

**2023 – 2024 TITLE I, PART A**

**PUBLIC SCHOOL ELIGIBILITY SURVEY (PSES) /**

**NON-PUBLIC SCHOOL ELIGIBILITY SURVEY (NPSES)**

**WORKBOOK GUIDE**

FLORIDA DEPARTMENT OF EDUCATION  
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

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## **Poverty Metric Options**

### **Option 1 – Combination**

- Select this option when rank and serve is based on some schools in the LEA participating in the CEP program and some schools collecting meal applications.
- The 1.6 multiplier is applied to schools participating in the CEP program.

### **Option 2 – Direct Certification Data Only (no multiplier)**

- Select this option when rank and serve is based on direct certification data all schools in the LEA.
- The 1.6 multiplier is not applied.

### **Option 3 – Not Participating in CEP**

- Select this option when rank and serve is based on data derived from meal applications only, and no schools participate in the CEP program.

### **Option 4 - Direct Certification Data Only (with multiplier)**

- Select this option when rank and serve is based on direct certification data for all schools in the LEA.
- The 1.6 multiplier is applied to all schools.

## Public School Eligibility Survey (PSES) - Option 1

### Required File:

Title I, Part A Public School Eligibility Survey (PSES) State Dist Sch GQUH F71251 – Survey 3 report

### Methodology:

1. Copy and paste the LEA's survey 3 data (include rows for column header and district totals) into a new spreadsheet prior to entering into the 2022-23 PSES/NPSES workbook that will be submitted with your Title I, Part A application.
2. Add 8 additional columns to the report (V – AC) and label and complete the following calculations.
  - **Column V - #FRPL:** The number of students qualified for Free and Reduced Price Lunch (Eligibility Survey Application) **Column O** – # Reduced (code 3) + **Column P** – #Reduced Direct Cert. (code E) + **Column Q** – Free Direct Cert. (code D) + **Column R** – #Free (code F) + **Column S** – Provision 2 (code 4) =**SUM(O1:S1)**
  - **Column W - #CEP:** The number of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) **Column T** – #Free Direct Cert. (code C) + **Column U** – #Reduced Direct Cert. (code R) =**SUM(T1,U1)**
  - **Column X - %FRPL:** The percentage of students qualifying for Free and Reduced Price Lunch (Eligibility Survey Application) **Column V** –#FRPL/ **Column N** – Membership (Ages 5-17) =**V1/N1**
  - **Column Y - %CEP:** The percentage of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) **Column W** –#CEP/ **Column N** – Membership (Ages 5-17) =**W1/N1**
  - **Column Z – Option #1 #CEP w/ 1.6:** The number #CEP **Column V** \* 1.6 =**W1\*1.6**
  - **Column AA – Option #1 %CEP w/1.6:** The percentage CEP **Column Z3** - Option #1 #Direct Cert / **Column N** – Membership (Ages 5-17) =**Z1/N1**
  - **Column AB – Combined #FRPL +#CEP (w/1.6):** The number of students qualified for Free and Reduced Price Lunch (Eligibility Survey Application) or the number of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) = **=V1+Z1**
  - **Column AC – Combined Percentages(CEP w/1.6 AND FRPL):** The percentage of students qualified for Free and Reduced Price Lunch (Eligibility Survey Application) or the percentage of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) = **X1+AA1**

Rank and serve is calculated based on the percentages identified in **Column AC**

## Public School Eligibility Survey (PSES) - Option 2

### Required File:

Title I, Part A Public School Eligibility Survey (PSES) State Dist Sch GQUH F71251 – Survey 3 report

### Methodology:

1. Copy and paste the LEA's survey 3 data (include rows for column header and district totals) into a new spreadsheet prior to entering into the 2022-23 PSES/NPSES workbook that will be submitted with your Title I, Part A application.
2. Add 6 additional columns to the report (V – AB) and label and complete the following calculations.
  - a. **Column V - #FRPL:** The number of students qualified for Free and Reduced Price Lunch (Eligibility Survey Application) **Column O** – # Reduced (code 3) + **Column P** – #Reduced Direct Cert. (code E) + **Column Q** – Free Direct Cert. (code D) + **Column R** – #Free (code F) + **Column S** – Provision 2 (code 4) =**SUM(O1:S1)**
  - b. **Column W - #CEP:** The number of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) **Column T** – #Free Direct Cert. (code C) + **Column U** – #Reduced Direct Cert. (code R) =**SUM(T1,U1)**
  - c. **Column X - %FRPL:** The percentage of students qualifying for Free and Reduced Price Lunch (Eligibility Survey Application) **Column V** –#FRPL/ **Column N** – Membership (Ages 5-17) =**V1/N1**
  - d. **Column Y - %CEP:** The percentage of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) **Column W** –#CEP/ **Column N** – Membership (Ages 5-17) =**W1/N1**
  - e. **Column Z – Option #2 #Direct Cert:** The number of direct cert students **Column P** – #Reduced Direct Cert. (code E) + **Column Q** – Free Direct Cert. (code D) + **Column T** – #Free Direct Cert. (code C) + **Column U** – #Reduced Direct Cert. (code R) =**SUM(P1,Q1,T1,U1)**
  - f. **Column AA – Option #2 %Direct Cert:** The percentage of direct cert students **Column Z** - Option #2 #Direct Cert / **Column N** – Membership (Ages 5-17) =**Z1/N1**

