

PROCESS FOR DETERMINING EQUITABLE SERVICES ALLOCATION:

OLD PROCESS: "An LEA uses enrollment data in non-public schools whose students and teachers will participate under the CARES Act programs compared to enrollment in public schools in the LEA to determine proportional share." (*PROVIDING EQUITABLE SERVICES TO STUDENTS AND TEACHERS IN NON-PUBLIC SCHOOLS UNDER THE CARES ACT PROGRAMS, April 30, 2020, 10B*)

NEW PROCESS: "Expenditures for educational services and other benefits to eligible private school children shall be equal to the proportion of funds allocated to participating school attendance areas based on the number of children from low-income families who attend private schools." (*ESSA Section 1117(a)(4)(A)(i)*)

For ESSER and GEER applications that were submitted and/or approved after September 9, 2020, LEAs will be required to calculate equitable services based on Title I, Part A (ESSA 1117(a)(4)(A)).

PROCESS FOR CHANGING THE EQUITABLE SERVICES ALLOCATION

EQUITABLE SERVICES DOCUMENTATION:

The first step in the amendment process is completing the AMENDED Equitable Services Documents that are located on the [ALSDE Federal Programs website](#). The ALSDE is not able to accept any amendments from LEAs on ESSER and/or GEER applications without submission of the AMENDED documents.

- 1) Contact ALL private schools who are currently participating with the ESSER and/or GEER funds.
 - **NOTE:** It is **required** for ALL LEAs to contact participating private schools. It is **not required** to send the AMENDED Intent to Participate if you already have a signed form on file at the LEA. It is **required** to obtain low-income data from each private school who still wishes to participate and attach the documentation to the signed Intent to Participate on file at the LEA.
- 2) Fill out the AMENDED Private School Enrollment Survey once all Intent to Participate forms are received by the LEA.
- 3) Email the completed AMENDED Private School Enrollment Survey to Sally Meek at sally.meek@alsde.edu.
- 4) Consult with all private schools that are interested in receiving services from the ESSER and/or GEER funds.
- 5) Complete the AMENDED Equitable Services Implementation Form with all interested private schools using the data from the AMENDED Private School Enrollment Survey.
 - **NOTE:** In some cases, the LEA may not be able to retrieve some services from a private school. Therefore, the allocation provided to the private school may be higher than the allocation on the AMENDED Equitable Services Implementation Form. If this is the case for any private school, please provide details explaining the discrepancy on the AMENDED Equitable Services Implementation Form.
- 6) Email ALL completed AMENDED Equitable Services Implementation Forms to Sally Meek at sally.meek@alsde.edu.

AMENDMENT PROCESS FOR **ESSER** APPLICATIONS:

1) Update the Budget on page 2 of the ESSER application with any budget allocation changes.

- **NOTE:** The amount for equitable services should match the total amount from the AMENDED Equitable Services Implementation Form (including any overages due to the inability of retrieving some services from private schools).

Provide a detailed budget to explain how ESSER funds will be used in your LEA.				
CARES Act ESSER Funds FUND SOURCE CODE 4290				
Function	Object	Program	Amount	Brief Description of Expenditure

2) Update the Equitable Services Assurance section on page 3 of the ESSER application to include the following information:

- How will equitable service funds be used by the private schools?
- How will timely and meaningful consultation occur with private schools?
- What is the proposed timeline for services and assistance to be implemented by private schools?

Provide a brief explanation of the following: How will equitable service funds be used by the private schools? How will timely and meaningful consultation occur with private schools? What is the proposed timeline for services and assistance to be implemented by private schools?

3) If you are allocating funds to an area already identified on the original LEA budget, no additional changes are needed.

- 4) If you are allocating funds for additional services to the application, update the following boxes:
- How will the LEA determine the most important educational needs as a result of COVID-19? (page 1)
 - Which allowable activities will the LEA use ESSER funds to provide educational services? (page 2)
 - What is the LEA’s proposed timeline for providing services and assistance to students and staff? (page 3)
 - How will the LEA use ESSER funds to promote remote learning? (page 3)

For example: You did not allocate funds for PPE but now would like to purchase PPE.

5) Once all revisions are completed, please have the CSFO and Superintendent sign the application.

6) Email the amended ESSER application to CARESapp@alsde.edu for review and approval.

AMENDMENT PROCESS FOR **GEER** APPLICATIONS:

1) Update Private School Equitable Services Allocation on page 1 of the GEER application.

- **NOTE:** The amount for equitable services should match the total amount from the AMENDED Equitable Services Implementation Form (including any overages due to the inability of retrieving some services from private schools).

A. Private School Equitable Services Allocation	
NOTE: Use the Private School Equitable Services Implementation Form for this section.	
<input type="checkbox"/> The LEA has no private schools in their attendance area <input type="checkbox"/> The LEA has private schools but ALL declined to participate in CARES Act GEER funding <input type="checkbox"/> The LEA has private schools that will participate in CARES Act GEER funding	
Complete the section below only if you have private schools that will be participating in GEER funds:	
	Total LEA GEER Allocation
Total LEA Private School Allocation	
Total LEA Private School Administrative Costs Set-Aside	
Total # of Private Schools Participating	
Total Student Enrollment at the LEA	
Total Student Enrollment at ALL Participating Private Schools	

2) Update the LEA Allocations for Section B, Section C, and Section D on page 2 of the GEER application.

