

# September 2022 Newsletter

## HISD | External Funding Titles I, II & IV FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

### September Holidays and Observances

- Labor Day – September 5 (No School)
- National Grandparents Day – September 12
- First Day of Fall – September 22

### Notice of Grant Award (NOGA) Received! (June 2022 Application)

See [Academic Services Memorandum](#), posted August 22, 2022.

### Upcoming Trainings and Open Lab Reminders (All Trainings/Open Labs are Virtual via Teams)

- **09/01/2022:** Parent and Family Engagement Trainings (2 sessions)
- **9/08/2022 & 09/21/2022:** Three Elements/Bin Review Trainings (2 sessions per day)
- **9/13/2022 & 09/20/2022:** Socioeconomic Open Labs (2 sessions per day)
- **09/27/2022:** Title I Budget Trainings (2 PM sessions – (face-to-face) -- For Secretaries, Clerks and Budget Managers

#### [Title I Resource Training Calendar](#)

NOTE: The online course **HC\_HISD Connect Overview (1441044)** in OneSource is required to obtain access to HISD Connect.

### September Calendar Reminders

- **Ongoing:**
  - Monitor Title I campus budgets, input HISD PowerSchool coding, maintain Title I Bin
  - Participation Code (6 for new students on Title I Schoolwide campuses) entered by PEIMS Snapshot date
- **By September 30th –**
  - Submit the Title I, Part A Parent Meeting Information form on the External Funding SharePoint site.
  - Conduct the annual fall Title I parent meeting. Obtain templates for presentation, sign-in sheets, agendas by visiting External Funding's [Parent and Family Engagement page](#).
- **By September 30th -** Send the following parent notifications (and upload to your campus website):
  - 2022-2023 Title I Program Status Notification (Campus website and uploaded to External Funding SharePoint)
  - 2022-2023 School-Parent Compact and Campus Parent and Family Engagement Policy (Campus website and uploaded to External Funding SharePoint page).

**NOTE:** All parent notifications and compliance documents must be translated and made available in an understandable and uniform format.

  - "Title I Teacher & Paraprofessional Qualifications" Parent notification letter

[For notification forms, visit External Funding's Parent and Family Engagement page.](#)

## ★ Newsflash! ★

**HISD has received the NOGA for the ESSA Application from June 2022!** (See column on the left)

### IN THIS ISSUE

New items (or items with new information) are highlighted.

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Hello! Are you new to the Title I, Part A program? Or just have questions?

[Click HERE](#) for resources and information regarding programming.

**To book an appointment** to discuss ESSER, Semi-Annual Certification, or Socioeconomic data, visit the [External Funding SharePoint page](#).



## Parent and Family Engagement: What You Need to Know...

The first Parent Meeting is a great opportunity to review your 2022-2023 PFE Policy and School-Parent Compact: This will help in developing the 2022-2023 Parent Compact.

**NOTE:** The 2022-2023 PFE Policy and School-Parent Compact must be posted on the campus website by **Friday, September 30, 2022**. When posting or disseminating, be sure to provide this information in all appropriate language(s) for your campus.



Click the image to access this form.

## Socioeconomic Information Forms

For the 2022-2023 school year Houston ISD will offer free meals to all students in the Community Eligibility Provision Program (CEP). SIF Forms (see image) were delivered to your campus during the month of June 2022. Distribute these to your parents as part of the Welcome Back/registration package.

### Open Labs

Open labs for coding socioeconomic information into HISD Connect will be offered virtually. See page 1 of this newsletter for a link to dates/times.

There are currently nine campuses that are NOT eligible for CEP and will no longer need to complete the SIF (see list below). The below campuses will be required to complete a USDA Meal Application from Nutrition Services.

- Harvard ES
- Oak Forest ES
- Travis ES
- Horn ES
- River Oaks ES
- Twain ES
- Kinder HS for Performing & Visual Arts
- Roberts ES
- West University ES

For more information about the CEP Program and being a non-CEP campus, refer to the [Academic Services Memo](#) that posted on June 6, 2022.

HOUSTON INDEPENDENT SCHOOL DISTRICT

SOCIOECONOMIC INFORMATION FORM

Complete and return one form to each school where you have a child enrolled. Print using a pen.

\*CONFIDENTIAL\* - For HISD purposes only

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§ 1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA § 1113). This information is not shared with outside agencies.

