

CCIP Timeline - Consolidated Application/NCLB

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Sources: Office of Federal Programs

Key Words: Consolidated Application

Summary: Important dates for Consolidated Application grants (Titles I, II, III, IV, V, VI, IDEA, ECSE).

CCIP Timeline - Consolidated Application/NCLB (Exact dates listed are subject to change.)		<ul style="list-style-type: none"> DL: Bullet with DL indicates resource documents in CCIP Document Library (Go to CCIP Web site: https://ccip.ode.state.oh.us/Default.aspx). Click Document Library on left blue menu, follow pathway (=>) to topics listed below. * Asterisk indicates other sources.
Aug	<ul style="list-style-type: none"> Before school starts, identify schools in Title I School Improvement (SI) status and SI year. Send SI letters to parents of children attending SI schools. For schools in SI-Year 1 and above, include notice of Public School Choice (PSC). For Title I schools in SI-Year 2 and above, include notice of PSC, Supplemental Educational Services (SES) and the list of state-approved SES providers. 	<ul style="list-style-type: none"> DL=>Accountability=> SES and PSC. DL=>Parents=>Consolidated Application=>Sample Parent Notification Letter - PSC and SES. * Go to the ODE Web site: http://www.ode.state.oh.us. Search keyword: SES Provider =>Look Up State-Approved SES Providers.
	<ul style="list-style-type: none"> Send notices to parents on their right to know classroom teacher and paraprofessional qualifications for all Title I buildings. 	<ul style="list-style-type: none"> DL=>Parents=> Consolidated Application=> Sample Notice of Right to Know Teacher Qualifications.
	<ul style="list-style-type: none"> Using the Ohio Department of Education (ODE) Highly Qualified Teacher (HQT) and paraprofessional materials, determine core subject teachers in the district (including Title I and special education teachers, even if they are not defined as teachers of record) who are not Highly Qualified and instructional paraprofessionals in Title I-supported programs who are not qualified. Have non-HQ teachers develop individual plans to become HQ as quickly as possible and update HQT Components in the CCIP Planning Tool with any new information. Any teachers or instructional paraprofessionals who are not qualified cannot be funded by Title I. Any districts who have not achieved HQT for 3 consecutive years may not add any additional Title I-funded paraprofessionals. 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: HQT Toolkit.
	<ul style="list-style-type: none"> Send notices to parents of children in Title I buildings as soon as it is known that teachers, including substitutes, who are not HQT, will be teaching students for four or more weeks. 	<ul style="list-style-type: none"> DL=>Parents=>Consolidated Application=> Sample Notice of HQT Status

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	<ul style="list-style-type: none"> Obtain completed Principal HQT Attestation Forms for Title I buildings to show compliance with Highly Qualified Teacher and Paraprofessional requirements of No Child Left Behind (NCLB) Act. (All buildings in a district must comply with HQT, but only Title I buildings must send parent notices and provide completed Principal Attestation Forms to the public when requested.) 	<ul style="list-style-type: none"> DL=>CCIP=>Forms Used with the CCIP=> Consolidated Application=>Principal Attestation Form.
	<ul style="list-style-type: none"> Send letters to parents of Limited English Proficient (LEP) students. 	<ul style="list-style-type: none"> DL=>Parents=>Consolidated Application=> Parent Notification for LEP.
	<ul style="list-style-type: none"> Develop and distribute monthly local time and effort forms to pro-rated federally funded staff and semi-annual certifications for 100 percent federally funded staff. Maintain such record keeping all year. 	<ul style="list-style-type: none"> DL=>Financial Information=> Guidance-Financial=>Time and Effort Forms, or Time and Effort Guidance.
	<ul style="list-style-type: none"> Put all inter-agency agreements in place for IDEA, Early Childhood Special Education, etc. 	<ul style="list-style-type: none"> * Use your own district/agency agreements.
Sept	<ul style="list-style-type: none"> If school is in SI-Year 1 and above, provide free transportation for children whose parents wish them to attend another non-SI public school. If school is in SI-Year 2 and above, develop and sign agreements with SES providers selected by parents. Revise CCIP Title I Set Aside and Budget pages to include required amounts for PSC and SES. 	<ul style="list-style-type: none"> DL=>Accountability=>SES. DL=>Accountability=> PSC.
	<ul style="list-style-type: none"> Start developing/revising and implementing School Improvement (SI) Components for schools identified by districts as being in Title I School Improvement status and District Improvement (DI) Components for districts identified by ODE as being in DI status. New plans are due in the CCIP Planning Tool by Dec. 1. As soon as SI DI statuses are made public, about Sept. 1, reserve 10 percent of the building's Title I allocation for SI professional development and 10 percent of the district's Title I allocation for DI professional development. 	<ul style="list-style-type: none"> DL=>Accountability=> SI/DI=> SI/DI Questions and Answers. DL=>CCIP=>Using the CCIP Site=>Navigating the CCIP. Scroll down to Planning Tool Overview on page 2.

