Submission of the LCAP Federal Addendum

ADDRESSING ESSA LEA PLAN REQUIREMENTS

CALIFORNIA DEPARTMENT OF EDUCATION

APRIL 2019

Background

To receive funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State.

- Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp).

- The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.
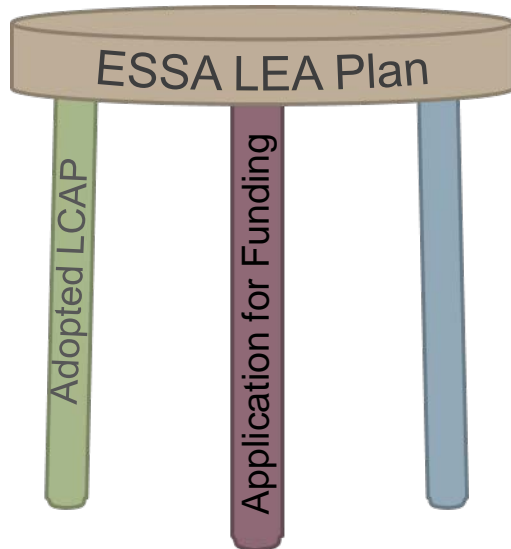
Requirements for Funding (1)
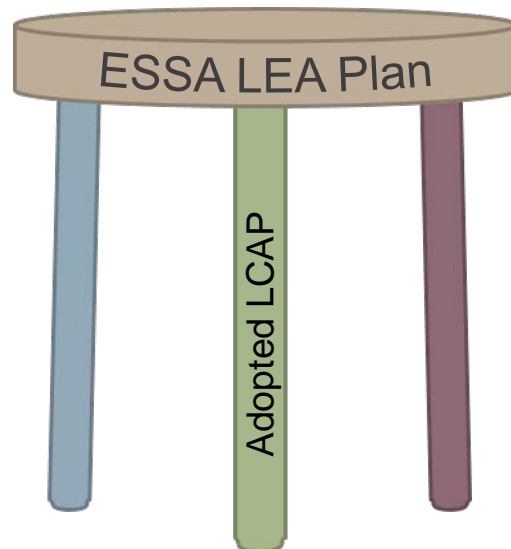
To receive ESSA funding for 2019-20, the LEA must complete the following three requirements.

1. The LEA must certify the 2019-20 LCAP Federal Addendum page in the Consolidated Application and Reporting System (CARS)
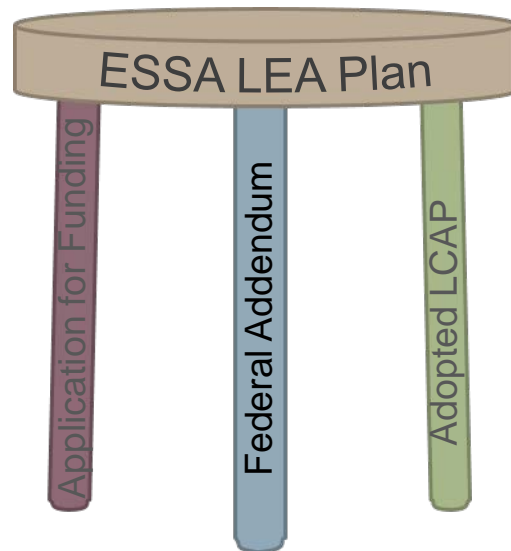
ESSA LEA Plan

Adopted LCAP

Requirements for Funding (2)

2. The LEA must certify the 2019-20 Application for Funding page in the CARS

Requirements for Funding (3)

ESSA LEA Plan

Application for Funding

Federal Addendum

Adopted LCAP

3. the LEA must complete and save each applicable section of the Addendum, review the Addendum for accuracy, and submit the Addendum

CARS 2019-20 Spring Collection

The 2019-20 Spring Data Collection for the CARS is anticipated to be released on or about May 15, 2019.

- The 2019-20 Spring Data Collection includes both the Local Control Accountability Plan Federal Addendum Certification page and the Application for Funding page.

- For additional information on the CARS please see https://www.cde.ca.gov/fg/aa/co/cars.asp.

User Accounts (1)

- The LCAP Federal Addendum (Addendum) submission system uses the California Department of Education (CDE)'s Centralized Authentication System (CAS) to manage users.

- Users will use the same credentials that they use for logging on to the Consolidated Application Reporting System (CARS).

  ◦ Please Note: Each user must be associated with an LEA in the CAS to be able to logon to the submission system.

