



# Title II, Part A – Equitable Services

## Private School Participation Form

- 1) Equitable Services based on Total Enrollment of Public and Private School Students
- 2) Professional Development Services ONLY

Module8\_PSPFORM.docx [Read-Only] - Microsoft Word

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**TITLE II, PART A – EQUITABLE SERVICES CALCULATIONS**  
**ALL DISTRICTS WITH PRIVATE SCHOOLS MUST COMPLETE TITLE II, PART A EQUITABLE PROFESSIONAL DEVELOPMENT SERVICES – STATUS TABLE**

**ONE FORM IS NEEDED FOR EVERY PRIVATE SCHOOL WITHIN THE GEOGRAPHIC BOUNDARIES OF THE LEA REGARDLESS OF PAST HISTORY OF DECLINING FUNDS**  
**PRIVATE SCHOOL OFFICIAL SHOULD NOT SIGN BLANK FORM**

Title II, Part A – Through 2016-17, the provision of equitable professional development (PD) services to private schools requires the provision of equitable services based on two distinct funding reserves for Title IIA.

Reserve 1:  
Each district was mandated to recalculate for equitable services for each of five years dating from 2007-08 to 2011-12. The full recalculation amount was recorded on line 19a of the Private School Participation Form in the previous year's Consolidated Application. Districts have until 2016-17 to make full restitution of equitable services for this recalculated amount, if applicable. Unless previously expended, some portion of the required restitution funds should be encumbered as part of the Consolidated Application, as time will be a factor in meeting any required recalculation obligation.

Reserve 2:  
Each district is obligated to provide equitable PD services based on the annual Title IIA allocation for the previous year's carryover (if applicable) and the current year. Districts must calculate equitable PD reserves for non-public/private schools every year using the template provided at: <http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html> .

**NYSED DOES NOT PROVIDE ADVISORY ALLOCATIONS.**

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# Title II, Part A – Equitable Services

## Private School Participation Form

### Reserve #1 (Recalculation)

Field Memo Guidance:

<http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html>

Template:

<http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html>

Q & A at:

<http://www.p12.nysed.gov/accountability/allocations/1213/qatiiarecal.html>

### Reserve #2 (Annual)

<b>TITLE II, PART A EQUITABLE PROFESSIONAL DEVELOPMENT SERVICES – STATUS TABLE</b>			
<b>#19. Title II, Part A Equitable Professional Development Services – Status Table:</b>			
<b>This section must be completed even if the private school has declined funds in the past or will decline funds in the future.</b>			
<b>See Page 1 #2 of this PSPF to record “Declining.”</b>			
<b>Answer all questions, even if the dollar amount is \$0.</b>		<b>Credit Amount</b>	<b>Debit Amount</b>
a.	What was the full Recalculation/Restoration amount [Reserve 1]? [See #19a on PSPF from previous year’s Consolidated Application]		
b.	What was the annual equitable services amount [Reserve 2] for this private school for 2012-13? [This amount was calculated using the template at: <a href="http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html">http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html</a> ]		
c.	What was the annual equitable services amount [Reserve 2] for this private school for 2013-14? [This amount was calculated using the template at: <a href="http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html">http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html</a> ]		
d.	What was the annual equitable services amount [Reserve 2] for this private school for 2014-15? [This amount was calculated using the template at: <a href="http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html">http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html</a> ]		
e.	<b>TOTAL #1</b> [Add Lines 19a, 19b, 19c, and 19d.]		
f.	Of the balance in 19e, what amount has been expended for services to this school as of today? Clarification: List the amount actually expended, not projected or estimated to be spent. Include the total of expenditures for both reserves in all years listed on the right. Very few districts expended funds for Reserve 1 (recalculation) in 2011-12. If this applies, include 2011-12 Reserve 1 funds also.	Reserve 1 funds 2011-2012	
		Reserve 1 & 2 2012-2013	
		Reserve 1 & 2 2013-2014	
		Reserve 1 & 2 2014-15	
	List today’s date here: _____	<b>19f SUBTOTAL</b>	
g.	<b>BALANCE</b> [Line 19e Total #1 minus 19f Subtotal.]		
h.	What is the equitable services amount [Reserve 2] for the current year 2015-16? [Calculate using the template at: <a href="http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html">http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html</a> ]		
i.	<b>TOTAL #2</b> [Add Lines 19g and 19h.] <b>The amount for services to the private school.</b>		

