

Title I Nonpublic School Service Agreement

A district in which a child resides is responsible for providing Title I services but may arrange to have services provided by another district and reimburse that district for costs. (Code of Federal Regulations (CFR) Section 200.62(b)(1)(i))

The following provides guidance and information on the minimum requirements for a contract between districts entering into a Title I Nonpublic School Service Agreement.

Contracts between district entering such an agreement must, at a minimum, include the following language:

This agreement is being entered by **Lead District** with **Participating District(s)** to provide Title I services to nonpublic school students attending **Nonpublic School**.

The following must be discussed and delineated when entering a Title I Nonpublic School Service Agreement:

1. The responsibilities of the Lead LEA, which must include:
 - a. Coordinating and attending consultation with participating district(s) and nonpublic school
 - b. Procuring all goods and services related to the provision of Title I equitable services to eligible students of the nonpublic school (requisitions, purchases, payments, etc.)
 - c. Maintaining records of all financial transactions carried out on behalf of the participants
 - d. Ensuring Title I funds are pooled and expended to address the needs of eligible Title I students
 - e. Maintaining original signed Title I service agreement and affirmation of consultation
 - f. Developing and executing the plan for on-going consultation
2. The dates when Title I equitable services will begin and end
3. Number of Title I eligible students and Title I per pupil amount (from the ESEA EWEG application Title I Eligibility step 4)
4. The invoicing schedule

Title I Service Agreement Frequently Asked Questions:

Who must attend the initial consultation? The initial spring consultation must occur with the nonpublic, the lead LEA and all participating LEAs.

Who is responsible for on-going consultation? Once a program of service has been established for eligible students in the initial spring consultation meeting, the lead LEA will conduct all follow-up consultation meetings with the nonpublic school.

Who determines when Title I Services begin? Services will begin on or about the beginning of the grant year (July 1 for summer programs) or the beginning of the school year.

Can the nonpublic school insist on LEAs entering a Title I service agreement? No. It is entirely up to the LEA whether they would like to participate in a Title I services agreement.

Who identifies eligible Title I students? Each participating LEA must verify Title I eligibility. This will include checking addresses, low income eligibility, and academic need.

How is the per pupil amount (PPA) determined? Each LEA's PPA is taken from that LEA's ESEA EWEG application (Title I Eligibility Step 4).

How are funds pooled? Each LEA commits the equitable share generated for the eligible nonpublic students based on the LEA's nonpublic per pupil amount generated in the EWEG application.

How often is the lead LEA reimbursed? Each participating LEA will reimburse the lead LEA at least quarterly.

Which LEA has responsibility for the procurement of goods and services? All goods and services related to the provision of Title I equitable services to eligible students of the nonpublic school (requisitions, purchases, payments, etc.) will be provided by the lead LEA.

Which LEA is responsible for contracting with a 3rd party provider? The lead LEA is responsible for contracting with a 3rd party provider on behalf of all participating LEAs.

Who is responsible for the maintenance of records? Maintaining records of all financial transactions carried out on behalf of the participants will be maintained by the lead LEA.