  ◦ Example: https://www3.cde.ca.gov/cdeauthentication/registration.aspx?programabbr=CARS

User Accounts (2)

To register as a CAS user please visit the CAS Logon page at https://www3.cde.ca.gov/cdeauthentication/logon.aspx?programabbr=lcapfas and select New User Registration.

- Users can also retrieve a forgotten password or navigate to the LCAP Federal Addendum System Logon from the CAS Logon Page.

LCAP Federal Addendum Submission Site

The submission system is available for LEA access at https://www2.cde.ca.gov/lcapfas.

Submission Dashboard (1)

- The number of sections the LEA is required to complete will vary based upon the number of ESSA programs the LEA is applying for in the Application for Funding page in the CARS.

- The Submission Dashboard tracks the number of unapproved sections ready for submission.

Submission Dashboard (2)

- An LEA may submit its Addendum for review after all the identified sections in the Submission Dashboard have been completed.

- The specific ESSA programs for which the LEA is applying are displayed on the Submission Dashboard page.

Instructions, Strategy, and Alignment

- The Instructions, Strategy, and Alignment prompts must be completed before the system allows the LEA to complete the other program sections of the Addendum.

Responding to the Prompts

- The prompts in the Addendum submission system are the same as the prompts in the Addendum template adopted by the SBE.

- Provide a response to each of the prompts in the applicable text box.

- Be succinct; responses are limited to 5,000 characters.

Completing the Section

- After completing each program section of the Addendum the LEA must provide specific program contact information.

- When completed, select "Save All and Return to Dashboard".

Completing the Title Sections

- After completing the Instructions, Strategy, and Alignment prompts the LEA may complete the sections for each of the ESSA Programs for which it is applying.

  - **NOTE:** The only ESSA Programs that will display are those programs for which the LEA has applied in the Application for Funding page in the CARS.

- The LEA will complete and save each program section in the same manner as the Instructions, Strategy, and Alignment section.

Progress in the Dashboard

- The Submission Dashboard will display the LEA's current status of completion within the submission system.

- The status within the system will be updated each time a section is completed.

Prerequisites for Submission

As previously noted, prior to submitting the Addendum, the LEA must

- Certify the CARS 2019-20 LCAP Federal Addendum page
- Certify the CARS 2019-20 Application for Funding page
- Review the Addendum for accuracy

Submitting the Addendum (1)

- Only after each section has been completed and saved, the Addendum, in its entirety, may be submitted for review.

- The Submission Dashboard status will indicate that the Addendum is ready to be submitted.

- Select "Continue to Submission Page".

Submitting the Addendum (2)

- Prior to submission, the LEA will certify that the Federal Addendum has been approved by the local governing board or governing body, as required.

- The LEA must provide the date of local board approval.

Submitting the Addendum (3)

- The LEA will also certify that it will work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs and funding for which it is applying.

- Once the LEA has certified and provided the necessary contact information, select "Submit".

- The system will notify the specific program reviewers of the LEA's submission via email. An email verifying submission will also be sent to the LEA.

Review and Approval (1)

- The applicable program offices at the CDE will review the responses.

- If the response meets minimum requirements the reviewer will approve the response.

- If additional information or clarification is needed, the response will be returned and the reviewer will specify what information or clarification is needed for approval.

Review and Approval (2)

- After the section review is complete the LEA and the identified program contact will be notified of the review status (i.e. the program section is approved or there is additional information needed for approval) via email.

- The LEA must log on to the system to see what, if any, information or clarification is needed for approval.

- The LEA will revise the response(s) and resubmit for review, as necessary.

Review and Approval (3)

- When each program section has been approved, the LEA will be notified via email that the Addendum has been approved.

- The LEA will be able to view, but not edit, the responses that have been approved.

Submission Timeline (1)

- The deadline to submit the LCAP Federal Addendum is July 1, 2019.
  - As previously stated, prior to submitting the Addendum, the LEA must:
    - ensure that the Addendum has been approved by the local governing board or governing body and
    - complete or revise the Application for Funding page in the CARS.

Submission Timeline (2)

- LEAs currently receiving ESSA funding are strongly encouraged to submit the Addendum prior to the July 1st deadline.

- LEAs that fail to submit the Addendum by the July 1st deadline may experience a delay of its ESSA funding.

Questions or Comments?

For questions about the LCAP or the school plan, please contact:

Local Agency Systems Support Office

LCFF@cde.ca.gov

916-319-0809

For questions about the LCAP Federal Addendum submission system, please contact:

LCAPAddendum@cde.ca.gov