

STUDENT SUPPORT AND ACADEMIC ENRICHMENT (SSAE) DESK MONITORING CHECKLIST

LEA:	Review Dates:	Review Period:
LEA Contact:	LEA Contact Number:	
LDOE Team Leader:	Contact Number:	Reviewer(s):

TITLE IV, PART A - STUDENT SUPPORT AND ACADEMIC ENRICHMENT

Comprehensive Needs Assessment					
1. LEAs receiving more than \$30,000 in Title IV-A funds must conduct a comprehensive needs assessment in order to examine needs for improvement of: 1) access to, and opportunities for, a well-rounded education for all students; 2) school conditions to support safe and healthy students; and 3) access to activities to support effective use of technology. (ESSA § 4106(d))	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence the LEA conducted a needs assessment	• Evidence of needs assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Program Activities					
2. LEAs receiving \$30,000 or more in Title IV-A funds must use at least 20 percent of those funds to develop, implement, and evaluate comprehensive programs and activities that: 1) are coordinated with other schools and community-based services and programs; 2) foster safe, healthy, supportive and drug-free environments that support academic achievement; 3) promote the involvement of parents in the activity or program; 4) partner with an Institutions of Higher Education (IHE), nonprofit organization, community-based organization or other public or private entity with a demonstrated record of success; and 5) include a wide variety of programs and activities discussed in ESEA § 4108(1)-(5). (ESSA § 4107, § 4108, and § 4109)	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence the LEA used the funds to support allowable program activities	<ul style="list-style-type: none"> • Briefly describe the LEA's progress in implementing the activities outlined in your approved application • Evidence of programmatic efforts reflective of the listed priorities: <ul style="list-style-type: none"> » involvement of parents » special programs » new/expanded course offerings » high quality professional development » curriculum development » content alignment to standards 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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Use of Funds					
3. The LEA prioritized the distribution of funds to schools with the greatest needs as determined by the LEA and may include schools with the highest percentage of children from families below the poverty level, identified as neglected and delinquent or in foster care. (§ 1111(c)(4)(D)(i), § 1111(d)(2), and ESSA § 4106(e)(2))	Supporting Documentation	Yes	No	N/A	Comments
<p>a. Evidence the LEA prioritized the distributions of funds to schools based on one or more of the following criteria (schools with the greatest needs):</p> <ul style="list-style-type: none"> » highest percentages or numbers of children counted under Title I, Part A of ESEA; » identified for comprehensive support and improvement (§ 1111(c)(4)(D)(i)); » implementing targeted support and improvement plans (§ 1111(d)(2)); » identified as a persistently dangerous public elementary school or secondary schools under § 8532. (ESEA § 4106(e)(2)(A)) 	<ul style="list-style-type: none"> • Evidence of the process and criteria used to distribute funds to schools 	○	○	○	
<p>b. LEAs receiving an allocation of \$30,000 or greater of SSAE funds must:</p> <ul style="list-style-type: none"> i. Implement activities to support well-rounded educational opportunities (§ 4107) ii. Implement activities to support safe and healthy students (§ 4108) iii. Implement activities to support the effective use of technology (§ 4109) 	<ul style="list-style-type: none"> • Copies of invoices, requisitions, purchase orders, ledgers, budget reports or other expenditures categorized by priority <p>*LDOE will pull Use of Funds report from eGrant to align expenditures.</p>	○	○	○	
<p>c. LEAs receiving an allocation of less than \$30,000 of SSAE funds may use the funds for one (or more) of the three content areas. (§ 4106 (f))</p>	<ul style="list-style-type: none"> • Copies of invoices, requisitions, purchase orders, ledgers, budget reports or other expenditures categorized by priority <p>*LDOE will pull Use of Funds report from eGrant to align expenditures.</p>	○	○	○	