



Equitable Services Year-at-a-Glance

Danny Bounds

Federal Programs Ombudsman | Federal Programs and Oversight

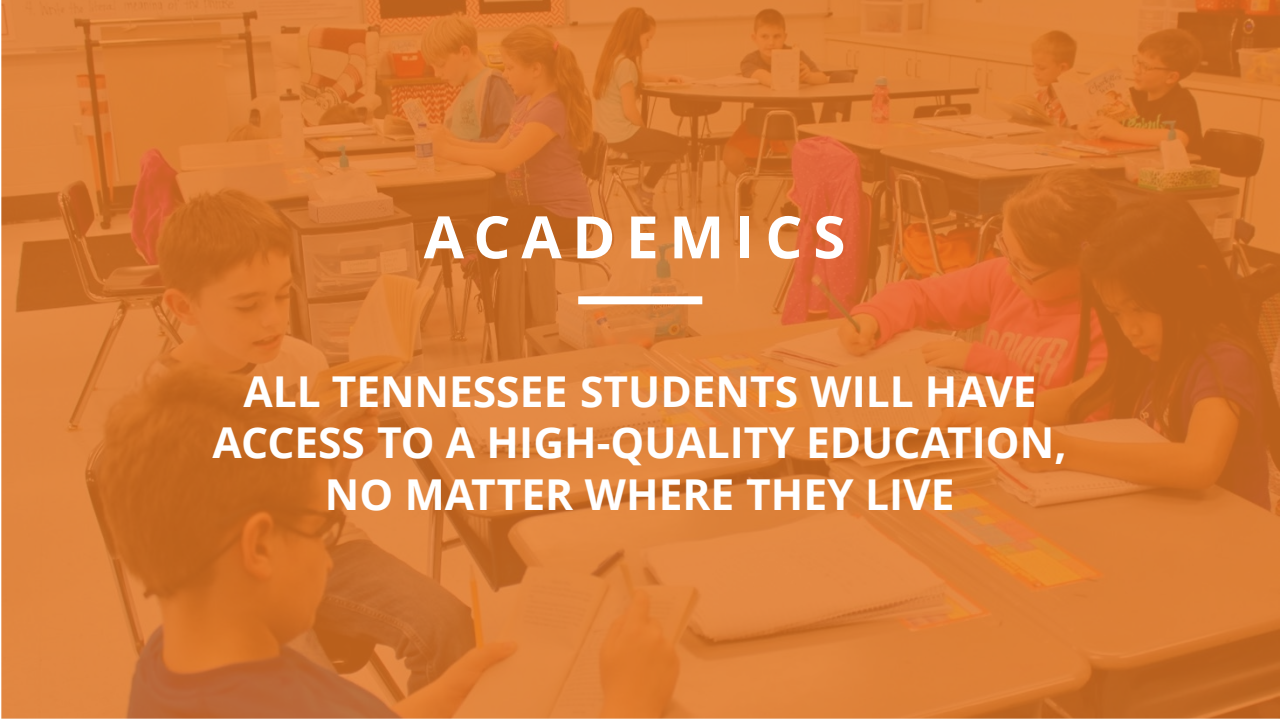
Aug. 31 – Sept. 1, 2022





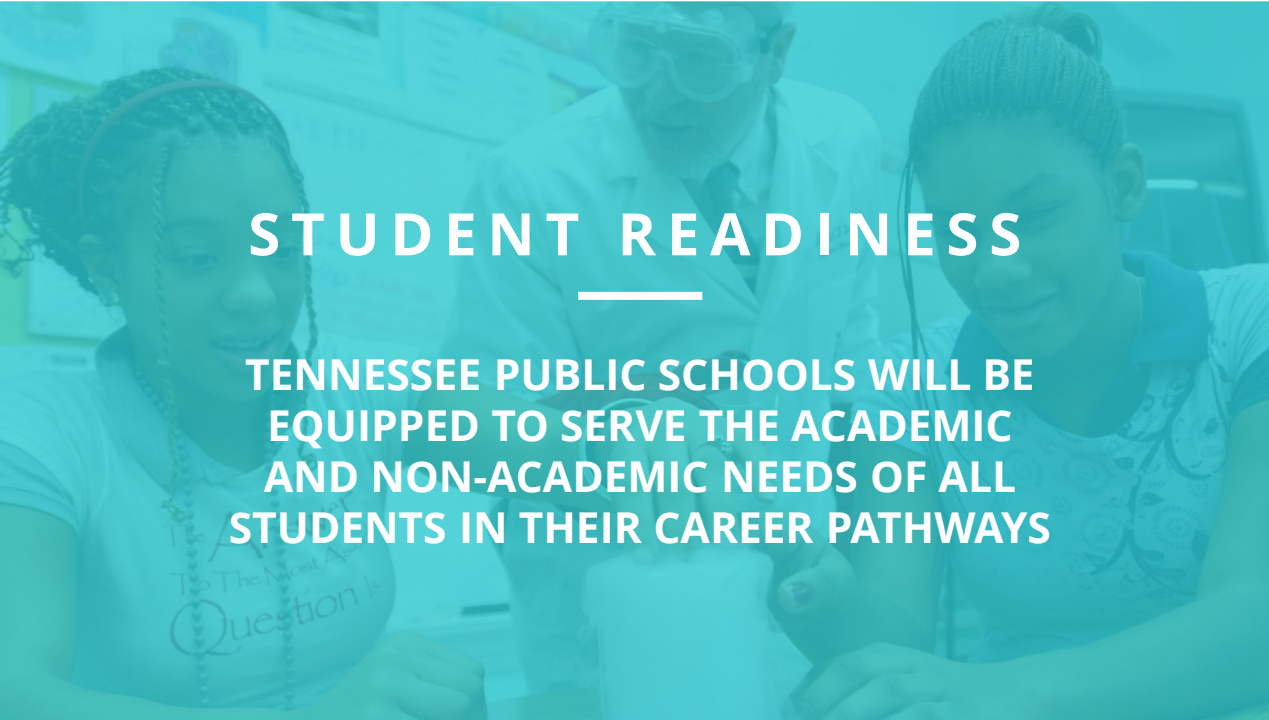
BEST FOR ALL

We will set all students on a path to success.