**Note:** Rank and serve is calculated based on the percentages identified in **Column AA**.

## Public School Eligibility Survey (PSES) - Option 3

### Required File:

Title I, Part A Public School Eligibility Survey (PSES) State Dist Sch GQUH F71251 – Survey 3 report

### Methodology:

1. Copy and paste the LEA's survey 3 data (include rows for column header and district totals) into a new spreadsheet prior to entering into the 2022-23 PSES/NPSES workbook that will be submitted with your Title I, Part A application.
2. Add 4 additional columns to the report (V – AB) and label and complete the following calculations.
  - g. **Column V - #FRPL:** The number of students qualified for Free and Reduced Price Lunch (Eligibility Survey Application) Column O – # Reduced (code 3) + Column P – #Reduced Direct Cert. (code E) + Column Q – Free Direct Cert. (code D) + Column R – #Free (code F) + Column S – Provision 2 (code 4) =**SUM(O1:S1)**
  - h. **Column W - #CEP:** The number of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) Column T – #Free Direct Cert. (code C) + Column U – #Reduced Direct Cert. (code R) =**SUM(T1,U1)**
  - i. **Column X - %FRPL:** The percentage of students qualifying for Free and Reduced Price Lunch (Eligibility Survey Application) Column V –#FRPL/ Column N – Membership (Ages 5-17) =**V1/N1**
  - j. **Column Y - %CEP:** The percentage of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) Column W –#CEP/ Column N – Membership (Ages 5-17) =**W1/N1**

**Note:** Rank and serve is calculated based on the percentages identified in **Column X - %FRPL**.

## Public School Eligibility Survey (PSES) - Option 4

### Required File:

Title I, Part A Public School Eligibility Survey (PSES) State Dist Sch GQUH F71251 – Survey 3 report

### Methodology:

1. Copy and paste the LEA's survey 3 data (include rows for column header and district totals) into a new spreadsheet prior to entering into the 2022-23 PSES/NPSES workbook that will be submitted with your Title I, Part A application.
2. Add 6 additional columns to the report (V – AB) and label and complete the following calculations.
  - k. **Column V - #FRPL:** The number of students qualified for Free and Reduced Price Lunch (Eligibility Survey Application) Column O – # Reduced (code 3) + Column P – #Reduced Direct Cert. (code E) + Column Q – Free Direct Cert. (code D) + Column R – #Free (code F) + Column S – Provision 2 (code 4) =**SUM(O1:S1)**
  - l. **Column W - #CEP:** The number of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) Column T – #Free Direct Cert. (code C) + Column U – #Reduced Direct Cert. (code R) =**SUM(T1,U1)**
  - m. **Column X - %FRPL:** The percentage of students qualifying for Free and Reduced Price Lunch (Eligibility Survey Application) Column V –#FRPL/ Column N – Membership (Ages 5-17) =**V1/N1**
  - n. **Column Y - %CEP:** The percentage of students in a free and reduced direct certification file for Community Eligibility Provision (CEP) Column W –#CEP/ Column N – Membership (Ages 5-17) =**W1/N1**
  - o. **Column Z – Option #4 #Direct Cert w/1.6:** The number of direct cert students w/1.6 multiplier Column P – #Reduced Direct Cert. (code E) + Column Q – Free Direct Cert. (code D) + Column T – #Free Direct Cert. (code C) + Column U – #Reduced Direct Cert. (code R) \* 1.6 =**SUM(P1,Q1,T1,U1)\*1.6**
  - p. **Column AA – Option #4 %Direct Cert w/1.6:** The percentage of direct cert students w/ 1.6 multiplier Column Z - Option #4 #Direct Cert w/1.6/ Column N – Membership (Ages 5-17) =**Z1/N1**

**Note:** Rank and serve is calculated based on the percentages identified in **Column AA**.

**Ranking Types:**

The LEA is required to rank, without regard to grade spans, eligible school attendance areas in which the concentration of children from low-income families exceeds 75 percent from highest to lowest according to the percentage of children from low-income families and serve such eligible school attendance areas in rank order. If funds remain after serving all eligible school attendance areas, an LEA must rank remaining eligible school attendance areas from highest to lowest either by grade span or for the entire LEA according to the percentage of children from low-income families; and serve such eligible school attendance areas in rank order either within each grade span grouping or within the LEA as a whole.

