



Office of ESSA-Funded Programs  
89 Washington Avenue, Room 320 EB  
Albany, New York 12234  
Tel. (518) 473-0295 / Fax: (518) 486-1762

## **2023-24 Targeted Monitoring Review of ESSA-Funded Programs**

Each year, Local Education Agencies (LEAs) across New York State are selected by the New York State Education Department’s (NYSED or “the Department”) Office of ESSA-Funded Programs for monitoring in order to meet federal requirements outlined in the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).

The virtual Targeted Monitoring review involves the following 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 Achievement Program (REAP)
- Title IX, Part A - McKinney Review Survey:

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To facilitate an efficient and effective review process, NYSED staff will utilize the survey. The survey will be administered via the NYSED Business Portal – the same platform used by your LEA to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The -cutting indicators which address requirements Programs (e.g. consultation with stakeholders), as well as requirements of a given program.

### **Targeted Monitoring Processes:**



## Phase II – Virtual Review Activities:

Based on the mutually established virtual review schedule, NYSED staff will conduct a half day virtual review with the LEA. Virtual review activities will be determined based on the pre-review materials provided by the LEA. Your NYSED reviewer will identify areas of deeper inquiry that will be explored during interviews with key LEA and/or school staff. Interviews may be scheduled with the Business Official, the McKinney-Vento Homeless Liaison, program staff and/or classroom teachers, and parents of students receiving Title I services. Program staff will also interview or survey private school representatives to gather information about the quality of LEA consultation and service provision. Your NYSED reviewer will collaborate with your LEA's designated Title I Coordinator to determine which private school leaders will be interviewed or surveyed. During the virtual review, we request that administrators and other staff who are responsible for the areas to be reviewed be available during their scheduled time to provide clarification or additional records as needed.

Virtual review activities will conclude with an exit meeting that includes a general overview of monitoring findings, required next steps, and targeted technical assistance, as needed.

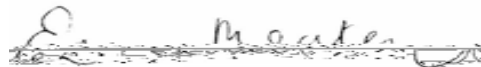
## Phase III - Follow-Up Activities:

Following the virtual review meetings, the LEA will have up to 5 business days to upload additional materials before re-submitting the online survey for final review. Once the re-submitted survey is received from the LEA, NYSED staff will review submitted materials and make final determinations about the LEA's compliance with each indicator. Final reviewer ratings and notes will be provided to the LEA within 30 calendar days. The LEA is required to address Corrective or Required Actions for each indicator that did not meet requirements.

Completed Corrective or Required Actions must be submitted via the online portal within 30 calendar days. Should additional time be required to complete required Corrective or Required Actions, an extension may be requested. Once all identified Corrective and Required Actions have been addressed, NYSED will inform the LEA that the has been approved.

If you have any questions about the review or documents requested, you may contact our office at (518) 473-0295 or [conappta@nysed.gov](mailto:conappta@nysed.gov). Thank you in advance for your collaboration throughout this process. We look forward to working with you and your staff.

Sincerely,

A handwritten signature in blue ink that reads "Erica Meaker". The signature is written in a cursive style and is positioned above a horizontal line.

Erica Meaker  
Director, Office of ESSA-Funded Programs