

How to Survive a Title I Audit

Presented by David Boison

**SC Department of Education
803.734.0594
dboison@ed.sc.gov**

Agenda

- **The Audit Forms**
- **Organizing for the Audit**
- **The Visit**
- **Common Problem Areas**
- **Helpful Hints**
- **“Best Practices” examples**
- **Help is Available**

The Audit Forms

- **Forms:**
 - 1. Project Administration**
 - 2. Parent Involvement**
 - 3. Schoolwide Projects**
 - 4. Targeted Assistance Projects**
 - 5. Private School**

(Financial audit forms will be done as a desk audit)

- **Questions on forms come from Title I law and Federal guidance**
- **You get copies of forms before the audit (in Title I Crate for 2017-2018)**
- **Not all forms may be used**
- **Not all questions may be asked**
- **“Documentation” and “Evidence” means I need to see something in writing**
- **Help is available (call Greg or me)**

Organizing for the Audit

- **Determine what forms will be used**
- **Prepare a folder for each form/question (use Title I Crate for 2017-2018)**
- **Organize documentation by each question on form**
- **Use binder or box to store folders (Title I Crate for 2017-2018)**
- **Some questions not answered**
- **Some questions answered multiple times**

The Visit

- Starts at approx. **9:00am** @ District Office
- **9:00 to 1:00**: go over Project Administration, Parent Involvement, Private School forms
- **1:00** visit schools: go over Parent Involvement form, Targeted Assistance or Schoolwide form
- **3:00pm**: visit completed
- For **2017-2018** we will be using Title I Crate so the timetable will change. Greg and I will review the forms in Crate prior to our visit. We will call or email you with anything we find deficient so you can fix it before the visit. During the visit we will concentrate on going to schools to see if Title I funds are returning an investment and will spend more time looking at district finances and inventory.

note: times are approximate

Common Problem Areas

- **135 ADM**
- **March Free and Reduced Lunch Count**
- **CEP errors in dates or documentation**
- **Counting 3 and 4 Year Olds**
- **Math errors**
- **Rounding errors**
- **Banding errors**
- **Time and Attendance Records**
- **Private school contact**
- **Principal's Attestation**
- **Parents Right to Know**
- **Comparability**
- **Maintenance of Effort**
- **Parent Involvement Policy (see law or guidance)**

- Common Problem Areas (continued)
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- Parent-School Compact (see law or guidance)
- Survey and evaluation of parent involvement programs
- Targeted assistance student selection process
- Documenting meetings (notice of the meeting, agenda, sign-in sheet and minutes)
- Getting schools to do what is needed
- Offering parents all that is required by law
- Comparability calculations, not counting students and teachers on the same day and not counting correct FTEs.

Helpful Hints

- **Have a Title I meeting for parents at beginning of school (may be part of a larger meeting like Open House)**
- **Use newsletters to communicate requirements to parents**
- **Document Title I meetings (notice of the meeting, agenda, sign-in sheets and minutes)**
- **Use newspaper to communicate requirements**
- **Find a helper (parent coordinator, Title I facilitator etc.)**
- **Have a Title I binder or box for documentation**
- **Putting stuff on the web is not enough**

Help is Available

Contact me:
David Boison
803-734-0594
dboison@ed.sc.gov

Contact Greg King
803-734-0025
gking@ed.sc.gov

Look at Title I information on SCDE website:
www.ed.sc.gov