



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

March 16, 2018

Dear Select County and District Superintendents and Charter School Administrators:

**NOTIFICATION OF SELECTION FOR 2018–19 CYCLE A ON-SITE FEDERAL  
PROGRAM MONITORING REVIEW**

Federal and state laws require the California Department of Education (CDE) to monitor the implementation of categorical programs operated by local educational agencies (LEAs) to ensure that the programs meet minimum fiscal and programmatic requirements. School districts, direct-funded charter schools, and county offices of education that receive funding for certain programs may be selected for a Federal Program Monitoring (FPM) compliance review.

The CDE considers several factors including program size, fiscal analysis, and compliance history to identify LEAs for FPM review. **Based on these factors, the CDE has selected your LEA for an on-site FPM review during the 2018–19 school year of certain federal and state programs operating within your LEA.**

For an overview of the monitoring process, please access the CDE Compliance Monitoring Web page at <https://www.cde.ca.gov/ta/cr/>. At this time, in order to begin preparations for the review, the CDE requests that you:

- Designate an FPM Review Coordinator in your LEA to serve as the primary point of contact for the CDE during the monitoring process. The FPM Review Coordinator must have program administration experience and will need to be available throughout the review process.
- Complete the FPM Scheduling and Information Request Web-based survey by March 30, 2018, which informs the CDE about local factors to consider in scheduling and organizing the FPM review. The request form can be accessed online at <https://surveys2.cde.ca.gov/go/fpmreviews1819.asp>.

**In May 2018, 2018–19 FPM review information, including the review schedule, program instruments, and training opportunities will be posted on the CDE Compliance Monitoring Web page.** Your LEA will also have a designated CDE

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Review Team Lead, who will work directly with your FPM Review Coordinator and other designated staff to get the process started and help coordinate subsequent activities.

The CDE Monitoring Tool (CMT), an interactive, Web-based tool, is used by both CDE and LEA personnel during the review process. General information about CMT is also available on the CDE Compliance Monitoring Web page, and in-person training on the use of CMT and the various program instruments will occur in August 2018. The CMT uses the Centralized Authentication System (CAS) for access. Please refer to the attached document titled "CMT Access" for specific information regarding access to CMT.

If you have any questions regarding the FPM process, please contact the CDE FPM Office by phone at 916-319-0935 or by e-mail at [fpmoffice@cde.ca.gov](mailto:fpmoffice@cde.ca.gov).

Sincerely,

Jerry Winkler, Director  
Educational Data Management Division

JW:cm