**Coronavirus Aid Relief and Economic Security Act 2020 (CARES Act)**

**Elementary and Secondary School Emergency Relief Fund (ESSER Fund)**

**Desk Monitoring Protocol**

District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Code: \_\_\_--\_\_\_\_\_\_

Total ESSER Fund Allocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Monitoring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| How did the LEA utilize ESSER Funds to meet the primary goals of the CARES Act including continuing to provide educational services, such as remote learning, while schools and campuses are closed, and developing and implementing plans for the return to normal operations? |
| Explain how did the LEA determine its most important educational needs as a result of COVID-19? |
| Provide the LEA’s proposed timeline for providing services and assistance to students and staff in both public and nonpublic schools? |
| Indicate, if applicable, how the LEA budgeted funds to promote remote learning. |
| Describe the ways in which the LEA intends to assess and address student learning gaps resulting from the disruption in educational services. |

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| **Instruction** | **Function/**  **Object Code** | **Allowable Use**  **(Circle uses utilized and indicated in application.)** | **Documentation** | **Comments** |
| Personnel Services – Salaries | 100-100 | 1 2 3 4 5 6 7 8 9 10 11 12 | Time and activity records signed by employee and supervisor Date of hire consistent with approved application |  |
| Purchased Professional and Technical Services | 100-300 | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of products or services |  |
| Other Purchased Services | 100-500 | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Supplies & Materials | 100-600 | 1 2 3 4 5 6 7 8 9 10 11 12 | Purchase orders, invoices for specific costs |  |
| Other Objects | 100-800 | 1 2 3 4 5 6 7 8 9 10 11 12 | Purchase orders, invoices for specific costs |  |

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| **Support Services** | **Function/**  **Object Code** | |  | **Documentation** | **Comments** |
| Personnel Services – Salaries | 200-100 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Time and activity records signed by employee and supervisor Date of hire consistent with approved application |  |
| Personnel Services – Employee Benefits | 200-200 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Fringe benefit charges/printout; Charges and documentation verified |  |
| Prof and Tech Services | 200-300 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Subgrants | 200-320 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Purchased Property Services | 200-400 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Other Purchased Services | 200-500 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Travel | 200-580 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Supplies & Materials | 200-600 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Purchase orders, invoices for specific costs |  |
| Other Objects | 200-800 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| **Facility Acquisition and Construction ServIces** | **Function/**  **Object Code** | |  | **Documentation** | **Comments** |
| Building | 400-720 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Instructional Equipment | 400-731 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| Non-Instructional Equipment | 400-732 | | 1 2 3 4 5 6 7 8 9 10 11 12 | Contracts/invoices, specific dates, and rates of product or services |  |
| **Equitable Services**  **Nonpublic students, staff, and/or parents/families served: Y N** | | | | | |
| Equitable services | | 1 2 3 4 5 6 7 8 9 10 11 12 | | Purchase orders, invoices for specific costs. |  |
| Equitable services | | CARES Act Section 18005 | | Affirmation of consultation form completed and submitted to NJDOE |  |

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| Allowable Uses:   1. Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) (“IDEA”), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.SC. 2301 et seq.) (“the Perkins Act”), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). 2. Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus. 3. Providing principals and other school leaders with the resources necessary to address the needs of their individual schools. 4. Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population. 5. Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies. 6. Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases. 7. Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency. 8. Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under *the Individuals with Disabilities Education Act* (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements. 9. Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment. 10. Providing mental health services and supports. 11. Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care. 12. Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency. |