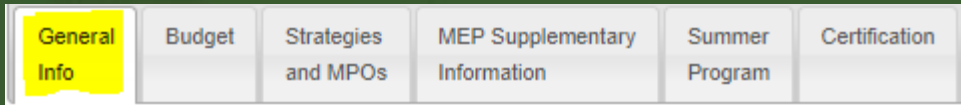


General Info Tab



Role Title
Title I-C Migrant Education Coordinator
Title I-C Migrant Education Family Liaison/Recruiter


- This section is pre-populated by IDCI.
- There must be someone in the role of Family Liaison/Recruiter and Coordinator. The Migrant Coordinator should be the person who writes the budget for the Migrant Program. In most cases, that isn't the liaison.

Budget Change



Reminder: all expenditures must be reasonable, allocable and allowable.

Allocation for 2022-2023	\$41,331	
Carry-over From Previous Year as of 9/30/2022	\$35,000	Reasonable and necessary up to 15% of 2021-2022 allocation Click here to use the Carryover Calculator.
Re-allocation from 2021-2022	\$0	
Transferred from other programs in Title V-A	\$0	
Total Allocation	\$76,331	

Obj. Code	Description	Regular Term	Summer Term	Instructions
100	Salaries	Amount: <input type="text" value="\$35,000"/> Description: <input type="text" value="see attached"/>	Amount: <input type="text" value="\$19,000"/> Description: <input type="text" value="see attached"/>	Upload FTE File on Supporting Documents tab 
200	Employee Benefits	Amount: <input type="text" value="\$20,000"/> Description: <input type="text" value="see attached"/>	Amount: <input type="text" value="\$2,000"/> Description: <input type="text" value="see attached"/>	

NEW this year:
Revised spreadsheet sample

Completing the Budget: Carryover



- The next several slides explain carryover:
 - What is it?
 - How should you calculate it?
 - How can you avoid the “Excessive carryover” comment?
 - How does COVID-19 affect it?

What is Carryover?



Carryover is the LEA's fund balance on September 30th, 2022. It does **not** include funds that have been obligated prior to 9/30/2022.

*Obligation = binding commitment to pay out money, such as entering into a contract to pay for supplies or services.

How is carryover calculated?



The key to calculating carryover is estimating in June what funds will be remaining (and unobligated) as of 9/30.

Step 1: Meet with the business manager and get the fund balance as of 6/30. (This may be an estimate).

Step 2: Find out if these will be drawn down in a timely manner as the GRA should reflect the current balance when the plan is reviewed.

How do you calculate carryover? (cont)



Step 3: Find out what funds will be obligated by 9/30. Consider:

- Migrant salaries for Jun-Sept (regular staff)
- Summer services salaries
- Summer services supplies
- Migrant staff travel for summer recruiting (if paid by district)

Step 4: Put the numbers from Step 1 & 3 in the carryover calculator (see next slide)

Using the Carryover Calculator is so easy!



Enter District's expected balance as of 6/30/2023	\$16,000
<i>*Please verify the following:</i> Cash balance from the Grant Reimbursement Application (GRA) (-) less upcoming GRA requests for expenditures through 6/30/2023 (=) equals remaining balance as of 6/30/2023	

- Enter the expected balance as of 6/30 (Step 1).
- This should equal the current GRA balance less any expenditures through 6/30.

Using the Carryover Calculator is so easy



Estimated expenditures and obligations through 9/30/2022		
Enter salaries and benefits <i>Personal services by an employee (not a contractor)</i>	The services have to be performed before 9/30/2022; payroll payments can be processed after 9/30/2022	\$10,000
Purchased Services. Enter payments to a contractor <i>(not an employee)</i>	Binding written commitment to obtain the services has to be signed before 9/30/2022; payments can be processed after 9/30/2022	\$0
Enter travel expenses	Travel has to be taken before 9/30/2022. Note: Registration fees paid before 9/30/2022 for travel taken after 9/30/2022 are considered to be an obligation before 9/30/2022	\$0
Enter payments for work other than personal services	Binding written commitment to obtain the services has to be signed before 9/30/2022; payments can be processed after 9/30/2022	\$0
Enter acquisition of allowable supplies, materials and capital objects	Binding written commitment must be signed before 9/30/2022; payments can be processed after 9/30/2022. Example: Purchase Order	\$321
Enter approved indirect cost charges	Services have to be received before 9/30/2022 <i>default = (2021-2022 budgeted indirect cost) / 15 months * 3 months</i>	\$0
Enter allowable rental expenses, such as training facilities	The property has to be used before 9/30/2022; payments can be processed after 9/30/2022	\$0
Other*		\$0

Enter expenditures or obligations that will be incurred through 9/30 (Step 3). This example includes Jun-Sep regular migrant staff salary and migrant summer school teachers and supplies that will happen in July.

