



Weekly Message

May 2, 2017

Message From State Superintendent Tony Smith, Ph.D.

Hello,

Educators share responsibility with families and community members for caring for the whole child. Both stakeholders and ISBE were deliberate throughout the development of the ESSA State Plan for Illinois in highlighting the importance of providing educators with resources and support to create safe and responsive school climates that meet students’ unique needs.

Our ESSA State Plan emphasizes that barriers to learning and teaching, such as trauma, poverty, homelessness, disengagement, absenteeism, bullying, behavioral health issues, and lack of behavioral and physical health supports in the school environment must be addressed.

Our plan includes a commitment to using Title II dollars to enhance professional learning and resources for educators around social and emotional learning, cultural competence, conflict management, trauma and behavioral health issues, restorative practices, and anti-racist and anti-bias approaches. Eligible schools and districts will be able to connect with qualified professional learning partners for support to improve culture and climate through IL-EMPOWER, ISBE’s new comprehensive statewide system of support for schools.

This year’s theme for Children’s Mental Health Awareness Day – this Thursday – is “Partnering for Help and Hope.” Partnerships between schools and communities can help ensure that students are safe, healthy, supported, challenged, and engaged in school. We can expand the networks of care to better address the needs of children in diverse communities by coordinating with community organizations and other state agencies.

We can see these local partnerships in action by looking at how communities across the state are recognizing National Children’s Mental Health Awareness Day/Week. Schools, hospitals, health departments, and courthouses in East Aurora, Decatur, Harrisburg, and Chicago are making green ribbons and hosting balloon launches, walk-the-block activities, and wellness fairs. For ideas for how to foster awareness around children’s mental health in your community, consider these [materials](#) from the Substance Abuse and Mental Health Services Administration. There are a variety of resources for educators and staff to utilize to promote children’s mental health and well-being. ISBE’s [Climate and Culture pages](#) present tools to help schools build comprehensive systems of support for students; the [Classrooms in Action Social Emotional Learning \(SEL\) page](#) shares strategies that can help educators use SEL language to build a positive classroom climate; the National Child Traumatic Stress Network’s

Table of Contents

U.S. Presidential Scholars Program	3
Charter Schools.....	3
Nutrition Programs.....	3
Funding & Disbursements.....	5
Rules & Waivers	7
Illinois Report Card.....	7
School Health Issues	8
Data Analysis.....	8
Grant Accountability & Transparency Act ...	8
In Brief.....	10

[Child Trauma Toolkit for Educators](#) provides information around understanding and responding to the specific needs of children who have experienced trauma; and the National Association of School Nurses offers [mental health resources](#) to help school nurses support students struggling with depression, anxiety, and bullying.

Similarly, ISBE has collaborated with other state agencies to strengthen these systems. As an example, we recently worked together with the Governor’s Office, the Illinois Department of Human Rights, the Illinois Community College Board, and the Illinois Board of Higher Education to release an [open letter](#) to school districts and institutions of higher education encouraging the development of proactive strategies to prevent discrimination, bullying, harassment, and violence in school communities. The letter offers sample preventative measures and references resources from organizations such as [Prevent School Violence Illinois](#).

It is important that local issues are brought to light on a national level. Last week, a group of state chiefs and I met with U.S. Secretary of Education Betsy DeVos in Washington, D.C. We had a productive conversation about what it really means to serve states and children. We discussed how we can work together to ensure that ESSA has all the support it needs and deserves, while giving states flexibility and autonomy. It is important that Secretary DeVos understands what is happening on the ground in Illinois, both the challenges educators and communities face and the new and innovative strategies they have developed to meet local needs. In acting as a resource for the secretary, we can make sure that voices from the field inform decisions to assist the field. I look forward to continuing to build a positive relationship.

Finally, I know that some schools and districts are recognizing Teacher Appreciation Week this week. Thank you for sharing your special posts with us on [Twitter](#) and [Facebook](#). Actually, we at ISBE believe that every week should be a celebration of the work of our educators, but we also are excited to join in marking the national Teacher Appreciation Week next week.

