MISSOURI OFFICE OF Refugee Administration

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MISSOURI OFFICE OF REFUGEE ADMINISTRATION (MO-ORA) REFUGEE SCHOOL PROGRAMS

SELF-MONITORING CHECKLIST

SECTION I – DISTRICT AND PROGRAM INFORMATION					
SCHOOL DISTRICT NAME	FORM DUE DATE April 30, 2024				
REFUGEE PROGRAM CONTACT NAME	REFUGEE PROGRAM CONTACT PHONE				
REFUGEE PROGRAM CONTACT EMAIL ADDRESS	Ext.				
SELECT PROGRAM FOR SELF-MONITORING (Select	cone)				
□ REFUGEE SCHOOL IMPACT GRANT (RSI)					
□AFGHAN REFUGEE SCHOOL IMPACT SUPPORT	TO SCHOOLS GRANT (S2S)				
□ AFGHAN REFUGEE SCHOOL IMPACT GRANT (A					
1. Respond to each of the following monitoring requirements I	by placing an appropriate code (see key				
<i>below)</i> on the line to the right of the corresponding item. Re item, and documentation proving compliance must be kept					
2. Place a checkmark in all appropriate boxes under Evidence	e Sources to indicate the type of supporting				
documentation available. The documentation of evidence s review. Do not send copies of evidence sources to MO-OR					
3. EMAIL the completed form by the due date above to: cockr					
DC = District Compliant: A review indicates compliance. W	Vhen using this code, the district must have				
the documentation readily available for review by MO-ORA staff, if requested.					
DR = District Resolving: A review indicates a compliance discrepancy. When using this code, use the comment section on the last page to explain how the district intends to resolve the discrepancy and the					
intended timeframe for completion. DA = District Assistance: The district requests assistance.	A MO OPA stoff member or Legal				
Resettlement Agency member will contact the district to arr					
NA = Not Applicable: Does not pertain to this district.					
SECTION II – ASSURANCES AND CERTIFICATION					
The authorized representative assures the Missouri Office of Refuge provided is correct and accurate and documentation is on file at the					
SIGNATURE OF BOARD-AUTHORIZED REPRESENTATIVE					

SECTION III - REQUIREMENTS (OFFICE OF REFUGEE RESETTLEMNT PL 22-07)	DC	DR/DA	NA
1. Inventory Control			
a. A centralized inventory control system accounts for all equipment purchased with federal dollars and contains the required elements (description, date of purchase, location, serial ID number, vendor, unit cost, funding source, condition, and transfer). Equipment with an acquisition cost of less than \$5,000, which is at least five years old and no longer effective, has been purged or transferred to the school district. Records should be maintained for three years.			
b. Capital outlay purchases are consistent with the application.			
c. LEA labels all inventory items purchased with federal funds listing the program name and date of purchase(s).			
 d. Evidence that a physical inventory is performed every two years. Evidence Sources (Items a-d) 			
Copy of inventory			
Documentation of DESE or MO-ORA approval regarding purged items			
2. Obligation of Funds	<u> </u>		
The LEA provides documentation that funds are expended or obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period. The LEA did not code prior year expenditures or obligations to the current year program.			
Refugee Children School Impact Application Approval Date			
Refugee Children School Impact First Obligation Date			
Evidence Sources			
Purchase orders			
Accounting records/ledgers			
3. Accounting Requirements			
 a. Obligations and expenditures of federal funds are recorded with a separate accounting code for each program. Evidence Source 			
Accounting records			
b. The LEA has accounting records to support allowable federal expenditures. Evidence Sources			
Copies of accounting records that reflect the expenditures reported on payment requests submitted to MO-ORA (required)			
\Box Copies of the two most recent years' audit reports, A-133 and Financial Statement Audits			
\Box Copies of policies and procedures covering procurement of goods and services (required)			
List of all cash receipts and disbursements of the Refugee funds from the current and previous year including the date, amount of transaction, the payee, the invoice number, the purchase order number, the transaction, and accounts debited and credited (if available)			
Documentation that the LEA paid prevailing wage rates on federal construction projects more than \$2,000 (required, if applicable)			
A Staff Daidwith Fadaral Fund-			
 Staff Paid with Federal Funds a. The LEA's payroll corresponds to Core Data, Single-Funding Certification Forms, and Time/Effort 			
Logs. Evidence Sources			
Core Data (required)			
Time and effort logs for FTEs that work for more than one cost objective, including those funded through administrative cost for stipends and out-of-contract time paid (required, if applicable)			
Semi-Annual Certification forms for all refugee staff who work 100% on a single cost objective that are signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee semi-annually (required, if applicable)			

5. Quarterly Consultations				
School and Local Refugee Resettlement Agencies meet to improve program and other issues as				
identified by stakeholders.				
Evidence Sources				
Sign-in sheets from quarterly consultations				
SECTION IV - REFUGEE SCHOOL IMPACT GRANT	DC	DR/	DA	NA
6. Student Identification		-		
a. The LEA has documentation showing procedures used to survey the enrolled student body to identify				
students who are refugee. These efforts are coordinated with school personnel and community agencies.				
Evidence Sources				
Student survey				
Question on the student enrollment form				
Agendas, minutes of meetings or other forms of communication with community				
7. Number of Refugee Students Enrolled	l.			
a. The LEA had refugee children enrolled in the prior school year.				
Evidence Sources Refugee students enrolled in prior school year				
refugee students				
Enrollment records				
Refugee Children School Impact Grant				
8. Refugee Families Served, Staff Development Provided				
a. The LEA provides documentation that refugee children and families were served and staff participated				
in professional development activities related to refugee children. Evidence Sources				
Refugee children served in the prior school year				
refugee children				
Refugee families served in the prior school year				
refugee families				
Drafaggional development was provided to staff members				
Professional development was provided to staff members # of staff members				
9. Activities (as applicable)		proved in		Date emented/
	Appli	cation		npleted
The LEA provides documentation that activities approved in the grant were implemented as described in the				
district's application for funds. Evidence Sources				
Activity #1				
Activity #2				
Activity #3				
Activity #4				
Activity #5				
Activity #6				
Activity #7				