOOL SURVEY TO PARENTS)

PRIVATE SCHOOL PARENT/GUARDIAN TITLE IA SURVEY

Dear Parents/Guardians:

This survey will provide information needed by the State Department of Education to determine the amount of instructional funds available for Title IA supplemental educational services for children in this private school. If you have any questions, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The due date to return this survey to your school administrator is April \_\_\_, 2019. Thank you for your cooperation.

Sincerely,

**2018-2019 Free & Reduced Lunch Income Guidelines. Use as guidance**

**for Eligibility Data below. Household size includes adults.**

|  |  |  |
| --- | --- | --- |
|  | **FREE** LUNCH/**FREE** MILK INCOME GUIDELINES | **REDUCED** LUNCH INCOME GUIDELINES |
| House-holdSize | Yearly | Monthly | Yearly | Monthly |
| 2 | 21,398 | 1,784 | 30,451 | 2,538 |
| 3 | 27,014 | 2,252 | 38,443 | 3,204 |
| 4 | 32,630 | 2,720 | 46,435 | 3,870 |
| 5 | 38,246 | 3,188 | 54,427 | 4,536 |
| 6 | 43,862 | 3,656 | 62,419 | 5,202 |
| 7 | 49,478 | 4,124 | 70,411 | 5,868 |
| 8 | 55,094 | 4,592 | 78,403 | 6,534 |
|  |

Example of Eligibility Criteria for 5(b):

If a family of 4 earns $40,555 yearly AND receives tuition assistance to attend the private school, this family WOULD MEET eligibility criteria #5(b) since the yearly family income is less than $46,435. The family would not meet eligibility criteria #5(a) because the yearly income is more than $32,630.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Address | **CurrentGrade** | Check All Eligibility Data Criteria Met | **Name of District & School Child Would Attend If Not Enrolled in Private School** |
| Child #1Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_(1) Meets Free Lunch Income \_\_\_(2) Meets Reduced Lunch Income\_\_\_(3) Receives Food Stamps \_\_\_(4) Receives Medicare\_\_\_(5a) Receives Tuition Assistance based upon Free Lunch Income Above\_\_\_(5b) Receives Tuition Assistance based upon Reduced Lunch Income Above | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Child #2Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_(1) Meets Free Lunch Income \_\_\_(2) Meets Reduced Lunch Income\_\_\_(3) Receives Food Stamps \_\_\_(4) Receives Medicare\_\_\_(5a) Receives Tuition Assistance based upon Free Lunch Income Above\_\_\_(5b) Receives Tuition Assistance based upon Reduced Lunch Income Above | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Child #3Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_(1) Meets Free Lunch Income \_\_\_(2) Meets Reduced Lunch Income\_\_\_(3) Receives Food Stamps \_\_\_(4) Receives Medicare\_\_\_(5a) Receives Tuition Assistance based upon Free Lunch Income Above\_\_\_(5b) Receives Tuition Assistance based upon Reduced Lunch Income Above | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Use back side for additional children. Return this form to your school administrator by April \_\_\_\_, 2019**