Carryover Calculator Success!



Total estimated carryover as of 9/30/2022	The carryover amount should be used between October 1, 2022 and September 30, 2023	\$5,679
Add to budget →		Transfer to Budget
Excess Carryover Calculator		
District's previous year allocation	District's 2021-2022 allocation (not including re-allocated funds or carryover)	\$69,448
Maximum amount district may carry over into next fiscal year	<i>Limited to 15 % of previous year allocation</i>	\$10,417
Excess Carryover Calculator	"Yes" - carryover exceeds allowable 15 % "No" - carryover does not exceed allowable 15 %	No

- Look at the total estimated carryover.
- The calculator will tell you if it is “excessive.”
- If the answer is no, click on transfer to Budget
- You are done!

What to Do if the Carryover is Excessive?



Total estimated carryover as of 9/30/2022	The carryover amount should be used between October 1, 2022 and September 30, 2023	\$16,000
Excess Carryover Calculator		
District's previous year allocation	District's 2021-2022 allocation (not including re-allocated funds or carryover)	\$69,448
Maximum amount district may carry over into next fiscal year	<i>Limited to 15 % of previous year allocation</i>	\$10,417
Excess Carryover Calculator	"Yes" - carryover exceeds allowable 15 % "No" - carryover does not exceed allowable 15 %	Yes
Excess Carryover Amount	Amount unobligated as of 9/30/2022. Please contact SDE to request further instructions.	\$5,583

In this example, carryover is \$5,583 more than allowed. There are two choices.

Choice 1: Obligate these funds (and change the calculator) with materials or services you can use to provide summer services this summer or meet MPOs in the coming year.

Choice 2: Request a waiver (see next slide).

How to Request a Carryover Waiver



Excessive Carryover Waiver Request

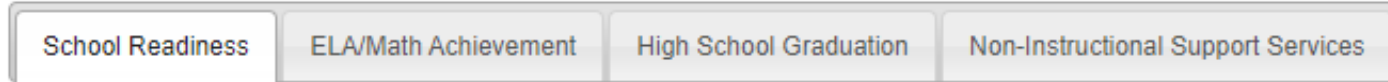
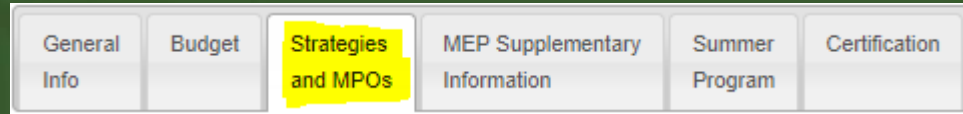
The LEA is requesting an excessive carryover waiver. By requesting this waiver, the LEA provides assurance that it has a plan for expending excess carryover funds during the 2022-2023 year and acknowledges that if the waiver is approved, the LEA is responsible for ensuring that funds are expended.

Please explain the reason for the request:

Due to a competitive labor market, we were unable to fill 3 positions for the migrant program.

- Check the box requesting the waiver.
- Give a reason why the district was unable to use the funds.

MPOs and Strategies



- Select MPOs/Strategies in the 4 goal areas based on the needs of migrant children identified in the district Migrant Comprehensive Needs Assessment (CNA).
- MPOs/Strategies are the same as last year (2020 through 2023). For a copy of the Service Delivery Plan and a list of MPOs/Strategies (English and Spanish) look in Resource files in the [Migrant Education](#) page.

Optional versus Required Strategies



The bolded rows are pre-checked and are required for all migrant funded districts.