Have a great week!

Tony

Upcoming ISBE Dates and Deadlines

Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education at (866) 262-6663 or (217) 782-4321 or visit the agency’s official website at <http://www.isbe.net>.

- **Deadline to submit TAOEP RFP** – May 4
- **ISBE Celebrates Teacher Appreciation Week** – May 8-12
- **Deadline to submit data for EIS Employment, Position Records, and Noncertified Staff aggregated FTE counts** – May 15
- **Deadline to submit FY 2018 Preschool For All Professional Development Project RFP** – May 16
- **Illinois State Board of Education Meeting** – May 24
- **Deadline to submit 2017-18 Student Advisory Council applications** – May 26
www.isbe.net/Pages/Student-Advisory-Council.aspx
- **ISBE offices closed for Memorial Day** – May 29

- **Deadline to submit FY 2018 Child Find Public Awareness Project RFP** – May 30
- **Deadline to submit FY 2018 Early CHOICES RFP** – May 30
- **Deadline to submit FY 2018 STARNET RFP** – May 30
- **Deadline to submit final grant amendments for projects ending June 30** – May 31
- **Deadline for SFAs to submit Procurement Procedures and Code of Conduct documents** – May 31
- **Deadline to submit nomination forms for the 2017-18 Those Who Excel/Illinois Teacher of the Year program** – June 6 (www.isbe.net/Documents/03-10-those-who-excel.pdf)
- **Illinois State Board of Education meeting** – June 14
- **Lead, Focus, Connect Conference** – June 19 (educationregistration.org/index.php/iarss)
- **Deadline to submit data in the Student Health Data Vision** – June 30
- **Deadline to submit SY 2017-18 CEP documentation** – June 30
- **Postmark deadline for waiver applications to be considered by the General Assembly in fall 2017**– Aug. 11 (See www.isbe.net/Pages/Waivers.aspx for public notice requirements for all waiver requests.)

U.S. Presidential Scholars Program

Illinois Semifinalists Announced for 2017 U.S. Presidential Scholars Program

Twenty-five Illinois students have been named as semifinalists in the 2017 U.S. Presidential Scholars Program.

The program was established in 1964 to recognize and honor some of the country’s most distinguished graduating seniors. In 1979, the program was expanded to recognize students who demonstrate exceptional scholarship and talent in the visual, creative, and performing arts. In 2015, the program was expanded once more to recognize students who show ability and accomplishment in career and technical fields. Up to 161 students annually are selected to become U.S. Presidential Scholars, one of the nation’s highest honors for high school students.

A total of 723 semifinalists has been selected from across the country. These semifinalists form the pool from which the 2017 U.S. Presidential Scholars will be chosen.

For a complete list of semifinalists, go to <https://www2.ed.gov/programs/psp/2017/semifinalists.pdf>.

Charter Schools

Spring Charter Startup Workshop

The Illinois Network of Charter Schools is hosting a free Spring Charter Startup Workshop on May 20 to

explore how you can bring change to education in your community through the creation of a charter public school. The workshop will take place in Lake County at Prairie Crossing Charter School (1531 Jones Point Road, Grayslake, IL 60030) from 9:30 a.m. to noon.

Charter public schools offer an opportunity for educators and community leaders to break the mold and re-imagine school in order to provide public school options that effectively serve children's diverse learning styles, strengths, and needs.

To learn more and register, please visit www.eventbrite.com/e/spring-charter-startup-workshop-tickets-34142811067. Contact Anne with questions at alevybrown@incschools.org.

Nutrition Programs

New CACFP Meal Pattern Training Tools Available Online

New [Child and Adult Food Care Program \(CAFCP\) meal pattern training tools](#) are available from the U.S. Department of Agriculture (USDA). These tools can be used to train providers, operators, menu planners, and others in meeting the updated CACFP meal patterns that take effect Oct. 1, 2017.

