



Office of ESSA-Funded Programs  
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## 2023-2024 Desk Review Process of ESSA-Funded Programs

Each year, LEAs are required to review federal programs:

- Title I, Part A - Improving Basic Programs
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Neglected and Delinquent Programs
- Title II, Part A - Supporting Effective Education
- Title IV, Part A - Student Supports and Academic Enrichment
- Title V, Part B – Rural Education Assistance Program (REAP)
- Title IX, Part A - McKinney-Vento Homeless Education
- American Rescue Plan Homeless Children and Youth (ARP HCY) I and ARP HCY II

Below is additional information about the timeline, NYSED reviewers, the monitoring protocol, and the three phases of the review process. All information contained in this email can also be found on our website at

<http://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance>.

### **NYSED Reviewer:**

A staff member from the Office of ESSA-Funded Programs will serve as the NYSED reviewer and primary contact person throughout the review process. The NYSED reviewer will work with the LEA's identified Title I liaison to provide support and resources during the monitoring process.

### **Desk Review Survey:**

To facilitate an efficient and effective review process, NYSED staff will utilize the *2023-24 Desk Review* survey. The Desk Review survey will be administered via the NYSED Business Portal – the same platform used by LEAs to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The online survey is broken down into three sections to examine District and school-level policies, procedures, and practices:

Section I –

### **Desk Review Process:**

The monitoring process will take place in three phases: (1) Pre-Review Activities; (2) NYSED Review; and (3) Follow-Up Activities.

#### **Phase I - Pre-Review Activities:**

A copy of the online protocol will be published to the LEA on **Thursday, February 1, 2024**. The *2023-24 Desk Review* survey may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

- Go to Business Portal <http://portal.nysed.gov>.
- Click on the Log In button
- Enter your username and password
- Click on "SED Monitoring and Vendor Performance System" under My Applications
- Select "View Surveys for Office of ESSA-Funded Programs"
- Find the survey titled, " *2023-24 Desk Review* "
- Click on 'view' to begin/continue to input information

NYSED will be holding a [Desk Review Webinar](#) on **Tuesday, February 6, 2024, at 10am** to discuss key aspects of the review process. The webinar will be interactive and there will be time for questions, therefore LEAs should review the Desk Review Survey to identify questions relating to the process, specific indicators, or program areas. The webinar will be recorded and a link to the recording will be shared.

The LEA will be provided with 30 calendar days to gather and submit evidence demonstrating compliance with each of the applicable programmatic and fiscal indicators. Cross-cutting indicators should have documents submitted for each program to which the indicator applies. To support your work, the Office of ESSA-Funded Programs has developed the [2023-2024 Desk Review Monitoring Indicators and Evidence](#)

If you have any questions about the review or documents requested, you may contact our office by calling (518) 473-0295