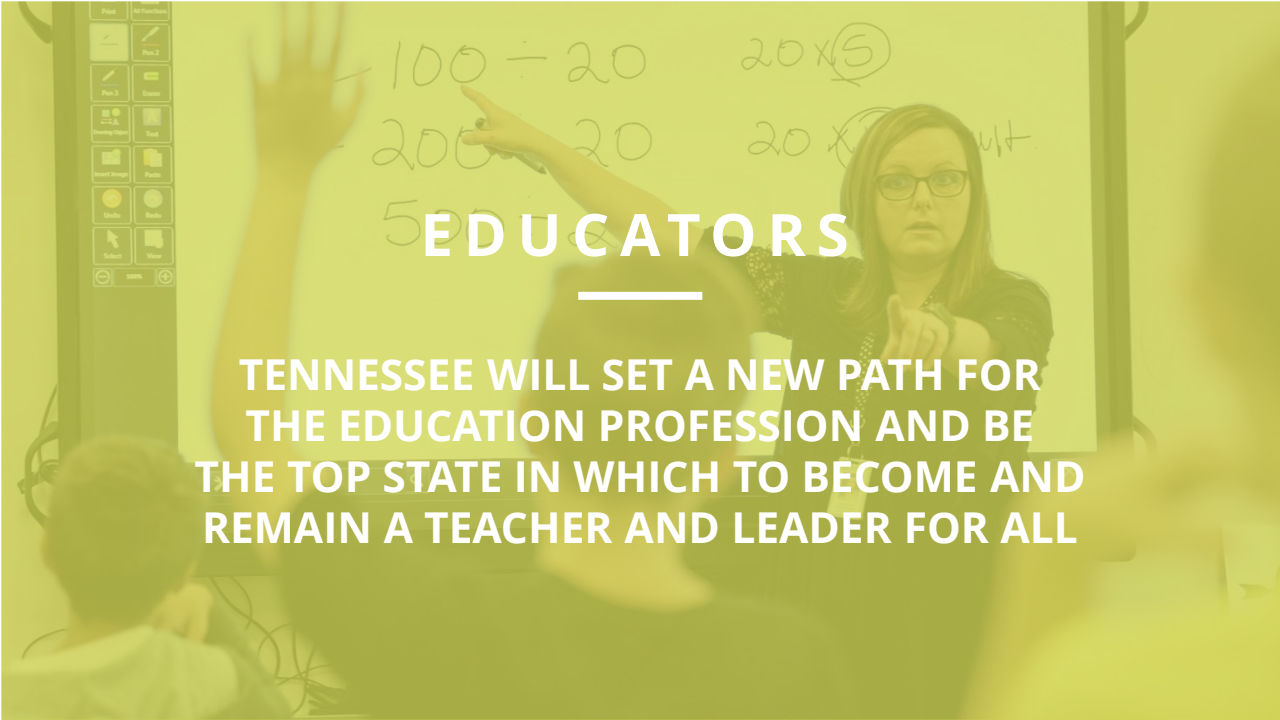
ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



- Icebreaker
- Overview
- The Intent to Participate
- The Non-Public Survey
- The Consultation
- The Agreement of Services
- Review and Closing



Norms and Expectations

- Take calls and necessary phone communications outside of the session room.
- Remain engaged.
- Visit a team member at the registration table if you have questions about the conference.
- All session slide decks are available in ePlan > TDOE Resources > Federal Programs and Oversight (FPO) > Federal Programs Professional Development > 2022 ESSA/ESSER Conference.



Icebreaker



Icebreaker

- Materials Needed:
 - Small groups of 10-12
 - One marker
 - One large post-it note
- Instructions:
 - Take time to think about the equitable services' yearly timeline.
 - Place the terms on the next slide in order.



What's the Order?

Non-Public
Survey

Agreement

Intent to
Participate

Delivery of
Services

Consultation
Meeting

Affirmation of
Meaningful
Consultation

Consolidated
Funding
Application

Did you get it?

Intent to Participate

Non-Public Survey

Consultation Meeting

Affirmation of Meaningful Consultation

Consolidated Funding Application

Agreement

Delivery of Services

Overview: Equitable Services for Non-Public Schools



Overview

- Under the Elementary and Secondary Education Act (ESEA), as authorized by the Every Student Succeeds Act (ESSA), there are several programs that require equitable participation of non-public school students and teachers.



