



# IMPACT AID MONITORING

Tips for Success – FY 2025



# AGENDA

What to  
Submit

How to  
Submit


Common  
Mistakes  
to Avoid

Questions



# STEP ONE: DETERMINE WHAT TO SUBMIT



- View your application in IAGS
  - On the Home page under Section 7003 Status, click the child icon: 
- Four application sections that require backup documentation, if applicable:
  - Membership
  - Federally Connected Child Counts
  - Financial Information about Special Education and Construction
  - Indian Policies and Procedures Implementation Questionnaire
- Use the [Cover Page and Checklist](#) document for specifics



# MEMBERSHIP & ADA



- Current year enrollment on survey date
  - Pre-K Information (if applicable)
- Identify tuition-in children
- Identify tuition-out children

## Membership ?

Total number of children enrolled in the preceding school year and the current school year on the respective survey date

Students	Preceding Year	Current Year on 10/11/2022
In Schools of the Applicant's District (do not include tuition-out children)	0	150
For whom tuition is received (tuition-in)	0	11
Subtotal	0	139
For whom tuition was paid (tuition-out)	0	15
For whom the applicant school district provided free public elementary or secondary education	0	154



# INDIAN LANDS



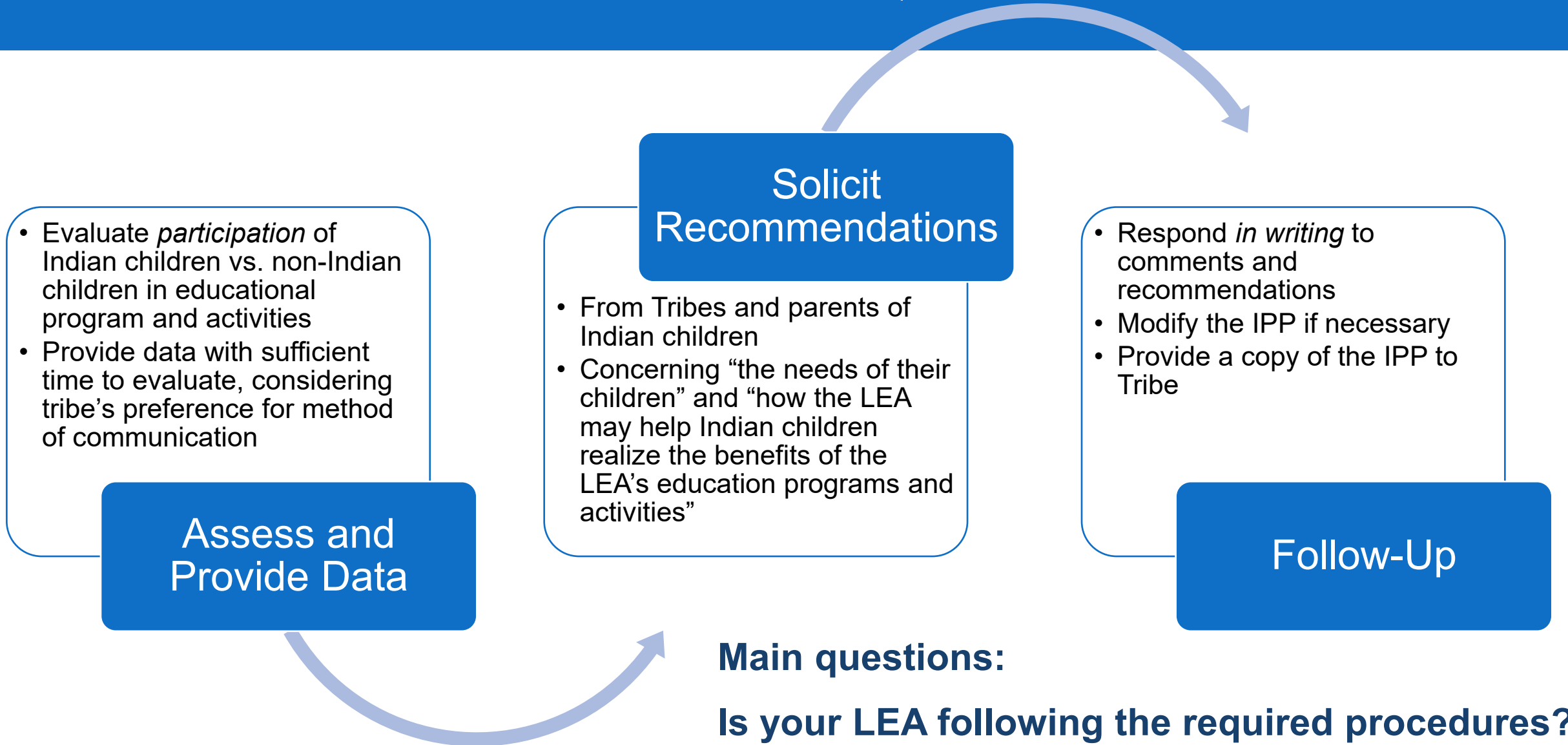
- Provide source checks by property.
  - Tribe must verify student's residence on the survey date
  - Bureau of Indian Affairs or Tribe (if they have the records) must certify the land on which the student resides is in trust or restricted status
  - Certain lands in Oklahoma and Alaska need different certifications
- Documentation for Children with Disabilities