It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding. This funding will directly benefit your child's school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance we may not be able to.

Campus ECO Code: \_\_\_\_\_  
for office use only

STEP 1 (List all Houston ISD students in the household)

Student ID <small>(office use only)</small>	First Name	Last Name	MI	Date of Birth	School Name	Grade Level

STEP 2

Do you receive Supplemental Nutrition Assistance (SNAP)?  YES  NO

Do you receive Temporary Assistance to Needy Families (TANF)?  YES  NO

If you answered YES on either of the above, skip Step 3 and continue to Step 4.  
If you answered NO on both of the above, you must complete Steps 3 and 4.

STEP 3 (Complete only if all answers in Step 2 are NO)

How many total members are in the household (include all adults and children)? \_\_\_\_\_

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF ALL HOUSEHOLD MEMBERS \_\_\_\_\_  
Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment, and all other sources of income (before any type of deductions)

STEP 4 (Check one of the following two boxes as appropriate and sign below.)

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent, or legal guardian.

I certify that all the information on this form is true. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.

I choose not to provide this information. I understand that the school's disbursement of federal funds and accountability rating may be affected by my choice.

Parent/Guardian Name (Print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

HISD External Funding Department | June 2022

## NEW – Required Online Course for Title I Campus Contacts

Title I Campus Contacts must now complete online training in OneSource in order to receive a stipend.

The required course is **Course #1478047 (EX\_ 2022 Title I, Part A Campus Program Overview)**. After taking the course, a Certificate of Completion must be uploaded on the External Funding SharePoint site.

The deadline for completion of the course is **Thursday, October 6, 2022**.

The other requirements (possession of a teacher certification, fulfillment of tasks listed on the [current Title I, Part A Stipend Rubric](#), completion/upload of the **Title I Campus Contact Stipend form**) still apply.

## Budget Cut-Off Dates

See below.

Contact your School Grants Administrator (Title I Specialist) for assistance with budget questions.

**Title I, Part A  
Campus  
Cut-Off Dates  
2022 - 2023**

Fund Codes	Object Codes	Shopping Cart for Vendor Out-of-State	Shopping Cart for Vendor Within State	Posting Goods Receipts	Last Day for Payroll
TIA-School Year - 211000000	6100 - Payroll				6/1/2023
	6200 - Contracted Services (Paper Contracts)				
	6200 - Contracted Services (eContracts)	4/21/2023	4/21/2023	6/2/2023	
	6300 - Materials and Supplies	4/21/2023	4/21/2023		
	6400 - Other Operating Expenses	4/21/2023	4/21/2023		
	6600 - Capital Outlay	2/17/2023	2/17/2023	4/7/2023	
	Direct Pays	4/21/2023	4/21/2023	N/A	
Comprehensive Support Campuses 2110030000	6100 - Payroll				
	6200 - Contracted Services (Paper Contracts)				
	6200 - Contracted Services (eContracts)	4/21/2023	4/21/2023	6/2/2023	
	6300 - Materials and Supplies	4/21/2023	4/21/2023		
	6400 - Other Operating Expenses	4/21/2023	4/21/2023		
	6600 - Capital Outlay	2/17/2023	2/17/2023	4/7/2023	
	Direct Pays	4/21/2023	4/21/2023	N/A	

Last day to request capital outlay via the ESSA Application is 12/09/2022.

Unencumbered funds in 6600 will be moved to 6100, the week of 02/20/2023.

Last day for field trips is May 5, 2023.

Note: Final ProCard date purchase is 05/26/2023 for registration only.

## ESSA Consolidated Grant Application – New Requests (2022-2023)

### Capital Outlay –

All capital outlay and campus library books require specific TEA approval prior to purchase regardless of the dollar amount. Capital outlay includes items that have a useful life of one or more years and are of a tangible, non-expendable nature.

Capital outlay also includes lower-cost technology such as electronic notebooks and tablets, graphic calculators, eReaders, scanners, digital cameras, and electronic dictionaries, etc.

**The final day for campuses to request capital outlay is Friday, December 9, 2022.**

For a list of generic capital outlay requests ideas, [Click Here](#).

**IMPORTANT:** Capital outlay may not be purchased until the district receives the Notice of Grant Award (NOGA) from TEA. External Funding notifies schools of TEA approved capital outlay requests by email. Contact your School Grants Administrator in External Funding to assist with any questions.