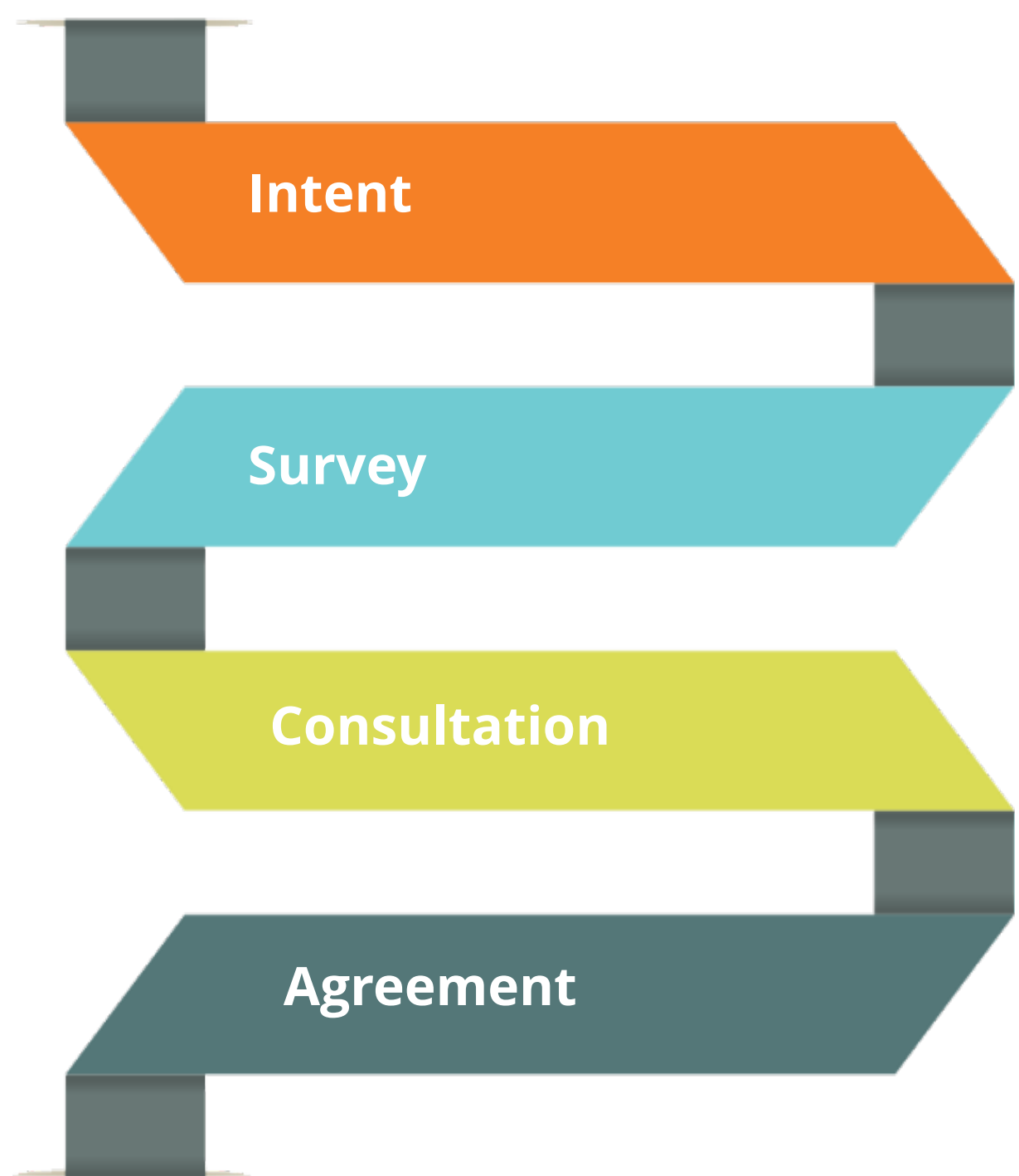
Overview

- The requirement of providing equitable services is achieved through **timely and meaningful consultation** between the local education agency (LEA) and non-public school officials.
- The consultation process **must occur prior to any decision** that affects the opportunities of eligible non-public school students, teachers, and other educational personnel for equitable services.
- This consultation must be **ongoing**, continuing throughout the implementation and assessment of these activities.



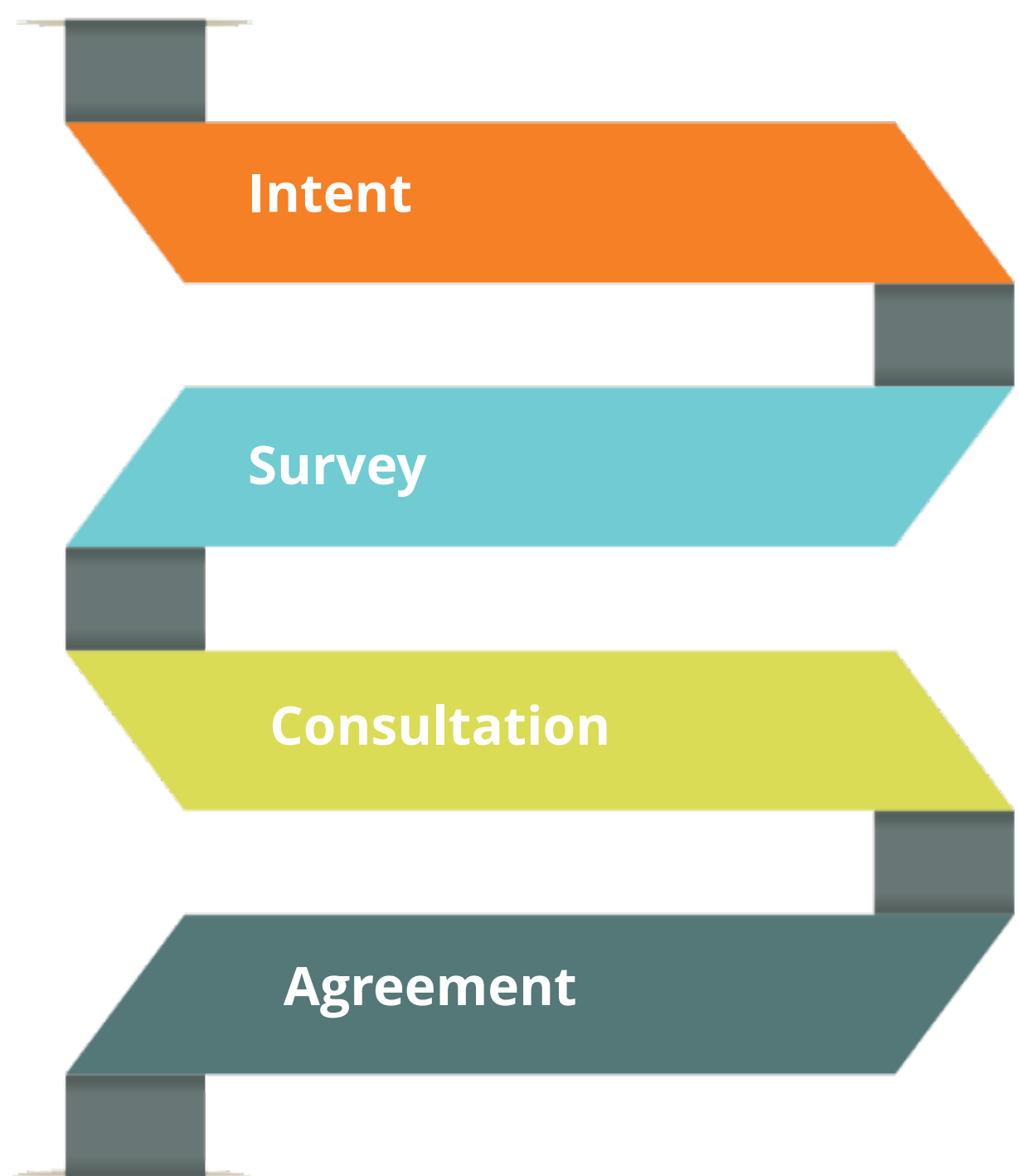
How do I Start?