<p>B. Equip school buses with Wi-Fi capabilities to increase internet connectivity and help bridge the digital divide within the LEA.</p> <p>LEA Allocation for Section B: _____</p> <p><input type="checkbox"/> The LEA will use the allocation above for equipping school buses with Wi-Fi capabilities. <input type="checkbox"/> The LEA will not use this allocation for equipping school buses with Wi-Fi capabilities.</p> <p>Complete the section below only if your LEA chooses not to use this allocation: Reason/Rationale: _____ We will transfer this allocation to: <input type="checkbox"/> Academic Support to Bridge Learning and Achievement Gaps of Students (C) Amount to be transferred: _____ <input type="checkbox"/> Before and After School Tutoring for Learning and Remediation in Schools (D) Amount to be transferred: _____</p>	<p>C. Provide additional academic support to bridge learning and achievement gaps of students within the LEA.</p> <p>LEA Allocation for Section C: _____</p> <p><input type="checkbox"/> The LEA will use the allocation above for providing additional academic support to students. <input type="checkbox"/> The LEA will not use this allocation for providing additional academic support to students.</p> <p>Complete the section below only if your LEA chooses not to use this allocation: Reason/Rationale: _____ We will transfer this allocation to: <input type="checkbox"/> Equipping School Buses with Wi-Fi Capabilities (B) Amount to be transferred: _____ <input type="checkbox"/> Before and After School Tutoring for Learning and Remediation in Schools (D) Amount to be transferred: _____</p>	<p>D. Provide before and after school tutoring as defined in the Alabama Literacy Act for learning and remediation in schools within the LEA.</p> <p>LEA Allocation for Section D: _____</p> <p><input type="checkbox"/> The LEA will use the allocation above for providing tutoring to students. <input type="checkbox"/> The LEA will not use this allocation for providing tutoring to students.</p> <p>Complete the section below only if your LEA chooses not to use this allocation: Reason/Rationale: _____ We will transfer this allocation to: <input type="checkbox"/> Equipping School Buses with Wi-Fi Capabilities (B) Amount to be transferred: _____ <input type="checkbox"/> Academic Support to Bridge Learning and Achievement Gaps of Students (C) Amount to be transferred: _____</p>
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3) Update the Equitable Services Assurances Section on page 3 of the GEER application.

- **NOTE:** Make sure to answer all 6 questions based on the Equitable Services Implementation Form.

<p>Provide a brief explanation answering the following questions:</p> <ol style="list-style-type: none"> 1) Were services from private schools accepted or refused in your LEA? 2) If services were accepted by private schools, who accepted and what allocation did they receive? 3) When did private schools in your LEA receive timely and meaningful consultation? 4) What services will each private school receive and when will the services be implemented? 5) How will GEER funds be used to improve remote learning services and support technical capacity and access at private schools within your LEA? 6) If a private school administrative set-aside is being taken by the LEA, what is the allocation and how will it be used?

4) Update the Budget on pages 7 & 8 of the GEER application with any budget allocation changes.

2A. Equitable Services				2B. Additional Academic Supports to Bridge Learning and Achievement Gaps				2C. Before/After School Tutoring			
		Total Section A Allocation				Total Section C Allocation				Total Section D Allocation	
Expense Items	Brief Description of Expense Items	Funding Source (Function - Object - Program)	Estimated Budget Amount	Expense Items	Brief Description of Expense Items	Funding Source (Function - Object - Program)	Estimated Budget Amount	Expense Items	Brief Description of Expense Items	Funding Source (Function - Object - Program)	Estimated Budget Amount
Private School Allocation	See Detailed Narrative in Section 2A			Salaries				Salaries			
Private School Admin. Costs	See Detailed Narrative in Section 2A			Benefits (if applicable)				Benefits (if applicable)			
2B. Equipping School Buses with Wi-Fi Capabilities				2C. Additional Academic Supports to Bridge Learning and Achievement Gaps				2D. Before/After School Tutoring			
		Total Section B Allocation				Total Section C Allocation				Total Section D Allocation	
Expense Items	Brief Description of Expense Items	Funding Source (Function - Object - Program)	Estimated Budget Amount	Expense Items	Brief Description of Expense Items	Funding Source (Function - Object - Program)	Estimated Budget Amount	Expense Items	Brief Description of Expense Items	Funding Source (Function - Object - Program)	Estimated Budget Amount
Wi-Fi Equipment				Classroom Supplies (excluding PPE services)				Classroom Supplies (excluding PPE services)			
Indirect Costs (if applicable)				Transportation (if applicable)				Transportation (if applicable)			
				Indirect Costs (if applicable)				Indirect Costs (if applicable)			

5) If you are allocating funds to an area already identified on the original LEA budget no additional changes are needed.

6) If you are allocating funds for additional services to the application, update the following boxes:

- 2B. Equipping School Buses with Wi-Fi Capabilities (page 4)
 - 2C. Additional Academic Supports to Bridge Learning and Achievement Gaps (pages 4-6)
 - 2D. Before/After School Tutoring (page 6)
 - How will the LEA plan for implementation and measure impact for effectiveness for purchases identified? (page 9)
 - What is the proposed timeline for providing services and assistance to students and staff? (page 9)
- For example: You did not allocate funds for PPE but now would like to purchase PPE.

7) Once all revisions are completed, please have the CSFO and Superintendent sign the application.

8) Email the amended GEER application to CARESapp@alsde.edu for review and approval.