Minnesota Department of Education

Nuts and Bolts of the Title I, Part A, SERVS Application

1. Login to SERVS https://education.state.mn.us/MIDMS/login.jsf?AppId=SFIN.
    a. Minnesota Department of Education Website
        i. Click on School Support
        ii. Click on Data Submissions
        iii. Scroll down and click on SERVS Financial
        iv. Scroll down and click on Log into SERVS Financial
2. On the district's SERVS Home page, click on ***Manage Allocations and Competitive Awards*** (on the left of the screen).
    a. Locate fin code 401, Title I, to Accept or Decline Funds and follow prompts.
    b. While in Manage Allocations and Competitive Awards, unobligated funds from the previous year may be balanced forward (only if the SERVS budget is reconciled).
3. On the left side of the screen, click on the ***Manage Applications and Budgets***.
    a. Choose Award Year, 2013
    b. Choose UFARS Finance Code, 401
    c. Click on "Search"
    d. Click on "View" in the Actions column
4. The application opens on the ***School Participation*** page.
5. On the top half the screen in red, click on ***Contact Information***.
    a. Complete contact information and include extension numbers when applicable.
        i. **Approve Application & Budget**: Accept or decline grant. Submit grant application. Sign grant application as authorized representative. Create budget. View payment requests after a grant has been awarded. (Cannot make payments.)
        ii. **Account Register:** Submit grant application. Make payment requests. Views grant application and budget. (Cannot create budget.)
        iii. **Application & Budget**: Submit grant application. Create budget. View payment requests after grant has been awarded. (Cannot sign grant application.)
        iv. **Review competitive Grants**: Review and score grant applications assigned by MDE.
        v. **Read Only:** View all aspects of an awarded grant application, budget, and payment requests. (Cannot change any information.)
6. Scroll to the top half of the screen and click on ***School Participation*** page.
    a. Review and update information.
        i. Scroll down to District Participation Information.
            1. Click on *Edit* to identify type of Title I identification method:
                a. Target District as a Whole
                b. 35 percent rule
                c. Rank Ordering according to grade span grouping
            2. Click on *Enrolment Changed Report* if the district is not using the loaded Target information, pick a date from the previous school year and use that enrollment data for all the public and nonpublic schools. Enter the alternative data for all schools.
        ii. Scroll down to Public School Participation.
            1. Identify Title I schools, click on *School Info*, in the Actions column.
                a. In the pop-up screen select the appropriate Title I Program, in the drop down menu:
                i. Blank, not being served

ii. Schoolwide
iii. Targeted

b. Click the box, To Be Served
i. identify those eligible schools that will participate in Title I
ii. Ensure the Enrollment data is correct
iii. The Minimum PPFU is only used if the district is serving all the schools within their district and not taking any funds off the top
iv. Enter the REAL PPFU, (to calculate use the Title I Budget Worksheet in Appendix 1) to

iii. Scroll down to Nonpublic School Participation
1. Complete the same process as above in the Public School Participation
a. Nonpublic Schools can only operate a Targeted Title I program

iv. Upload the following documents:
1. School Improvement Notification letter, if applicable
2. Choice and SES letter, if applicable
3. School Improvement Plan, if applicable
4. Schoolwide plan, if applicable
5. Nonpublic Affirmation of Consultation, if applicable

7. Scroll up to the top of the screen, click on ***Manage Budget and Narrative*** (in red), Note: if this is not red, you must put in a REAL PPFU in the participating public and nonpublic schools
a. Scroll down and click on the AYP tab.
i. Click Narrative
1. Complete narrative questions

ii. Click on the AYP Activity drop down menu
1. AYP Professional Development, suggested if the district or a school is not making AYP, optional
2. AYP School Choice, optional
3. AYP, Supplemental Educational Services, optional
4. School Improvement Implementation, required 20% of the Priority and Focus school's allocation

b. Click on the remaining tabs:
i. Homeless, complete budget and narrative, required
ii. Parent Involvement, complete budget (required if allocation plus transferred funds is over $500,000), funds allocated must be equitable for nonpublic site and complete the narrative
1. Attachment:
a. District Parent Involvement Plan, required
b. Parent Teacher Compact, required
c. List of Parents, who participated in the development of this grant

iii. Neglected and Delinquent, if eligible
iv. LEA Activities
1. In the LEA Activity drop down menu click on and complete budget for those that apply
a. After School Activities, must be equitable
b. Preschool
c. Instructional Program, must be equitable
d. Summer School, must be equitable
e. Professional Development, must be equitable
f. Other, must be equitable

2. Highly Qualified, must be equitable

3. General, public and nonpublic school expenses must be equitable and complete narrative
4. Administrative
5. Indirect Cost

8. Scroll to the top half of the screen, click on ***Summaries*** (in red).
    a. Check whole application for errors
    b. Prior to submitting, generate PDF of whole application for your records
9. To submit, scroll to the top half of the screen.
    a. Click on ***Action***
10. Click on Forward for Signature, for the superintendent or director of a charter school.
11. The superintendent or director of a charter school must log into SERVS (identification and password).
    a. Click on the ***Action***
    b. Follow the prompts for the electronic signature
12. To call the application back:
    a. Click on ***Action*** on the top of the screen
    b. Click Revise

Appendix I

Title I Budget Worksheet

Before starting the Title I, Part A, SERVS application, complete this worksheet.

Step I – Determine Funds Available	
1. Title I, Part A allocation Amount	$
2. Balance Forward	$
3. Transferred or REAP Flex funds	$
Total	$

Step 2 – Off the Top Set-Asides	
1. District AYP Professional Development	$
2. School Choice	$
3. SES	$
4. Homeless - required	$
5. Parent Involvement – required if the allocation plus transferred funds is $500,000 or more *	$
6. Neglected and Delinquent	$
7. LEA Activities - After School *	$
- Preschool	$
- Instructional Programs *	$
- Summer School *	$
- Professional Development *	$
- Other Activity *	$
8. Highly Qualified *	$
9. Administrative	$
10. Indirect	$
11. Total	$

* *Must be equitable for nonpublic sites*

Step 3 – Calculation of the REAL PPFU (Per Pupil)	
1. *Funds available to schools:* Total funds available (Step 1 total) minus total off the top set-asides (Step 2, 11) = funds available to schools	
2. Total number of Free & Reduced Price (FRP) students from participating public and nonpublic schools	
3. REAL PPFU: Divide the funds available (Step 3, 1.) by total number of FRP students (Step 3, 2.) = REAL PPFU	