- Visit [ePlan > TDOE Resources](#) > ESSA/IDEA/CTE Non-Public / Private Schools Information & Documents > ESSA Non-Public/Private Schools Information & Documents > Samples & Templates
 - Download ESEA Samples and Templates
 - [Intent to Participate](#)
 - [Affirmation of Meaningful Consultation](#)
 - [Final Agreement](#)
 - [Combined Affirmation/Agreement Form](#)



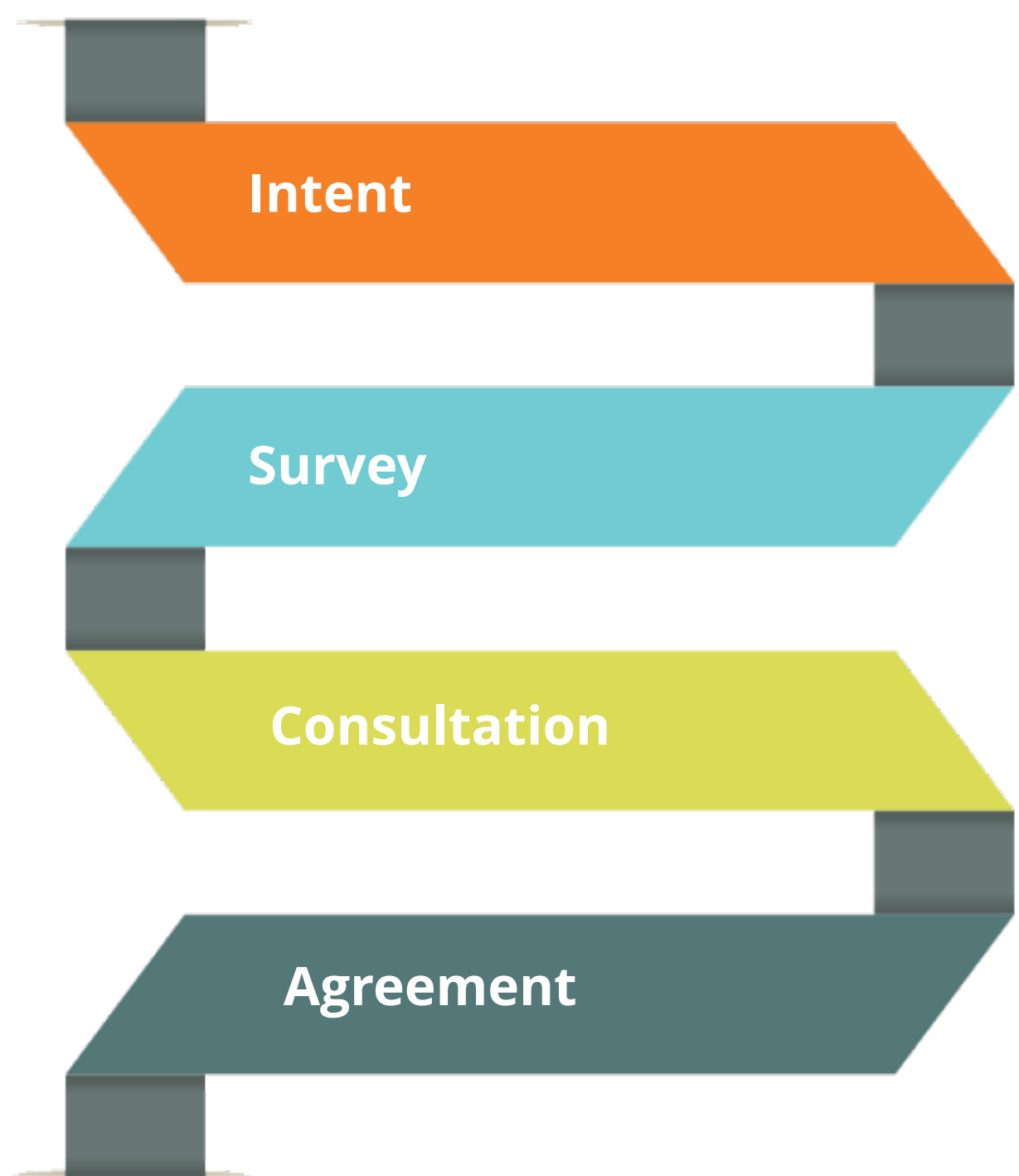
How do I Start?

- Visit [ePlan > TDOE Resources > Federal Programs Professional Development > 2020-21 Federal Programs Webinar Series > Equitable Services](#)
 - View recorded webinars:
 - [Equitable Services Overview](#)
 - [Title I, Part A Equitable Services](#)
 - [Title II, Part A Equitable Services](#)



How do I Start?

- Sign up for monthly FPO Updates
– Link: [Federal Programs Update](#)
- Read the **Equitable Services** section.



The Intent to Participate

October - December



Equitable Services— Intent

- The LEA should complete the **Intent to Participate Form** and send this form to eligible non-public schools within their boundaries or, for Title I, to those schools whose students reside in the LEA.
- Information collected should be used on the non-public survey and the Consolidated Funding Application (CFA).

TN Department of Education **Non-Public/Private School Intent to Participate Form**
ESEA Programs for 2022-23 School Year

I. The local educational agency (LEA) should complete this section and send this form to non-public/private schools within their boundaries or, for Title I, to those schools whose students reside in the LEA. Information collected should be used to complete the non-public survey and the Consolidated Funding Application.

Name of LEA: _____
Address of LEA: _____
LEA Federal Programs Contact Person: _____
LEA Federal Programs Contact Title: _____
Phone: _____ Email: _____

II. Each non-public/private school should complete this section and return this form to the LEA at the address listed in Section I.

