

**Title I, Part D, Subpart 1 (TIPD) FY 2016  
State Agency (SA) Program Plan**

**STATE AGENCY:** \_\_\_\_\_

Complete a narrative that responds specifically to each of the following questions. Upload the narrative to your online application (at the Title I Part D Subpart 1 – State Agencies “Program Specific” tab).

**A. PROGRAM OVERVIEW**

1. Describe the annual program planning process, including the method for determining TIPD program sites. Be sure to state the titles of relevant staff at the state agency and at the sites who are involved in this process.
2. Who at the State agency is responsible for TIPD program oversight and compliance? State title(s) and name(s) for FY16.
3. List each site where TIPD program activities will be implemented. Indicate Institution-Wide (IW) projects. Describe the TIPD activities to be funded at each site. Do **not** include non-TIPD funded activities in the program descriptions.
4. Describe how facilities coordinate the sharing of appropriate academic records with school districts or other schools.
5. Describe how the SA endeavors to coordinate with businesses for training and mentoring for participating TIPD students, as applicable.
6. Academic outcomes in Reading and Math are leading indicators at the federal level. It is important that state agencies be able to collect outcomes data for students receiving services under Title I Part D, Subpart 1, pursuant to Section 1419.

Specify how you are collecting academic outcomes data in Reading and Math on admission and at 90 days post-admission to meet the evaluation requirement.

***Institution-wide projects may be omitted from items 6, 7 and 8.***

7. Describe the procedure for assessing the educational needs of students to be served with TIPD funds. Include the name of the assessment and how often it is used.
8. What criteria are used on-site to determine eligibility for receipt of TIPD program services? Describe how students are chosen to receive TIPD services and specify how the selection method varies by site.
9. How does the SA provide appropriate professional development to TIPD teachers and other staff?

## **B. INSTITUTION-WIDE PROJECTS**

If TIPD funds are used to serve all students and upgrade the overall educational program at any individual site, a site-specific plan addressing each of the components below must be provided for each site as follows:

1. The comprehensive assessment of the educational needs of all students in the institution, including the measures and procedures that will be used to assess student progress;
2. The steps the State agency has taken or will take to provide all students with the opportunity to meet challenging State academic content standards and student academic achievement standards in order to improve the likelihood that the children and youth will complete secondary school, attain a secondary diploma or its recognized equivalent, or find employment after leaving the institution;
3. The instructional program, pupil services, and procedures that will be used to meet the needs described in paragraph (A), including, to the extent feasible, the provision of mentors;
4. Specifically how TIPD funds will be used, including staff list, percentage of FTE;
5. How the agency has planned and will implement and evaluate the institution-wide project in consultation with personnel providing direct instructional services and support services;
6. An assurance that the State agency has provided for appropriate training for teachers and other instructional and administrative personnel to enable such

teachers and personnel to carry out the project effectively, along with the description of such training.

## C. BUDGET

1. Provide a budget narrative describing major line item expenditures for each site, e.g., instructional salaries, supplies, educational consultants, equipment.
2. **Staff.** Provide a list of all staff to be funded under TIPD. Include state agency staff. Note location, title, amount of funding proposed for each.
3. **Mandatory Transition Set-Aside.** Describe the transition services that will be provided with the mandated set-aside of not less than 15% and not more than 30% of total TIPD funds awarded. Include the amount of the transition set-aside.

Specify transition services to be offered by site, e.g., individual case management, transition planning, interpersonal/life skills training, vocational counseling, intervention strategies to reduce recidivism, and post-release linking to community resources and followup. Include budget breakdown.

## D. CONTACT INFORMATION

Contact name, email and phone number for questions in regard to this TIPD program plan.

Contact [Monica.Johnson@doe.state.nj.us](mailto:Monica.Johnson@doe.state.nj.us) with questions.