

Sample Required Formal Agreement: Title I, Part D Neglected and Delinquent Program

Two federal grant programs covered under Title I Part D (The Prevention and Intervention Program for Children and Youth Who Are Neglected, Delinquent, or At-Risk) assist the education of certain disadvantaged children. Allocation notices are sent directly to public school districts with an eligible N/D facility located within their boundaries.

Districts with N or D facilities must submit a) a copy of the facility Title I N or D grant application required to be on file with the district, and b) a copy of the required formal agreement between the district and the facility for whom the district is fiscally responsible for Title I funds.

It is the responsibility of local school districts and residential facilities to collaborate and communicate in the preparation of a “formal agreement” that provides the following information describing the program:

- *Subjects; selection of students; number of students;*
- *Time/Schedule (school times; after school; weekends; etc.);*
- *Payment terms (Billing time period: quarterly; monthly, etc.);*
- *Other Supporting documentation: instructor time cards; vendor invoices;*
- *Billing support and documentation retained and available for audit; and*
- *Monitoring (District Title I director responsible for monitoring community residential facility program).*

Note: *The samples below are excerpted from formal agreements drawn up by selected districts and community residential facilities in Massachusetts. Note that districts and facilities should ensure that all of the descriptive items listed above are contained in the formal agreement. The samples below have been deemed acceptable by the Department; however, they could have more thoroughly detailed programmatic and fiscal agreements and procedures, including class scheduling, selection of students, numbers of students, and monitoring plans.*

Citation: Title I, Part D Non-Regulatory Guidance
Local Programs For At-Risk Youth (Part D, Subpart 2)

“To receive Subpart 2 funds, each eligible LEA must apply to the SEA as outlined in section 1423 of ESEA. An LEA application must include (1) a description of the program(s) to be assisted with the Subpart 2 funds, and (2) a description of the formal agreements, regarding the program to be assisted, between the LEA and the local correctional facilities and alternative school programs that serve children and youth involved with the juvenile justice system.”

Sample Formal Agreement #1:

Date: _____

School Year: _____

The following 'formal agreement' as required by the Massachusetts Department of Elementary and Secondary Education has been reached by the (Name of School District) and (Name of Facility).

(Name of Facility) will provide one 20 hour/week Title I teacher and support 16.5 hour/week of tutoring after school hours by the facility's special education licensed teachers for struggling students. The teachers are paid directly by the (Name of School District). The teachers will provide individualized and small group instruction to eligible (Name of Facility) students.

In addition, (Name of School District) will provide funds to train approximately one of the facility's full time teachers in the Wilson Reading Program to enrich the reading program already in place at (Name of Facility) and to address the individual needs of our students.

(Name of School District) will provide funds for instructional/curriculum materials to support our education program.

In addition, funds will be provided to allow training in the area of sheltered content instruction for our teachers. All purchase orders will be processed through (Name of School District).

Signed,

_____ Title I Director

_____ Program Director

Sample Formal Agreement #2:

Date: _____

School Year: _____

(Name of Facility) will utilize Title I, Part D funds to fulfill the expectations of the federal government, including:

- Improving educational services for N or D children and youth so that they have the opportunity to meet state academic standards;
- Providing services to N or D children and youth so that they can transition from institutionalization to further schooling and/or work; and
- Preventing all such students from dropping out of school.

In addition to coursework at the facility that is aligned to what students would be receiving in their regular school, (Name of School Facility) will provide five supplemental hours per week of Preparing Adolescents for Young Adulthood (PAYA) training at the program site from September 1, 2011 through May 31, 2012.

(Name of Facility) program staff will teach independent living and parenting skills and will encourage the regular school attendance of teen parents in our care.

(Name of School District) Public Schools will authorize the release of Title I funds to (Name of Facility) in the amount of \$968 per month for eight months, and \$973 for one month.

Signed,

Title I Director

Program Director