Non-Public/Private School Name: _____
Address of School: _____
Name of School Administrator: _____
Administrator Title: _____ Email: _____
Phone: _____ Fax: _____

School Profit Status: NON-PROFIT FOR PROFIT (Note: For-profit private schools cannot participate.)
Non-Public School Category: I I-SP (formally VII) II III IV V
For the 2022-23 school year: Our school elects to participate. * Our school elects not to participate.

School Administrator's Signature: _____ Date: _____

III. Each participating non-public/private school should complete this section (and pages 2 and 3) and return this form to the LEA at the address listed in Section I.

Total school enrollment not including pre-K based on the third month of the **2021-22** school year):

Enrollment Counts by Grade:

K	_____	1	_____	2	_____	3	_____	4	_____
5	_____	6	_____	7	_____	8	_____		
9	_____	10	_____	11	_____	12	_____	(pre-K _____)	

RETURN FORM TO THE LEA FEDERAL PROGRAMS DIRECTOR LISTED ABOVE BY JAN. 3, 2022.

Equitable Services—Intent

Who

LEA: Gets list of all eligible Non-Public schools

What

Intent to Participate Form: Send to eligible schools

When

Fall: October – December

Where

Send to: Non-Public School Administrators

How

Share by: Certified Mail, Email, Fax

Equitable Services Intent

Steps:

1. Send out the *Intent to Participate Form* to all eligible non-public schools.
2. Follow up and make sure that Non-Public Schools receive the form.
3. Give the school a firm deadline of when to return the form back to the LEA (no later than **Jan. 15**).
4. Gather forms and prepare for the Non-Public Survey.



The Non-Public Survey

January – February



Equitable Services - Survey

- The Non-Public School Survey for non-public school participation in equitable services is available in ePlan and is due **mid-February** (typically around Feb. 15).
- Survey responses will provide the information needed for the CFA and will be used to inform allocations for IDEA and Title I, Title I, Part C, Title II, Title III, and Title IV.



Equitable Services – Survey

- The ***Non-Public School Survey*** is in [ePlan](#) > Data and Information. The survey imports each LEA's non-public schools from the School Directory.
- Once imported, the school list can be modified by the user in ePlan—this will be important for LEAs that share a non-public school with another LEA.
- The [Non-Public Survey Guidance Document](#) is available in [ePlan](#) > TDOE Resources > Equitable Services to Non-Public Schools (ESSA/IDEA/CTE) > ESSA Non-Public Schools Information > Equitable Services Webinars and TDOE Guidance.



FY23 Non-Public School Survey Instructions

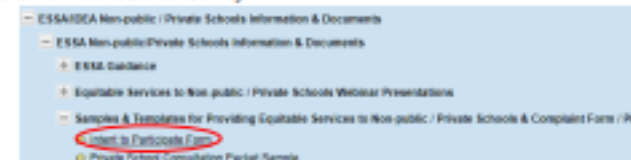
Overview

The FY23 Non-Public School Survey for non-public school participation in equitable services will open on Jan. 3, 2022 and is due **Feb. 18, 2022**. The survey will be entered directly in ePlan, will be used to inform allocations for non-public schools for Titles I, II, III, and IV, and IDEA, and will populate the FY23 consolidated funding application (CFA) in spring 2022. **All local education agencies (LEAs) must submit a survey**, even if the LEA does not have or serve a non-public school. The survey allows an LEA to indicate if this is the case.

Intent to Participate

As a reminder, prior to the completion of this survey, LEAs should have sent the [intent to participate](#) forms to non-public schools regarding participation in eligible programs by Dec. 1, 2021. These forms must be sent to non-public schools located in the LEA and, for Title I, to non-public schools with enrolled students who live in the LEA's attendance areas. LEAs should also confirm that their non-public/private school list in the [School Directory](#) is accurate. Please report any directory updates to Private.Schools@tn.gov.

The intent to participate form is available in TDOE Resources in ePlan (see the screenshot below). These forms are due to the LEA from non-public schools no later than **Jan. 15, 2022** and should inform the completion of the Non-Public School Survey.



Survey Location and Completion

The Non-Public School Survey is located in ePlan under *Data and Information*. The Non-Public School Survey will automatically import each of the LEA's non-public schools that were listed from the previous year's non-public survey. Once imported, the school list can be modified by the user in ePlan—this will be important for LEAs that share a non-public school with another LEA. If a non-public school needs to be added to the LEA's list of non-public schools, please contact Danny.Bounds@tn.gov.

When completing the survey, please be sure all selections match and are correct prior to submission. In particular:

- For all schools marked as participating in any of the grants, please make sure to enter the correct student data/numbers in the corresponding column (see 2b. below).
- If the school is participating in Title I or III, there should be a student count in the corresponding column(s). For non-participation, there should not be a student count in the corresponding column.
- LEAs that do not have or serve a non-public school must indicate this with the available checkbox and follow the steps to submit the survey.

Equitable Services—Survey

Who

LEA: Gathers information from intent forms

What

Complete: The Non-Public Survey in ePlan

When

Early Winter: January - February

Where

ePlan: Data and Information tab

How

LEA: Take information from intent form to complete the non-public survey

Equitable Services – Survey

Steps:

1. Collect ***Intent to Participate*** forms from eligible non-public schools.
2. Check the ***Non-Public School Directory***.
3. Read the Non-Public Survey guidance in ePlan > TDOE Resources > Equitable Services to Non-Public Schools (ESSA/IDEA/CTE) > ESSA Non-Public Schools Information > Equitable Services Webinars and TDOE Guidance.
4. Update the ***Non-Public Survey***.
5. Complete the survey by the mid-February deadline.



The Consultation

April – July



Equitable Services - Consultation

- ESSA requires **timely and meaningful consultation** between the LEA and non-public school officials prior to any decision that affects the opportunities of eligible non-public school children, families, and teachers to participate in ESSA programs, and shall continue throughout the implementation and assessment of activities. (ESSA §§ 1117, 8501)



Equitable Services – Consultation


- Consultations **must** address the following for eligible non-public school children:
 - how the LEA will identify needs;
 - what services the LEA will offer;
 - how and when LEAs make decisions about the delivery of services;
 - how, where, and by whom LEAs will provide services; and
 - how LEAs assess the academic services to non-public school children, and how LEAs use the results to improve Title I, Part A services.



