



MIGRANT EDUCATION PROGRAM
20__ - 20__
Justification Form for Title I- Part C
212 Accounts

During the current school year, whenever 212 funds are used to purchase instructional and non-instructional materials for migrant students, campuses need to provide documentation as to how the items will directly impact the academic success of the migrant students.

Form with fields: Campus, Vendor, Amount, PR #, Date, Originator, and Please indicate which migrant students will this purchase impact: PFS Students, only, All Migrant Students, Purchase is a Parent Request - Document Attached

Documentation needs to be on file at Federal Programs for CO items:

Check off correct function: Function 11 (instructional), Function 61 (Community/Parents). Insert the correct account: 212-11, 212-61. Is this a Capital Outlay purchase? Yes/No

1. Check off the area(s) of planned supplemental activities this expenditure will be impacting: Math Instructional by a Teacher, Reading Instructional by a Teacher, Extended Day Tutoring, etc. 2. A. Support Services to Meet Identified Needs for Academic and Non-academic Support Services: Clothing, School Supplies, Hygiene Supplies. B. Support Services to Facilitate Involvement of Migrant Parents: Light Snacks for Parent Meetings, All fees to cover costs for parents to attend the migrant state conference. Date of Migrant Parent Meeting Attached Flyer and Agenda

Briefly describe item (s) being purchased :

3. How is this purchase reasonable and necessary to carry out the intent and purpose of the program? (TEA required – Circular A-87)

4. How does this purchase / activity address a need previously identified in the campus comprehensive needs assessment? (TEA required Title I, Prt C Section 1304 (1) and 2 (2))

5. CNA Page # _____ CIP Action Step: _____ **Attach the page** from the Migrant Section of the CIP that documents the supplemental activity and how it will be impacted by this expenditure.

Explain how the activity tied to this purchase meets the “supplemental” criteria for migrant funds when compared to other Federal and non-Federal Program funds. (TEA required – Circular A-87 / 34 CFR Section 200.08)

6. How will this purchase be used to evaluate and measure a positive impact on migrant student achievement? (TEA required- 34 CFR - Subpart C MEP)Sub-part C MEP)

7. A. If items will not be distributed to migrant students, where will item(s) be located / stored at your campus?

B. If items are to be distributed to the migrant students, **who** will document the distribution and maintain the required documentation forms for the campus?

Attach a list of the currently enrolled migrant students that will be receiving / utilizing the items being purchased with this expenditure. Reminder, items purchased with this year’s funds must be distributed to migrant students enrolled during the _____ - _____ school year.

Once the items have been distributed to the students, submit a copy of the Request for Supplemental Support / Distribution Form with student’s signatures and NGS number to the migrant office. These documents will be attached to the copy of the PR to further support the purchase. Please attach originals to the PO at your campus and keep on file for 7 years in case of an audit.

Attach this Justification Form with your campus administrator’s signature to the Purchase Requisition.

The requisition will be held by the MSC for three days, if all the required documents are **not** submitted for this purchase in a timely manner, PR will be returned. If you have questions, please call Ext. 1742.

Verified by Campus Administrator / Date:

Printed Name of Campus Administrator _____

Signature of Campus Administrator _____ Date _____