Indian Lands - C			
Child Resides: Indian Lands			
Property	Property Address	Total Children (incl. CWD) ⓘ	Children with Disabilities (CWD) ⓘ
Acoma Reservation - Specific Individual Trust	Props Approved From FY 1993 Appl (No city), NM	4	0
Isleta Pueblo Resv- Specific Individual	Trust Props Approved From FY 1993 Appl Isleta, NM	10	1
Jemez Pueblo - Specific Individual	Trust Props Approved From FY 2015 Appl (No city), NM	6	3
Laguna Pueblo - Specific Individual	Trust Props Approved From FY 1993 Appl Laguna, NM	40	6





# IPP IMPLEMENTATION QUESTIONNAIRE



# UNIFORMED SERVICES (LIVE ON AND LIVE OFF)



- Parent-pupil survey forms require:
  - Parent's Name
  - Branch of Service
  - Rank (or pay grade)
  - Country of service if Foreign Military
- Source checks can be used
- For National Guard and Reserves, provide a copy of the service members' orders or certification that they were serving under Title 10 (Federal service) on the survey date.
- Documentation for Children with Disabilities

Uniformed Services Live-On - B			
Child Resides: Federal Property, Parent: Uniformed Services			
Property	Property Address	Total Children (incl. CWD) ⓘ	Children with Disabilities (CWD) ⓘ
Pomerado Terrace Nav. Hsng	9910 Bruckart Square San Diego, CA	30	8
Murphy Canyon Hsng Proj Incl Miller E.	Sch - Tierrasanta Blvd San Diego, CA	1,861	424
Serra Mesa Village Nav Hsng	NAS-Miramar (3360 Murray Ridge Rd.) San Diego, CA	402	83
Hartman (Adm) Public Qtrs - Capehart	Near Nav. Station-Mission Beach Area San Diego, CA	326	72



# LOW RENT HOUSING

## Low Rent Housing - E

Include only housing funded under the Housing Act of 1937 that is not subject to taxation. This does not include housing funded under Section 8.

Property	Property Address
LRHP #DC001002220 (Marley Ridge Apts.)	4810 C Street, SE Washington, DC
LRHP #DC001002220 (Benning Terrace Apts)	Washington, DC
LRHP #DC001003363 (Carroll Apts)	410 M Street, SE Washington, DC
LRHP #DC001001600 (Claridge Towers Apts)	1221 M St., NW Washington, DC



- Source check certified by local Public Housing Authority (PHA) highly recommended.
- If the PHA will not certify the residence of the children, they must at least provide a list of eligible addresses in their locality that you can match to survey forms.
- Need the Asset Management Property (AMP) number for each property unless it is owned by an Indian Housing Authority and funded under NAHASDA.





# CIVILIAN PARENTS (LIVE ON, WORK ON, AND BOTH)



- Live On never includes children living on Indian lands
- Work On parent-pupil survey forms need:
  - Name of parent
  - Name of Federal property
  - Address of Federal property
    - Some (mostly military) properties do not require an address. Ask an analyst if you're not sure about this requirement for a specific property.
  - Name of Employer (likely different from the Federal Property name)

