

# Student Support and Academic Enrichment (SSAE) 2024–25 Program Instrument

**California Department of Education**

**May 2024**

## SSAE 01: Needs Assessment

1. The local educational agency (LEA) receiving $30,000 or more in funding shall conduct a comprehensive needs assessment once every three years in order to examine needs for improvement of:
   * 1. access to, and opportunities for, a well-rounded education for all students;
     2. school conditions for student learning in order to create a healthy and safe school environment; and
     3. access to personalized learning experiences supported by technology and professional development (PD) for the effective use of data and technology.  
        (Every Student Succeeds Act [ESSA] Section 4106[d])
   1. The LEA evaluates the effectiveness of strategies and activities funded under Title IV, Part A and uses data to determine future program planning.  
      (ESSA Section 4106[e][1][E])
   2. Title IV, Part A needs assessment records are kept on file for the current year and three previous years.   
      (2 Code of Federal Regulations [CFR] Section 200.334)

### Evidence Requests

#### Needs Assessment

Abbreviation: NdsAsmnt

Description: Needs assessment documents and supporting documents (academic assessments, survey results, disciplinary records, course offerings, PD schedules, etc.).

Item Instructions: Provide most current needs assessment documents within the last three fiscal years (FY).

Related Items: SSAE 01, SSAE 06

## SSAE 02: Allocations and Use of Funds

1. LEAs allocated Title IV, Part A funds of $30,000 and over shall use:
   * 1. Not less than 20 percent of the funds for well-rounded education, as described in Section 4107;
     2. Not less than 20 percent of the funds for safe and healthy students, as described in Section 4108;
     3. A portion of the funds for effective use of technology, as described in Section 4109(a).

(ESSA Section 4106[e][2][C-E])

* 1. LEAs allocated Title IV, Part A funds shall not use more than 15 percent of the funds for effective use of technology for purchasing technology infrastructure. (ESSA Section 4109[b])
  2. The LEA shall ensure that the expenditures under the Title IV, Part A program are reasonable, necessary, and allocable in accordance with applicable statutes, regulations, and program plan(s).  
     (2 CFR sections 200.403 – 200.405)
  3. The LEA shall use Title IV, Part A funds to supplement, and not supplant, state and local funds that would otherwise be used for activities authorized under Title IV, Part A. (ESSA Section 4110)
  4. The LEA shall not use Title IV, Part A funds for medical services or drug treatment or rehabilitation, except for integrated student supports, specialized instructional support services, or referral to treatment for impacted students, which may include students who are victims of, or witnesses to, crime or students who illegally use drugs. (ESSA Section 4001[b])
  5. The LEA may not reserve more than 2 percent of the LEA allocation for the direct administrative costs of carrying out the LEA’s responsibilities under Title IV, Part A. (ESSA Section 4105[c])
  6. The LEA shall maintain Title IV, Part A records for the current year and three previous years. (2 CFR Section 200.334)
  7. LEA Title IV, Part A fiscal data submitted in the Consolidated Application and Reporting System (CARS) align to all obligations and expenditures identified in the General Ledger and supporting fiscal documents.  
     (Consolidated State Program Reporting Part 2)
  8. If applicable, the LEA shall obtain prior written informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is Title IV, Part A funded and conducted in connection with an elementary school or secondary school. (ESSA Section 4001[a][1])
  9. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the federal awarding agency or the California Department of Education (CDE). (2 CFR Section 200.439[b][2])
  10. The LEA that participated in the Alternative Fund Use Authority using Title IV, Part A funds shall ensure the funds were used to carry out local activities authorized under Title I, Part A; Title II, Part A; Title III, Part A; or Title IV, Part B. (ESSA Section 5211)

### Evidence Requests

#### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: Provide General Ledger for Title IV, Part A funded expenditures for FY reviewed.

Related Items: SSAE 02, SSAE 03, SSAE 04, SSAE 06, SSAE 07

#### Approval of Capital Expenditures

Abbreviation: AprvlCptlExpnd

Description: For items with a unit cost of $5,000 or more, the corresponding Capital Expenditures Request Form showing approval by the CDE.