Optional →

Required →

Strategy #	MPO	Strategy	Briefly describe the district's plan for implementing the strategy
1.1	<input type="checkbox"/>	1.1) By the end of the 2020-2021 program year, 70% of migratory preschool children ages 3-5 attending MEP-funded preschool will show a 5% gain on school readiness as measured by a pre/post assessment.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
1.2	<input checked="" type="checkbox"/>	1.2) By the end of the 2020-2021 program year, 80% of parents of preschool-aged children participating in at least two parent/child activities will report on a survey that they increased their skills for supporting their child's school readiness skills in the home.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

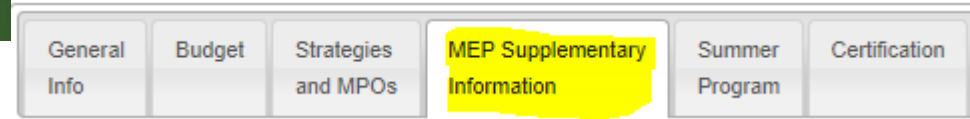
Implementation Plan Description



- Write a brief plan for how you will implement the strategy in order to accomplish the MPO.

Strategy #	MPO	Strategy	Briefly describe the district's plan for implementing the strategy
1.1	<input checked="" type="checkbox"/>	1.1) By the end of the 2020-2021 program year, 70% of migratory preschool children ages 3-5 attending MEP-funded preschool will show a 5% gain on school readiness as measured by a pre/post assessment.	Provide MEP-funded supplemental instructional services to migratory children ages 3-5 (e.g., site-based, home-based, regular school year, summer services, parent volunteer program). 4 week PK summer school
1.2	<input checked="" type="checkbox"/>	1.2) By the end of the 2020-2021 program year, 80% of parents of preschool-aged children participating in at least two parent/child activities will report on a survey that they increased their skills for supporting their child's school readiness skills in the home.	Provide parents with ideas, activities, and materials for use at home with their children to promote first language development, family literacy, and school readiness (e.g., parent activities, trainings, PAC meetings, home visits, family nights, mini workshops, small group and one-on-one parent/ child activities, Preschool Initiative (PI) Consortium incentive Grant (CIG) materials including preschool learning kits). Collaborate with Kindergarten Ready! district parent meeting providing personal invitations transportation, translation and follow up after meeting. 6 home visits during the year with each child and parent modeling learning kits lessons.

MEP Supplementary Information



- There are 8 topics addressed in this tab.
- Most of the questions have a Yes/No radio button.
- If the answer to a question in any section is “No,” provide a comment in that section.

15. Explain any No responses

MEP Supplementary Information (cont.)



5. Outline the LEA's process of identifying and recruiting migrant children attending school. Be very specific outlining how the migrant liaison is informed of a potential migrant student that enrolls in school and the process that then continues to determine eligibility.

- Several questions require narrative responses describing the practices of the district.
- Be thorough, especially on the district's school-based recruiting (#5) and community-based recruiting (#6) processes.

Training Opportunities (MPO 4.1)



- National Migrant Conference (NASDME) – if you have funds it is well worth going. Consider taking a team with district leaders and migrant staff
- Identification & Recruitment Consortium (IDRC) – Monthly webinars, Summer Recruiting Institute
- SDE Training – Monthly mini-trainings & fall trainings

Upcoming PFS Guidance Changes



- The Idaho MEP & Migrant Advisory Committee has worked this year to update the PFS academic risk criteria, which will be rolled out for 2023-2024.
- It includes “proxy measures” any two of which can show student academic risk without test scores.
- This is more in line with how other states determine PFS status.

Summer Program

General
Info

Budget

Strategies
and MPOs

MEP Supplementary
Information

Summer
Program

Certification



General information:

- Summer Program tab refers to plans for summer 2023.
- Summer Services are no longer just summer school. Look “outside the box” to home-based services, either virtual or face-to-face.
- Due to interruptions in schooling, summer services are even more critical than ever.
- Consider how the migrant program can help migrant children have fun continuing their learning during summer.

Summer Program - Participation



Participation

Elementary Application

Secondary Application

Binational Teacher

Summer Certification

1. What type of summer program will be provided partially or completely out of migrant funds? (i.e. elementary program for migrant students only, evening PASS courses, or a secondary graduation specialist, etc.)

- Elementary program *(please complete the Elementary Application and Certification tabs - DO NOT answer the questions below)*
- Secondary program *(please complete the Secondary Application and Certification tabs - DO NOT answer the questions below)*
- None *(Please answer the four questions below and complete the Certification tab)*

Check Elementary and/or Secondary depending on what migrant services you plan to offer for summer of 2024.

Summer Program-Elementary Application



Participation

Elementary Application

Secondary Application

Binational Teacher

Summer Certification

Directions: Although summer is a year away and planning is not completed, please answer all questions based on a projection of next year's summer program.

