

**FLORIDA'S  
TITLE I HANDBOOK  
FOR DISTRICT COORDINATORS**

**FEBRUARY 2008**



## INTRODUCTION

The Florida Department of Education is committed to supporting the efforts of its local educational agencies (LEAs) as they work to improve the academic achievement of all students. We are pleased to provide this 2008 Title I Handbook as a resource to assist in that work. It is organized around the annual application as a framework, so all information that is needed for that application appears first in the handbook.

This is the first time that the Department has produced such a handbook, and we are aware that it will expand, and change, to meet grantees' needs. The Department's intent is to make these changes online, and to make the handbook downloadable as it is updated. Please check [www.fldoe.org/bsa](http://www.fldoe.org/bsa) regularly for updates.

We welcome your feedback and collaboration. If you have specific comments about the Handbook, please email them to [bsa@fldoe.org](mailto:bsa@fldoe.org), with Title I Handbook in the subject line.

Thank you for all that you do for Florida's children.

## **ACKNOWLEDGEMENTS**

The Florida Department of Education would like to thank the following groups and individuals for their key roles in producing and reviewing this handbook, and for providing local examples:

Florida and the Islands Comprehensive Center  
Sharyn Foster, Polk County (retired)  
Doris Morgalo, Hamilton County  
Ryan Gore, Okaloosa County  
Don Rhoten, Florida School for the Deaf and the Blind  
Maria Longa, Collier County  
Frank Herrington, Duval County  
Susan Blair, Brevard County  
Rhonda Ashley, Polk County  
Phyllis Porter, Leon County  
Archie Gallon, Volusia County  
Mary Bennett, Gilchrist County  
Jeff Eakin, Hillsborough County  
Bob Pugh, Putnam County (retired)

We also thank the dedicated Title I directors across the State of Florida for encouraging us to create this Handbook.

## HOW TO USE THIS HANDBOOK

Each section is organized into the following parts:

1. **Title Page** (yellow background). This lists all the sub-sections as a finding aid.
2. **Overview** (blue background). This provides a brief overview of the topic, identifies the relevant timeline, the FDOE contact person, and lists other useful references. In especially complex sections, there are overviews of subtopics as well.
3. Relevant **Technical Assistance Papers** (white background).
4. Relevant section(s) of **No Child Left Behind Act of 2001**.
5. Relevant section(s) of the **regulations**.
6. **LEA examples** – where available, LEA examples have been included to showcase how compliance can be accomplished. These examples will be expanded over time.

## TABLE OF CONTENTS

INTRODUCTION.....	1-1
SECTION TWO: COMMUNICATING WITH FDOE.....	2-1
SECTION THREE: ALLOCATIONS.....	3-1
SECTION FOUR: PROJECT APPLICATIONS.....	4-1
4.1 Public School Eligibility Survey.....	4-5
4.2 Private School Consultation and Nonpublic School Participation.....	4-37
4.3 Parent Involvement .....	4-160
4.4 Set-Asides.....	4-235
4.5 Early Childhood.....	4-260
SECTION FIVE: PROGRAM DESIGN.....	5-1
5.1 Schoolwide Programs.....	5-2
5.1 Targeted Assistance.....	5-4
SECTION SIX: HIGHLY QUALIFIED STAFF.....	6-1
6.1 Teacher Qualifications and Measurable Objectives.....	6-2
6.2 Paraprofessionals.....	6-17
6.3 Limitations on Hiring Paraprofessionals (Section 2141).....	6-21
SECTION SEVEN: SCHOOL IMPROVEMENT.....	7-1
7.1 School District Improvement Plans and Reports.....	7-7
7.2 Restructuring Plan.....	7-133
7.3 School Improvement Grants.....	7-201
SECTION EIGHT: BUDGET ISSUES.....	8-1
8.1 Carry Forward/Carry Over.....	8-2
8.2 Budget Amendments.....	8-13
SECTION NINE: FISCAL ISSUES.....	9-1
9.1 Three Equity Tests.....	9-2
• Maintenance of Effort.....	9-3
• Comparability .....	9-4
• Supplement Not Supplant .....	9-13
9.2 Transferability .....	9-88
9.3 Equipment Use, Management, and Disposal.....	9-90
SECTION TEN: MONITORING AND AUDITS .....	10-1
10.1 Monitoring.....	10-2
10.2 Audits and Audit Resolution.....	10-26

<b>SECTION ELEVEN: OTHER PROGRAM ISSUES.....</b>	<b>11-1</b>
<b>11.1 Serving Charter Schools.....</b>	<b>11-2</b>
<b>11.2 Serving Homeless Students.....</b>	<b>11-11</b>
<b>11.3 Funding Preschool or Early Childhood Programs.....</b>	<b>11-66</b>
<b>11.4 LEA Plans.....</b>	<b>11-105</b>
<b>SECTION TWELVE: DATA USED IN TITLE I.....</b>	<b>12-1</b>
<b>SECTION THIRTEEN: OTHER RESOURCES.....</b>	<b>13-1</b>
<b>13.1 Frequently Used Acronyms.....</b>	<b>13-2</b>
<b>13.2 Title I 101 PowerPoint.....</b>	<b>13-4</b>