Equitable Services – Consultation

- LEAs should complete the **Affirmation of Meaningful Consultation Form*** with Non-Public Schools.
- The consultation process between public and non-public school officials regarding Title program services should result in a program designed to meet the educational needs of eligible non-public school children.

*[Combined](#) or [Traditional Form](#)



Department of
Education

Name of LEA

Name of Non-Public School or Agency

Affirmation of Meaningful Non-Public School Consultation & Agreement

Overview
The Every Student Succeeds Act (ESSA) in §§ 1117 and 8501 requires LEAs to provide equitable services to students and teachers in eligible non-public schools. The requirement of providing equitable services is achieved through timely and meaningful consultation between the LEA and non-public school officials. The consultation process must occur prior to any decision that affects the opportunities of eligible non-public school students, teachers, and other educational personnel for equitable services. This consultation must be ongoing, continuing throughout the implementation and assessment of these activities. Further, LEAs are required to finalize all ESSA equitable service agreements with the non-public school officials. An *Affirmation of Meaningful Non-Public School Consultation and Agreement* form shall be signed by the LEA and non-public official(s) and uploaded to ePlan. LEAs that have uploaded consultation agreements for each participating non-public school will have satisfied the ESSA requirement that consultation agreements be forwarded to the ombudsman.

State Ombudsman
To help ensure equitable services and other benefits are being provided for eligible non-public school students, teachers, and other educational personnel, the state must designate an ombudsman to monitor and enforce the requirements under both Title I and Title VIII. Tennessee has designated the department's federal programs ombudsman to meet these ESSA equitable services requirements. If there has been no consultation or agreement between the LEA and the non-public school, a complaint may be filed on behalf of the non-public school by completing the [Complaint to the Ombudsman form](#) found in [eplan.tn.gov > TDPE Resources > ESSA/IDEA Non-Public Schools Information & Documents](#). Complaints must be sent to the department to the attention of the ombudsman via email to Danny.Bounds@tn.gov, or mailed to the following address:

Tennessee Department of Education
Division of Federal Programs and Oversight
Complaint to the Ombudsman
Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37423

Affirmation of Meaningful Non-Public School Consultation & Agreement
This sample form covers the meaningful consultation process (Part I) and final agreement (Part II) between each LEA and non-public school and can be edited to meet stakeholders' needs. Documentation of the consultation process and non-public school agreement must be uploaded annually to ePlan by the LEA. LEAs may choose to upload forms as part of the Consolidated Funding Application (CFA) (due by May 1) or to [eplan.tn.gov > FY22 LEA Document Library > Non-Public/Private Schools Documents > ESEA Private Schools Information & Documents > Annually Required Documents > Private Schools Equitable Services Agreements](#) (due by Aug. 1). Agreements must be signed by the representatives of both the LEA and the non-public school.

Division of Federal Programs and Oversight

1 | March 2021

Equitable Services—Consultation

Who

LEA : Consults with all participating Non-Public schools

What

Affirmation of Meaningful Consultation:
Meet with Non-Public schools

When

Spring: April – July

Where

ePlan: Upload completed form with CFA

How

Share: Online and/or In-Person

Equitable Services – Consultation

▪ Quick Notes

1. Start Consultation Meetings in the Spring.
2. Continue consulting with Non-Public Schools over spring and summer.
3. Update CFA with information related to equitable services.
4. Get ready to complete Agreement and plan(s) for delivery of services by August.



The Agreement of Services

August – May



Equitable Services - Agreement

- LEAs are required to document that:
 - meaningful consultation took place and
 - a final agreement was reached between the LEA and non-public school officials.
- Traditionally, the Affirmation of Meaningful Non-Public School Consultation form is submitted in May with the CFA and the Final Agreement is then uploaded to ePlan in August.
- Tennessee LEAs now have two options to meet this requirement: the **Traditional** or **Combined** form.



Equitable Services – Agreement

Traditional Affirmation of Meaningful Consultation Form	Traditional Non-Public Final Agreement Form	Combined Affirmation of Meaningful Consultation and Final Agreement Form
Meets requirement for meaningful consultation.	Meets requirement for final agreement.	Meets requirement for meaningful consultation <i>and</i> final agreement.
Due: in May with the CFA in ePlan	Due: Sept. 15 in the ePlan LEA Document Library	Due: in May with the CFA in ePlan

- The **traditional forms** might be a better option for LEAs with many participating non-public schools and/or those with non-public schools who participate in Title I, Part A.
 - [Traditional Affirmation Form](#)
 - [Traditional Final Agreement Form](#)
- The **combined form** might be a better option for LEAs with a small number of participating non-public schools who do not participate in Title I, Part A.
 - [Combined Form](#)

Equitable Services—Agreement

Who

LEA: Completes agreement with Non-Public schools

What

Affirmation and/or Agreement Form(s):
Finalize with participating schools

When

Spring/Summer: May (combined form) –
September 15 (traditional form)

Where

ePlan: CFA or LEA Document Library

How

Share by: Certified Mail, Email, Fax

Equitable Services – Agreement

Steps

1. Decide whether the LEA will use the Traditional Form or the Combined Form:
 - If Combined Form, it is due with CFA submission.
 - If Traditional Form, it is due Sept. 15 in ePlan > LEA Document Library.
2. Make sure that an affirmation and agreement of services is completed with the Non-Public School and submitted in ePlan.
3. Continue ongoing consultation and obligate services in a timely manner as requested from the Non-Public School.