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<ul style="list-style-type: none"> All districts (not only those receiving Title III LEP funds): identify all students whose primary or home language is other than English (PHLOTE); assess all PHLOTE students to determine if they are limited English proficient and need special language assistance; determine what kind of special language service program is to be provided and implement the program. Order Ohio Test of English Language Acquisition (OTELA) for all Limited English Proficient (LEP) students every year to measure their progress in learning English. Office of Assessment informs district test coordinators of the exact dates of the ordering window for the OTELA. The administration of the OTELA test begins in February of each year 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: LEP=>Identification and Assessment of LEP Students. * Call Dan Fleck or Abdi Mohammed at ODE, (614) 466-410, if you have questions on LEP.
<ul style="list-style-type: none"> Liquidate by deadline of Sept. 30 all obligations that were made before June 30. 	<ul style="list-style-type: none"> DL=>Financial Information=>Guidance=>ODE Guidance=>Obligation Definition.
<ul style="list-style-type: none"> Submit Final Expenditure Reports (FERs) no later than Sept. 30 deadline. 	<ul style="list-style-type: none"> DL=>Financial Information=>FER.
<ul style="list-style-type: none"> Schedule the annual Title I parent meeting, (include parents of nonpublic school students) the earlier in the school year the better. Explain all aspects and requirements of Title I; report results of last year's parent surveys; explain and get input on building/district parent involvement policy, parent-school compact, Schoolwide and SI/DI plans for the year, parent trainings/materials for the year; explain Ohio-Parent Involvement Resource Center (PIRC) notice, year-end evaluation, and annual needs assessment, etc. Also explain how parents can be involved in school and district decision-making. Schedule meetings with teachers and other appropriate school staff on the importance of parent contributions to the education of their children. 	<ul style="list-style-type: none"> DL=>Parent=>Consolidated Application=>Parent Engagement Package. * For the Ohio PIRC brochure, go to: http://www.ohiopirc.org.
<ul style="list-style-type: none"> All districts/agencies: assure updated homeless contact is listed in the CCIP Address Book, all procedures are in place for serving homeless students, and all teachers and appropriate staff receive homeless awareness training. 	<ul style="list-style-type: none"> * Homeless awareness training video for staff : http://servepres.serve.org/p33447103/ * Other Homeless Resources: http://www.serve.org/nche/training.php.
<ul style="list-style-type: none"> Develop written local procedures for compliance with the Title I Comparability requirement and implement these procedures annually. 	<ul style="list-style-type: none"> DL=>Financial Information=>Comparability=>Comparability Compliance Procedures.
<ul style="list-style-type: none"> Begin planning year for a building wishing to implement a new Schoolwide program in the following year. Contact another district's Schoolwide program coordinator for guidance and best practices. Record planning year start date in the CCIP Log as required. 	<ul style="list-style-type: none"> DL=>Consolidated Application=>Title I-A=>Guidance=>ODE Guidance=>Schoolwide Requirements.