## TITLE I CALENDAR OF STATEWIDE EVENTS\*

<b>Month</b>	<b>Fiscal Events</b>	<b>Program Events</b>	<b>Data Events</b>	<b>Meetings</b>
<b>June</b>	Funding applications due June 30  Fiscal year closes on June 30	AYP data provided by FDOE  Initial schools in need of improvement list produced (based on last year's Title I schools)		FDOE data conference – changes to reporting requirements announced for next school year
<b>July</b>	Fiscal Year begins on July 1  Application review & feedback (ongoing)		Survey 1 closes	K-12 Conference (includes Just Read! Florida Conference)
<b>August</b>	Application review & feedback (ongoing)	School Year begins  School Improvement Plans due using online template  Final Restructuring Plans due	Survey 5 closes	
<b>September</b>	District corrective action sanction applications due from selected districts	Survey 5 Data Quality Review produced by FDOE  Work Papers and Monitoring TAP published  Title I Distinguished Schools identified  Notifications of	Survey 6 closes	FASFEP/ECTAC Fall Forum

		district needs improvement status must be sent to parents		
<b>October</b>	Federal fiscal year begins	Work Papers due  Private school set-aside information due  Private school affirmations due  Any monitoring system improvement plans/ evidence of compliance with prior improvement plans due	Survey 2 – October FTE Week	
<b>November</b>	Comparability reports due  Determinations of comparability made	Survey 2 Data Quality Review produced by FDOE  Final SINI list produced – based on current Title I schools	Title I list locked – no deletions  Survey 9 closes	
<b>December</b>	Comptroller's Office year-end activities		FDOE provides Migrant and N&D formula counts to USDE based on Survey 9  FDOE provides prior year data across NCLB programs to USDE	
<b>January</b>	Comptroller's Office provides Roll-Forward amounts	Title I Mid-Year Progress Reports due for school improvement		National Title I Conference (www.titlei.org)



	BSA notifies districts with more than 15% carryover if they are eligible for a waiver  Begin processing roll amendments	Survey 9 Data Quality Review produced by FDOE		
February	Preliminary federal allocations generally available from USDE – FDOE calculates and provides	NCLB funding application launched  Review checklists published	Survey 3 – February FTE Week	FDOE NCLB application technical assistance meeting  FASFEP/ECTAC Spring Forum
March		Survey 3 Data Quality Review		
April	Final federal allocations generally available – FDOE calculates and provides		Title I list locked – no additions	
May				

**\*This calendar is a draft and is included for general information and planning only. Specific dates will be provided throughout the year.**

**DATA TIMELINES** are located at the following link: <http://www.fldoe.org/eias/eiaspubs/>

**TITLE I CALENDAR OF EVENTS  
SCHOOL LEVEL AND DISTRICT CALENDAR\*  
FISCAL YEAR 2008**

WHAT DOES THE YEAR LOOK LIKE?

**July 1, 2007**

**June 30, 2008**

LEA submission of Title I Part A project applications for review

**July/August**

Notify parents of public school choice option no later than the first day of school

Notify parents of availability of supplemental educational services at the beginning of the year

Notify parents at the beginning of school that they have the “right to know” the professional qualifications of their child’s teachers and paraprofessionals

SES Workshops

**August/September**

Set up Audit Boxes to prepare for Monitoring

**September**

Round II of SES Providers

School Improvement Plans

**October**

Annual Survey for Neglected or Delinquent Services

Comparability Reports Due

**January – May**

Monitoring (Desktop and On-Site)

**January**

Private School Notification of Participation Option

**February**

Eligibility Survey for Identification of Eligible Title I schools

FCAT Writing Assessment

FCAT SSS/NRT Testing

**March/April**

Contact private schools for opportunity to participate

**April – June**

Preparation for Project Submission

**May – June**

SES Providers Meeting

\* (Provided by Hillsborough County)

## **SURVEY DATES RELEVANT TO TITLE I:**

- ✚ Survey 2 – Due date: **October**
- ✚ Survey 3 – Due date: **February**
- ✚ Survey 5 – Due date: **August**
- ✚ Survey 9 – Due date: **December**

### **December –**

FDOE provides prior year Migrant counts to USDE based on Survey 5

### **January –**

FDOE provides N&D formula counts to USDE based on Survey 9

### **December and February –**

FDOE provides prior year data across NCLB programs to USDE on the Consolidated State Performance Report.