

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-35
SUPERSEDES: N/A		Sheet 1 of 2
SUBJECT: MIGRANT EDUCATION PROGRAM APPLICATION REVIEW PROCESS		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-35

I. PURPOSE

To provide uniformity, consistency and accuracy in the completion and approval of the Arizona Department of Education (ADE) Migrant Education Program (MEP) application review process.

II. BACKGROUND INFORMATION

Once an LEA receives notice of their allocation, they must complete an application. These applications are the basis for the receiving of MEP funds. This ensures that all LEAs are using their funds in accordance to law.

III. PROCEDURE

Other Guidelines Referenced:

- Data Verification Guidelines
- Allocation Guidelines

Timeline:

- Preliminary allocations are sent to the LEAs by the end of July. The application will be opened by the middle of August. Applications are to be approved by October 1st.
- As applications are reviewed by an ADE MEP Specialist who will use the guidelines within the document to review the application. An application will be reviewed within 5 business of receipt by the MEP Specialist.

Process:

- The MEP Application can be found in the State's Common Logon. Upon receiving their allocation, the LEA will go in and download the application, complete the application, and submit the application, electronically.
- Once submitted, the application is removed from the online system by the ADE Grants Management/ Central Processing Unit (CPU). CPU puts the application into a Word Document and places the document in a folder on the ADE network. An email is sent to the MEP Specialists each time a new application is placed on the network.
- The MEP Specialist reviews the application, looking at the following:
 - The LEA has applied for the correct amount of money. This is based on their allocation.
 - Accuracy of coding on each expenditure
 - Supplement versus supplant
 - Personnel Requirements
 - Program Requirements and Services

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Supplemental Assistance Services
Needs Assessment
Priority for Services and District Service Delivery Plan
Parental Involvement
Program Requirements and Services

- Any comments or questions the MEP Specialist has about the application are made directly in the Word Document. Upon completion of the review, the application is submitted for rejection or approval.

Rejections:

- Applications that are submitted for rejection are emailed as attachments with the comments in them to the CPU. CPU then goes online and completes the rejection. This allows the LEA to be able to resubmit when corrections have been made. The MEP Specialist also emails the LEA MEP Coordinator the application as an attachment for their review. Contact information is included in the email in case the LEA needs technical assistance.
- Resubmitted applications will go through this same process until approved.

Approvals:

- Applications that are submitted for approval are emailed as attachments to the State MEP Director. The Director will review the applications within 5 days of receipt. If there are any questions on items within the application, the Director will raise these questions to the MEP Specialists. If there are no questions, the State MEP Director will make the final approval on the application and forward it to CPU.
- CPU will track all information online and funds will be released accordingly.