The tools include training worksheets and an infographic:

- “Choose Yogurts That Are Lower in Added Sugars”
- “Choose Breakfast Cereals That Are Lower in Added Sugars”

- “Serving Milk in the CACFP”
- “Growing a Healthier Future With the CACFP”

Visit the link above or [ISBE’s CACFP webpage](#), where a link can be located under the “Nutrition Information” tab along with many other program resources. CACFP is funded by the USDA and administered by ISBE. (The [Illinois Department of Aging](#) administers the adult portion of the program.)

For questions, call ISBE’s Nutrition and Wellness Programs Division at (800) 545-7892 or email cnp@isbe.net.

Webinar on Local Charge Policy Requirement Slated for May 11

The U.S. Department of Agriculture’s Food and Nutrition Service (FNS) will rebroadcast the “Unpaid Meal Charges: Local Charge Policy Requirement” webinar from 1-2 p.m. on Thursday, May 11. School Food Authorities (SFAs) can [register online by clicking here](#). This webinar will include the same information as the local charge policy requirement webinar that aired on April 4. FNS is hosting a second live version of the webinar to accommodate participants that experienced technical difficulties.

Description: No later than July 1, 2017, all SFAs operating National School Lunch and/or School Breakfast Program must have a written policy in place to address situations where children participating at the reduced price or paid rate do not have money to cover the cost of a meal at the time of the meal service. SFAs have discretion in developing the specifics of their policies, and FNS expects charge policies will vary based on local circumstances and available resources. This webinar will provide an overview of the local charge policy requirement and share best practices for successful policy development. Participants will have the opportunity to submit questions during the Q&A portion of the webinar.

More Information and Resources: The requirement for SFAs to establish a local charge policy is outlined in [“SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies.”](#) Other resources related to this topic may be found on USDA’s [Unpaid Meal Charges webpage](#).

For Technical Webinar Support: Call (800) 843-9166, email help@readytalk.com, or visit <http://www.readytalk.com/support>. Streaming audio will

be available through your computer. If you are unable to stream audio through your computer, you can call in to listen to audio via your phone at (303) 248-0285, Access Code: 6054013.

Update: Physical Fitness Assessment Data Reporting

Starting in the second semester of this school year, public schools began administering physical fitness assessments using either FitnessGram or the Brockport Physical Fitness Test (for students with disabilities) in the following four areas: Aerobic Capacity (grades 4-12), Flexibility (grades 3-12), Muscular Endurance (grades 3-12), and Muscular Strength (grades 3-12).

Then, by June 30 of each year, districts must ensure the aggregate results of these assessments (number of students meeting Healthy Fitness Zone or Needs Improvement by gender and grade for 5, 7, and 10 only) are reported electronically to ISBE through the *Student Health Data: Physical Fitness* system, which is now available in IWAS. Please download the *User Guide* at www.isbe.net/Documents/PhysicalFitness_IWAS_User_Guide.PDF to learn how to gain access to this system as well as how to enter data.

There is an Illinois-specific template for collecting and tallying student data as well as a Q&A with links to training materials and a snapshot of data to be reported to ISBE under QUICK LINKS at <http://www.isbe.net/EnhancedPhysicalEducation>.

USDA Issues Guidance for Students at CEP Schools Taking Exams

The U.S. Department of Agriculture’s Food and Nutrition Service recently released information regarding eligibility criteria for students requesting Exam Fee Reductions and Waivers for Advanced Placement exams, SAT, and ACT exams. This guidance is intended for students in Community Eligibility Provision (CEP) schools.

Visit [ISBE’s CEP webpage](#) for links to the guidance, which can be located under the “CEP Training Resources and Forms” tab. The new guidance is also available on the [FNS website](#) along with additional CEP resources.

Funding & Disbursements

2016-17 Final Public School Calendars

The Final Public School Calendar for the 2016-17 school year is now available via the Public School Calendar system in IWAS. Please complete and submit the Final Calendar to the appropriate Regional Office of Education (ROE)/Intermediate Service Center (ISC) by the last day of school.

