IMPACT AID MONITORING

Tips for Success

Fiscal Year (FY) 2027

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 table
  - Federally connected child counts
  - Expenditures for Children with Disabilities
  - 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

Assess and Provide Data

- Evaluate *participation* of Indian children vs. non-Indian children in educational program and activities
- Provide data with sufficient time to evaluate, considering tribe's preference for method of communication

Solicit Recommendations

- From Tribes and parents of Indian children
- Concerning "the needs of their children" and "how the LEA may help Indian children realize the benefits of the LEA's education programs and activities"

Follow-Up

- Respond *in writing* to comments and recommendations
- Modify the IPP if necessary
- Provide a copy of the IPP to Tribe

Main questions:

Is your LEA following the required procedures?

Are Tribes and parents participating?

UNIFORMED SERVICES (LIVE ON AND LIVE OFF)

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

- 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

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

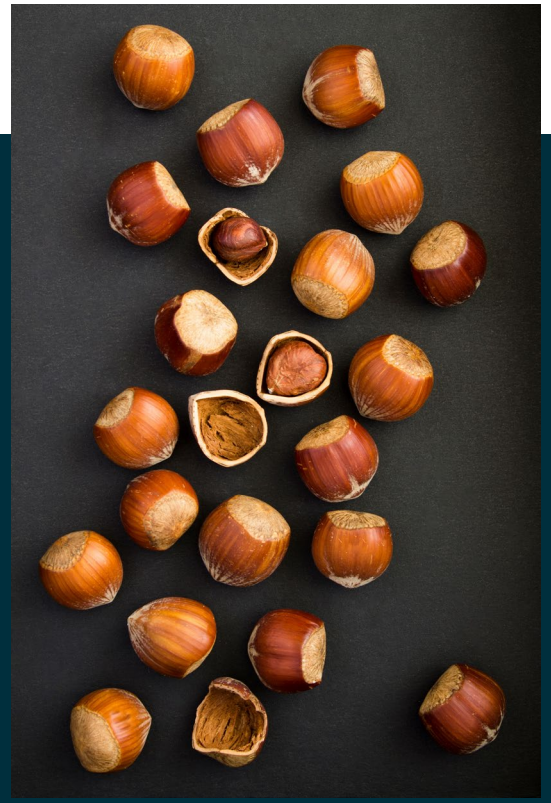
- Source check certified by local Public Housing Authority (PHA) highly recommended.
- If the PHA will not certify the residence of the children, they must at minimum provide a list of eligible addresses in their locality that you can match to survey forms.
- Need the Asset Management Property (AMP)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

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)
- Only submit documentation if you see this form on your application
- Only submit documentation for the questions you see 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



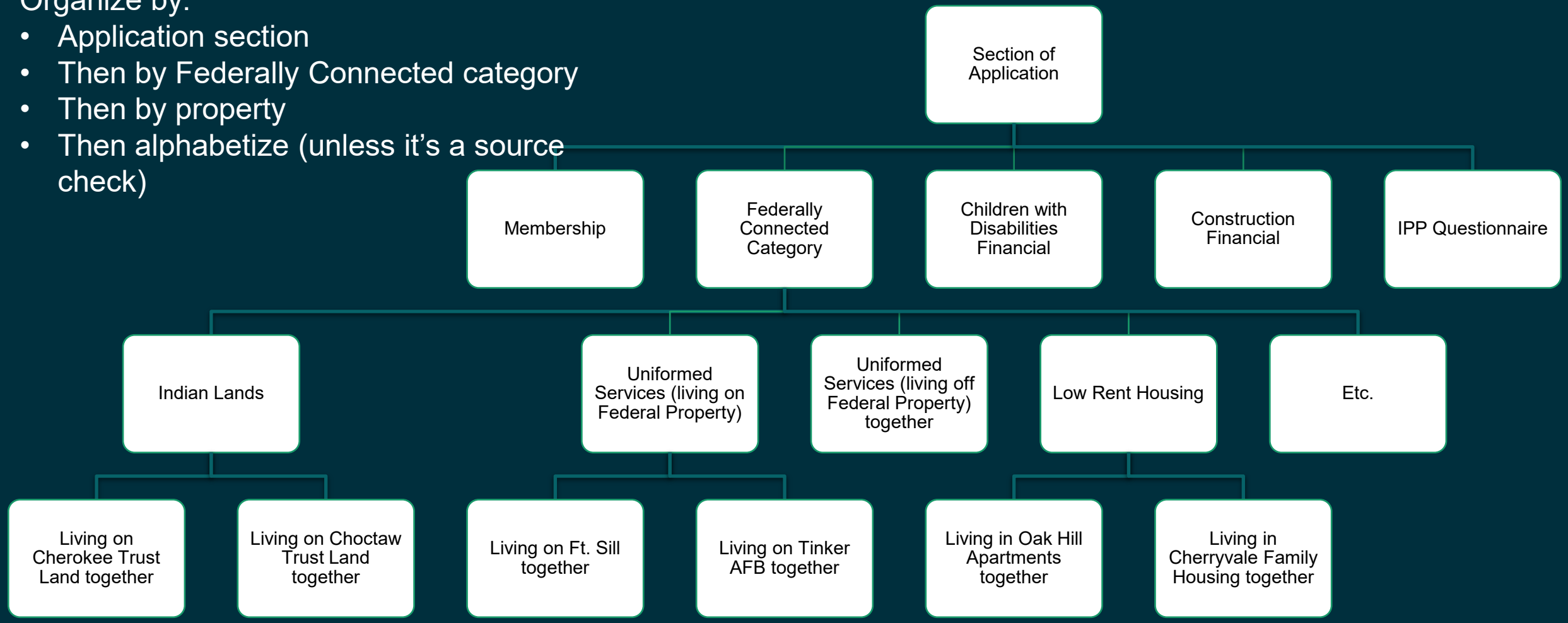
IN A NUTSHELL

- ✓ 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 (unless it's a source check)



Alphabetize by child's last name

ORGANIZING TIPS

- Alphabetize 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

- 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

- 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

- Deadline is March 20
- Speak to the assigned analyst if you need more time

IAP Analyst Reviews Documentation

- Goal: Provide results/feedback 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 ("exit conference")

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.
  - Keep the new documents separate from your corrected documents.
  - 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
- **Contact the analyst assigned to your review**
  - Assigned analyst is copied on your monitoring notification email
  - May be different from your regular state analyst