- An LEA with an enrollment of fewer than 1,000 students does not have to follow the requirements of section 1113 of the ESEA and 34 C.F.R. § 200.78 that pertain to determining which of its schools receive Title I funds and the amount of their allocations. (ESEA section 1113(a)(6)).
- An LEA with an enrollment of fewer than 1,000 students does not have to follow the requirements of section 1113 of the ESEA and 34 C.F.R. § 200.78 that pertain to determining which of its schools receive Title I funds and the amount of their allocations. (ESEA section 1113(a)(6)). Such an LEA may use other criteria, such as academic performance or the grade span of its schools to determine which of its schools receive Title I funds, or it may choose to allocate Title I funds to all of its schools.
- Similarly, if an LEA consists of only one school, the LEA does not have to follow the requirements of section 1113 of the ESEA and 34 C.F.R. § 200.78 that pertain to determining which of its schools receive Title I funds and the amount of their allocations because its only school will receive the amount the LEA has available to allocate to public schools.
- If an LEA has no schools above 75 percent poverty, the LEA may rank district-wide or by grade span groupings.

**LEA – wide Ranking**

- Once Title I funds are allocated to schools with 75% or higher poverty, the LEA may choose to serve schools in rank order for the entire LEA according to the percentage of children from low-income families.
- If an LEA has no schools above 75 percent poverty, the LEA may rank district-wide/LEA-wide for the schools listed.

**LEA – wide Ranking w/ Grade Span Grouping**

- Once Title I funds are allocated to schools above 75 percent poverty, the LEA may choose to serve schools in rank order by grade span.
- An LEA's organization of its schools defines its grade span groupings. For example, if an LEA has elementary schools serving all elementary grades, middle schools, and high schools, the grade span



groupings would be grades K-5, 6-8, and 9-12. To the extent an LEA has schools that overlap grade spans (e.g., K-5, K-8, 6-8), the LEA should include a school in the grade span in which it is most appropriate.

#### **LEA – wide Ranking w/ Grade Span Grouping and Split-funding**

- Once Title I funds are allocated to schools above 75 percent poverty, the LEA may choose to serve schools in rank order by grade span.
- An LEA may choose to serve, or split fund only certain grade spans in a school (e.g., the K-5 portion of a K-12 school) in accordance with its allocation process, or to treat each grade span in a school like its own school and rank it with other schools serving that same grade span.
- An LEA may choose to split fund only if: 1) serves more than one grade span 2) the school it wishes to split fund has a poverty percentage of 75 percent or less.

#### **LEA-wide Ranking with High Schools at or above 50 Percent poverty**

- Once Title I funds are allocated to schools with 75% or higher poverty, the LEA may choose to serve schools in rank order for the entire LEA according to the percentage of children from low-income families.
- An LEA may lower the poverty threshold to 50 percent for high schools served by the LEA (ESEA section 1113(a)(3)(B)). This means a district may prioritize its high schools with a poverty rate of at least 50 percent, essentially treating them as though they exceed the 75 percent rate. That is, a high school with 50 percent poverty may be served before an elementary school with a higher poverty rate.

#### **LEA – wide Ranking with Grade Grouping including High Schools at or above 50 Percent poverty**

- Once Title I funds are allocated to schools with 75% or higher poverty, the LEA may choose to serve schools in rank order by grade span.
- An LEA may lower the poverty threshold to 50 percent for high schools served by the LEA (ESEA section 1113(a)(3)(B)). This means a district may prioritize its high schools with a poverty rate of at least 50 percent, essentially treating them as though they exceed the 75 percent rate. That is, a high school with 50 percent poverty may be served before an elementary school with a higher poverty rate.

