

## (B11) Timely Family Communication

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title I, Part A program.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title I, Part A program should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

### **Statutory Requirements:**

Elementary and Secondary Education Act: [Sec. 1116\(c\)\(4\)\(a\)](#)

### **State Guidance:**

Per section 1116(c)(4)(a) of ESEA statute, schools must be providing timely information about Title IA programs.

This can look different based on school needs. Some schools may be sending messages through their online communications and student information portal or be posting information on their website. It is required for schools to be communicating important information on funding and instructional practices related to Title I.

For Schoolwide Programs, this timely communication will be directed to all parents in the school community. For Targeted Assistance Programs, schools need to ensure that parents of Title I students are aware and stay informed of the services their children are receiving.

### **Relevant Documentation:**

To demonstrate having met the statutory requirements outlined above, the SAU may provide the Maine DOE with the following type(s) of documentation:

- A copy of an actual letter/notice to parents/guardians, signed, dated and on SAU letterhead

- Materials provided which inform them of Title IA eligibility and program information, including an update in services
  - [RSU 67 example](#)
- A copy of a communication with the linked webpage that contains Title I information available to parents at the school

**Technical Assistance:**

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.

