

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.300.1

Comparability of Services

Comparability of Services - Administrative Procedure

Every year, a report shall be filed with the Tennessee Department of Education that complies with the requirements on comparability of services. The Executive Director of Teaching & Learning will be responsible for compiling the necessary data for the report and completing any supplemental forms. By December 1 each year, he/she shall submit the finalized report and supplemental forms to the Superintendent for review. Once approved, the Executive Director of Teaching & Learning will submit the report and supplemental forms via ePlan to the Department in a timely manner.

PROCESS & RECORD KEEPING

1. Responsible office: It is the responsibility of the Federal Programs Director and support staff to ensure that the district remains in compliance with the Title 1 comparability requirements.
2. Data verification: It is the responsibility of the Federal Programs Director, Human Resources Executive Director, and support staff to verify the accuracy of the data used to demonstrate comparability and to ensure that the calculations are performed correctly using the method established by TDOE.
3. SNS: It is the responsibility of the Executive Director of Finance to complete the yearly Supplement Not Supplant document.
4. The Federal Programs Director and Data Coordinator complete the comparability application data in ePlan.
5. Response to comparability tests:
 - a. If ORS is comparable: move forward with staffing as planned.
 - b. If ORS is not comparable: staffing adjustments may need to be made before the start of the school year.
6. Actual comparability exercise:
 - a. Comparability is due by October 31 (or later date designated by TDOE) in ePlan.
 - b. Once the comparability study has been submitted, fluctuations in student population are no longer considered.
 - c. The Federal Programs Director is responsible for completing comparability.
7. Response to Form IV-d:
 - a. If comparable: Complete Form V, stating that the district is in compliance with comparability requirements.
 - b. If not comparable: The district will take immediate steps with minimum disruption to the learning environment that are necessary to demonstrate comparability for all Title I schools. Appropriate steps may include reallocation of funding sources and/or reassignment of personnel.
 - c. A letter of explanation must be uploaded in ePlan to justify the reasons for the lack of compliance and how the district plans to address it. Reallocations must be determined no later than December 1 of the same school year and corrected comparability forms must be uploaded to ePlan.
8. Records
 - a. It is the responsibility of the Federal Programs Director to ensure that all comparability reports, records and source documentation of comparability are retained for at least five years for audit purposes.
9. Complaints
 - a. It is the responsibility of the Federal Programs Director to handle all complaints from parents, community members or district personnel that a school is not receiving comparable services.