A Final Public School Calendar must be submitted and approved prior to filing the 2016-17 claims for General State Aid, Pupil Transportation, and 18-3 Regular Education Orphanage. The document type Final Calendar must be submitted even if the district has previous approval on a document type Amended Calendar. If a document type Amended Calendar is in draft status (i.e., has not been submitted for RCDT Administrator or ROE/ISC for approval), leave it in draft status and proceed entering the Final Calendar.

HELPFUL HINT: The unused proposed emergency days (calendar code XED) that are coded at the end of the school calendar may be removed by correcting the Regular School End Date to the last day of actual school activity. Once the Regular School End Date has been corrected, the calendar codes after that date will be omitted.

Questions that are not addressed in the [Public School Calendar Guidelines](#) or [Final/Proposed Calendar Checkpoints](#) may be directed to the respective Regional Office of Education, Cook County Intermediate Service Center, or to ISBE Funding and Disbursement Division staff contact Mike Slife at mslife@isbe.net or (217) 782-5256. If you encounter technical issues with the Public School Calendar in IWAS, please contact the ISBE Call Center at (217) 558-3600 during business hours: Monday through Friday, 7 a.m. to 5 p.m.

Updated State & Federal Grant Administration, Fiscal Requirements, and Procedures Manual

The Division of Funding and Disbursement Services has recently updated the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures manual, which can be accessed at

www.isbe.net/Documents/fiscal_procedure_handbk.pdf.

This document has been in revision for the past few months in order to incorporate the new Federal Uniform Guidance under [Title 2 Code of Federal Regulations Part 200](#) that govern the administration of federal awards/grants as well as all state grants per the Grant Accountability and Transparency Act (GATA). This document is not intended to supersede individual program specific instructions, rules, or procedures.

Some major topics and changes include:

- Glossary of Acronyms and Terms
- GATA requirements
- Amendments (**Note:** Effective for all fiscal year 2018 grant programs, amendments will be required if scope of a project changes significantly or if the expected expenditures exceed the expenditure variance of 10 percent or \$1,000 per an object total, whichever is greater.)
- Sound Internal Controls, Fraud Policy, and General Procurement Standards
- Time and Effort Reporting
- Detailed Function and Object Descriptors
- Recovery of Grant Funds

If you have questions regarding this information, please contact Kim Lewis (kewis@isbe.net) or Craig Rechner (crechner@isbe.net), grants supervisor in the Division of Funding and Disbursements, at (217) 782-5256.

Deadline for Final FY 2017 State & Federal Grant Amendments and End Date Extensions

Many state and federal grant projects are approaching a June 30 end date for obligating FY 2017 grant funds. All state and federal project end date extension requests and final budget amendments must be received at ISBE no later than 30 calendar days prior to the end date of the project.

As a reminder, please be advised of the following regarding the need for a project end date extension:

- An end date extension past June 30 is NOT needed for regular term staff salaries paid on a 12-month salary schedule.

- An end date extension past June 30 is NOT needed to pay obligations (e.g., purchase order for supplies) incurred June 30 or prior.
- An end date extension past June 30 IS NEEDED for new activities and obligations incurred July 1 or later (e.g., Summer School, Professional Development).

Final amendments for state and federal grants with a project end date of June 30, 2017, must be received by ISBE no later than May 31, 2017. For those grants with a project end date of Aug. 31, 2017, the last day amendments will be accepted is Aug. 1, 2017. However, budget increases for state-funded grant projects must be received by June 30, even if the project end date has been extended. For grant applications in the electronic Grants Management System, the deadline is also referenced on the Program Overview page under “Amendment Due Date.”

Note to Special Education and Education for Employment Cooperative Administrators: Member district amendments need to be submitted to the Cooperative/EFE Administrator in a timely fashion to accommodate a final review for accuracy and approvability before acceptance and approval to ISBE on or before the May 31/Aug. 1 deadline.