Item Instructions: Provide approved capital expenditure request for the FY reviewed.

Related Items: SSAE 02, SSAE 04, SSAE 06

#### Parent Consent Document

Abbreviation: PrntCnsntDcmnt

Description: Documentation that provides evidence that parent consent has been provided for any mental-health assessment or service that is Title IV, Part A funded.

Item Instructions: Provide parent consent document for the FY reviewed.

Related Items: SSAE 02

#### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved Local Control and Accountability Plan (LCAP) and LCAP Federal Addendum.

Item Instructions: Provide approved Federal LCAP Addendum to reflect applicable transferred funds.

Related Items: SSAE 02, SSAE 07, SSAE 08

#### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

Item Instructions: Provide vendor contract and invoices for services and equipment purchased for equitable services funded with Title IV, Part A funds.

Related Items: SSAE 02, SSAE 04, SSAE 06

#### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed PD relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: Provide documentation of PD expenditures relevant to the Title IV, Part A program which may include, but is not limited to agendas, certificates, sign-in sheets, minutes, training materials, surveys (including survey and results), data, and feedback forms.

Related Items: SSAE 02, SSAE 06

## SSAE 03: Time and Effort

1. The LEA shall properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title IV, Part A program requirements and federal accounting requirements.  
   (2 CFR sections 200.302, 200.430[a], 200.430[i])
   1. Salaries and wages funded with Title IV, Part A shall be used to supplement, and not supplant, state and local funds. (ESSA Section 4110)
   2. Title IV, Part A records are kept on file for the current year and three previous years. (2 CFR Section 200.334)

### Evidence Requests

#### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities (cost objectives) as agreed to by employer and employee.

Item Instructions: Provide duty statements for staff funded with Title IV, Part A funds for FY reviewed.

Related Items: SSAE 03

#### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: Provide General Ledger for Title IV, Part A funded expenditures for FY reviewed.

Related Items: SSAE 02, SSAE 03, SSAE 04, SSAE 06, SSAE 07

#### Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: Provide position control report for all staff funded with Title IV, Part A funds for the FY reviewed.

Related Items: SSAE 03

#### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: Provide time and effort records for any employee to include salary schedules, benefit documents, extra duties, overtime, or stipend pay whose duties and/or activities were charged to Title IV, Part A for the FY reviewed.

Related Items: SSAE 03

#### Time and Effort Policies and Procedures

Abbreviation: TmEfrtPlcyPrcdrs

Description: LEA’s established written policies and procedures for documenting time and effort of employees that work on federal programs.

Item Instructions: Include the LEA’s specific policies and procedures for documenting actual hours worked, including related internal controls, employee training, and reconciliation processes.

Related Items: SSAE 03

#### Payroll Records

Abbreviation: PyrlRcrds

Description: Record of salaries and benefits paid to employees that work at the LEA for the FY under review, that identifies the employees’ name, hours worked, gross pay, net pay, deductions, and payroll period.

Item Instructions: Provide payroll records for any employee to include extra duties, overtime, or stipend pay whose duties and/or activities were charged to Title IV, Part A for the FY reviewed

Related Items: SSAE 03

## SSAE 04: Equipment and Property

1. Equipment and property purchased with Title IV, Part A funds is appropriately approved, tagged, and clearly marked. The LEA has a system in place for marking items purchased with federal funds and disposal of items. (2 CFR Section 200.313[d])
   1. Title IV, Part A equipment and property records are kept on file for the current year and three previous years. (2 CFR Section 200.334)
   2. The LEA shall conduct a physical inventory that includes a description of the property, a serial number or other identification number, the source of funding for the property (including the Federal Award Identification Number, or FAIN), who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, the use and condition of the property, and any ultimate disposition data, including the date of disposal, the sale price of the property, and the results reconciled with the property records at least once every two years. (2 CFR section 200.313[d][1-2])
   3. If equipment purchased with Title IV, Part A funds at a per unit value of $5,000 or more is no longer needed, the LEA shall request approval from the CDE before the equipment can be removed from the inventory. (2 CFR Section 200.313[e])

### Evidence Requests

#### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: Provide General Ledger for Title IV, Part A funded expenditures for the FY reviewed.