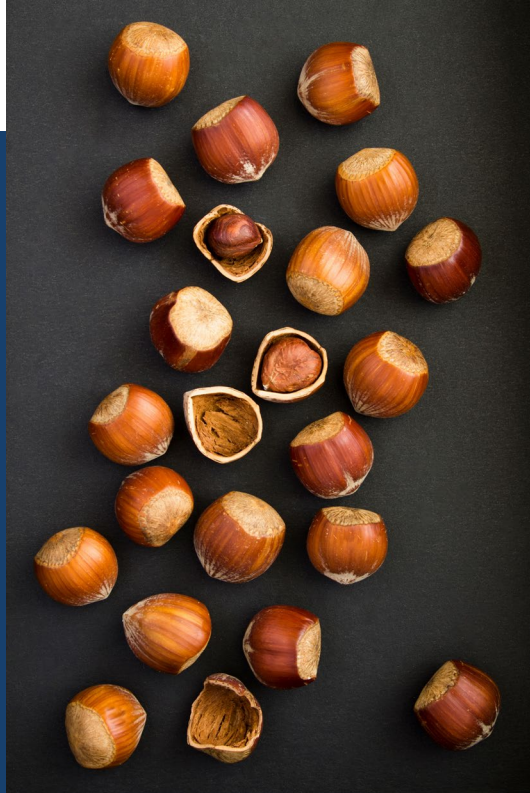


# FINANCIAL INFORMATION



- Expenditures for Children with Disabilities (CWD) and Expenditures for All Construction-Related Accounts
- Only submit documentation if you see these forms on your application
- Documentation is usually in an annual financial report, final balance sheets, or state year-end financial report for the prior school year





# IN A NUTSHELL

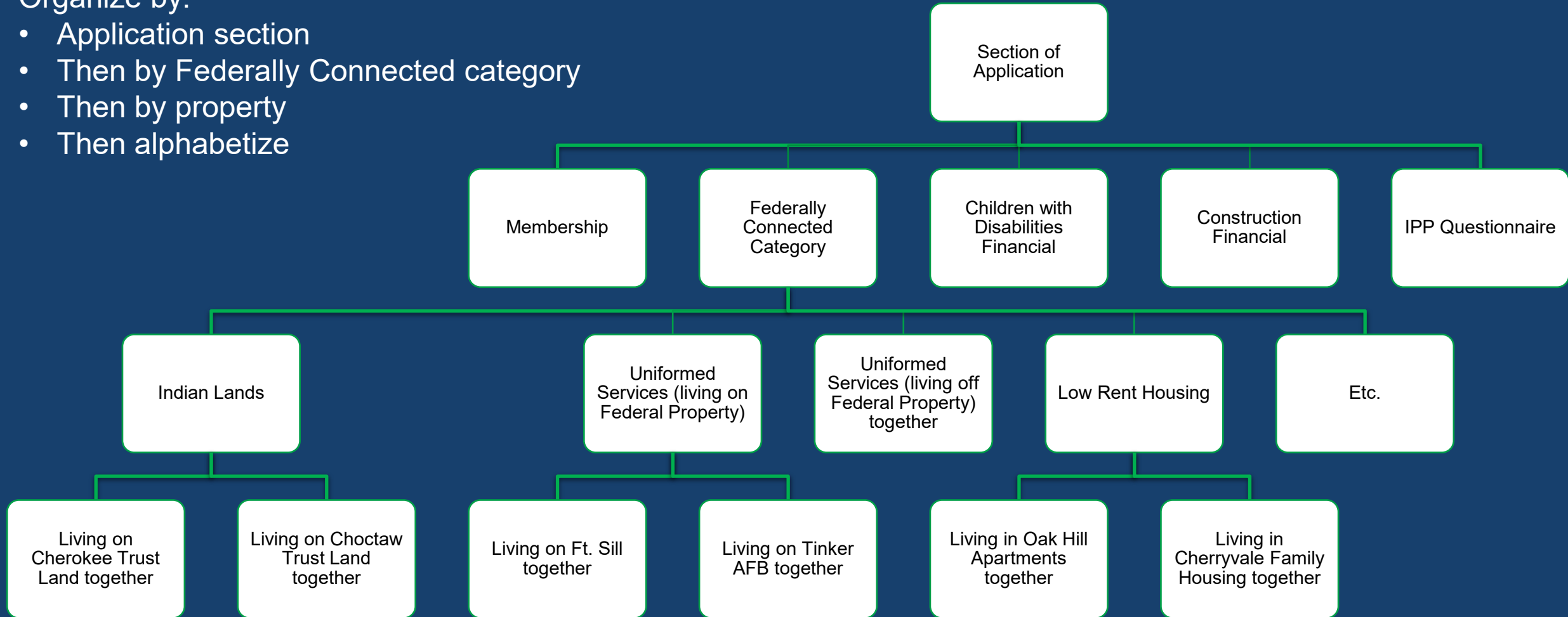
- ✓ Provide the backup documentation for every number entered on your Impact Aid application
- ✓ Fill out the IPP Implementation Questionnaire if you have IPPs



