

Montana Common Compliance Areas Monitoring Tool	
2024-2025	
Montana Office of Public Instruction	
If you have questions please contact Kimberly Rebich, Federal Grants Coordinator, Kimberly.Rebich@mt.gov , 406-410-4578.	
District:	
County:	
Date:	
District Authorized Representative:	Phone:



Notice to all districts: Due to the wide range of district and school parental notification forms, and the fact that many do not meet federal requirements, **beginning with School Year (SY) 2021-22, [TransACT](#) documents must be used.** Those sections where TransACT forms must be used are identified within the Monitoring Tool. The Montana Office of Public Instruction (OPI) pays for a state subscription to TransACT for all Montana districts.

Upload this completed monitoring tool into your unique monitoring portfolio.

Common Compliance (Required for All Districts)

Common Compliance addresses indicators that cross federal programs. The focus of Common Compliance monitoring is on fiscal expenditures as well as documentation of federally funded positions. This provides a snapshot of how districts are using the funds and resources.

Item #	Item	Required Documentation	Documentation Submitted (District check off)	Documentation Received by the OPI (OPI use only)
CC-A	Expenditures are being maintained at the LEA for Title I and Title II A areas. Expenditures are for allowable and approved activities. Expenditures supplement/not supplant state and local funds. (Subpart E-Cost principals of UGG	<p><i>Required for all districts.</i> Provide a detailed expenditure report for Title I and Title II A areas being monitored that shows date, vendor, item description and amounts for one month of the previous school year. (The district may select the month).</p> <p style="text-align: center;">AND</p> <p>Required only for districts with multiple schools per grade span and has adopted a methodology in accordance with the ESSA Provide the district's policy/methodology MTSBA model policy 7220 to meet the supplement, not supplant requirements required under the ESSA. For the purposes of the methodology, elementary means grades K-8 and secondary means grades 9-12.</p> <p style="text-align: center;">OR</p> <p>The district is a district with a single school and is exempt from the methodology requirement.</p> <p style="text-align: center;">OR</p> <p>The district is a district with one school per grade span and is exempt from the methodology requirement.</p> <p>If the district is required to set-aside funds to provide services to Homeless or Neglected and Delinquent students enrolled in non-Title I schools, please include a detailed report of how those funds were used.</p>		
CC-B	The LEA has received the appropriate audit per CFR 200.501 audit requirements.	LEA has submitted the applicable audit report for the fiscal year required under review.	(Provided by the OPI. The district does not need to include in the portfolio.)	
CC-C	Inventory The LEA has a current inventory of any materials purchased with Title IA funds. This includes the specific location of the item.	<p>ESSA Quick Reference: Inventory</p> <p>Documentation of all equipment and non-consumable materials purchased with federal funds.</p> <p style="text-align: center;">OR</p> <p>N/A - No inventory; district only uses Title I funds to pay salaries and benefits only</p>		

CC-D	Materials, supplies, and equipment purchased with Title I- A funds are labeled as purchased with federal funds.	<p>Verification done during onsite visit.</p> <p style="text-align: center;">OR</p> <p>Verification done by a written assurance from the district-desk monitoring.</p> <p style="text-align: center;">OR</p> <p>N/A - district uses Title I funds to pay salaries and benefits only</p>		
CC-E	<p>Comparability The LEA meets comparability requirements demonstrating that schools served under Title I-A provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I-A funds <i>ESEA Sec. 1118(c)</i></p>	<p>Comparability Worksheet with data that indicates which staff are included and excluded in the comparability calculation (Comparability Worksheet directions).</p> <p>LEA-wide salary schedule.</p> <p>Policy to ensure equivalence among schools in:</p> <ul style="list-style-type: none"> • Teachers, administrators, and other staff. • Provision of curriculum materials and instructional supplies. <p style="text-align: center;">OR</p> <p>N/A Less than 1000 students</p> <p>N/A Only one school per grade span</p> <p>N/A Two or more schools in the same grade span, but any Title I school(s) has less than 100 students</p>		
CC-F	<p>Time and Effort The LEA has internal controls to monitor time and effort.</p>	<p>Breakdown of Federally Funded Staff Positions</p> <p style="text-align: center;">AND</p> <p>Time and Effort Reporting Form(s) - internal controls to monitor time reports for staff members paid for out of federal funds.</p>		
CC-G	The LEA ensures that all teachers and paraprofessionals working in a program supported by funds under Title I, Part A meet applicable state certification and license requirements. Instructional Paraprofessionals must be under the direct supervision of a licensed teacher, ARM 10.55.715.	<p>Completed TransACT form TPQ-02 Teacher Qualification Response to Parents.</p> <p style="text-align: center;">AND</p> <p>Completed TransACT form TPQ-04 Verification of Teacher and Paraprofessional Qualifications</p>		