## Equitable Proportion of Funds:

*Use this section to determine the LEA's total public school and total private school allocations.*

An LEA that receives Title I funds must determine the proportional share of those funds available to provide Title I equitable services. (ESEA section 1117(a); 34 C.F.R. §§ 200.64(a), 200.77(d)). Section 1117(a)(4)(A)(ii) of the ESEA and 34 C.F.R. § 200.64(a)(2) require an LEA to determine the proportional share of Title I funds available for providing and administering equitable services based on the LEA's total Title I allocation prior to any expenditures or transfers of funds. This means that an LEA applies the proportion used to calculate the proportional share to its entire Title I allocation (including any Title II, Part A or Title IV, Part A funds that an LEA transfers to Title I) prior the other required and authorized reservations being taken and before the rank and serve process for public students occurs.

**Note:** *From the proportional share for equitable services, the LEA must reserve at least one percent (if the LEA's total Title I allocation exceeds \$500,000) to provide engagement activities for parents and families of participating private school children. (ESEA sections 1116(a)(3), 1117(a)(1)(B)).*

1. **Column A, Row 5**, Enter the total whole number of public school children from low-income families (CLIF) who reside in participating public school attendance areas (PSAAs).
2. **Column B, Row 5**, Enter the total whole number of private school CLIF who reside in participating PSAAs.
  - The **Total CLIF** will calculate automatically (by adding the **Number of Public CLIF** to the **Number of Private CLIF**).
  - The **Number of Private CLIF** must match the total number of private school CLIF in the Non-Public School Eligibility Survey (NPSES). Similarly, the **Number of Public CLIF** must match the total number of public school CLIF for served (and "skipped") schools in the Public School Eligibility Survey (PSES).
  - The **Total Public School Proportion** will calculate automatically based on the **Number of Public CLIF** and **Total CLIF**.
  - The **Total Private School Proportion** will calculate automatically based on the **Number of Private CLIF** and **Total CLIF**.
  - The **Total Public School Allocation**, or the amount of funding available for public school services, will calculate automatically based on the **Total Public School Proportion** and **Total District Allocation**.
  - The **Total Private School Allocation**, or the amount of funding available for private school equitable services, will calculate automatically based on the **Total Private School Proportion** and **Total District Allocation**.
  - Enter the amount to be reserved from the **Total Private School Allocation** for private school administrative costs (**C**).

## Public School Eligibility Survey (PSES)

***This section captures the LEA's rank and serve process, as well as its allocation of funds to each school served, as required under section 1113.***

1. **Rows 1-4** (LEA name, school year, ranking type, date certain, and CEP program) Input the information for the LEA.
2. **Row 5 – Allocation Process**, clearly describe the LEA's process for ranking and serving schools, including grade spans served, floor percentages, and whether final 2019-20, final 2020-21 or preliminary 2021-22 survey 3 data was used to complete the PSES. Additionally, if a date certain is included in your response, be sure it matches the one selected in the **Date Certain** field.

***An LEA must either serve all eligible schools using the 2016-2017 thresholds or serve all schools down to the statewide poverty percentage of economically disadvantaged students, as determined annually.***

3. **Columns A – H, Row 6** fill with information from Final Survey 3 data. (see **PSES directions** document for instructions)
4. **Columns I – K, Row 6** input the data calculations based off of the LEA's chosen poverty metric option (see pages 3-7 for methodologies)
5. **Column L – Selection Code**, enter a selection code, indicating why the school is or is not being served.
  - A. School poverty rate at or above 75.01%
  - B. Served school with a poverty rate greater than the District Poverty Average (DPA), but below 75.01%
  - C. Grade span not served through Title I, Part A based on the LEA Allocation Process
  - D. Selected school has a poverty rate that is above 35%, but is less than the DPA
  - E. School has been skipped; applicant certifies that all of the following conditions are met: (1) the school meets comparability requirements; (2) the school is receiving supplemental state/local funds used in Title I-like programs; and (3) the supplemental state/local funds meet or exceed the amount that would be received under Title I, Part A
  - F. School has been selected based on feeder patterns
  - G. School is served under the Grandfather Clause
  - H. School closed
  - I. Eligible school that will not be served based on the LEA Allocation Process
  - J. Ineligible school under ESSA or the LEA Allocation Process
  - K. School poverty data is projected based on a school's opening/closing, or a significant change in enrollment due to the addition/removal of a grade span
  - L. Not part of the K-12 Education System (i.e., LEA office, pre-K, and adult education)
  - M. The LEA is serving a Title I-eligible high school with a poverty rate between 50 and 75% out of rank order

## Selection Code Justification:

If selection code E, F, H, K, or L is selected, then a justification is **required**. Use the “selection code justification” spreadsheet (3<sup>rd</sup> tab) to enter the following information:

- a. School Name (column A)
- b. School Number (column B)
- c. Selection Node (column C)
- d. Selection Code Justification (column D)

If **E is selected**, the response must describe the source and amount of funding the school receives from supplemental state and local funds. This amount must meet or exceed the amount the school would receive under Title I, Part A.

