



**Illinois
State Board of
Education**

Fiscal Year 2019 Title I District Plan Webinar Q&A

Title I District Plan

Q: Is this the Title I Plan for FY 2019?

A: Yes.

Q: The FY 2019 Title I District Plan is the same as last year, right?

A: Yes.

Q: What is the due date for the plan?

A: The plan should be submitted in a timely manner. At this time, there are no due dates; however, your FY 2019 ESEA as Amended Application will NOT be approved until your Title I District Plan has been approved.

Q: Is June acceptable for submittal?

A: Yes, June is acceptable for submittal. The Title I District Plan should be submitted in a timely manner prior to submittal/review of the application.

Q: Do we need to redo consultation for minor edits?

A: Yes, consultation needs to occur regardless of the complexity of the changes. Consultation should be ongoing; at a minimum, an annual meeting should be held. Please update the dates within the Title I District Plan if the consultation has reoccurred since last submission.

Q: Does consultation need to be a face-to-face meeting? Can input be gathered via a survey to stakeholders?

A: The meeting format of the consultation is at the discretion of the district. Consultation input can be a survey, shared document, etc. that allows stakeholders the opportunity to evaluate, reflect, and respond to your Title I program and district needs. Stakeholders must be informed and able to respond in order to aid in the development of your plan. The input from the stakeholders should be documented and shared in your plan.

Q: Do we need to have a meeting with our District Title I Committee if we are not making major changes?

A: Yes, consultation needs to occur regardless of the complexity of the changes. Consultation with stakeholders should be ongoing; at a minimum, an annual meeting should be held. Please update the consultation dates within the Title I District Plan if the consultation has reoccurred since last submission.

Q: Does our Board of Education have to approve the Title I District Plan each year before we submit to ISBE?

A: No, board approval is only needed if there are major changes to the Title I District Plan.

Q: If you are only making minor edits, do you select "original" or "amendment"?

A: Select “original” to make minor changes, such as dates added for consultation. Select “amendment” if you are making changes to the various parts of the Title I District Plan or a sweeping programmatic change.

Q: If there are no changes to the plan, do we need a new school board approval date or do we use the original date?

A: If there are no major changes to the plan, board approval is not needed.

Q: Describe a minor edit.

A: A minor edit would be changing the dates in the plan. This will not require the plan to be amended or board approval. Changes to sections of the plan or any programming would require an amendment to the plan and board approval.

Q: A service that was previously provided through the grant will be provided with district funds next year. Is that a large enough change to need Board of Education approval?

A: If the service/program remains the same, it does not require board approval. Some of the activities listed may or may not be paid with grant funds from year to year; however, it is best to review these and remove/update them, as necessary.

Q: Can I print the 2017-18 Title I Plan?

A: Yes, please select the FY 2018 plan and then choose the application print tab and request a print job. The FY 2018 information is also in the FY 2019 plan for you to view.

Q: What's the difference between the plan and the application?

A: The Title I District Plan describes aspects of how the district will ensure that all children receive a high-quality education and close the achievement gap between children meeting challenging state academic standards and those children who are not meeting such standards. The Elementary and Secondary Education Act (ESEA) of 1965 application allows the district to apply for Title I, II-A, and IV-A funds. A portion of the approved Title I District Plan is automatically populated on the ESEA of 1965 application as many sections relate to the grants.

Q: If there is only one attendance center in your district, are there still two plans?

A: Yes, the Schoolwide Plan and Title I District Plan are two different plans.

Q: Please review how to use the lock and unlock features.

A: If pages do not display a “save” button at the bottom of the page, the page needs to be unlocked on the Page Lock Control tab. Once you are at the Page Lock Control tab, the district can check the radio button(s) for the necessary pages that need to be unlocked in order for changes to be made on that page. This can be located under the “open page for editing” column. Please make sure to click the “save” button at the bottom of the page before leaving.

Q: I am resubmitting the same plan, but it will not let me copy the date of Board of Education approval. There isn't a save button and when I continue and go back, the date is lost. How should I proceed?

A: If a save button does not appear, please go to the Page Lock Control tab and confirm that the page is unlocked.

Q: How long is the turnaround time for approval from ISBE?

A: Our goal is to have the Title I District Plan and amendments, ESEA of 1965 as Amended Application, and Grant Periodic Reporting System documents reviewed within 30 days of district submission to ISBE.

