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Understanding ELO-P Reporting & Compliance Monitoring

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What We Will Cover Today (1)

- Overview of Audits and FPMs
- Purpose of Audits and FPMs
- Responsibility for Audits and FPMs
- *EC* Requirements for Audits and FPMs



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What We Will Cover Today (2)

- Procedures Compared for Audits and FPMs
 - 2022-2023 and 2023-2024
- Major Change - ELO-P Added –
 - **To be reviewed by EXLD and**
 - **Fiscal Monitors in Audits and Investigations.**
- Promising Practices for Audits and FPMs



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Overview of Audits & FPMs

Audits	FPMs
<p>An audit is an independent examination of financial information of an entity to express an opinion thereon.</p>	<p>The purpose of the Federal Program Monitoring (FPM) review is to ensure that the categorical funds are spent as required by law.</p>

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Overview of Audits & FPMs

Audits	FPMs
<p>California Education Code (EC) 41020 requires each LEA to obtain an annual audit.</p> <p>All LEAs are audited annually.</p>	<p>Federal and state laws require CDE to monitor implementation of categorical programs.</p> <p>Selected LEAs/ non-LEAs are reviewed for compliance with the state and federal program requirements.</p> <p>California Education Code (EC) 8482.3 (g)(2) - The department shall monitor this review as part of its onsite monitoring process.</p>

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Overview of Audits & FPMs

Audits	FPMs
<p>Process - LEAs governing board selects the independent auditors / audit firm for the LEAs audit.</p> <p>All LEAs are audited annually.</p> <p>Contact – LEAs Chief Business Official</p>	<p>Process - LEAs are assigned to one of four cohorts A, B, C or D.</p> <p>A/C reviewed in one year, and B/D reviewed in next year. LEAs are selected using established criteria</p> <p>Contact – LEAs grant coordinator</p>

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Audits & FPMs – ELO-P Focus

Audits	FPMs
<p>ELO-P audit procedures are based on <i>Education Code</i> requirements.</p> <p>2023-24 Audit Guide is available at:</p> <p>https://eaap.ca.gov/</p>	<p>ELO-P FPM procedures are based on <i>Education Code</i> requirements.</p> <p>2023-24 EXLP FPM Instrument is available at:</p> <p><u>Compliance Monitoring - Testing & Accountability (CA Dept of Education)</u></p> <p>Note – There is an instrument for Fiscal Monitoring for ELO-P.</p>

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Audits & FPMs – ELO-P Focus

Audits	FPMs
<p>2023-24 Audit – Current year (2023-24 data) is reviewed.</p> <p>Audit procedures review for program data only.</p> <p>Fiscal data is not reviewed.</p>	<p>2023-24 FPMs –</p> <p>Program data – Current year is reviewed, if available. (Prior year data may be reviewed if FPMs are in August/September.</p> <p>Fiscal data – Prior year (2022-23 data) is reviewed because it is a complete fiscal year data.</p>

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Audits & FPMs – ELO-P Focus

Audits	FPMs
<p>How to prepare for an audit -</p> <p>Create and maintain documentation</p> <p>Examples:</p> <p>Advertising on a website, emails, handouts, announcements</p>	<p>How to prepare for an FPM -</p> <p>Create and maintain documentation</p> <p>Examples: <u>(Also shared on EXLP FPM Instrument)</u></p> <p>Advertising on a website, emails, handouts, announcements</p>

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Findings – ELO-P Focus

Audits	FPMs
<p data-bbox="506 573 869 623">Audit Findings -</p> <p data-bbox="506 699 1121 873">Findings with fiscal penalty (Auditor calculates the fiscal penalty)</p> <p data-bbox="506 943 1157 993">Findings for non-compliance</p> <p data-bbox="506 1068 1142 1242">Audit Report is submitted to CDE, SCO, and respective COE</p>	<p data-bbox="1245 573 1596 623">FPM Findings -</p> <p data-bbox="1245 699 1934 805">Findings with expenditures for misuse of ELO-P funds</p> <p data-bbox="1245 943 1892 993">Findings for non-compliance</p> <p data-bbox="1245 1068 1919 1183">CDE submits a Notification of Findings (NOF)</p>