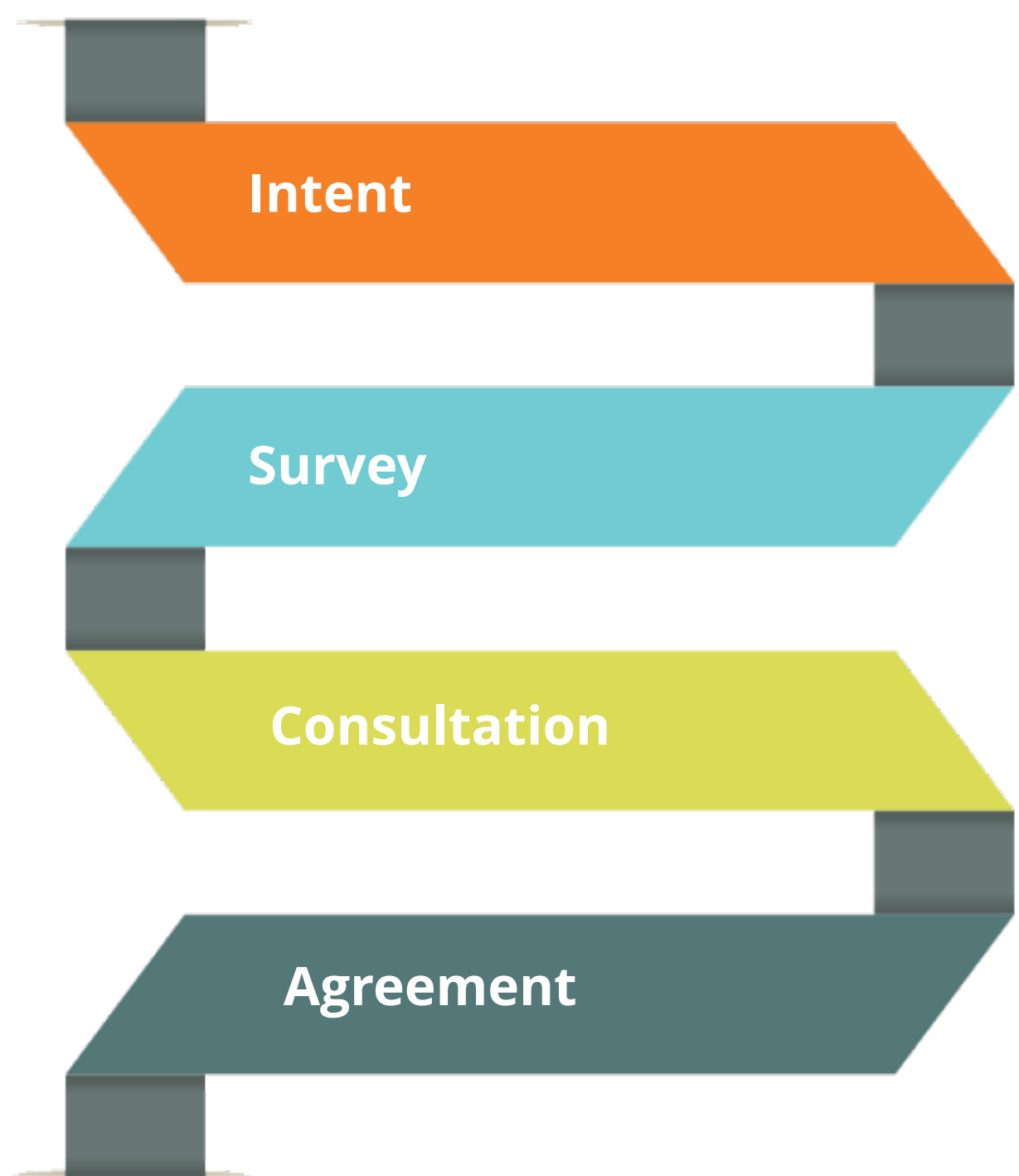


Review and Closing



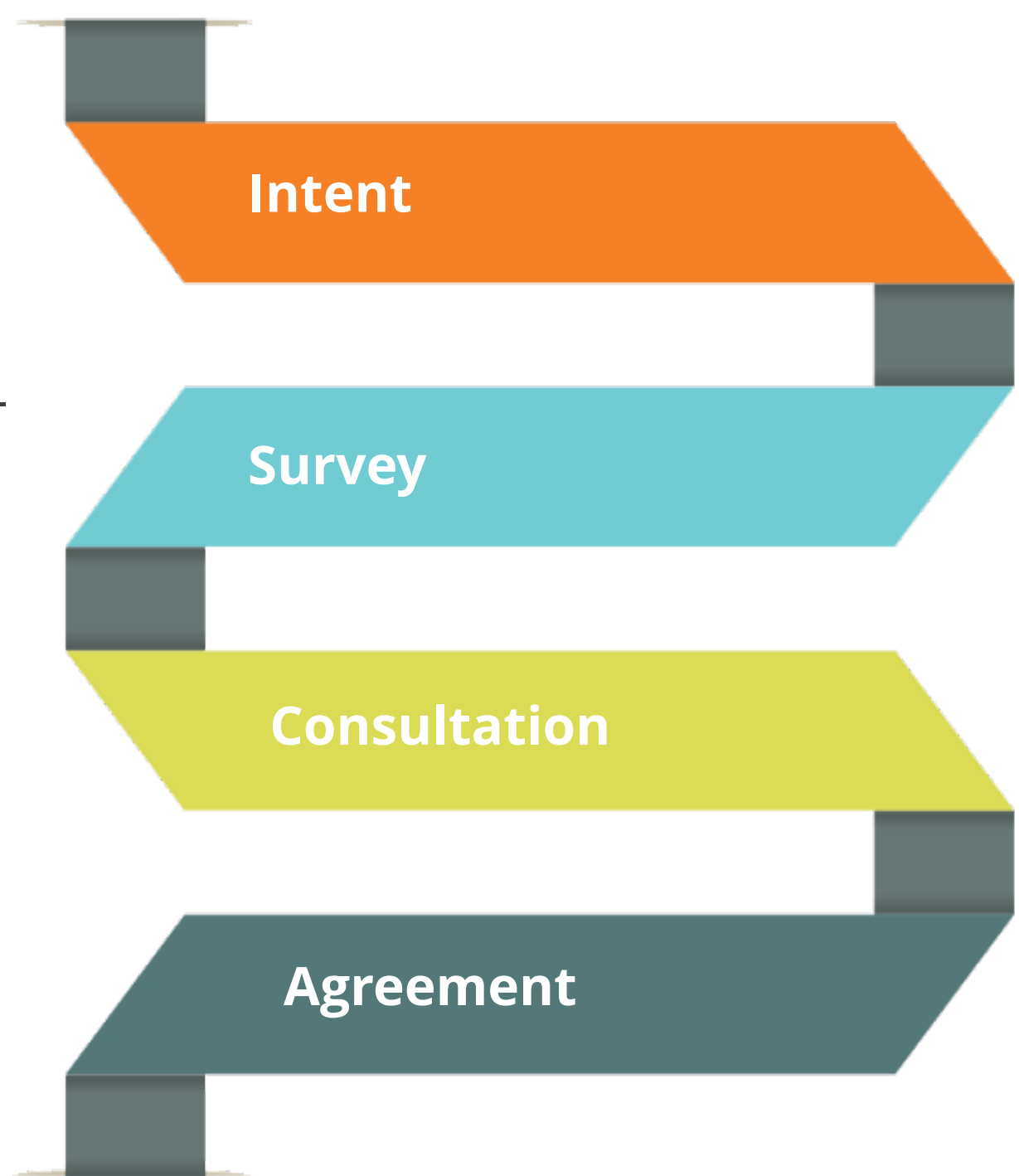
Review

- Visit [ePlan > TDOE Resources > Equitable Services to Non-Public Schools \(ESSA/IDEA/CTE\) > ESSA Non-Public Schools Information > Equitable Services Samples and Templates](#)
 - [Intent to Participate](#)
 - [Affirmation of Meaningful Consultation](#)
 - [Final Agreement](#)
 - [Combined Affirmation/Agreement Form](#)



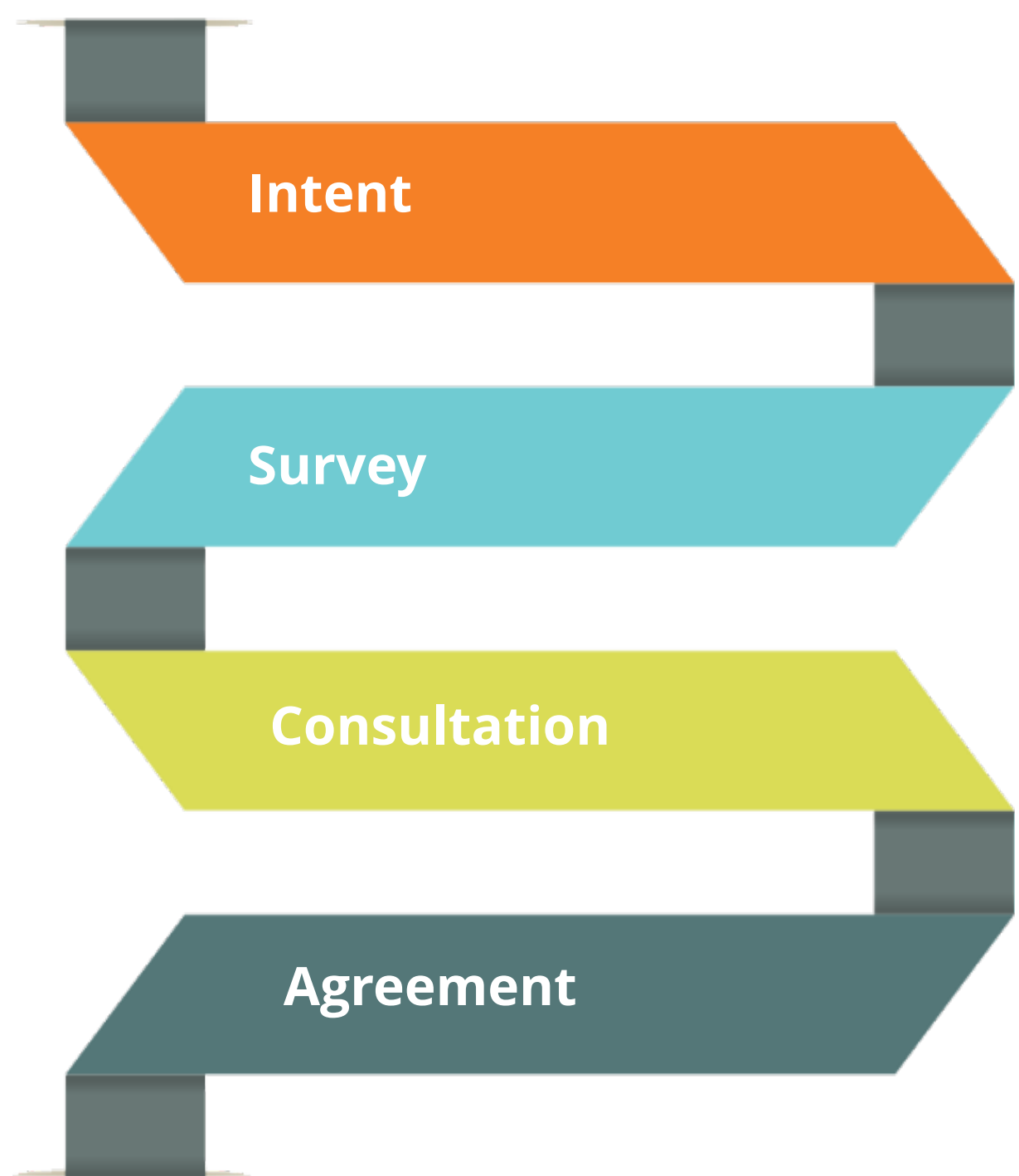
Review

- Visit [ePlan > TDOE Resources](#) > Equitable Services to Non-Public Schools (ESSA/IDEA/CTE) > ESSA Non-Public Schools Information > Equitable Services Webinars and TDOE Guidance.
 - View recorded webinar:
 - [Title I, Part A Equitable Services](#)



Review

- Sign up for monthly FPO Updates
 - Link: [Federal Programs Update](#)
- Read the **Equitable Services** section



Contact Information

- **Danny Bounds** | Federal Programs Ombudsman
Danny.Bounds@tn.gov
(615) 917-3465





Questions?

Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>

Please Share your Feedback:

https://stateoftennessee.formstack.com/forms/equitable_services_year_at_a_glance_feedback

SKILLS AND KNOWLEDGE