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Oct	<ul style="list-style-type: none"> • Submit Sept. 30 Report in CCIP, usually by end of October (exact due date will be announced). Report all expenditures made between the date of the annual CCIP submission and Sept. 30. 	<ul style="list-style-type: none"> • DL=>Financial Information=>Sept. 30 Report.
	<ul style="list-style-type: none"> • Register for and attend OAASFEP Fall Conference on Federal Programs usually in October (exact dates will be announced). 	<ul style="list-style-type: none"> • DL=>Conferences * Go to: http://www.oaasfep.net,=>Conferences (at the bottom of the page)
	<ul style="list-style-type: none"> • Work on the Title I Comparability report. ODE requests that the report be submitted by Dec. 1 in odd-numbered years to the e-mail address listed in the instructions. (Next reporting year is 2009.) Maintain source documentation for three years for audit purposes. If district is exempt from Comparability reporting, send nothing and maintain a copy of the instructions. 	<ul style="list-style-type: none"> • DL=>Financial Information=>Comparability-Title I
	<ul style="list-style-type: none"> • Start implementing parent training schedule and other plans as determined at the annual Title I parent meeting. All parents of Title I-served children must be offered training and materials on ways they can help their children educationally. 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. On home page, see section labeled Families.
	<ul style="list-style-type: none"> • Set up and maintain frequent and regular coordination of the Title I program with regular classrooms and with all other academic interventions in the building and district, and with other services in the building/community (such as Help Me Grow, Head Start, Even Start, preschool, services for children with disabilities and limited English proficient students, nutrition and housing programs, anti-violence programs, vocational services, career and technical, job training, etc.) 	<ul style="list-style-type: none"> • DL=>Consolidated Application=>Title I-A=>Guidance=>ODE Guidance=>Targeted Assistance Requirements, or Schoolwide Requirements. Scroll down to Coordination.
	<ul style="list-style-type: none"> • Review inventory every two years for all federally-funded equipment to make sure inventory lists are up-to-date and equipment is labeled properly. 	<ul style="list-style-type: none"> • DL=>Financial Information=>Equipment and Inventory.
	<ul style="list-style-type: none"> • Report Highly Qualified Teacher and Paraprofessional information and other staff data to the district Educational Management Information System (EMIS) coordinator for the EMIS Staff Report. Make corrections for Teacher Distribution Files (TDF) that were inaccurate in the spring. 	<ul style="list-style-type: none"> * See your local EMIS coordinator. * TDFs are available by e-mailing: NCLB@ode.state.oh.us.
Nov	<ul style="list-style-type: none"> • Community schools: submit Community School Average Daily Membership (CSADM) to ODE by early November for the first reporting period (exact due date will be announced). 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: CSADM =>CSADM FLI Instructions.

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	<ul style="list-style-type: none"> Traditional public school districts can view CSADM after the community schools enters them for the first reporting period. This enables the traditional districts to be aware of changes that will occur in their federal program allocations in the CCIP (usually in January or February.) 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: CSADM =>CSADM FLI Instructions.
	<ul style="list-style-type: none"> Assure Neglected/Delinquent (N/D) institutions return completed reports of child counts before Dec. 1. School districts will not receive Title I N/D grants in the following year if this child count report is not returned by the due date. ODE Federal Programs mails a paper report to each N/D institution to complete. 	<ul style="list-style-type: none"> * Call Tom Dannis, ODE Federal Programs, at (614) 466-416 if you have questions on the N/D child count reports.
	<ul style="list-style-type: none"> Complete Neglected/Delinquent Survey if your school district has received Title I funds in the past year for a neglected/delinquent program/facility. ODE Quality Assurance Office emails this survey to school districts around the end of October. 	<ul style="list-style-type: none"> * E-mail James.Lansden@ode.state.oh.us if you have questions about the N/D survey.
	<ul style="list-style-type: none"> If selected for the onsite review, your ODE Federal Programs consultant will contact you before December. Use Onsite Review Checklist to start collecting documentation for the compliance review. Onsite reviews usually occur in January, February, and March. 	<ul style="list-style-type: none"> DL=>Compliance=> Consolidated Application=> PACTS=>PACTS Onsite Review Checklist.
	<ul style="list-style-type: none"> Start completing the Program, Audit and Compliance Tracking System (PACTS)-Self Evaluation if your district/agency is on the list for the year (in Document Library). Completing this online evaluation and gathering documentation can take several months, so start early. Completion is recommended every year to assure compliance with all federal requirements even if your district/agency is not on the cohort list. 	<ul style="list-style-type: none"> *To complete PACTS: ODE Web site: http://www.ode.state.oh.us=>SAFE Account Sign In (on bottom of left blue menu). Enter Account Name and Password=>PACTS. • To see PACTS cohort list: DL=>Compliance=> Consolidated Application=> LEA Cohort by Year.
Dec	<ul style="list-style-type: none"> Dec. 1—Deadline to submit completed Title I Comparability report in odd-numbered years to the e-mail address listed in the instructions. Next reporting year is 2009. Maintain source documentation, including locally written procedures, for three years for audit purposes. If district is exempt, send nothing, but maintain a copy of the instructions. 	<ul style="list-style-type: none"> • DL=>Financial Information=>Comparability-Title I
	<ul style="list-style-type: none"> Dec.1—Deadline for Neglected/Delinquent child counts, and new SI and DI plans. ODE, Federal Programs mails a paper report to each N/D institution to complete. 	<ul style="list-style-type: none"> * Call Tom Dannis, ODE Federal Programs, at (614) 466-4161 if you have questions on the N/D child count report.