Related Items: SSAE 04, SSAE 06, SSAE 07

#### Property Records

Abbreviation: PropRcrds

Description: Equipment and property records shall be maintained that include a description of the property; a serial number or other identification number; the source of funding for the property; who holds title; the acquisition date and cost of the property; the percentage of Title IV, Part A funds used to acquire the property; the location, use and condition of the property; and any ultimate disposition data, including the date of disposal and sale price of the property.

Item Instructions: Provide equipment and property records for the equipment purchased with Title IV, Part A funds for the FY reviewed.

Related Items: SSAE 04, SSAE 06

#### Approval of Capital Expenditures

Abbreviation: AprvlCptlExpnd

Description: For items with a unit cost of $5,000 or more, the corresponding Capital Expenditures Request Form showing approval by the CDE.

Item Instructions: Provide approved capital expenditure request for the FY reviewed.

Related Items: SSAE 02, SSAE 04, SSAE 06

#### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts, or documentation to substantiate how costs benefited programs.

Item Instructions: Provide vendor contract and invoices for services and equipment purchased for equitable services funded with Title IV, Part A funds.

Related Items: SSAE 02, SSAE 04, SSAE 06

## SSAE 05: Internet Safety

1. The LEA shall have in place and enforce a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access which protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors. (ESSA sections 4121[a][1] and section 4121[b]

### Evidence Requests

#### Internet Safety Policy

Abbreviation: IntSftyPlcy

Description: Internet safety policy describing protection measures.

Item Instructions: Provide internet safety policy for the FY reviewed.

Related Items: SSAE 05

## SSAE 06: Equitable Services

1. The LEA shall contact all non-profit private schools located within the LEA attendance area and offer services.  
   (ESSA Section 4106[e][2][B]; Section 8501; 34 CFR Section 76.651)
   1. The LEA shall conduct a needs assessment once every three years in order to examine needs for improvement. (ESSA Section 4106[d][3])
   2. The LEA shall evaluate the effectiveness of equitable services strategies and activities funded under Title IV, Part A and use data to determine future program planning. (ESSA Section 4106[e][1][E])
   3. If applicable, the LEA shall provide equitable services to eligible participating non-profit private schools being served with Title IV, Part A. (ESSA Section 8501)
   4. The LEA’s equitable services process shall include consultation on issues such as the following:
      1. How the children’s needs will be identified;  
         (ESSA Section 8501[c][1][A])
      2. What services will be offered; (ESSA Section 8501[c][1][B])
      3. How, where, and by whom the services will be provided, including services by a third-party provider; (ESSA Section 8501[c][1][C])
      4. How the services will be assessed and how the results of that assessment will be used to improve those services;  
         (ESSA Section 8501[c][1][D])
      5. Size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel; the proportion of funds allocated; and how that proportion of funds is determined; (ESSA Section 8501[c][1][E])
      6. How and when the LEA will make decisions regarding the delivery of services to eligible non-profit private schools, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers; (ESSA Section 8501[c][1][F])
      7. Whether the LEA shall provide services directly or through a separate government agency, consortium, entity, or through a third-party contractor. (ESSA Section 8501[c][1][G])
   5. If the LEA disagrees with the views of the non-profit private school official on the provision of services through a contract, the LEA shall provide in writing to the non-profit private school official an analysis of the reasons why the LEA has chosen not to use a contractor. (ESSA Section 8501[c][2])
   6. The LEA shall maintain a written affirmation signed by officials of the participating non-profit private school that the required consultation has occurred. (ESSA Section 8501[c][5])
   7. The LEA shall:
      1. Keep title to and exercise continuing administrative control of all equipment and supplies that the LEA acquires with program funds;  
         (34 CFR Section 76.661[a])
      2. Insure that the equipment or supplies placed in an eligible non-profit private school are used only for the purposes of the project and can be removed from the school without remodeling the private school facilities;  
         (34 CFR sections 76.661[c][1-2])
      3. Remove equipment or supplies from a school if the equipment or supplies are no longer needed for the purposes of the project or if removal is necessary to avoid use of the equipment of supplies for other than project purposes; (34 CFR sections 76.661[d][1-2])
   8. Educational services and other benefits, including materials and equipment, provided by the LEA for eligible non-profit private school children and teachers, shall be secular, neutral, and nonideological.  
      (ESSA Section 8501[a][2])
   9. Title IV, Part A funds used for equitable services and other benefits to eligible non-profit private school students shall be obligated in the FY for which the funds are received. (ESSA Section 8501[a][4][B])
   10. Title IV, Part A funds used to provide equitable services, and title to materials, equipment, and property purchased with those funds, shall be administered and maintained by LEA. (ESSA Section 8501[d][1])
   11. In the provision of services, the employee, person, association, agency, organization, or other entity shall be independent of the private school and of any religious organization, and the employment or contract shall be under the control and supervision of the public agency.   
       (ESSA Section 8501[d][2][B])