- The LEA must also verify that the school meets comparability requirements and the supplemental state and local sources are used for Title I-like purposes.
- Supplemental state and local funds are considered “Title I-like” if they meet the intent and purposes of schoolwide or targeted assistance programs. Specifically, supplemental funds would meet the intent of schoolwide programs if the funds:
  - a. Are only allocated to schools that meet the minimum 40 percent poverty threshold required to operate a schoolwide program;
  - b. Promote schoolwide reform and upgrade the entire academic operation of the school [Section 1114(a)(1)(A)]; and
  - c. Are used to meet the academic needs of all children in the school, particularly the needs of children who are failing, or most at risk of failing, to meet the state’s challenging student academic achievement standards [Section 1114(b)(7)(A)(iii)].
- d. Supplemental funds would meet the intent of targeted assistance programs if the funds:
  - e. Are used to serve only children who are failing, or most at risk of failing, to meet the state’s challenging student academic achievement standards [Section 1115(c)];
  - f. Provide supplementary services designed to meet the special academic needs of the children who are participating in the program to support their achievement toward meeting the state’s student academic achievement standards [Section 1115(b)]; and
  - g. Require the use of the state’s assessment system to review the effectiveness of the program [Section 1115(b)(G)(iii)].

***Given the requirements outlined above, state supplemental funding sources considered “Title I-like” are Supplemental Academic Instruction, the Exceptional Student Education (ESE) Guaranteed Allocation, and the Reading Allocation.***

**If F is selected**, the response must include the feeder pattern calculation used to determine the adjusted number of CLIF. The feeder pattern option allows the LEA to project the number of low-income children in a middle or high school based on the average poverty rate of the elementary school attendance areas that feed into those schools [Section 1113(a)(5)(B)(ii)].

If a State recognizes separate middle and high schools, an LEA may use poverty percentages from both the elementary and middle schools that feed into a high school or from just the middle schools to determine the number of public school children from low-income families in the high school; similarly, an LEA may use poverty percentages from elementary schools that feed into a middle school to determine the count of children from low-income families in the middle school.

Before an LEA may use feeder patterns to determine the poverty percentage of secondary schools, the LEA must conduct outreach to its secondary schools to inform them of the option and a majority of its secondary schools must approve the use of feeder patterns. (ESEA section 1113(a)(5)(C)).

**Example of Feeder Pattern Calculation:**

	Enrollment	Number of Students from Low-Income Families
<b>Elementary Schools</b>		
School A	512	360
School B	322	142
School C	450	200
School D	376	301
<b>Total</b>	<b>1,660</b>	<b>1,003</b>
High School	1,599	966

Calculate the average percentage of poverty for the four elementary attendance areas by dividing the total number of low-income children by the total enrollment (i.e.,  $1,003 \div 1,660$ ). The average percentage of poverty is 60.42 percent. Because these four elementary schools feed into the high school, the poverty percentage of the high school is projected to be 60.42 percent.

To calculate the number of low-income students in the high school, multiply the total school enrollment by the average percentage of poverty for the four elementary feeder schools (i.e.,  $1,599 \times 0.6042$ ). **This is the number used for allocating Title I funds to the high school.**

**If H is selected**, the response must provide the date the school closed. The LEA must also ensure the Master School Identification (MSID) file indicates the school is closed.

**If K is selected**, the response must include the reason for the expected change in the number of children attending the school and number of CLIF (e.g., new school, addition of a grade level). The LEA must also verify the data will be updated after the release of Survey 2 data.

**If L is selected**, the response must indicate the school is not part of the K-12 education system.

- Column M – Program Type**, enter **TA** (targeted assistance), **SW** (schoolwide), or **N/A** (not applicable) to indicate the type of Title I program to be implemented. Schools with a selection code of C, E, H, I, J, and L (i.e., those not being served) must have a program type of N/A; grade spans with a selection code of A, B, D, F, G, K, and M (i.e.,

those being served) must have a program type of **SW** or **TA**, whichever corresponds to the program type identified in the final survey 3 file.

7. **Column N – 2022-2023 Per Pupil Allocation (PPA)**, enter the school’s PPA for 2021-2022.

- Schools with selection code E **must** still include a PPA; schools with a selection code of C, H, I, J, and L **must not** include a PPA. The district total PPA must not include the PPAs for schools with selection code E (do this by **subtracting** the total PPA amount for schools selection code E from the district total PPA)
- For those schools that will not receive a PPA, enter **0** in the field.