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	<ul style="list-style-type: none"> Early December (exact date to be announced)—Deadline for electronic Neglected/Delinquent Survey. Local CCIP planning committee: start gathering and analyzing new data for the year—local test scores and other achievement measures and observational analysis to assess if federal programs are working, to see if HQT PD is on track, to see if safe school data shows program is working, to see if parent involvement meetings, trainings, materials are on track; to see if PD is on track according to test results and teacher surveys; to see if nonpublic services and technology plan is on track, etc. Update parent and teacher surveys, data templates, all forms for year-end evaluation/needs assessment and completion of new CCIP. 	<ul style="list-style-type: none"> * E-mail: James.Lansden@ode.state.oh.us if you have questions on the N/D survey. DL=>CCIP=>CCIP Needs Assessment and Planning=>Basic Needs Assessment and Planning Resources, or Planning Rating Tool. DL=>Parents=> Consolidated Application=> Sample Parent Survey Questions.
Jan	<ul style="list-style-type: none"> If Final Expenditure Report (FER) is still not approved for the previous fiscal year, contact your ODE Grants Management consultant. 	<ul style="list-style-type: none"> *Call your ODE Grants Management consultant at (614) 752-1483 if you have questions on FERs.
	<ul style="list-style-type: none"> Districts/agencies receiving IDEA funds and Early Childhood Special Education funds: obtain EMIS December Child Count-Inclusion Report and spot check files to assure all Multi-Factored Evaluations (MFEs) and Individualized Education Programs (IEPs) are current and fully completed for students on the list. 	<ul style="list-style-type: none"> * See your local EMIS or Special Education Coordinator.
	<ul style="list-style-type: none"> Research, establish and use problem-solving methods for determining priority needs evidenced in the data analysis/need assessment process and arriving at solutions for needs. Review federal goals and strategies. 	<ul style="list-style-type: none"> DL=>CCIP=> CCIP Needs Assessment and Planning=> Basic Needs Assessment and Planning Resources.

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	<ul style="list-style-type: none"> Nonpublic School Service System (NS3) comes on line the beginning of January and is closed May 15 for nonpublic schools wishing to file electronic enrollment and participation information for federal programs. Public districts need to review enrollment information from all nonpublic schools from the previous year to assure that all nonpublic students living in the district are represented. Public districts must provide consultation on NCLB/IDEA programs to all those nonpublic schools entering information in NS3, even when the nonpublic students appear to be ineligible for service. Nonpublic schools “Opting Out” are the only ones who are not required to receive consultation. Consultation may include workshop sessions that instruct nonpublic school staff how to complete the NS3 information accurately. The public district must verify the nonpublic low-income and academically eligible counts by requesting documentation from the nonpublic schools. Verification includes income forms and two objective, academic criteria showing children failing or at-risk of failing reading or mathematics. 	<ul style="list-style-type: none"> * To complete PACTS: ODE Web site: http://www.ode.state.oh.us=>SAFE Account Sign In (on bottom of left blue menu). Enter Account Name and Password=>NS3. DL=>CCIP=>Nonpublic School Services=>Consolidated Application=>Steps for Completing Nonpublic Consultation. DL=>CCIP=> Nonpublic School Services=>Ohio’s Timeline for LEA Consultation with Nonpublic School Officials
Feb	<ul style="list-style-type: none"> Beginning of February: test all Limited English Proficient (LEP) students every year to measure their progress in learning English. Use the English Language Acquisition (OTELA) ordered from for Office of Assessment at the beginning of the school year. 	<ul style="list-style-type: none"> * Call Dan Fleck or Abdi Mohammed at ODE, (614) 466-4109, if you have questions on LEP.
	<ul style="list-style-type: none"> Community schools: submit Community School Average Daily Membership (CSADM) to ODE by early February for the second reporting period. 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: CSADM Corner=> CSADM FLI Instructions.
	<ul style="list-style-type: none"> Traditional public school districts can view CSADM after the community schools enters them for the second reporting period. This enables the traditional districts to be aware of changes that will occur in their federal program allocations in the CCIP (usually in March). 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: CSADM Corner=>CSADM FLI Instructions
	<ul style="list-style-type: none"> Check CCIP Sections page to see if there are any allocation changes due to community schools allocations and other adjustments. Status of CCIP will automatically be changed to Revision Started if there are allocation changes. Submit CCIP budget revision if needed. 	<ul style="list-style-type: none"> DL=>Financial Information=>Approval Process for the Consolidated Application. Scroll down to CCIP Revision.