D. Per Pupil Rate		
D1: Use either B3 or C1 – whichever is larger (divide by A3)	3.82	31.23
E. Equitable Services		
E1: Amount District must reserve for equitable services for participating private schools (A2 x D1)	1,772	16,864

**Web Link:**

To complete lines A2 and C1 of the template, please refer to the hold-harmless funding level spreadsheet and the nonpublic enrollment data spreadsheets at:

**Hold-Harmless Funds:**

<http://www.p12.nysed.gov/accountability/allocations/1112/TIAHH0102.xls>  (133KB)

**Enrollment data:**

<http://www.p12.nysed.gov/accountability/allocations/1516/Nonpublicenrollment2014-15.xls>

<http://www.p12.nysed.gov/accountability/allocations/1314/nonpubenrollment2013-14.xls>  (214KB)

<http://www.p12.nysed.gov/accountability/allocations/1112/Nonpubenrollment2007-2013open.xls>  (353KB)

A2: To complete line A2 of the template, the NYSED has provided the private school enrollment from SY 2009-10 that can be found at the tab labeled "Orig Non Public 09-10" in the spreadsheet at the link posted under "Web Link."

C1: In order to calculate the hold harmless amount required in C1 of the template, the NYSED has provided the allocations for the Eisenhower portion of Title IIA and the Class Size Reduction portion of Title IIA for the FY 2001-2002 at the tab labeled "LEA HH" in the spreadsheet at the link posted under "Web Link."



- Districts can calculate equitable IIA PD reserves for private schools every year using the following template:

<http://www.p12.nysed.gov/accountability/allocations/1112/nonpubiia.html>

- In instances where a private school may not provide enrollment data, the district should include a narrative of efforts made to obtain that data (e.g. phone, email, etc.). Place narrative in final box in **Line 20**.



- Title II, Part A – Through 2016-2017, the provision of equitable professional development (PD) services to private schools requires the provision of equitable services based on two distinct funding reserves.
- Reserve 1: **All districts with private schools** were mandated to recalculate for equitable services for each of five years dating from 2007-08 to 2011-12. Districts have until 2016-17 to make full restitution of equitable services for this recalculated amount. See:

[http://www.p12.nysed.gov/accountability/allocations/1112/TitleIIA\\_NonPub\\_FieldMemo\\_061812.pdf](http://www.p12.nysed.gov/accountability/allocations/1112/TitleIIA_NonPub_FieldMemo_061812.pdf)

**Title IIA – Q & A for the Recalculation:**

<http://www.p12.nysed.gov/accountability/allocations/1213/qatiarecal.html>

- Reserve 2: **All districts with private schools** are obligated to provide equitable PD services based on the annual Title II-A allocation for each current year.



- **Line 19 – Items a - e:** This section **must be** completed even if the private school has declined funds for services in the past or will decline funds for services in the future.
- Line 19 a – indicates the SUM of the 5 years of Recalculation  
[Reserve 1]
- Line 19 b, c, and d – indicates annual requirement  
[Reserve 2]
- Line 19 e – Total of all funds credited
- **NOTE:** District personnel new to the submission process can obtain dollar amounts for Line 19 Items a - d by referring to last year's Consolidated Application for this section.



- **Line 19 - Item f:** In the four boxes provided, list the **actual expenditures** from Reserve 1 and 2 for each applicable year.
- **Line 19 – Item f:** Enter the subtotal of all applicable years in Line 19, Item f and enter the date.
- **Note:** Personnel submitting for the first time can obtain actual expenditure amounts for Title II-A by referring to the FS-10Fs for each applicable year. The business office should have these records on file.



- **Line 19g Balance of funds remaining:** Subtract Line 19f-Subtotal from line 19e-Total. Enter the balance amount.
- **Line 19h:** Enter the Reserve 2, Title II-A amount calculated for the 2015-2016 school year.
- **Line 19 - Item i:** Add lines 19g and 19h. Enter the total amount for services to the private school. Combines both Reserve 1 and Reserve 2.



