



July 25, 2019

Dear \_\_\_\_\_,

RE: Title III: FY 20 Limited English Proficient (LEP) Federal Funds Consortium

The Educational Service Center of Northeast Ohio is pleased to serve your district by offering you to join or continue your participation in the Title III: Limited English Proficient (LEP) Consortium for those districts receiving less than \$10,000 allocation for the 2019-2020 school year. By joining a Consortium and pooling several districts allocations to reach the \$10,000 minimum threshold, this allows the grant to be awarded and the districts to use their federal dollars.

Your district's preliminary allocation released by Ohio Department of Education for the 2019-2020 school year is \$\_\_\_\_\_.

If you elect to join the consortium, please complete the attached **Fiscal Agent for Title III Language Instruction for English Language Learners (ELL) Grant Consortium** form with the appropriate IRN#, School District's name, Superintendent's signature and date and the Treasurer's signature and date.

After completion of the attached form, please return it to my attention via email, [Steve.Rogaski@escneo.org](mailto:Steve.Rogaski@escneo.org) or via U.S. mail to the Educational Service Center of Northeast Ohio, 6393 Oak Tree Blvd., Independence Ohio 44131 or Fax number is (216) 524-3683.

The deadline for joining the Title III LEP Consortium and submitting your districts participating consortium form is the end of the day **August 26, 2019.**

**Due to the Educational Service Center of Northeast Ohio's Title III LEP Consortium FY20 Needs Assessment completed by the forty-four (44) participating districts, results from the Consortia ESEA Self Survey, and Ohio Department of Education's Desk Audit Review, the FY20 Title III LEP Consortium, distribution of said federal funds for participating districts will be in a different format than in years past. This will allow districts the opportunity to share resources with other districts and will allow the districts to determine the use of the federal funds for LEP student expenditures.**

**For the 2019-2020 school year, participating school districts in the Consortia will be charged \$900.00 from your preliminary Title III LEP allocation for unlimited participation in the established 2019-2020 Title III ELL Consortium Professional Development Series (see attachment).**

**The ELL Professional Development Series includes three (3) English Learner Administrator Network meetings for administrators and ten (10) ELL Professional Development. This includes full or half day opportunities for ELL teaching and administrative staff at no additional costs provided by statewide recognized expert consultants in the field of educating ELL students.**

**If your district's FY20 preliminary allocation is less than \$900.00, the entire allocation will be kept to offset the costs of the Consortia annual professional development series.**

**Districts not participating in the Consortia will be charged for participation in each ELL Professional Development Series and Networks per district participants.**

After the \$900.00 deduct for the Consortia Professional Development Series, the district will be required to submit invoices from district, vendor/purchased service agencies, or payroll documentation that are evidence that the federal funds are being used for allowable activities serving ELL students. In turn, the ESC of Northeast Ohio's fiscal department will use the participating school districts' allocations to offset the submitted expenditures either back to the district, vendor or purchased service agents.

In addition to the \$900.00 allocation for the Professional Development Series, the ESCNEO will retain 2% of each district's remaining allocation for fiscal processing. The fiscal services will include reimbursement to districts or issuing payment to vendors/purchased services for allowable ELL expenditures.

**Submission of request for federal fund reimbursement are as follows:**

1. Through U.S. Mail or electronic format, an **invoice from a vendor or purchased service agency, payroll documentation or evidence of district use of funds for LEP students** to my attention at the Educational Service Center of Northeast Ohio, Suite 300, 6393 Oak Tree Blvd. S, Independence Ohio 44131, fax number (216) 524-3683, or email – [Steve.Rogaski@escneo.org](mailto:Steve.Rogaski@escneo.org) or [Jeanne.Kline@escneo.org](mailto:Jeanne.Kline@escneo.org), Assistant Treasurer.
2. ESC of Northeast Ohio's fiscal department will process expenditures and will send payment to district or vendor according to the request.
3. Your district is responsible to maintain any and all fiscal documentation related to the use of your Title III/LEP funds. For audit purposes, the ESCNEO may request this fiscal information from any district belonging to the consortium.
4. Title III LEP funds are supplemental federal funds for instruction of students whose native or home language is not English. Due to their limitations in understanding, speaking, reading and writing English, these students cannot participate fully in their school district of residence educational programs.
5. Grant period begins September 1, 2019 – June 30, 2020, carryover dollars will be maintained for one fiscal year by the consortium, after that will be used for the Consortia activities at the ESCNEO.

The Educational Service Center of Northeast Ohio will host our annual Title III LEP Consortium meeting during the 2019-2020 school year for all participating districts. I will keep your district personnel informed as new information is received from the Ohio Department of Education Lau Center during the 2019-2020 school year. As a participating Title III/LEP Consortium school district the ESC of Northeast Ohio will continue to provide technical assistance if requested.

I have attached a copy of the **Guidelines for the Title III Consortia and Title III: Purposes and Sub-grantee Activities**, dated July 21, 2018 provided by the Lau Center, Ohio Department of Education for your review. The documents provide guidance to districts on requirements for the use of Title III federal funds regarding required activities and authorized activities by LEA's. As a compliance check to ensure the federal funds are being used to supplement rather than supplant and ensure the expenditures are allowable. The ESCNEO fiscal department will be using these document and asking for more detailed descriptions of the consortium member districts submitted expenditures.

If there are any questions or need of clarification, feel free to contact me directly or have your staff contact me at cell phone (440) 983-1299, office (216) 524-3000 or my email address is [steve.rogaski@escneo.org](mailto:steve.rogaski@escneo.org)

Sincerely,



Steve Rogaski, Director of Human Resources and Pupil Services  
Educational Service Center of Northeast Ohio

Enclosures

CC: Bruce Basalla, Treasurer, ESCCC  
Jeanne Kline, Assistant Treasurer, ESCCC  
District Treasurer  
District of Pupil Services or Curriculum