### Evidence Requests

#### Property Records

Abbreviation: PropRcrds

Description: Equipment and property records shall be maintained that include a description of the property; a serial number or other identification number; the source of funding for the property; who holds title; the acquisition date and cost of the property; the percentage of Title IV, Part A funds used to acquire the property; the location, use and condition of the property; and any ultimate disposition data, including the date of disposal and sale price of the property.

Item Instructions: Provide equipment and property records for the equipment purchased with Title IV, Part A funds for the FY reviewed.

Related Items: SSAE 04, SSAE 06

#### Consultation with Private Schools

Abbreviation: CnslttnPrvtSchl

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmation of consultation with appropriate private school officials.

Item Instructions: Provide documents identifying consultation occurred with eligible non-profit private schools. Examples include read receipts of notification emails, certified mail receipts, phone call logs including time and date, public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmation of consultation with appropriate private school officials.

Related Items: SSAE 06, SSAE 07

#### Approval of Capital Expenditures

Abbreviation: AprvlCptlExpnd

Description: For items with a unit cost of $5,000 or more, the corresponding Capital Expenditures Request Form showing approval by the CDE.

Item Instructions: Provide approved capital expenditure request for the FY reviewed.

Related Items: SSAE 02, SSAE 04, SSAE 06

#### Private School Affirmation

Abbreviation: PvtSchlAfmtn

Description: A written document signed and dated by private school officials that the required consultation has occurred.

Item Instructions: Provide eligible non-profit private school correspondence and signed affirmation documents regarding consultation for Title IV, Part A equitable services.

Related Items: SSAE 06

#### Needs Assessment

Abbreviation: NdsAsmnt

Description: Needs assessment documents and supporting documents (academic assessments, survey results, disciplinary records, course offerings, PD schedules, etc.).

Item Instructions: Provide needs assessment documents for the FY reviewed.

Related Items: SSAE 01, SSAE 06

#### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: Provide General Ledger for Title IV, Part A funded expenditures for the FY reviewed.

Related Items: SSAE 02, SSAE 03, SSAE 04, SSAE 06, SSAE 07

#### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts, or documentation to substantiate how costs benefited programs.

Item Instructions: Provide vendor contract and invoices for services and equipment purchased for equitable services funded with Title IV, Part A funds. Vendor experience evidences may include resumes, statement of qualifications, duty statements, biography, etc.

Related Items: SSAE 04, SSAE 06

#### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed PD relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: Provide documentation of professional development expenditures relevant to the Title IV, Part A program which may include, but is not limited to agendas, certificates, sign-in sheets, minutes, training materials, surveys (including survey and results), data, and feedback forms.

Related Items: SSAE 02, SSAE 06

#### Intent to Participate

Abbreviation: PrvtSchIntPart

Description: Dated communication to private schools regarding eligibility for Title I, Title II, or Title III, Title IV, Part A services.

