

Checklist for Perkins Monitoring FY20

May 2019	Collect Your Records
Evidence	
<input type="checkbox"/> <input type="checkbox"/>	<p>Assemble evidence for each strategy you selected in the CCIP for the fiscal year being monitored (July 1, 2018 - June 30, 2019).</p> <p><i>Only evidence of expenditures charged to Perkins should be submitted.</i> Evidence of activities paid for using state or general revenue funds should not be included in the report as they may create confusion for the reader and generate auditing inquiries.</p> <p>Tips:</p> <ul style="list-style-type: none">➤ A revision to your CCIP can be made at any time in the year, up to the deadline of May 31, 2019.➤ If you have any questions about an expense being allowable under Perkins law, contact your assigned AFS consultant for assistance.➤ Guidelines for Compliance with Perkins Regulations can be found here.
Stakeholder and Advisory Meeting Minutes	
<input type="checkbox"/>	<p>Review all advisory committee and stakeholder documentation to ensure that a meeting was held for each program and that records are complete. You will need:</p> <ol style="list-style-type: none">1. A copy of the meeting minutes, reflecting a discussion of Perkins goals (Perkins Performance Indicators) <i>and</i>,2. A sign in sheet, with the role (e.g. Chamber of Commerce, name of business represented, parent, postsecondary institution name) of each attendee listed. Be sure that each attendee has signed this document as a simple list is not proof of attendance. <p>Tips:</p> <ul style="list-style-type: none">➤ <i>Please ensure that the two-digit program code(s) is included at the top of each piece of documentation (A meeting minutes template/example is posted on the website).</i>➤ Districts are required to hold at least one stakeholder’s meeting each year, <i>and</i> one advisory meeting for each program every year. Combining similar programs - or holding a stakeholder’s meeting and breaking out to individual programs - is permissible; please be sure to denote this in your minutes so that the reader understands that multiple programs were covered.➤ If a program had a virtual meeting, the instructor must have signed off for each attendee, and the minutes need to be certified by your administration.

Oct 2019	Complete survey questions in the electronic monitoring system
Electronic Monitoring Tacking System	
<input type="checkbox"/>	All questions in the Organizational Structure and the Financial Components must be completed. Items in the Program Improvement Opportunities section should be completed based on whether the items were selected in the 2019 CCIP. DO NOT SUBMIT THE EVIDENCE YOU HAVE COLLECTED NOW.
<input type="checkbox"/>	Obtain a copy of the BUDLED from your treasurer listing all Perkins expenditures for the 2018-2019 school year. This must be scanned and included with your submission. Tips: <ul style="list-style-type: none"> ➤ For help in completing the Self-Assessment questions click here. ➤ To access the Secondary/Postsecondary CTE Compliance User Manual click here.
Nov 2019	Notification of Full Review
<input type="checkbox"/>	You will be notified if you have been selected for full review. If selected, upload the electronic evidence you have collected into the monitoring system.