Title I Excess Carryover

Federal regulations for Title I require that states limit the amount of funds carried over to a subsequent fiscal year. Only 15 percent of the current year allocation, for those Local Education Agencies (LEAs) with less than \$50,000 current year allocation, is allowable. In other words, LEAs must spend all carryover and 85 percent of the current year allocation. Carryover exceeding 15 percent is considered excess and will be reduced from total funds available.

Reasons for excess carryover:

- The LEA has excess carryover in the current year project based on ACTUAL expenditures over a 15-month period (final expenditure report from current year plus first-quarter expenditure report of next year).
- The LEA has potential excess carryover into the next year’s project based on unbudgeted funds within the current year application.

There are three options available if you have potential excess carryover:

- 1) Funds can be relinquished. (These funds are used for reallocation to other LEAs.)
- 2) An excess carryover waiver can be requested. A waiver request must be submitted prior to the project end date and instructions can be found at www.isbe.net/Documents/carryover_waiver.pdf. LEAs may only request a waiver once every three years.
- 3) An amendment can be submitted for the total funds available and expenditure of these funds can be completed. Amendments must be submitted at least 30 days prior to the project end date.

Maximum 2017 carryover amounts for LEAs with less than \$50,000 current year allocation, along with information showing whether your LEA has requested a waiver in the last three years, can be found at the link below. If there is an x in any of the last three years, you cannot request a waiver to carry over excess funds into 2018.

Title I Carryover Maximum and Waiver History:
https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/Title_I_carryover_15percent.xls

It is the LEA’s responsibility to be aware of the total funds available and if there is a possibility of excess carryover into the next fiscal year. The LEA should monitor its grant to ensure that all available funds have been budgeted and that funds are being spent so that the maximum carryover amount is not exceeded. Below is a link to a worksheet that has been developed that can help you determine if there could be a potential excess issue.

Title I Carryover Calculation Worksheet:
https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/Title_I_Carryover_calc_worksheet.xlsx

ISBE will notify the LEA if it has unbudgeted funds or when it has exceeded carryover, but the LEA should monitor the grant to ensure that if the potential for excess for carryover exists that action is taken before the funds are lost.

Please contact your program consultant for information regarding your Title I program. If you have questions on the Title I excess carryover process, please contact the ISBE Funding and Disbursements Division at (217) 782-5256.

Employer’s TRS Contribution on Federally Funded Salary for Summer Activities

The Teachers’ Retirement System (TRS) requires earnings for summer work to be reported on an accrual basis. Earnings for work performed in June 2017 must be reported on the 2016-17 TRS Annual Report, even if the member is not paid for the June work until July or August. The 2016-17 TRS and THIS contribution rates apply to accrued earnings for work performed in June, regardless of when the June earnings are paid to the teacher.

Earnings for work performed in July and August 2017 must be reported on the 2017-18 TRS Annual Report. The 2017-18 TRS and THIS contribution rates apply to accrued earnings for work performed in July and August, regardless of when the July and August earnings are paid to the teacher.

Several questions from the field regarding what federal TRS rate to use for SUMMER salaries has prompted TRS (trs.illinois.gov/) to instruct LEAs to use the new employer TRS contribution on federally funded salaries that are providing services AFTER the start of the new fiscal year (July 1, 2017). Below are three scenarios and what federal TRS rate to use in each scenario:

1. FY 2017: federally funded staff/teachers that have completed their assignments by June 30, 2017, but being paid after July 1: The CURRENT RATE (FY 2017) applies (38.54 percent).
2. FY 2017: federally funded staff/teachers providing services and being paid after July 1: The NEW RATE (FY 2018) applies (44.61 percent). (Please note that an FY 2017 amendment may be needed in this scenario.)
3. FY 2018: federally funded grant staff: The NEW RATE applies (44.61percent).

More information is available on the TRS website at trs.illinois.gov/employers/payments/contributions.htm.

Further questions can be directed to the TRS Employer Services Division at employers@trs.illinois.gov or (888) 877-0890.

