

# Title III Immigrant Quick Reference Guide



## Title III: Immigrant Student Program

Resource Code 4201

### Why are these funds important?

Title III Immigrant Student Program funds are used to provide enhanced instructional opportunities to immigrant students and their families.

### What students are eligible for Title III Immigrant Student programs and services?

An "eligible immigrant student" is defined as an individual student who (a) is aged three through twenty-one; (b) was not born in any state (each of the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico); and (c) has not been attending any one or more schools in the United States for more than three full academic years. (See Title 20 of the *United States Code* Section 7011[5]).

### Who are the recipients of these funds?

Title III Immigrant Student Program fund recipients are local educational agencies (LEAs) that have experienced a significant increase (0.5 percent growth) in eligible immigrant student enrollment in the current year compared with the average of the two preceding fiscal years and generate a subgrant of sufficient size and scope. LEAs are eligible to apply for a Title III Immigrant Student Program subgrant when five or more eligible immigrant students are enrolled and the LEA has met the half of one (.5) percent growth criteria.

### How much is allocated each year?

Funding allocations are formula-based and vary each year depending on the total number of eligible immigrant students in California and the amount allocated to the state. A statewide per-pupil amount is then used to calculate each qualifying LEA's allocation based on its eligible immigrant student count. Prior years' funding allocations can be found at the California Department of Education (CDE) Title III English Learner and Immigrant Programs Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

### To receive funds, LEAs must:

- Apply annually for Title III Immigrant Student Program funding.
- Meet all funding eligibility requirements to be funded.
- File Cash Management Data Collection (CMD) reports quarterly.
- Report expenditures on Consolidated Application and Reporting System (CARS) every six months.
- File end-of-year expenditure (closeout) reports at the end of each subgrant period.
- Ensure ALL Title III expenses are allowable, necessary, reasonable, and allocable, as required in Title 2 of the *Code of Federal Regulations* Section 200.403(a).
- Maintain documentation for all expenses.

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## LEA Responsibilities as Title III Subrecipients

### LEA funding timeline:

- Title III Immigrant Student Program funds are available on July 1 of every funding year.
- The subgrant period is from July 1 through September 30 of the following year (15-month subgrant period).
- For LEAs that don't expend the funds during the 15-month subgrant period, an additional carryover period of 12 months is provided, for a total of 27 months.
- After the total 27-month subgrant period ends, subgrantees have an additional 90 days to liquidate (make payment for) any obligations incurred during the period of availability, and to file the end-of-year expenditure report.
- Any unexpended funds must be returned to the CDE.
- LEAs must keep separate books for each fiscal year's funding since multiple funding years can be active simultaneously.

### Additional requirements for funding:

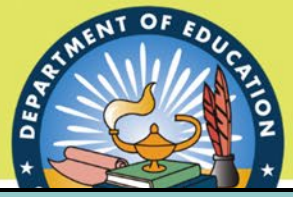
#### Supplement Not Supplant

- Title III Immigrant Student Program funds must be used to supplement the level of federal, state, and local public funds that, in the absence of such availability, would have been expended for programs for immigrant children and youth and in no case to supplant such federal, state, and local public funds. (See Title 20 of the *United States Code* Section 6825[g]).
- Title III Immigrant Student Program funds cannot be used to fund activities that the LEA must provide for the education of immigrant students to meet the requirements of Title VI of the Civil Rights Act, or other federal, state, and local requirements.
- As a general rule, if a particular activity was paid with other funds the same activity cannot be paid with Title III Immigrant Student Program funds in the current year. The use of Title III Immigrant Student Program funds to pay for services to immigrant students that were paid for in prior years with federal, state, or local funds raises a presumption of supplanting.

#### Equitable Services for Private Schools Participation

- Meaningful and timely consultation with private schools is required in order to participate.
- Title III Immigrant Student Program funds can be used for equitable services for identified immigrant students.
- LEAs do not give funds directly to private schools. Instead, private schools receive services and products.

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Expenditure Category	Sample of Authorized Activities
<b>Family Engagement</b>	Family literacy, outreach, and training activities designed to assist families to become active participants in students' education
<b>Personnel Support</b>	Recruitment of and support for personnel, including teachers and paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth
<b>Student Support</b>	Tutorials, mentoring, and academic or career counseling for immigrant children and youth
<b>Curricular Development</b>	Identification, development, and acquisition of curricular materials, educational software, and technologies specifically used for immigrant student programs
<b>Basic Instructional Services</b>	Basic instructional services that are directly attributable to the presence of immigrant children and youth in the LEA, including the payment of costs directly attributable to such additional basic instruction services
<b>Supplementary Instructional Services</b>	Other instructional services designed to assist immigrant children and youth to achieve in schools, such as programs of introduction to the educational system and civics education
<b>Community Coordination</b>	Activities coordinated with community-based organizations, institutions of higher education, and families of immigrant children and youth by offering comprehensive community services

## To best serve immigrant children and youth, LEAs should:

- Try to use their funds as soon as possible to provide services immediately because students are already in the classrooms.
- Strive to fully utilize funds from one fiscal year before utilizing funds from another, more recent fiscal year.
- Subscribe to the CDE Title III Updates Listserv by sending a blank email to [join-title3-updates@mlist.cde.ca.gov](mailto:join-title3-updates@mlist.cde.ca.gov).
- Reach out to the CDE Title III program office at [LPLO@cde.ca.gov](mailto:LPLO@cde.ca.gov) for support.

**For detailed information regarding Title III programs, including authorized costs examples please go to the CDE Title III web page at**

**<https://www.cde.ca.gov/sp/ml/title3.asp>.**