8. **Column O – 2022-2023 Total School Allocation (TSA)**, enter the 2022-2023 TSA for each grade span.

- Calculate the TSA by multiplying the 2022-2023 PPA by the 2022-2023 Number of Children from Low-Income Families (CLIF), and enter the 2022-2023 TSA for each grade span.
- Calculate the TSA for schools with a CEP program with the 1.6 multiplier, by multiplying the 2022-2023 PPA by the 2022-2023 CLIF **with the 1.6 multiplier**.
- Schools with selection code E **must** still include a TSA; schools with a selection code of C, H, I, J, and L **must not** include a TSA. The district total TSA **must not** include the PPAs for schools with selection code E – do this by **subtracting** the total PPA amount for schools selection code E from the district total TSA)
- Enter **0** in the field for those grade spans with a selection code of **C, H, I, J, or L**.

9. **Column P – Provision 2 or CEP**, enter the baseline year (first year of participation or renewal).

- If the school does not participate in Provision 2 or CEP, then input **N/A**.
- Keep in mind, this is **required, even if the school is not being served**.

10. **Column Q – 1% Allocation for Parent and Family Engagement**, enter the school’s total allocation for parent and family engagement. This required amount is separate from the total school allocation and comes out of the LEA’s parent and family engagement reservation. Enter **0** for schools with a selection code of C, E, H, I, J, and L.

11. **Column R – Grade Span Grouping Code**, this column has been color –coded and prefilled (see key below), for LEAs whose ranking type includes grade span grouping.

Grade Span	Grade Span Code	Color
75% and above	<b>A</b>	
Combination Elementary and Secondary	<b>B</b>	
Elementary	<b>C</b>	
Middle/Junior	<b>D</b>	
Senior High	<b>E</b>	

## Split Funding:

*An LEA may choose to serve only certain grade spans in a school (e.g., the K-5 portion of a K-12 school) in accordance with its allocation process, or to treat each grade span in a school like its own school and rank it with other schools serving that same grade span.*

*If the LEA will use split funding, then the **Split Funding** tab spreadsheet must be completed. This option is only available for schools that serve **more than one** grade span and have a percent of CLIF **at or below 75 %**.*

1. In the PSES, change the font for the skipped school(s) to **red**.
2. **Rows 1-2**, (LEA name, school year) Verify that this information is correct and make corrections, as needed.
3. **Columns A – D, Row 4** (school identifying information) Verify that this information is correct and make corrections, as needed.
4. The main listing for the school in **red** contains overall school information and then, exclusively for each grade span as follows:
  - **Column C, Grade Code:** enter the grade span served by the school in the rows provided.
  - **Columns F and I, Number of Children Attending Public Schools** Enter the number of children (ages 5-17) in each grade span attending the school. The membership reported for all grade spans together must **equal** the total number of children (ages 5-17) attending the school, as indicated in the general school listing.
  - **Columns H and J, Number of Children from Low-Income Families:** Enter the number of children (ages 5-17) from low-income families in each grade span. The number of children reported for all grade spans together must **equal the total number of CLIF**, as indicated in the general school listing.
  - **Columns F and K, Number of Children from Low-Income Families and Number of Children Attending Public Schools** fields are used to calculate the **Percent of Children from Low-Income Families**.
  - **Column L, Selection Code:** Select an option to indicate why the grade span is or is not being served.
  - **Column M, Selection Code Justification:** If code **E, F, H, K, or L** is selected, then a justification is required. Use the selection code justification spreadsheet to enter the information.
  - **Column N, Program Type (F):** Select **TA** (targeted assistance), **SW** (schoolwide), or **N/A** (not applicable) to indicate the type of Title I program to be implemented. Grade spans with a selection code of **C, E, H, I, J, and L** (i.e., those not being served) must have a program type of **N/A**; grade spans with a selection code of **A, B, D, F, G, K, and M** (i.e., those being served) must have a program type of **SW** or **TA**, whichever corresponds to the program type identified in the general school listing.
  - **Column O, Per Pupil Allocation (PPA)** Enter the 2021-2022 PPA for each grade span. Enter **0** in the field for those grade spans with a selection code of **C, H, I, J, or L**.