Item Instructions: Provide dated communication to private schools within the LEA boundary area stating the private school is eligible to participate in Title IV, Part A which includes a description of the Title IV, Part A, program; dated communication shall include private school’s response with intent to participate in the Title IV, Part A program.

Related Items: SSAE 06

## SSAE 07: Federal Transferability

1. Each LEA that transfers Title IV, Part A funds under the authority provided by Title V, Part A, shall conduct consultations in accordance with ESSA Section 8501, if such transfer transfers funds from a program that provides for the equitable participation of students, teachers, or other educational personnel, from private schools. (ESSA Section 5103[e])
   1. Each LEA that makes a transfer of Title IV, Part A funds pursuant to ESSA Section 5103 shall:
      1. modify, to account for such transfer, each local plan, or application submitted by the LEA, to which such funds relate;
      2. not later than 30 days after the date of such transfer, submit a copy of such modified plan or application to the State; and
      3. not later than 30 days before the effective date of such transfer, notify the State of such transfer. (ESSA Section 5103[d][2])

### Evidence Requests

#### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: Provide General Ledger for Title IV, Part A funded expenditures for the FY reviewed.

Related Items: SSAE 02, SSAE 03, SSAE 04, SSAE 06, SSAE 07

#### Consultation with Private Schools

Abbreviation: CnslttnPrvtSchl

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmations of consultation with appropriate private school officials.

Item Instructions: Provide documents identifying consultation occurred with eligible non-profit private schools.

Related Items: SSAE 06, SSAE 07

#### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved LCAP.

Item Instructions: Provide approved Federal LCAP Addendum to reflect applicable transferred funds.

Related Items: SSAE 02, SSAE 07, SSAE 08

## SSAE 08: Continued Consultation

1. Each LEA shall engage in continued consultation with parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency), Indian tribes or tribal organizations that may be located in the region served by the LEA (where applicable), charter school teachers, principals, and other school leaders (where applicable), and others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title IV, Part A in order to improve the local activities in order to meet the purpose of Title IV, Part A and to coordinate such implementation with other related strategies, programs, and activities being conducted in the community. (ESSA sections 4106[c][1-2])

### Evidence Requests

#### LEA Level Planning Documents

Abbreviation: LEALvlPlngDocs

Description: The current approved LEA level planning documents, such as the current approved LCAP Federal Addendum.

Item Instructions: Provide documented program planning evidence of preparation, drafting, and revising of the LCAP Federal Addendum. Examples include public notices, agendas, sign-in sheets, meeting minutes, documented collaboration with multiple stakeholder groups.

Related Items: SSAE 02, SSAE 07, SSAE 08

#### Ongoing Consultation

Abbreviation: OnGCnslttn

Description: Documents that show how the LEA consulted with parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency), Indian tribes or tribal organizations that may be located in the region served by the LEA (where applicable), charter school teachers, principals, and other school leaders (where applicable), and others with relevant and demonstrated expertise in programs and activities in regards to the Title IV, Part A programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, or emails.

Item Instructions: Provide documents identifying ongoing consultation. Examples include presentation slide decks, survey results, phone call logs including time and date, public notices, letters, agendas, sign-in sheets, meeting minutes, or emails.

Related Items: SSAE 08

## SSAE 09: Approved or Modified LCAP Federal Addendum

1. Each LEA shall submit an LCAP Federal Addendum application and maintain on file the approved CDE application.  
   (ESSA sections 4106 and 4105[a][1])
   1. If applicable, LEAs participating in Title V, Part A transferability of Title IV, Part A funds shall modify the LCAP Federal Addendum to account for such transfers. (ESSA Section 5103[d][2])

### Evidence Requests

#### LCAP Federal Addendum

Abbreviation: LCAPFedAdd

Description: The approved CDE application or modified LCAP Federal Addendum to reflect applicable transferred funds.

Item Instructions: Provide approved LCAP Federal Addendum.

Related Items: SSAE 09