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March	<ul style="list-style-type: none"> • Rollover CCIP Planning Tool to new application year for Competitive Grants staff to work on (if you have not done so by now). • Continue to work with district competitive grant staff so CCIP grants goals and strategies align/coordinate with Consolidated Application goals and strategies. (CCIP competitive applications become available on line Feb. 1 and are due April 30 at 5 p.m.) 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us=>SAFE Account Sign In (at the bottom of the left blue menu). Enter Account Name and Password=>CCIP=>Planning=>Planning Tool (on left blue menu) =>2009 and Active Plan (on the 2 drop-down boxes)=>Create a Copy of your 2008 District/Agency Plan for the 2009 Plan. * Call the ODE person listed in the CCIP Address Book under Competitive Contacts if you have competitive grant questions.
	<ul style="list-style-type: none"> • Revisit Title I Targeted Assistance student eligibility procedures and update student selection and ranking forms for public and nonpublic school services if not reviewed for several years. 	<ul style="list-style-type: none"> • DL=>CCIP=> Forms=> Consolidated Application=> Student Selection Form. • DL=>Consolidated Application=> Title I-A=> Guidance=> ODE Guidance=> Targeted Assistance Requirements-Title I.
	<ul style="list-style-type: none"> • Register for and attend OAASFEP Spring Conference on federal programs, usually in March or April. Dates will be announced. 	<ul style="list-style-type: none"> • DL=>Conferences * Go to: http://www.oasfep.net=>Conferences (at bottom of page).
April	<ul style="list-style-type: none"> • Finalize work with district competitive grants staff to align/coordinate grants goals and strategies with Consolidated Application goals and strategies. (CCIP Competitive Grant Applications are due April 30 at 5 p.m.) 	<ul style="list-style-type: none"> • DL=>CCIP=>Needs Assessment and Planning=>Basic Needs Assessment and Planning Resources. Scroll down to Federal Goals (page 3) and CCIP Strategy Descriptions (page 5). * Call the ODE person listed in the CCIP Address Book under Competitive Contacts, if you have any competitive grant questions.
	<ul style="list-style-type: none"> • Submit final CCIP budget revisions for the year as needed. 	

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<ul style="list-style-type: none"> • Continue checking NS3 for nonpublic schools that have recently entered enrollment information. See procedures under January— Nonpublic School Service System (NS3) above. 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us=> SAFE Account Sign In (at the bottom of the left blue menu). Enter Account Name and Password=>NS3.
<ul style="list-style-type: none"> • Review the Non-chartered Nonpublic List in the Document Library. (This list is different from schools listed in NS3. These schools are non-chartered. Nonpublic schools in NS3 are chartered.) If you have any schools listed under your district's name on the non-chartered list, you are required to provide consultation related to special education for students with disabilities. If the non-chartered school has a student with disabilities and desires services, your district would provide an Individualized Education Plan (IEP) and a Multi-factored Evaluation (MFE). If the student is found eligible, he/she would be considered by your district for special education services. • To verify that you provided consultation, whether the non-chartered school wishes to participate or not, ask the non-chartered school to complete Participation Form C attached to Letter C (in the Document Library). If the school does not return Form C to the district, the district must provide documentation to ODE that it sent Letter C showing a due date for the return of the attached Form C. Send a copy of the completed/signed Form C or the unanswered Letter C with above documentation to your ODE, Federal Programs consultant. Form C must be received by ODE before the district's CCIP can be approved. 	<ul style="list-style-type: none"> • DL=>CCIP=> Nonpublic School Services=> Consolidated Application=> Non-chartered Nonpublic List • DL=>CCIP=>Nonpublic School Services=> Consolidated Application=>Nonpublic Participation Letter C-Non-chartered.
<ul style="list-style-type: none"> • If Title IV activities are not research based, complete the Title IV waiver form in the Document Library and e-mail to ODE Center for Students, Families, and Communities consultant as listed. 	<ul style="list-style-type: none"> • DL=>Consolidated Application=>Title IV-A=> Waivers * E-mail waiver request to: Jill.Jackson@ode.state.oh.us or Christine.Kane@ode.state.oh.us
<ul style="list-style-type: none"> • Conduct teacher surveys, parent/community surveys and compile data results. Title II-A teacher surveys must reflect the activities needed to give teachers subject matter knowledge and teaching skills, and to give principals the instructional leadership skills to help teachers to provide students with the opportunity to meet state student academic achievement standards. 	<ul style="list-style-type: none"> • DL=>Parents=> Consolidated Application=> Sample Parent Survey Questions