## Non – Public School Eligibility Survey (NPSES)

*Use this section to capture the LEA's process for generating and allocating funds for private school equitable services, in accordance with section 1117(c). The funds generated for services for each participating school must reflect costs associated with instructional services, parent and family engagement activities, and, if applicable, professional development activities. Administrative costs are reserved prior to generating funds for each school's services.*

1. Select one of the available methods for determining eligible private school students.
  - **Form A – Free and Reduced-Price Lunch** Select this option when the LEA uses the same, or an equated, measure of poverty to count private school children as public school children.
  - **Form A – Comparable Poverty Data (from a different source)** Select this option when the LEA uses poverty data for private school children that are from a different source than the data it uses for public school children. Private school officials will need to provide the LEA with a count of children who are from low-income families using other comparable sources of poverty data such as eligibility for means-tested tuition scholarship programs.
  - **Form B – Proportionality** Select this option when the LEA applies the low-income percentage of each participating PSAA to the number of private school children who reside in the PSAA.
  - **Form C – Extrapolation** Select this option when the LEA uses comparable poverty data from a survey and the results will be extrapolated.
2. Select a pooling option.
  - **Pooling** Select this option when the LEA will combine all funds generated by eligible students from private schools, or a group of private schools, into a single account and serve students with the greatest educational needs anywhere within the group of schools pooling funds. If Pooling is selected, identify the specific schools that are pooling funds in Row 7. **Note:** The decision whether to pool funds must be made in consultation with private school officials and it is possible for an LEA to have some schools pooling funds and some not pooling funds.
  - **Not Pooling** Select this option when the LEA will use the funds generated by eligible students from each private school to serve only students attending that school.

### Note:

The decision for which LEA's NPSES should include students residing in their LEA, but attending private schools in a neighboring LEA is dependent upon the parameters set in the inter-district agreement. The student counts may be included in either LEA's NPSES.



**Form A :**

1. **Row 1**, enter the LEA's name.
2. **Row 2**, enter the date certain – the date the student enrollment and low-income data was collected for participating private schools. The last day of the February FTE count is recommended; however, any date is acceptable providing the student data can be documented and verified.
3. **Row 6 – Total Private School Allocation**, enter the Total Private School Allocation (**Column B, Row 9 – Equitable Proportion of Funds tab**) This is the amount of funding available for private school equitable services, based on the Total Private School Proportion and Total District Allocation.
4. **Row 7 – Private School Administration Cost Reservation**, enter the Private School Administrative Cost Reservation (**Column B, Row 11 – Equitable Proportion of Funds tab**) This reservation is used to identify costs associated with administering Title I, Part A services for participating private schools, as determined through consultation with private school officials. (Line items for private school administrative costs must show a reservation code of H-1 in the budget.)
5. **Row 8 – Total Remaining Allocation (auto-calc.)**, the amount shown here will auto-calculate, based on the Total Private School Allocation and Private School Administrative Cost Reservation.
6. **Column B – Nonpublic School Name** Enter the name of the non-public school attended by students eligible for Title I, Part A.
7. **Column C – Nonpublic School Number** Enter the four-digit school number. If you are unsure of the school number, please use the [Non Public Schools Directory](#) link here or contact the Office of Independent Education and Parental Choice at (850) 245-0502.
8. **Column D – Grade Span** Enter the grade span(s) served by the school (e.g., PreK-5, K-12).
9. **Column E – Number of Private School Students Residing in PSAA** Enter the number of private school students who reside in an eligible PSAA.
10. **Column E – Number of Private School Children from Low-Income Families** Enter the number of private school students from low-income families who reside in an eligible PSAA.
11. **Column G – PPA for Private School Services** Enter the school's Per-Pupil Allocation (PPA) for equitable services, which includes instructional services, parent and family engagement activities, and, if applicable, professional development
12. **Column H – Dollars Generated** Enter this amount by multiplying the **Number of Children from Low-Income Families** by the **PPA for Private School Services**.
13. **Column I Dollars Allocated (Pooling Form)** Enter the amount of funding allocated to the school based on the educational needs of its students.