Schoolwide Plans/Waivers

Q: Can you discuss the difference between targeted vs. schoolwide?

A: Targeted assistance programs must focus services to identify students most at risk of failing through multiple objective criteria. Services and supplies must ONLY be focused on those students who are identified as needing the services. Schoolwide programs may focus services to the entire school. Schoolwide programs do not need to identify students at risk and thus may focus their funding and efforts on raising achievement of the whole school.

Q: Do school plans need to be done prior to a district plan if school plans are changing?

A: Yes, district plans must reflect schoolwide or targeted assistance programs that the district will implement. Should this change, districts must submit an amendment.

Q: If we are eligible to be schoolwide, can we amend our current plan and receive board approval before we submit the FY 2019 plan? Or should we just write the FY 2019 plan as being schoolwide?

A: Any eligible school that desires to operate a schoolwide program shall develop a comprehensive plan. Thus, if you have this plan in place and have completed all schoolwide planning, needs assessments, and plan components and have received board approval, you may amend your plan, receive board approval, and submit your FY 2019 plan as schoolwide.

Q: On the spreadsheet uploaded to the district plan, should Schoolwide Plan approval dates that are board-approved every year be the dates listed on the spreadsheet or is the original schoolwide approval date what should be included?

A: If schoolwide, enter the most recent board approval date. Schoolwide Plans must be updated to meet the requirements of the Every Student Succeeds Act (ESSA).

Q: Is the schoolwide waiver process still available? If so, do we submit that waiver before the revised Title I Plan?

A: Yes, please submit the waiver 30 days before submitting the Title I Plan. This will give the reviewer time to review the waiver and let you know if it has been approved, if changes are needed, and/or if it has been disapproved. The approved waiver is not a guarantee that the school can operate as schoolwide. The school must ultimately be “ranked” and “served” within the application.

Q: If we received a schoolwide waiver for one of our buildings last year, do we have to re-apply this year?

A: Yes. If a school is still above 20 percent but below 40 percent poverty, then a schoolwide waiver must be submitted.

Q: If a schoolwide attendance center fell below 40 percent this year, can we apply for a waiver or is it grandfathered in as schoolwide?

A: No. If a school falls below the 40 percent poverty threshold but remains above 20 percent, it must apply for a schoolwide waiver.

Q: If you are requesting the 20 percent ESSA waiver, should you select schoolwide or target?

A: A district should select targeted assistance until the waiver is approved by ISBE and the Schoolwide Plan is developed/or revised by school officials. If you have submitted the Title I District Plan prior to becoming schoolwide and later obtain schoolwide status, please submit an amendment to the Title I District Plan in order to update all applicable responses and data. Please note: The school must ultimately be “ranked” and “served” prior to running either program.

Q: Once the board has approved individual Schoolwide Plans for buildings, do they have to be approved annually?

A: No. Schoolwide Plans remain in effect for the entirety of the program; however, the plan must be annually revised, as necessary, based on the student needs and the results of the evaluation to ensure continuous improvement.

Q: You mentioned something about the Title I Schoolwide Plan Template that is aligned to ESSA. Where can this be found?

A: You can find the template under the "What's New" section at <https://www.isbe.net/Pages/Schoolwide-Programs.aspx>.

Q: Does each school within a Unit Schoolwide District still need a school plan? If so, where is the plan located on the website?

A: Even if all schools within your district are schoolwide, each school must have its own Schoolwide Plan. Schoolwide Plans should be reviewed, updated annually, and approved by your school board for each attendance center. An updated Schoolwide Plan template is available on ISBE's website at <https://www.isbe.net/Pages/Schoolwide-Programs.aspx>.

Q: Does the Schoolwide Plan template response match up with the boxes of the plan submission?

A: The Title I District Plan and the Schoolwide Plan template are separate and distinct documents. The Title I District Plan may draw information from the district's schoolwide programs; however, the content and purpose of each plan differ.

Q: What is/are the requirements to change from targeted assistance to schoolwide? Is it the percentage level of low-income?