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<ul style="list-style-type: none"> Set up account names and passwords to access CCIP.net. Do this early in the event there are problems. 	<ul style="list-style-type: none"> DL=>CCIP=> Navigating the CCIP. Scroll down to Accessing the CCIP. Or see CCIP Note #123. 	
<ul style="list-style-type: none"> Review all preparation documents for the annual CCIP Consolidated Application— <ul style="list-style-type: none"> The previous year’s CCIP, The CCIP Timeline, Preparing for the 2009 CCIP-Consolidated Application, Help links for each CCIP page, including Budget Requirements, CCIP Document Library. With the knowledge of each funding source’s allowable activities, start matching solutions to funding sources. 	<ul style="list-style-type: none"> DL=>CCIP=> Preparing for the 2009 CCIP-Consolidated Application DL=>Financial=> Purpose Codes. * Help: when on any page of the CCIP Web site, click Help on the left blue menu. 	
<ul style="list-style-type: none"> Obtain free and reduced price meal data (from finalized district food service meal claim) and ADM data, both from the same month, for CCIP Title I Building Eligibility page. 	<ul style="list-style-type: none"> DL=>Consolidated Application=> Title I-A=> Guidance=> ODE Guidance=> Building Eligibility. 	
<ul style="list-style-type: none"> Obtain HQT data to assure all teachers teaching core subjects in the district (including Title I and Special Education teachers even if they are not defined as teachers of record) are HQT. If any teachers are not HQT, assure that they have an individual plan to become HQT ASAP and that your CCIP Needs Assessment and HQT Components in the CCIP include non-HQT data and Annual Measurable Objectives. 	<ul style="list-style-type: none"> * See your local EMIS coordinator for HQT data. * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: HQT Toolkit. DL=>CCIP=>CCIP Needs Assessment and Planning=> HQT Rubric 	
<ul style="list-style-type: none"> Review teacher-to-student ratios to assure you not supplanting with Title II-A or other federal funding. State operating standards require that you not exceed 1:25 teacher-to-student ratio for K-4 and K-12 district-wide. You must meet this standard before you use federal funding to pay for any class size reduction teachers. 	<ul style="list-style-type: none"> * See Class Size Reduction-Determining Teacher-to-Student Ratio on Help screen for CCIP Title II-A Budget page. * See your local EMIS person for number of teachers and students 	
<ul style="list-style-type: none"> If Title IV activities are not research based, complete the Title IV waiver form and e-mail to Center for Students, Families, and Communities consultant as listed. These waivers must be approved before Office of Federal Programs consultant can approve the CCIP. 	<ul style="list-style-type: none"> DL=>Consolidated Application=> Title IV-A=> Waivers * E-mail waiver request to: Jill.Jackson@ode.state.oh.us or Chistine.Kane@ode.state.oh.us. 	