Rules & Waivers

Notice of Completed Rulemaking

Please be advised that one set of amendments recently adopted by ISBE became effective April 5. Changes have been posted at www.isbe.net/Pages/Rules.aspx. Please choose “Rules Currently in Effect” and scroll to the Part number. Part 1 (Public Schools Evaluation, Recognition and Supervision): See Sections 1.423, 1.443, 1.APPENDIX B, 1.APPENDIX H.

Illinois Report Card

MyIRC Train the Trainer Events

Attend the next in the ongoing series of Train the Trainer events, “What’s New at MyIRC – Spotlight: PARCC,” and learn how to facilitate use of data available on the Illinois Report Card and MyIRC, including the PARCC individual student data for the past two years.

MyIRC is free to all public schools in Illinois. Participants will receive training, facilitators guide, presentation materials, and technical support to be able to redeliver training to local communities, schools, or districts.

The professional development events are from 9 a.m. – 3 p.m. and are free.

- May 3 at ROE #47, 1001 West 23rd St., Sterling. To register, go to https://docs.google.com/forms/d/e/1FAIpQLSezeb3msWBvLqmR0Cb4NjpHCpy4VdCNUht_oGahIa39flki4AA/viewform?c=0&w=1.
- May 11 at West 40 ISC #2, 4413 W. Roosevelt Rd., Ste. 104, Hillside. To register, go to www.eventbrite.com/e/exploration-of-ircmy-irc-tickets-32511466672.

School Health Issues

IDPH Posts Guidance Document for Mitigating Lead in Schools

Pursuant to the Illinois Plumbing Licensing Law (225 ICLS 320/35.5), the Illinois Department of Public Health (IDPH) is required to provide guidance to

schools concerning mitigation of hazards discovered by testing for lead in water.

[“Mitigation Strategies for Lead Found in School Drinking Water”](#) is available on the IDPH website. A link to the guidance document for mitigating lead in schools is also available on the Illinois State Board of Education’s [School Health Issues page](#) under the “Lead Screening” tab along with many other resources.

Data Analysis

Final EIS Deadline for Federal Requirements Approaching

This notice is to remind districts that the final deadline to submit data for the annual federal Employment Information System (EIS) Employment, Position records, and Noncertified Staff aggregated FTE counts is **Monday, May 15**, in accordance with federal law.

Please make sure you have completed the following tasks:

- Add New Employment/Position records, if necessary;
- Update Employment/Position records, if necessary;
- Update FTE, if necessary;
- Review Position Start and End dates and keep them accurate;
- Complete the Noncertified Staff aggregated FTE counts.

Again, the final deadline for 2017 EIS Employment, Position records, and Noncertified Staff aggregated FTE counts is **May 15**, in accordance with federal law. Please submit the data using IWAS or batch files.

For further EIS assistance, please contact the EIS help desk at (217) 782-3950 or email datahelp@isbe.net. For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

Grant Accountability Transparency Act

GATA Grantee Registration Portal Open

The grantee pre-qualification registration portal is now active for FY 2018 and may be accessed directly on the GATA website at

www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx. All grantees must complete the registration process and be qualified to do business with the State of Illinois.

To be qualified to **apply** for an FY 2018 grant award, an entity must complete the following four steps:

1. Authentication (New for FY 2018)

The Grantee Portal can be accessed through the Grantee Links heading on the GATA website. A personal or business email address is required to establish an account. Authentication is required through the Illinois.gov authentication portal. It establishes or verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. If your email was not previously associated with the organization that you represent, click the “Create a new account” link below the “Sign in” button. After you have entered the required information, you will receive a confirmation email that will instruct you to click a link to complete the account creation process. For help with the Illinois.gov Authentication Portal, please browse to www.illinois.gov/sites/accounts/Pages/default.aspx. Additional instructions may also be found at www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx.

2. Registration

Once your Illinois.gov account is created, you must return to the Grantee Portal log-in screen and enter your user name and password to continue. The system will then ask for your organization’s DUNS number. If the DUNS number for your organization is on record with GATA from the previous year, the system will associate you with your organization. The process may require the approval of the primary GATA system registrant for your organization. After accessing your entity’s registration information, you must click the “Edit” button found near the top of the screen. This will allow you to correct/confirm the

listed information and select the appropriate organization type for your entity.

