

Office of ESSA-Funded Programs  
89 Washington Avenue, Room 320 EB  
Albany, New York 12234  
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### 2021-2022 Targeted Monitoring Review of ESSA -Funded Programs

Each year, Local Education Agencies (LEAs) across New York State are selected by the New York State Education Department's (NYSED or "the Department") Office of ESSA-Funded Programs for monitoring in order to meet federal requirements outlined in the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA).

The virtual Targeted Monitoring review involves the following federal programs:

- x Title I, Part A
- x Title I, Part C
- x Title I, Part D
- x Title II, Part A
- x Title IV, Part A
- x McKinney-Vento Homeless Education

Below is additional information about your NYSED reviewer; the monitoring protocol that will be used; and the three phases of the review process.

#### NYSED Reviewer :

An assigned NYSED reviewer will be the primary contact person throughout the review process and will work with the LEA to establish the schedule for the virtual review meeting.

#### Targeted Monitoring Review Timeline:

February 8, 2022	District is notified via e-mail letter that it has been selected for Targeted Monitoring Review  Targeted Monitoring Review survey is available to District in Business Portal
February 11, 2022 10:00-11:00am	NYSED provides technical assistance <a href="#">webinar on Targeted Monitoring Review process</a> (Meeting ID 884 1371 0138 Password T63pfs)
February 8 -22, 2022	NYSED will contact District regarding virtual review meeting dates
March 4, 2022 11:00am-12:00pm	NYSED will hold an <a href="#">office hours session</a> for questions about completing the Targeted Monitoring Review (Meeting ID 873 0189 6777 Password 1dwBWd)
March 15, 2022	District submits completed Targeted Monitoring Review survey to NYSED in the Portal

<p>March 29 -August 30, 2022</p>	<p>At least 3 days prior to virtual review meeting, District receives preliminary ratings</p> <p>NYSED conducts 3-4 hours of virtual review meetings</p> <p>After final virtual review meeting, District has 5 days to upload additional materials to address preliminary ratings</p> <p>After 5 day period, District will receive final ratings from NYSED within 30 days</p> <p>District will then have 30 days to complete Corrective Actions</p>
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Targeted Monitoring Protocol:

To facilitate an efficient and effective review process, NYSED staff will utilize the 2021-22 Targeted Monitoring Review protocol. The Targeted Monitoring Review protocol will be administered via the NYSED Business Portal – the same platform used by your District to complete and submit the annual Consolidated Application for ESSA-Funded Programs. The online protocol is broken down into the three sections to examine District and school-level policies, procedures, and practices:

- Section I – Programmatic Compliance
- Section II – Equitable Services Compliance
- Section III – Fiscal Compliance

Within the scope of the review there are cross-cutting indicators which address requirements that apply to multiple ESSA-Funded Programs (e.g. consultation with stakeholders), as well as specific indicators that focus on the requirements of a given program.

Targeted Monitoring Processes:

The monitoring process will take place in three phases: (1) Pre-Review Activities; (2) Virtual Review Activities; and (3) Follow-Up Activities.



Once all identified Findings and Required Actions have been addressed, NYSED will inform the LEA that the 2021-22 Targeted Monitoring Review has been approved.

If you have any questions about the review or documents requested, you may contact [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov) or by calling (518) 473-0295. Thank you in advance for your collaboration throughout this process. We look forward to working with you and your staff.

Sincerely,

Erica Meaker  
Director, Office of ESSA-Funded Programs