February 28, 2017

TO: Chief School Administrators  
Nonpublic School Administrators

FROM: Karen L. Campbell, Director  
Office of Supplemental Education Programs

RE: Title I, Part A: Consultation Process for Equitable Services for Nonpublic School Students

This memo is a reminder to Title I districts of the requirement to provide a consultation process for equitable services for nonpublic school students. To support Title I districts and nonpublic schools in the consultation process, the New Jersey Department of Education (NJDOE) has scheduled regional technical assistance sessions in March.

Under the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized in December 2015 by the Every Student Succeeds Act (ESSA), districts receiving Title I, Part A funds must provide equitable services to nonpublic school students, their families and their teachers, as required by ESEA sections 1117(b)(1) and 8501(c)(1)(5). ESEA also stipulates that Title I districts must conduct timely and meaningful consultation with all nonpublic schools, located within and outside the district’s geographical boundaries, that enroll students who would have otherwise attended a Title I-funded school in the district. These nonpublic school students are entitled to receive services that are equivalent to services provided to students attending the district’s Title I schools. As such, districts must consult with nonpublic schools to develop a plan for providing equitable and effective programs and services.

In order for Local Education Agencies (LEA) receiving Title I, Part A funds to be in compliance, outreach and consultation must begin well before the implementation of services. Therefore, the NJDOE advises districts begin the consultation process as soon as possible to ensure that all third-party contracts and agreements are executed no later than June 30, 2017, for services to begin on July 1, 2017.

The consultation process for Title I, Part A services must be distinct from the consultation process for services to nonpublic school students under the state’s Chapter 192/193 program. Once successful consultation begins, it establishes positive and productive working relationships and makes planning effective. Consultation should then continue throughout implementation of equitable services to ensure that the services provided meet the needs of eligible students, teachers and families.
Under ESSA, the topics for consultation have been expanded to include:

- How the proportion of funds allocated for equitable services is determined;
- Whether the LEA will provide services directly or through a separate government agency, consortium, entity or third-party contractor;
- Whether to provide equitable services to eligible nonpublic school children by pooling funds or on a school-by-school basis;
- When, including the approximate time of day, services will be provided; and
- Whether to consolidate and use funds available for Title I equitable services with eligible funds available for equitable services under programs covered under Section 8501(b) to provide services to eligible nonpublic school children in participating programs.

**Technical Assistance Sessions:** To further support Title I districts and their nonpublic school partners in the consultation process, the NJDOE has scheduled six regional technical assistance sessions to provide information on changes in ESSA regarding the allocation of Title I and Title II, Part A funds for equitable services. The sessions will be held on the following dates:

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>March 22, 2017</td>
<td>9-11:30 a.m. or 12:30-3 p.m.</td>
<td>New Jersey Forensic Science Technology Center Auditorium, Hamilton, NJ (Mercer County)</td>
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<tr>
<td>March 28, 2017</td>
<td>9-11:30 a.m. or 12:30-3 p.m.</td>
<td>Morris-Union Jointure Commission, New Providence, NJ (Morris County)</td>
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<td>March 31, 2017</td>
<td>9-11:30 a.m. or 12:30-3 p.m.</td>
<td>Camden County Community College, CIM Auditorium, Blackwood, NJ (Camden County)</td>
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Districts need to register through the NJDOE’s [online event site](#).

For more information and tools to aid a successful consultation, access the NJDOE’s [Nonpublic School Documentation](#) links online. The resources include:

- Nonpublic allocation tables
- Nonpublic school documentation
  - Nonpublic school documentation and sample correspondence
  - Title I Nonpublic Assurance Forms

If you have any questions related to equitable services for nonpublic school students, contact the Office of Supplemental Educational Programs at [title1nonpublic@doe.state.nj.us](mailto:title1nonpublic@doe.state.nj.us).

c:
Members, State Board of Education  
Kimberly Harrington, Acting Commissioner  
Senior Staff  
Diane Shoener  
Executive County Superintendents  
Executive County Business Officials  
Executive Directors for Regional Achievement Centers  
Garden State Coalition of Schools  
NJ LEE Group