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Findings – ELO-P Focus

Audits	FPMs
<p>How to resolve audit findings -</p> <p>CDE will make apportionment adjustments for fiscal penalty stated in the Audit Report.</p> <p>CDE will reach out to LEA for non-compliance and provide procedures to resolve the audit finding.</p>	<p>FPM Findings -</p> <p>Notification of Findings with procedures and provide time period (45 days) to upload documents to CMT to resolve the FPM finding.</p> <p>LEA can request the FPM Reviewer for extension up to 225 days to resolve the FPM findings.</p>

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Findings – ELO-P Focus

Audits	FPMs
<p>Program operated</p> <ul style="list-style-type: none">• LEA has an ELO-P Plan• LEA's ELO-P Plan is board-approved in a public hearing or meeting• LEA's ELO-P Plan is posted on the LEA's webpage	<p>Program operated</p> <ul style="list-style-type: none">• LEA has an ELO-P Plan• LEA's ELO-P Plan is board-approved in a public hearing or meeting• LEA's ELO-P Plan is posted on the LEA's webpage•

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Findings – ELO-P Focus

Audits	FPMs
<p>Program operated</p> <ul style="list-style-type: none">• 180 regular school days• 30 non-school days• 9 hours every day• 8 hours for Frontier sites• 10:1 ratio for TK/K• 20:1 ratio for other grades	<p>Program operated</p> <ul style="list-style-type: none">• 180 regular school days• 30 non-school days• 9 hours every day• 8 hours for Frontier sites• 10:1 ratio for TK/K• 20:1 ratio for other grades•

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Findings – ELO-P Focus

Overview of Audits

Rate 1 - \$ 2, 750

(≥75% UPP)

Communication [Offer] sent to all families (TK/K)
and grades 1 – 6

Provided access to all students, and when
parent/guardian requested



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Findings – ELO-P Focus

Overview of Audits

Rate 2 - \$1802.95

(<75% UPP)

Communication [Offer] sent to families of
all unduplicated students
(TK/K) and grades 1 - 6

Provided access to all unduplicated students,
and when parent/guardian requested



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Findings – ELO-P Focus

Audits	FPMs
<p>Examples of insufficient documentation</p> <ul style="list-style-type: none">• ELO Plan is not board-approved• ELO Plan not posted on LEA's webpage	<p>Examples of insufficient documentation</p> <ul style="list-style-type: none">• ELO Plan is not board-approved• ELO Plan not posted on LEA's webpage• Expenditures for activities not included in ELO Plan•

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Findings – ELO-P Focus

Audits	FPMs
<p>Promising practices for Audits</p> <ul style="list-style-type: none">- Review the K-12 Audit Guide- Supporting documentation for areas tested	<p>Promising practices for expenditures</p> <ul style="list-style-type: none">• Expenditures for activities are included in the plan• Necessary and reasonable• Documented and approved• Keep good records – including subcontractors.•

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K-12 Audit Guide - Example

Verify in-person before or after school expanded learning opportunities were offered on every school day and, when added to the school day, were no less than nine hours, pursuant to EC Section 46120(b)(1)(A).

a. Review the school attendance calendar and bell (class) schedules of the sampled schools, in conjunction with the schedules for Expanded Learning Opportunities Programs. If applicable, review any board resolution that documented an emergency closure to satisfy the condition of Education Code section 46120(b)(9).



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K-12 Audit Guide - Example

- b. Verify that Expanded Learning Opportunity Programs were offered on all individual school days.
- c. Verify that combined instructional time, recess, lunch, and expanded learning opportunities time were no less than nine hours on all individual school days.
- d. For Expanded Learning Opportunity Programs located in a frontier designated geographical location, program requirements are no less than eight hours of combined instructional time, recess, meals, and in-person before or after school expanded learning opportunities per instructional day pursuant to EC Section 46120(b)(1)(C) and (g)(2).