- If the LEA will include middle school students in the elementary program, include them here rather than in the Secondary tab.
- If the LEA will be partnering with another district that will host the program, say "See district district name for this information" for questions that relate to the shared program. However, questions that relate to the students from the sending district must be answered for the district.

Complete the Elementary Application following the directions provided.

Summer Program-Secondary Application



Participation

Elementary Application

Secondary Application

Binational Teacher

Summer Certification

Directions: Although summer is a year away and planning is not completed, please answer all questions based on a projection of next year's summer program.

- You may reply "Same as Elementary" for any questions where that is the case.
- If middle school students are participating in the elementary summer program and are listed on the Elementary Application tab, it is not necessary to complete a secondary application for these students.

Complete the Secondary Application following the directions provided.

Summer Program-Bi-National Teacher



Participation Elementary Application Secondary Application **Binational Teacher** Summer Certification

Binational Teacher Exchange Application

Thank you for your interest in the Binational Teacher Exchange Program.
Please fill out this application to assist us with the teacher selection/placement process.

1. We are interested in hosting a binational teacher this summer.

Yes No

- Select “Yes” or “No” to express your interest in a bi-national teacher.
- Selecting “Yes” is not a final commitment to hosting a bi-national teacher, but will express an interest in participating resulting in the district receiving additional information.

Summer Program – Certification



Participation Elementary Application Secondary Application Binational Teacher **Summer Certification**

Elementary/Secondary Summer Program Certification

1. As the person completing this application, I certify that the information contained herein is accurate and will be used to guide the migrant summer school program.

2. If someone else will be directing the summer school program, I will provide him or her a copy of this application and will ensure that it is used to guide the migrant summer school program.

No Summer Program Certification

3. Not providing a Summer Program partially or completely funded out of migrant funds

- If providing migrant summer services, select 1 & 2.
- If not providing migrant summer services, select 3.

Certification Tab

General Info	Budget	Strategies and MPOs	MEP Supplementary Information	Summer Program	Certification
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- The certification is a single checkbox, but is worth taking the time to read. It outlines district obligations in order to comply with ESSA requirements regarding the migrant program.
- When the CFSGA is submitted the certification is electronically “signed” and dated.

Validation Issues

General Info	Budget	Strategies and MPOs	MEP Supplementary Information	Summer Program	Certification	Validation Issues
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Note: if you have validation errors that have already been corrected, please revalidate the page by clicking its Save button.

Title I-C

- Error: Certification - missing
 - Error: MEP Supplementary Information must be completed
 - Error: Some selected Strategies are missing implementation plans
 - Error: Summer Program - Participation tab must be completed
 - Error: Total budgeted amount (\$0) is not equal to total Allocation amount (\$52,500)
- Validation issues will show any area of the Title I-C application that will prevent the CFSGA from being submitted.
 - Each error will indicate the nature and location of the error.

CFSGA Submission



[Comments](#)
[Submit/Assurance](#)

Click here.

[Status: Submitted](#)
[Equitable Services](#)
[Fiscal Self Assessment](#)
[Title I-A Improving Basic Programs](#)
[Consolidated Schoolwide Budgets](#)
[Title I-C Education of Migratory Children](#)

Plan is submitted.

An approvable plan is due no later than June 30, 2023. Complete all assurances and submit only after all program applications have been completed!

Unsubmit Button.



Status: Submitted

Request to Unsubmit



Unsubmit Request

This request was submitted at 3/31/2022 by jobrien@edu.id

Please select the programs that need to be edited

Title II-A

Please enter a brief description of what needs to be changed and why

Please do not include any Personally Identifiable Information (PII) including names, Emails, or birth dates!

Need to make adjustments to budget and MPD 4.1

Update Request

Approve

Delete

- Request to Unsubmit is just below the **Status: Submitted**
- Select the program to unsubmit
- Give the reason you wish to unsubmit (often budget updates).
- Please be specific so we know what to review when the plan is re-submitted.

CFSGA Submission and Resubmission



- The state will receive final allocations towards the end of the 2023 calendar year, often in October.
- Your CFSGA allocations will be revised at this time.
- All applications will be unsubmitted to allow for changes.
- After you have been notified of receiving the final allocation amount, **please review, adjust your budgets, and resubmit** your CFSGA by the end of the year.

Questions?



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Supporting Schools and Students to Achieve

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