- **Line 19 j:** Enter the amount **to be reserved for PD services** to this private school for 2015-2016. This amount should be determined after consultation with the private school.
  - ✓ MAY BE FLEXIBLE and represent a portion FOR LINE 19i
  - ✓ At a minimum, must include ALL OF LINE 19h.
- **Note:** The 19j amount must be reflected on Page 1 of the Private School Participation Form PSPF (Box #2) and on the Title II-A FS-10 for 2015-16.
- **Line 19 k:** The balance that must be depleted by 2016-17.

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	A	B	C	D	E
1	<b>PURCHASED SERVICES</b>				
2			Subtotal - Code 40	\$3,600	
3	Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure	
4	St. Mary's School-professional development CCSS - 2 days training (Reserve 1)	Trainer J. Smith	\$600 per day x 2 days (\$1,200)	\$1,200	
5	St. Mary's School-professional development CCSS - 4 days classroom coaching (Reserve 2)	Trainer J. Smith	\$600 per day x 4 days (\$2,400)	\$2,400	
6					
7					
8					
9					
10					
11					

40 - Purchased Services 45 - Supplies and Materials 46 - Travel Expenses 80

i.	<b>TOTAL #2</b> [Add Lines 19g and 19h] <b>The amount for services to the private school.</b>						
j.	What is the amount to be reserved for PD services for this private school for 2015-2016? The LEA should consult with the private school to determine the portion of funds from Line 19i to be encumbered during this fiscal year. This amount should reflect ALL of Reserve 2 for 2015-16 [Line 19h] plus any applicable portion of the 19g balance that indicates a long-range plan for full restoration of Reserve 1 by 2016-17. NOTE: THE 19j SUBTOTAL AMOUNT SHOULD APPEAR ON PAGE 1 OF THIS FORM (BOX #2) AND ON THE TITLE IIA FS-10 FOR 2015-16. To facilitate budget approval, label each reserve separately on the FS-10 and Budget Narrative for Title IIA.						
k.	<b>BALANCE</b> [Line 19i minus Line 19j.] The amount for services before 2016-17.						
<p><b>NOTE: Each district that is required to restore funds is obligated to provide equitable services in full by the conclusion of 2016-17. For 2017-18, it is expected that the equitable services requirement will be calculated on the 2017-18 allocation only and that full restitution of 2007-08 to 2011-12 services has been completed. [Caveat: Federal rules for one-year carryover will continue to apply.]</b></p> <p><b><u>TO BE COMPLETED BY THE PRIVATE SCHOOL OFFICIAL – DO NOT SIGN A BLANK PSPF</u></b></p> <p>I certify that [Check only one box.]:</p> <p><input type="checkbox"/> Full consultation with the district has taken place, and all information is complete and correct.</p> <p><input type="checkbox"/> Full consultation with the district has NOT been completed, and I am unable to sign this form. [Print name and explain below.]</p> <table border="1"> <tr> <td>#20. Private School Name:</td> <td>Public School District Name:</td> </tr> <tr> <td>Name of Private School Official: (Please print or type)</td> <td>Signature of Private School Official:      Date:</td> </tr> </table> <p>If declining funds, list reason for decline:</p>				#20. Private School Name:	Public School District Name:	Name of Private School Official: (Please print or type)	Signature of Private School Official:      Date:
#20. Private School Name:	Public School District Name:						
Name of Private School Official: (Please print or type)	Signature of Private School Official:      Date:						

**DO NOT SIGN A BLANK PSPF**



- **Line 20:** Enter the names of Private School and the District
- **Assurances Box:** The private school administrator must check the appropriate box indicating that either full consultation took place and all information is complete and correct **OR** full consultation has **not** taken place and the private school administrator is unable to sign the form.
- The private school administrator's name must be printed in full, and **the private school administrator must sign and date the document.**
- A signature means that the LEA provided full disclosure of the degree of services available for **both** Title I, Part A and Title II, Part A **PRIOR** to signing the document.



## SERVICES ONLY

**CHECKS CANNOT BE  
WRITTEN TO A PRIVATE  
SCHOOL FOR ANY REASON**



## REMINDER

- Each district that is required to restore funds for Title II, Part A equitable services to private schools is obligated to provide those restored services in full by the conclusion of 2016-2017. For 2017-2018, it is expected that the equitable services requirement will be calculated on the 2017-18 II-A allocation only and that full restitution of 2007-08 to 2011-12 services has been completed.
- Federal rules for carryover funds (up to 100% for one year) will continue to apply.



# TITLE IIA QUESTIONS

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