A: Schools that serve an eligible school attendance area in which not less than 40 percent of the children are from low-income families or not less than 40 percent of the children enrolled in the school are from such families, may operate schoolwide programs. Schools at or above 20 percent and below 40 percent poverty rate are eligible to apply for a waiver to become schoolwide. Once that criteria has been met, a school must complete a comprehensive needs assessment, complete schoolwide planning, create a Schoolwide Plan, and receive board approval for the plan. Lastly, the plan must be annually reviewed and changes must be made, as necessary, to ensure alignment with the program.

Q: Will I be able to cut and paste from the Schoolwide Plan template or will I have to rewrite to complete the plan?

A: Yes, you can copy and paste the Schoolwide Plan template in plain text from a source document into the FY 2019 Title I District Plan application textbox. Please note, however, the Title I District Plan and the Schoolwide Plan are two different documents/plans.

Application/GPRS

Q: The grant application start date is July 1, correct?

A: Correct. Your grant application may be submitted prior to July; however, expenditures must not be obligated prior to July 1. If your application is submitted after July 1, the date of submission is your grant start date and no expenses shall be obligated prior to that date.

Q: When will allocations be sent to districts?

A: Preliminary allocations for FY 2019 are planned to be sent to the district by the end of May.

Q: When will the private school numbers/excel docs be available?

A: The nonpublic enrollment document is available at <https://www.isbe.net/Pages/Nonpublic-School-Participation.aspx>.

Q: When will the new forms for nonpublic schools be available? If we meet ahead of time, what form do we use?

A: The form template under "ESSA Private School Participation" within the FY 2018 ESEA as Amended Application is the most recent form and may be utilized for FY 2019 consultation. (This form should contain Titles I, II, and IV.)

Q: Do you have to have the form from nonpublic schools regarding their intended participation signed prior to submitting the application?

A: Yes, all forms must have signatures of private school officials prior to submittal of application. Suggestion: If the nonpublic school does not intend to participate and refuses to complete the form, please state this on the form.

Q: Are textbooks still an allowable expense?

A: Textbooks are not an allowable expense. However, if the school/district in a schoolwide program has utilized all other state and local funds and resources and the expenditures cannot be made in absence of Title I funding, then textbooks are permissible.

Q: Currently, our elementary school is covered under Title I. How do I know if our middle school can qualify as well?

A: Schools must be determined as “servable” within the application through the completion of targeting steps 1 – 5 under the Program Specific Pages in Title I. If the middle school is able to be “served,” then you may allocate funds to that attendance center and serve them.

Q: In the periodic grant reviews, why were some districts required to report monthly and some only quarterly? How would you change to just quarterly?

A: Report frequency is determined by the results of the applicant's Program Risk Assessment within the grant application. The date on the reports in the Grant Periodic Reporting System will

display a monthly or quarterly date indicating reporting frequency. Frequency of reporting cannot be changed in the middle of a grant cycle.

Q: In regard to nonpublic consultation, there has been some confusion as to whether you are working with districts outside of your district where students attend or only within your district. At this time, how would we know which nonpublic schools to work with?

A: Title I, Part A: Title I eligibility is determined by the address(es) of any students who reside within your district boundaries, grade level(s) of those student(s), and low-income status of those student(s). A nonpublic school must be consulted if you believe it has students who reside within your district boundary

Title II, Part A: Title II, Part A services may be provided to nonpublic schools that are physically within the school district boundary.

Title IV, Part A: The nonpublic school building must be within your district boundaries to be eligible for services under Title II and Title IV.

Additional resources for private school consultation as well as the Nonpublic School Enrollment for 2017-18 may be found at <https://www.isbe.net/Pages/Nonpublic-School-Participation.aspx>.

Q: Please review how to use the lock and unlock features.

A: Anyone with data entry authority within the district has the ability to freeze the entire application so that no more changes can be made to it prior to submitting or amending it. In order to lock the application, “click” on the “Lock Application” button. This might be appropriate if, for example, there had been some concern about multiple people updating an application when, in fact, that was undesired at the district level. Therefore, locking the application means no one can make changes to it. Only the person who locked the application or a person with district administrative access (e.g., district superintendent) can unlock it by “clicking” the “Unlock Application” button.

Q: Are Title II and IV going to be in the FY 2019 application?

A: Yes. However, final allocations for Titles I, II, and IV have not been determined.

Please feel free to contact us with any questions or concerns.

Illinois State Board of Education

Title Grants Division

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