# STEP TWO: COLLECT AND ORGANIZE YOUR DOCUMENTS

Organize by:

- Application section
- Then by Federally Connected category
- Then by property
- Then alphabetize



Alphabetize by child's last name





# ORGANIZING TIPS



- Alphabetizing by student last name
  - A must for parent-pupil survey forms
  - Unnecessary for signed source checks
- Use the cover page for the section of the application and/or give each electronic file a clear and understandable name.
  - Example: Uniformed Services Live on Ft Sill.pdf is a better name than Doc334898203.pdf
- If you have 500+ pages for one property in one category, break the file into parts and identify the number of parts in the file name.
  - Example: Work on Quantico part 1 of 3.pdf; Work on Quantico part 2 of 3.pdf; Work on Quantico part 3 of 3.pdf



# STEP THREE: UPLOAD IN IAGS





- Sign in to IAGS through Login.gov
- On the Home page under Tasks, open the “Submit Documents for Review” task
  - Documents section on task accepts all major file types with no size restrictions.
  - Secure transmission
- Do not submit the task until you are finished uploading all necessary documents.



# “SUBMIT DOCUMENTS FOR REVIEW” TASK

## Upload Documents to be Reviewed

Once application is submitted, deleting PII documents is not allowed.

Type	Document	Modified By	Modified On	
<div>--- Select a type ---</div>	<div>UPLOAD  Drop file here</div>	Amanda Ognibene <a href="#">↗</a>	Feb 28, 2023 11:55 AM	<div>✖</div>
<div> New Document</div>				

- Select “New Document” to add a document.
- Select the type of document from the drop-down menu (Membership Information, Survey Forms, Source Check forms, etc.)
- Click the Upload button to find the file or drag and drop it under the Document column.
- Click the red **X** to the right if you want to delete a document.



# “SUBMIT DOCUMENTS FOR REVIEW” TASK

CANCEL

SAVE & EXIT

SUBMIT

- At the bottom of the task, there are three buttons:
  - **Cancel:** Exits the task without saving. You will still be the “owner” and the only person in your school district who can open the task.
  - **Save and Exit:** Exits the task and saves your work. You will no longer be the “owner” and others in your district will be able to open the task and add documents.
  - **Submit:** Creates a review task for your assigned analyst. Only submit when you are finished uploading all documents.





# COMMON MISTAKES TO AVOID

## Incomplete Parent Pupil Survey Forms

- Requirements in [34 CFR 222.35\(a\)](#)
- Form is either missing a question or parent did not answer

## Incorrect Source Checks

- Missing required certifications
- Using the form for a different category

## IEP signature dates after the survey date

- IEP must be active on the survey date (signed within a year before)
- Do not send current IEP information

## National Guard and Reservists missing orders

- Need proof that the parent was on active duty on the survey date under Title 10 (Federal service)

## Missing necessary documents

- Use the checklist to determine what to submit



# PROPERTY REVIEWS

- Analysts may call source check certifiers and/or do independent research to verify that properties on your application meet the statutory definition of eligible Federal property.
- This may result in an ineligibility determination for all or part of a Federal property.





# THE GOOD NEWS...

Sometimes monitoring reviews lead to higher payments!



# WHAT HAPPENS NEXT?

## LEA Uploads Documentation

- Notified around March 1
- Deadline is typically March 31
- Speak to the assigned analyst if you need more time

## IAP Analyst Reviews Documentation

- Goal: Provide results before June 30
- IPP Implementation reviewed in a parallel process; you will likely get feedback in this area first
- LEA receives an email when results are available to view in IAGS

## LEA Uploads Corrected Documentation in IAGS

- Deadline: 60 days from date of notification
- IPP Corrective Action is due 90 days from date of notification
- Analyst will call to make sure you understand what is needed

## IAP Analyst Reviews Corrected Documentation

- Goal: Provide final report before October 1





# AMENDMENTS

- LEAs selected for monitoring cannot submit an amended application.
- You may still add Federally connected children until June 30.
- During the 60-day “corrections” period, submit all new survey documentation to your assigned analyst, who will update your child counts.
  - If your 60-day window expires before June 30 and you need more time to collect forms not presented with the initial documents, let your analyst know.
  - Your analyst will hold on entering the final counts until you confirm (on or before June 30) that you have submitted all documentation of additional children.



# QUESTIONS?

- [https://impactaid.ed.gov/iap\\_staff](https://impactaid.ed.gov/iap_staff)
- **Contact the analyst assigned to your review**
  - Assigned analyst is copied on your monitoring notification email
  - May be different from your regular state analyst