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Auditor Requesting Information

- 1. Provide a copy of the communication sent to families about the ELO program
- 2. Provide a list of registration forms received
- 3. Provide a master list of students enrolled
- 4. Provide attendance calendar (school calendar)



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Auditor Requesting Information

- 5. Provide a pupil to staff ratio for grades TK/K and all other grades and supporting documentation for the calculation (staff roster/student list)
- 6. Provide verification that the program consisted of educational and literacy element which tutoring or homework assistance was provided and educational enrichment element pursuant to ed code 8482.3(c)
- 7. Provide a copy of the program plan



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Comprehensive Programs

How audits and FPMs shift when running a comprehensive program?

The law encourages operating a comprehensive expanded learning program.

Most stringent requirements will be adopted for program verification. E.g. ASES programs ends at 6:00pm, even though the program has completed 9 hours requirement prior to 6:00pm.



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Cost Sharing – Why is it important?

Cost sharing – Equipment or items purchased with ELO-P, ASES, 21st CCLC, ASSETs categorical funds are restricted for use by the expanded learning programs only.

Any use of equipment or items purchased with expanded learning program funds can only be used outside the program hours, if the LEA has contributed at least 67% of the funds from general fund to the program funds, since regular day school operates 6 hours and program operates 3 hours.



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ELO-P Reporting

- What data is CDE currently collecting or will be collecting soon
 - TK/K data - [ELO-P TK and K Legislative Report](#)
 - 3rd Party Providers
 - Expenses

Future Data Collection & Reporting



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- What data might CDE collect in the Future?
 - “Access” Date (McCarty Bill)
 - Attendance



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ELO-P Reporting

ELO-P TK/K Data Report [EC 46120(f)]

- The Expanded Learning Opportunities Program (ELO-P) Transitional Kindergarten (TK) & Kindergarten (K) Report was designed to capture data from each Local Educational Agency (LEA) and learn how their ELO Program was designed to provide access to TK/K students. LEAs were asked to complete a survey about their third-party providers providing access to program to TK/K students at non-LEA sites for the 2023-24 school year. These results will be posted to the ELO-P webpage.



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ELO-P Reporting

ELO-P Off-Site Third Party Provider Report [EC 46120(e)]

- Senate Bill 114 provides that any Local Educational Agency (LEA) receiving an apportionment for the Expanded Learning Opportunities Program (ELO-P) in 2023-24 must provide data for any and all **third party providers** who are operating the program at an **off-site location**, including the California State Preschool Program (CSPP). This **annual** survey requests specific data regarding each **third party provider** program location and pupil grade access for each **off-site location**. This survey will be released to the field this



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ELO-P Reporting

ELO-P Expenditure Report [EC 46120(d)(6)]

- For the 2021–22 fiscal year, a school district or charter school may expend or encumber the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2023–24 fiscal year, inclusive. For the 2022–23 fiscal year, a school district or charter school may expend or encumber the funds received pursuant to this subdivision from the 2022–23 and 2023–24 fiscal years. LEAs will need to complete a survey that requests the total amount of ELO-P funding that was expended and/or encumbered for fiscal years 21-22 and 22-23. This survey will be released to the field at the end of this fiscal year, with a due date of September 30, 2024.



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Question and Answer Time

- Why are there findings when CDE isn't approving/not approving expenditures?
- What is a cost share agreement and where does it say it is a requirement in Ed code? Is there an existing cost share agreement template?
- Discuss what CDE is planning to do with findings?



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Question and Answer Time - continued

- Discuss/cover the liquidate by 90 days "suggestion" by CDE.
- What are some best practices for preparing for an FPM?
- What have been some of your experiences when going through an FPM?



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Resources

- **ELO-P**
 - FAQs Expanded Learning Opportunities Program - Expanded Learning (CA Dept of Education)xpanded Learning Opportunities Program - Expanded Learning (CA Dept of Education)
 - **FPM Instrument**
 - 2023-24 Cycle B and D Program Instruments - Compliance Monitoring (CA Dept of Education)
 - **K-12 Audit Guide**
- Current Audit Guide Booklet | Education Audit Appeals Panel
- **Penalty Calculator**
 - <https://www.cde.ca.gov/fg/au/ag/penaltycalc.asp>