

Impact Aid Grant System User Guide

Submitting Documentation for a Review

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Every few years, the Impact Aid Program will require your LEA to send the documentation your LEA used to complete its application. This will include the survey forms and/or source checks used to report the Federally connected student count, and membership information, at a minimum.

An Impact Aid staff member may schedule a visit with you, or you may receive an email informing you that your LEA has been selected for a “mail in” (upload) review, meaning that you will submit your documents to the Impact Aid office electronically. The email will contain instructions with the documentation you need to provide. Based on the characteristics of your LEA’s application, you will receive one of three letters. All three letters are posted at <https://impactaid.ed.gov/resources/> under the heading “Monitoring (Field Reviews).” Refer to your email for a link to the correct letter for your LEA.

To upload your documents, log in to IAGS to start the task with Type “Mail In Review” by clicking the blue arrow next to it. If you are the only system user for your LEA, you will find the task under My Tasks. For most LEAs, it will be under Group Tasks. For example:

[My Tasks](#) | [Group Tasks](#) | [My Created Workflows](#)

Group Tasks

	Record	Type	Fiscal Year	Assignee	Owner	Task Status	Assigned On	Due Date
	The Charter School of San Diego-145201	Mail In Review	2021	LEA Application Editors (Group)		Available	5/12/2020 2:10 PM EDT	6/11/2020

NOTE: Any user with an IAGS account for your LEA can open the task. If another user has it open, you will see that the Task Status is “In Progress” and the person who has it open will show as the “Owner.” This person will need to exit the task by opening it and clicking the Save and Exit button in order for other users to be able to open the task and contribute.

The Mail-in Review Task

This task is designed to make it easy for you to submit your documentation by uploading scanned copies.

NOTE: While you can mail hard copies of the documents requested, this is not the preferred method of responding to this task. If you do, you will need to enter the date they were mailed to complete this task.

On the task page you can download a mail in review checklist to assist with your documentation collection and submission, but it will not be tailored to your LEA’s specific characteristics. As each LEA will have slightly different documentation requirements for a review, it will be easiest to refer to the letter linked in your email notice to ensure that you include all necessary documents.

We are aware that the documents you will be uploading may contain Personally Identifiable Information (PII). The documents will be encrypted by IAGS and will remain encrypted except while being viewed by the necessary Impact Aid Program staff members.

When uploading documents, you can select the document type from a drop-down list. Please select the document type that most closely matches the document you are uploading.

If you wish, you can add notes or comments that you would like your analyst to review along with your documentation in the Explanations section. Be sure not to include any PII, such as the names or birthdates of children or parents, in the Explanations section. Only send PII in the Documents section. This will ensure that all personal information will be encrypted and safely deleted when it is no longer needed.

Once you finished uploading your documents, click the blue Submit button (**SUBMIT**) at the bottom of the page.

You will see a “Task completed successfully” message and will be brought back to your home page.

NOTE: If you are kept on the task page after clicking the Submit button, it means there is an error on the page, and that you must provide more information. Scroll up the page to find a red error message.

IAGS will send the information you added to the Mail In Review task to the assigned Impact Aid Analyst.

Viewing the Results of the Review

The analyst completing the review will return your documentation to you with comments annotated. They will also fill in a report showing the outcome of the review, summarizing any findings, and giving instructions for correcting the findings. When the review is complete, IAGS will email all users in your LEA to review the report.

Navigate to LEAs on the top blue menu, click on the LEA’s name, then click on Applications, then View Application for the application that was under review. On the next page, the link under your LEA’s name labeled “Field Review” will show you the report. Example:

2021: Albuquerque School District #12 - 410005 - 7003

Summary **Field Review** Documents Audit History Related Actions

The documents returned to you with annotations will be on the Documents page. Changes made to your application because of the review will be visible on the Summary page.

Your assigned analyst can provide instructions and a deadline for submitting corrections, if necessary.