

Federal Programs Timeline

Due date	Task	Person Responsible
START OF THE FISCAL YEAR – JULY 1		
July	<ul style="list-style-type: none"> • July 1 – Complete and submit all federal and entitlement applications in the CCIP: Titles I, II, III, IDEA, ECSE, ECE, Carl Perkins • July 1 - Update CCIP Planning Tool HQT Component • JULY 1 – START OF NEW FISCAL YEAR; state/federal grants use new USAS code • July 15 - provide immigrant student information through EMIS. 	<ul style="list-style-type: none"> • CCIP Coordinator • Title and Federal Funds Coordinators • Director of HR
August	<ul style="list-style-type: none"> • Title I - Right to know letters to notify parents of teacher and paraprofessional qualifications for Title I buildings. • All Federal Funds - Set up Time and Effort logs for all staff paid through federal funds who do not work on a single cost objective. Fill out and sign monthly. • Title I - Establish rank order lists of students most at risk of failing in Targeted schools based on multiple criteria • Homeless - Ensure procedures are in place for serving homeless students and all teachers and appropriate staff receive homeless awareness training. • AUGUST 15 – CLOSE AND LIQUIDATE ALL PO'S from previous fiscal year 	<ul style="list-style-type: none"> • Title I • Federal Funds coordinators and staff • 3rd party vendor for Title I-served non-public schools • Title I • Director of Student Services
September	<ul style="list-style-type: none"> • Title III - Identify all students whose primary or home language is other than English • Pacts – Set up files for self-evaluation • SEPTEMBER 30 – FINAL EXPENDITURE REPORTS (FER's) due for all federal/state grants 	<ul style="list-style-type: none"> • Title III • Federal Funds coordinators and staff • Grants Coordinator/CCIP Coordinator
October	<ul style="list-style-type: none"> • CARRYOVER – UPDATE BUDGETS for federal funds receiving carryover 	<ul style="list-style-type: none"> • Grants Coordinator/CCIP Coordinator
November	<ul style="list-style-type: none"> • SEPTEMBER 30 REPORT – file CCIP September 30 report by November 30 	<ul style="list-style-type: none"> • Grants Coordinator/CCIP Coordinator
January	<ul style="list-style-type: none"> • Semi-Annual Certifications – Prepare and approve all semi-annual certifications after first semester for staff working for a single cost objective and paid out of federal funds • Spot-check MFE's and IEP's upon receipt of the December Child Count-Inclusion Report to ensure files are current and complete 	<ul style="list-style-type: none"> • Federal Funds coordinators • IDEA/ECSE Coordinator
February	<ul style="list-style-type: none"> • Title III - Limited English Proficient (LEP) – test students to measure their progress in learning English • Non-public consultation and NS3 – begin consultation for completion in May 	<ul style="list-style-type: none"> • Title III • Grants Coordinator/CCIP Coordinator • Federal Funds coordinators and staff
March	<ul style="list-style-type: none"> • FEDERAL FUNDS REALLOCATIONS – reallocate funding decreases due to economically disadvantaged community school student data and any increased allocations due to swept funds • HQT - Report Highly Qualified Teacher and Paraprofessional information and other staff data to the district EMIS coordinator • Conduct - teacher and parent/community surveys; compile data results 	<ul style="list-style-type: none"> • Grants Coordinator/CCIP Coordinator • Federal Funds coordinators and staff • HR • EMIS
April	<ul style="list-style-type: none"> • STATE COMPETITIVE GRANTS DUE – last Friday in April in the CCIP • Immigrant Students - submit annual count of immigrant students • Report Highly Qualified Teacher and Paraprofessional information and other staff data to the district Educational Management Information System (EMIS) coordinator for the EMIS Staff Report. 	<ul style="list-style-type: none"> • Grants Coordinator/CCIP Coordinator • Title III • EMIS • HR
May	<ul style="list-style-type: none"> • MAY 15 – CLOSE REQUISITION SYSTEM for PO's for all grant funds for the year • MAY 30 – COMPLETE PACTS self-evaluation for all funds 	<ul style="list-style-type: none"> • Federal Funds coordinators and staff