If the DUNS number that you enter is not found in the GATA system, the system will invite you to create a new grantee account for the entity related to that DUNS number. Please confirm that you entered the correct DUNS number before creating a new account. Creation of a new grantee account is accomplished by providing your organization's:

- DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- FEIN;
- Organization type (NOTE: school districts, special education joint agreements, and education for employment consortiums should select "School District");
- Secretary of State ID (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums);
- Organization name; and
- Address.

3. Grantee Pre-qualification

All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:

- Be registered in the GATA Grantee Portal system as described above;
- Have a valid DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- Have a current SAM.gov account (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search);

- Be in Good Standing with the Illinois Secretary of State, as applicable) (click [HERE](#) to verify). (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums.);
- Not be on the Illinois Stop Payment list; and
- Not be on the Department of Healthcare and Family Services Provider Sanctions list.

Pre-qualification status will be verified after Grantee Registration is submitted and nightly thereafter. If an entity has a pre-qualification issue, the specific issue and remediation support is provided through the Grantee Portal. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois.

4. Fiscal and Administrative Risk Assessment (ICQ)

Entities must complete an FY 2018 Internal Controls Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment. The ICQ is completed annually for each fiscal year. All state agencies will utilize the results of the ICQ. The entity can access the ICQ from the Grantee Portal. The portal provides access to prior year ICQ responses for those entities that received grants in FY 2017. The FY 2018 ICQ template must be completed prior to making application for an FY 2018 grant. The ICQ should be completed by someone with financial or accounting experience.

The status of compliance with each of the requirements described above is displayed in the Grantee Portal for each registered entity. Again, completion of these four steps is required prior to making application for funding for FY 2018.

Entities must also complete a programmatic risk assessment for each grant award in FY 2018. The programmatic risk assessment will be included in each electronic grant application through ISBE. Paper grant

applicants will be directed to the IWAS system once applications have been received.

The ISBE “GATA Grantee Status Report” provides updated status information for all ISBE grantees and can be found under “Resources” on the left side of the [ISBE GATA website](#). Please direct any questions you might have related to the GATA registration and pre-qualification process to GATA@isbe.net or (217) 782-5630.

In Brief

Educator Opportunities

- **Teach Plus** is looking for excellent teachers for the [Illinois Teaching Policy Fellowship](#). Teachers will learn about policy issues that affect them and their students, practice advocacy skills such as writing op-eds or meeting with legislators, and work to influence state education policy to ensure that all students receive a great education. Fellows also receive a stipend. If you are an experienced teacher (at least three years classroom experience) who is ready to expand your influence, learn more [here](#).

Student Recognition

- **Congratulations to the FFA members** who were named [State Proficiency Winners](#) in each area and will be moving on to the national level competition!

Educator Recognition

- **Congratulations to Daria Schaffeld of Prospect High School**, Mount Prospect, for being named a winner of the 2017 American Psychological Association Award for Excellence in Teaching!

Administrator Recognition

- **Congratulations to Dr. Jimmy Gunnell**, executive director of the AERO Cooperative, who was honored by the Council of Administrators of Special Education with the Harrie Selznick Distinguished Service Award. Congrats, Dr. Gunnell!

District Recognition

- **Congratulations to Township High School District 214, Lindop School District 92, and Blue Ridge School District** for being within the

top 10-ranking winners at the [Center for Digital Education’s 2016-17 Digital School Districts Survey Awards](#). Great job!

Educator Resources

- [WE Schools](#) provides helpful resources for educators and exclusive learning opportunities for students by preparing them with the life skills to better the world and empowering them to forge their own paths to success. For more information, please contact Francie.Richards@we.org.

ISBE Employment Opportunities

- Watch for ISBE career opportunities and find instructions for applying at www.isbe.net/Pages/Careers-at-ISBE.aspx.