**Form B:**

1. **Row 1**, enter the LEA's name.
2. **Row 2**, enter the date certain – the date the student enrollment and low-income data was collected for participating private schools. The last day of the February FTE count is recommended; however, any date is acceptable providing the student data can be documented and verified.
3. **Row 6 – Total Private School Allocation**, enter the Total Private School Allocation (**Column B, Row 9 – Equitable Proportion of Funds** tab) This is the amount of funding available for private school equitable services, based on the Total Private School Proportion and Total District Allocation.
4. **Row 7 – Private School Administrative Cost Reservation**, enter the Private School Administrative Cost Reservation (**Column B, Row 11 – Equitable Proportion of Funds** tab) This reservation is used to identify costs associated with administering Title I, Part A services for participating private schools, as determined through consultation with private school officials. (Line items for private school administrative costs must show a reservation code of H-1 in the budget.)
5. **Row 8 – Total Remaining Allocation (auto-calc.)**, the amount shown here will auto-calculate, based on the Total Private School Allocation and Private School Administrative Cost Reservation.
6. **Column B – Nonpublic School Name** Enter the name of the non-public school attended by students eligible for Title I, Part A.
7. **Column C – Nonpublic School Number** Enter the four-digit school number. If you are unsure of the school number, please use the [Non Public Schools Directory](#) link here or contact the Office of Independent Education and Parental Choice at (850) 245-0502.
8. **Column D – Grade Span** Enter the grade span(s) served by the school (e.g., PreK-5, K-12).
9. **Column E – Number of Private School Students Residing in PSAA** Enter the number of private school students who reside in an eligible PSAA.
10. **Column F – School Number for PSAA in which Private School Students Reside** Enter school number for the PSAA in which the private school children reside. (Remember, proportionality must be completed for each PSAA in which students attending the private school reside. For example, if a private school serves eligible students who reside in three different PSAAs, then three rows must be completed in the NPSES to generate funds based on the low-income percentage of each PSAA).
11. **Column G – Public School Attendance Area FRPL% and CEP%** Enter the FRPL% and CEP% for the PSAA.
12. **Column H – Number of Private School Children from Low-Income Families** Enter the number of private school students from low-income families who reside in an eligible PSAA.
13. **Column I – PPA for Private School Services** Enter the school's Per-Pupil Allocation (PPA) for equitable services, which includes instructional services, parent and family engagement activities, and, if applicable, professional development
14. **Column J – Dollars Generated** Enter this amount by multiplying the **Number of Children from Low-Income Families** by the **PPA for Private School Services**.
15. **Column K – Dollars Allocated (Pooling Form)** Enter the amount of funding allocated to the school based on the educational needs of its students.

### Form C:

1. **Row 1**, enter the LEA's name.
2. **Row 2**, enter the date certain – the date the student enrollment and low-income data was collected for participating private schools. The last day of the February FTE count is recommended; however, any date is acceptable providing the student data can be documented and verified.
3. **Row 6 – Total Private School Allocation**, enter the Total Private School Allocation (**Column B, Row 9 – Equitable Proportion of Funds** tab) This is the amount of funding available for private school equitable services, based on the Total Private School Proportion and Total District Allocation.
4. **Row 7 – Private School Administrative Cost Reservation**, enter the Private School Administrative Cost Reservation (**Column B, Row 11 – Equitable Proportion of Funds** tab) This reservation is used to identify costs associated with administering Title I, Part A services for participating private schools, as determined through consultation with private school officials. (Line items for private school administrative costs must show a reservation code of H-1 in the budget.)
5. **Row 8 – Total Remaining Allocation (auto-calc.)**, the amount shown here will auto-calculate, based on the Total Private School Allocation and Private School Administrative Cost Reservation.
6. **Column B – Nonpublic School Name** Enter the name of the non-public school attended by students eligible for Title I, Part A.
7. **Column C – Nonpublic School Number** Enter the four-digit school number. If you are unsure of the school number, please use the [Non Public Schools Directory](#) link here or contact the Office of Independent Education and Parental Choice at (850) 245-0502.
8. **Column D – Grade Span** Enter the grade span(s) served by the school (e.g., PreK-5, K-12).
9. **Column E – Number of Private School Students Residing in PSAA** Enter the number of private school students who reside in an eligible PSAA.
10. **Column F – Number of Private School Students Submitting Surveys** Enter the number of private school students who submitted an income survey.
11. **Column G – Number of Low – Income Students from Surveys Submitted** Enter the number of students from low-income families who submitted an income survey.
12. **Column H – Extrapolated Number of Low-Income Private School Children** Enter this number based on the **Number of Private School Students Residing in PSAA, Number of Private School Students Submitting Surveys, and Number of Low-Income Students from Surveys Submitted.**
13. **Column I – PPA for Private School Services** Enter the school's Per-Pupil Allocation (PPA) for equitable services, which includes instructional services, parent and family engagement activities, and, if applicable, professional development
14. **Column J – Dollars Generated** Enter this amount by multiplying the **Number of Children from Low-Income Families** by the **PPA for Private School Services.**
15. **Column K – Dollars Allocated (Pooling Form)** Enter the amount of funding allocated to the school based on the educational needs of its students.

**For more information, please contact:**

**Matthew Wiley - Title I, Part A Director**

325 West Gaines Street, Suite 348

Tallahassee, Florida 32399-0400

Email: [matthew.wiley@fldoe.org](mailto:matthew.wiley@fldoe.org)

Telephone: 850-245-9732

or

TIPA@fldoe.org