### Forms for Requesting Capital Outlay

To request capital outlay, two forms must be submitted to External Funding at [ext.funding@houstonisd.org](mailto:ext.funding@houstonisd.org):

- [Capital Outlay List Form](#), and
- [Use of Funds – Guidance Document](#), and
- [Use of Funds Questions](#) (A separate Use of Funds form is required for each capital outlay item requested.)

## Out-of-State Travel and Out-of-State Virtual PD (December 1, 2022 — June 30, 2023)

Out-of-state travel and out-of-state virtual PD costs are allowable and always require specific TEA approval. Additionally, out-of-state travel is not allowed where the same type and quality of training is available in-state. Each out-of-state travel and out-of-state/ virtual PD request requires a written justification form which must be approved by TEA prior to the trip.

[Click Here](#) to access the form to request out-of-state travel/virtual PD.

Actual out-of-state travel request and out-of-state/virtual PD should be requested *3 to 4 months* in advance of the travel or PD.

**NOTE:** Effective July 1, 2021, the district has lifted the out-of-state travel ban. For campuses with travel requests in the June ESSA Application, that out-of-state travel is allowable and is a campus-based decision -- once the district receives the Notice of Grant Award (NOGA). Campuses should check with their School Office or their SSO as to whether out-of-state travel is allowable for campuses, based on current levels of COVID-19 cases around the country.

### **Out-of-State - Virtual PD**

HISD allows the use of TIA funds for virtual out-of-state PD. All campuses must follow the previous guidance for having out-of-state travel approved and adhere to the limit of 5 attendees. TEA's guidance specifies that districts should be using the train-the-trainer model for PDs.

## School Improvement/Comprehensive Support Schools

### **School Improvement/Comprehensive Support Schools Listing (2022–2023)**

Per USDE and TEA, the status of a school currently identified as School Improvement/Comprehensive Support will remain the same for the 2022-2023 school year.

- Edison MS
- Forest Brook MS
- High School Ahead Academy
- Liberty HS
- Middle College HS at HCC Gulfton
- Texas Connections Academy at Houston
- Young EL

## Field Lessons

HISD allows field lessons to be paid for using TIA funds. Campuses may use Title IA funds for **face-to-face** and **virtual** field lessons. Both types of field lessons will be approved for the fall semester per district policy and CDC guidance.

However, if the number of positive COVID-19 cases increase in the area, campuses will be restricted to **virtual** field lessons only (per district guidance).

### **Face-To-Face Field Lessons**

Before paying and registering for face-to-face field lessons; it is highly recommended that campuses research the refund/reschedule policy for such field lessons. Additionally, campuses should check with their School Office or their SSO regarding the allowability of face-to-face field lessons based on current COVID-19 conditions -- as well as any other major community health or safety concerns in the area.

Campuses must follow the current previous guidance for having field lessons approved and must adhere to the [approved field lesson list](#). Many facilities are still offering face-to-face as well as virtual field lessons. Please confirm with the site regarding field lessons that are being offered and the cost.

For field lessons NOT on the list, contact your School Grants Administrator for direction. An example of a field lesson not on the approved list is the "African American Museum" in Washington D.C. The last day for campuses to take field lessons using TIA funding is **May 5, 2022**.

For additional information, see the [Academic Services Memo](#) that posted on Monday, August 22, 2022.



**Resources**

Click on the buttons below to access useful information.

**Allowable/  
Unallowable  
Expenses**

**Calendar  
At-a-Glance**

**Contracted  
Services/  
Purchasing**

**Locate Your  
School Grants  
Administrator**

**Monthly T1  
Documentation  
Checklist**

**Title I  
Handbook**

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**TITLE I SCHOOL GRANTS ADMINISTRATORS**

Elementary Schools:	<a href="#">Shirlene Haynes</a>
Elementary and Middle Schools:	<a href="#">Karen Aubrey</a>
High Schools:	<a href="#">Quiandine Jarrett</a>

**OUR MAILING ADDRESS:**

External Funding Titles I, II & IV / Houston ISD / Mail Rt. 1  
 Hattie Mae White Educational Support Center  
 4400 West 18<sup>th</sup> Street  
 Houston, TX 77092

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