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May	<ul style="list-style-type: none"> Finalize all nonpublic NS3 participation forms and complete consultation guides electronically by May 15, 2008, for fiscal year 2009. The public school district's CCIP will not be approved if the NS3 participation forms have not been finalized or the Consultation Guides have not been completed. 	<ul style="list-style-type: none"> *Go to ODE Web site: http://www.ode.state.oh.us =>SAFE Account Sign In (at the bottom of the left blue menu). Enter Account Name and Password=>NS3.
	<ul style="list-style-type: none"> Check CCIP to assure all Consolidated Application revisions are in Final Approved status. 	<ul style="list-style-type: none"> * CCIP Web site=> Funding =>Funding Application=>Consolidated Application. On the upper part of Consolidated Application Sections page, see Application Status.
	<ul style="list-style-type: none"> Review navigation documents on CCIP.net. Clarify with your ODE Federal Programs consultant all CCIP items that are not clear to you well before the recommended submission date of July 1. 	<ul style="list-style-type: none"> DL=>CCIP=>Using the CCIP=>Navigating the CCIP.net * Contact information for ODE Federal Programs consultant is in CCIP Address Book; or call (614) 466-4161to ask for the consultant assigned to your district/agency.
	<ul style="list-style-type: none"> Continue to compile and analyze newly available needs assessment data - all disaggregated student achievement data over several years; satisfaction surveys of parents; teacher professional development surveys; HQT data; discipline/school climate data; professional development needs as indicated by test scores; NCLB/IDEA program effectiveness information and consultation with staff and parents; results of onsite review and self-evaluations; resources available; etc. 	<ul style="list-style-type: none"> DL=>CCIP=>CCIP Needs Assessment and Planning=> Basic CCIP Needs Assessment and Planning Resources.
	<ul style="list-style-type: none"> Develop/update CCIP Planning Tool for the upcoming year with input from parents and building faculty and administrative staff (and other stakeholders as appropriate) to target needs evidenced in the needs assessment process. 	<ul style="list-style-type: none"> * CCIP Web site=> Planning=> Planning Tool (on blue menu)=>District/Agency Plan. DL=>CCIP=> Using the CCIP=> Navigating the CCIP. Scroll down to Planning Tool Overview.

CCIP Timeline - Consolidated Application/NCLB (Exact dates listed are subject to change.)		<ul style="list-style-type: none"> DL: Bullet with DL indicates resource documents in CCIP Document Library (Go to CCIP Web site: https://ccip.ode.state.oh.us/Default.aspx). Click Document Library on left blue menu, follow pathway (=>) to topics listed below. * Asterisk indicates other sources.
	<ul style="list-style-type: none"> Work with district staff in Early Childhood Special Education (ECSE); Individuals with Disabilities Education Improvement Act (IDEA); Career-Technical and Adult Education (CTAE); and Adult Basic Literacy Education (ABLE) so all goals and strategies for all grants are aligned/coordinated in ONE plan. Enter into the CCIP Planning Tool needs assessment summary, all goals and strategies determined by your local planning committee and coordinated with other applications staff. 	<ul style="list-style-type: none"> DL=>CCIP=> Planning and Needs Assessment=> Basic Needs Assessment and Planning Resources. Scroll down to Federal Goals (page 3) and CCIP Strategy Descriptions (page 5).
	<ul style="list-style-type: none"> Enter all building closures, openings and grade span changes in the Ohio Educational Directory System (OEDS) by end of May so these changes will automatically transfer into the new CCIP. 	<ul style="list-style-type: none"> * Go to ODE Website: http://www.ode.state.oh.us=> SAFE Account Sign In (on the left blue menu). Log in with Account Name and Password=> OEDSR.
	<ul style="list-style-type: none"> By June 30 due date, districts/local educational agencies (LEAs) with schools in SI status: complete Effectiveness Report (ER) for each state-approved provider that the district/LEA has contracted with. ODE distributes ERs to districts/LEAs. 	<ul style="list-style-type: none"> * Call Faith Behringer, ODE Federal Programs, at (614) 466-4161 for questions on the Effectiveness Report.
June	<ul style="list-style-type: none"> Submit all budget revisions well before June 30. Last minute revisions may be rejected by ODE's Office of Federal Programs for lack of time to incur the obligation. Budget Revisions are effective the date of CCIP submission. They are not retroactive. 	<ul style="list-style-type: none"> DL=>Financial Information=> Guidance, Financial=> Financial Obligation Definition.
	<ul style="list-style-type: none"> Before June 30, obligate (not just encumber) all CCIP, Consolidated Application expenditures for approved activities. (CCIP budget revisions must be submitted before incurring a new obligation.) 	<ul style="list-style-type: none"> DL=>Financial Information=> Guidance, Financial=> Obligation Definition.
	<ul style="list-style-type: none"> If on this year's cohort list, complete PACTS Self-Evaluation by June 30. 	<ul style="list-style-type: none"> DL=>Compliance=> Consolidated Application=> LEA Cohort List