June	<ul style="list-style-type: none"> • Semi-Annual Certifications – Prepare and approve all semi-annual certifications after second semester for staff working for a single cost objective and paid out of federal funds • JUNE 30 – CLOSE OF FISCAL YEAR; close of all grants except liquidation of existing PO’s • JUNE 30 - CCIP FUNDING APPLICATIONS due (entitlement) and Planning Tool • Help Me Grow - all IEPs in place by the child’s third birthday • Complete Physical Inventory - physical inventory of equipment is completed; the results reconciled with equipment records 	<ul style="list-style-type: none"> • Federal Funds coordinators • DLT (Planning Tool) • Director of Student Services • Asst. Director of Administrative Services
ONGOING (July 1-June 30) Title I	<ul style="list-style-type: none"> • <u>Right to know letters</u> to notify parents of children in Title I buildings as soon as it is known that teachers who are not HQT will be teaching students for four or more consecutive weeks. • <u>Convene an annual meeting</u> to inform parents of their school’s participation in Title I and to explain Title I requirements and the right of parents to be involved. • <u>Review</u> written parent involvement policy annually with input from parents, 1118(a). • <u>Update school policy/plan periodically with input from parents</u>, and includes requirements of subsections c through f, 1118(b). If the Title I served school already has a parental involvement policy/plan that applies to all parents, the school may amend that existing policy/plan, if necessary, to meet the requirements of section 1118(b). • <u>Implement set-asides for parent involvement</u> with fidelity: 1% of the Title I allocation for parental involvement activities, including promoting family literacy and parenting skills; 95% of the 1% is distributed to the Title I served schools, 1118(a). As a component of the school-level parent involvement policy/plan, each Title I-served school jointly develops with parents a school-parent compact. • <u>Set-up and maintain frequent and regular coordination</u> of Title I with regular classrooms and all other academic interventions in the building and district, and in the building/community. • <u>Update Schoolwide Program Criteria Component</u> documentation. • <u>Check web-based Comparability regularly</u> starting in November. • <u>Principal Attestations</u> – Title I school principals attest annually, in writing, to meeting the Highly Qualified teacher and instructional paraprofessional requirements, 1119(i); copies are maintained at each Title I School 	<ul style="list-style-type: none"> • Title I team
Ongoing CCIP	<ul style="list-style-type: none"> • <u>Update the CCIP</u> – continuously update the planning tool, needs assessment; review goals, strategies, action steps, component requirements and component relationships. Utilize the Ohio Improvement Process (OIP), Decision Framework and IMM tools. • <u>Complete CCIP Planning Tool District Improvement Component</u> when first identified as High, Medium or Low support in the Ohio Differentiated Accountability System. • <u>Roll Planning Tool for April competitive grants</u> - create a copy of the current FY Plan in the upcoming FY Planning Tool • <u>CCIP budget revisions</u> - monitor budgets, review regularly with coordinators, and revise as needed; submit revisions through CCIP; must be submitted and approved prior to incurring new obligation • <u>Establish and/or review</u> written procurement procedures 	<ul style="list-style-type: none"> • DLT • Federal Funds coordinators and staff • Grants Coordinator/CCIP Coordinator
Ongoing Finance	<ul style="list-style-type: none"> • PROJECT CASH REQUESTS – monitor budget and spending; draw down cash only for immediate cash needs • MONITOR BUDGETS AND REVISE AS NEEDED – review regularly; submit revisions through CCIP • NON-PUBLIC CONSULTATION – minimum of three meetings each year for nonpublic schools: one in Sept/Oct to consult on initial federal and auxiliary allocations; one in Jan/Feb to consult on specific needs and any revisions necessary; one in May/June to close out the year. 	<ul style="list-style-type: none"> • Federal Funds coordinators and staff • Grants Coordinator/CCIP Coordinator