For Items CC-H through CC-K regarding state assessments, direct questions to Marcy Fortner at 406-444-3511 or e-mail at MFortner@mt.gov.

To ensure school districts meet the requirements under ESEA/ESSA Section 1111(b)(2) for implementing comparable, fair, valid and reliable assessment systems, the LEA must demonstrate compliance in [test administration](#), [test accessibility](#), [test security](#), [data use](#), and [test training](#) with items CC-H through CC-K. These requirements ensure state assessments are administered in a consistent and standardized way to measure student proficiency and progress on the State’s challenging academic standards over time and to address educational needs.

Foster Care (Required for All Districts)

<p>CC-L</p>	<p>Best Interest Describe how the agency, which provides child welfare services to the child, determines whether it is in the best interest of the child to remain in his or her school of origin. (Sec. 1112(c)(5) (Sec. 1111(g)(1)(E))</p>	<p>Completed TransACT form FC-01 - Meeting to Determine School Placement of a Student in Foster Care AND Completed TransACT form FC-02 - Educational Services for Students in Foster Care AND Completed TransACT form FC-03 - Determination of School Placement for a Student in Foster Care AND Completed TransACT form FC-05 - Students in Foster Care - Point of Contact Letter AND Policy 3110 AND Policy 3121 AND Policy 8100</p>		
<p>CC-M</p>	<p>Progress Describe how the LEA tracks the progress of foster care students. (Sec. 1111(g)(1)(E))</p>	<p>Evidence of the supports in place when attendance becomes a concern. AND Evidence of the supports in place when academic performance becomes a concern.</p>		
<p>CC-N</p>	<p>Tribal Documentation Describe how the LEA notifies the OPI of Tribal foster care students. (Sec. 1111(g)(1)(E))</p>	<p>Copy of documentation submitted to OPI regarding Tribal foster care students. OR N/A No Tribal foster care students.</p>		

CC-O	Enrollment Provide LEA assurance that children in foster care are immediately enrolled in a new school when a determination is made that remaining in their school of origin is not in their best interest. Provide LEA assurance that new enrolling school immediately contacts the school of origin to obtain relevant academic and other key records. (Sec. 1111(g)(1)(E))	LEA written assurance that children in foster care are immediately enrolled in a new school when a determination is made that remaining in their school of origin is not in their best interest. AND LEA written assurance that new enrolling school immediately contacts the school of origin to obtain relevant academic and other key records. AND Enrollment policy that provides for immediate enrollment of children in foster care.		
CC-P	School of Origin Summarize the policy criteria used to determine when the LEA provides a pupil who leaves foster care the right to remain enrolled in his or her school of origin. (Sec. 1112(c)(5))	Policy explaining determination when the LEA provides a pupil who leaves foster care the right to remain enrolled in his or her school of origin.		
CC-Q	Transportation How long transportation services are provided for eligible students.	Completed TransACT form FC-04 - Determination of School Transportation for a Student in Foster Care.		
English Learners (Required for All Districts)				
CC-R	Home Language Survey The LEA ensures that the Statewide Home Language Survey (HLS) is given to all newly enrolled students. Title VI of the Civil Rights Act of 1964; ESSA Section 3113(b)(2).	Copy of the Home Language Survey the district is using. Available in TransACT under State Notices		
CC-S	English Learners *Applies to districts that have potential and/or identified ELs. The LEA follows the process in screening, identifying, serving, and assessing English Learners. Title VI of the Civil Rights Act of 1964; ESSA Section 3113(b)(2)	Completed the English Learner Checklist and complete each task for every potential and/or identified EL student. If you have questions, please contact Serena Wright, English Learner Specialist, serena.wright@mt.gov .		