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	<ul style="list-style-type: none"> At the beginning of June, look in your 2009 CCIP for new allocations. After ODE enters the 2009 allocations into the CCIP, complete CCIP Budgets, Budget Details pages, and all other Funding Application pages. Use correct Budget Codes and Uses of Funds and meet all Budget page requirements. 	<ul style="list-style-type: none"> * CCIP Web site=>Funding=>Funding Application (on left blue menu)=> Consolidated Application. When the Consolidated Application Sections page opens, click Allocations at the top of the Description list. DL=>Financial Information=>Allowable Activities/Uses of Funds, or Fund Codes, or Purpose Codes. * See Budget Requirements on CCIP Budget page Help screens.
	<ul style="list-style-type: none"> Compile and analyze newly available needs assessment data (Ohio Achievement Test scores are scheduled to be posted online by June 15). Have others including the planning team review the CCIP using the ODE Consultant Checklist. 	<ul style="list-style-type: none"> * CCIP Web site=> Funding=> Funding Application (on the left blue menu)=> Consolidated Application. When the Consolidated Application Sections page opens, click ODE Consultant Checklist on the Description list
	<ul style="list-style-type: none"> Alert consortiums to complete Consortium Forms (Title III, IV, IDEA, and ECSE). 	<ul style="list-style-type: none"> DL=>CCIP=> Forms=>Consolidated Application=> Consortium Form.
	<ul style="list-style-type: none"> Work with Help Me Grow staff to assure all Individualized Education Programs (IEPs) are in place by the child's third birthday so children can transition to Childhood Special Education preschool. 	<ul style="list-style-type: none"> * Go to ODE Web site: http://www.ode.state.oh.us. Search keyword: Preschool Special Education=>Federal Preschool Special Education Service Delivery and Funding.
	<ul style="list-style-type: none"> Schools in SI status using SES state-approved providers: complete and return the Effectiveness Report on each provider by the designated June due date. 	
July	<ul style="list-style-type: none"> Target July 1 as the recommended date to submit your completed CCIP (with Superintendent Approval) to avoid any problems with obligations being covered, substantial approval date, final approval date, cash flow, etc. 	<ul style="list-style-type: none"> DL=>CCIP=> Using the CCIP Site=> CCIP Due Date/ Substantially Approved Date of CCIP Consolidated Application
	<ul style="list-style-type: none"> Submit FERs as soon as the obligations are liquidated but not before June 30 and no later than Sept. 30. 	<ul style="list-style-type: none"> DL=>Financial Information=> FER.

<p align="center">CCIP Timeline - Consolidated Application/NCLB (Exact dates listed are subject to change.)</p>		<ul style="list-style-type: none"> DL: Bullet with DL indicates resource documents in CCIP Document Library (Go to CCIP Web site: https://ccip.ode.state.oh.us/Default.aspx). Click Document Library on left blue menu, follow pathway (=>) to topics listed below. * Asterisk indicates other sources.
	<ul style="list-style-type: none"> On Final Expenditure Reports (FERs), limit Carryover from previous fiscal year's Title I grant (original allocation and re-allocation) to 15 percent of Title I after Sept. 30 unless you request in the CCIP Log a once-in-three-years waiver. Limit Title IV Carryover to 25 percent unless you request a waiver in the CCIP Log. Limit IDEA and ECSE carryover to amounts specified in Doc Library. 	<ul style="list-style-type: none"> DL=>Financial Information=> Carryover
As needed	<ul style="list-style-type: none"> Complete, as needed, Project Cash Requests (PCRs) after the first one is generated by ODE. Monitor budget and spending regularly and abide by the Cash Management Act and 34 CFR 80.20 and 80.21 which requires funds be drawn only for immediate cash needs. 	<ul style="list-style-type: none"> *CCIP Web site=> Funding (on the left blue menu=> Project Cash Requests (on fly-out menu). * Call your ODE Grants Management consultant at (614) 752-1483 if you have questions on PCRs.