

May 11, 2018

Dear Select County and District Superintendents and Charter School Administrators:

**TITLE III ENGLISH LEARNER AND IMMIGRANT STUDENT PROGRAM   
SUBGRANT ADMINSTRATION AND ELIGIBILITY FOR FISCAL YEAR 2018–19**

Under the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, Title III, the California Department of Education (CDE) provides formula subgrant awards to local educational agencies (LEAs) to provide supplementary programs and services for English learner (EL) and immigrant students. This message is to inform LEAs of expectations with regard to Title III EL and Immigrant Student Programs participation and funding requirements.

**ELIGIBILITY**

Eligibility criteria for Title III EL and Immigrant Student Programs participation are as follows:

* An LEA that reported the enrollment of one or more EL students via the California Longitudinal Pupil Achievement Data System (CALPADS) October data collection is eligible to apply for the Title III EL Student Program Subgrant. LEAs are eligible to receive EL funding directly if their preliminary entitlement is $10,000 or greater. If the preliminary entitlement is under $10,000, the LEA may still be eligible for funds by applying as a consortium via the consortium online application (COA).
* An LEA that reported the enrollment of 21 or more eligible immigrant students via the CALPADS October data collection, and that experienced a significant increase of two percent in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply for the Title III Immigrant Student Program Subgrant.

Title III eligibility determinations is calculated using the most current data collected and certified on CALPADS. For the 2018–19 funding year, the CDE will use the 2017–18 CALPADS data collected on the first Wednesday (Census Day) of October 2017.

Preliminary eligibility list will be available as soon as the EL and immigrant data are finalized.

The Schedule of the 2018–19 Preliminary Entitlements will be posted on the CDE Title III, English Learners and Immigrant Programs Web page at <http://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**CONSOLIDATED APPLICATION AND REPORTING SYSTEM**

All eligible LEAs apply annually for the Title III EL and Immigrant Student Program Subgrants funding on the Consolidated Application and Reporting System (CARS) “Application for Funding” page. Additionally, during the application process, all eligible LEAs are required to:

* Maintain locally updated plans that delineate the use of Title III funds.
* Submit projected budget reports on the CARS. The projected budget must be aligned with the updated plans mentioned above.
* Accept assurances that the district will comply with the legal requirements related to state and/or federal programs, and as a condition of funding, must keep a copy of the assurances on file.

Information regarding the CARS application process is available on the CDE CARS Web page at <http://www.cde.ca.gov/fg/aa/co//cars.asp>.

**FEDERAL CASH MANAGEMENT DATA COLLECTION**

After the application process. LEAs must submit cash balances to the Cash Management Data Collections System (CMDC) during the reporting window, and continue to do so every quarter. In order to receive a payment in form of apportionment for particular quarter. LEAs must meet payment threshold. The CDE will apportion funds to LEAs who cash balance is below the threshold.

For more information about the CMDC, please visit the CDE Federal Cash Management Web page at <http://www.cde.ca.gov/fg/aa/cm/>.

If you have any questions regarding the Title III EL or Immigrant Student Programs, please contact Geoffrey Ndirangu, Education Programs Consultant, Language Policy and Leadership Office by phone at 916-323-5831 or by e-mail at [gndirang@cde.ca.gov](mailto:gndirang@cde.ca.gov).

If you have any Title III, fiscal allocation questions, please contact Leslie Sharp, Education Fiscal Services Consultant, Categorical Allocations and Management Assistance Office, by phone at 916-323-4977 or by e-mail at [lsharp@cde.ca.gov](mailto:lsharp@cde.ca.gov).

Sincerely,

/s/

Veronica Aguila, Ed.D., Director  
English Learner Support Division

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