CCIP Note #566

Re: Nonpublic Data System (NPDS) Participation Window Now Open
Date: February 7, 2025
To: Superintendents, Treasurers, Authorized Representatives, Fiscal Representatives and Consolidated Funding Application Contacts, and Nonpublic Principals

NONPUBLIC DATA SYSTEM (NPDS) PARTICIPATION WINDOW NOW OPEN

NPDS is now open for the FY26 Participation Window and will close on March 31, 2025. During this period, nonpublic schools will create participation forms and move them forward for public district approval. Nonpublic schools are reminded that they should ONLY create participation forms with districts from which they have disaggregated federal data which would include low-income students, English learner or eligible children with disabilities. Public districts should verify student addresses as well as the disaggregated data before marking the form Public Approved. If there are corrections that need to be made, blue edit pencils will be available for nonpublic principals to make those changes. For more information, please see page 11 in the State and Federal ADM Reporting Instructions.

At this point all nonpublic data should already be uploaded into the NPDS system as the reporting window was October – November 15, 2024. If a nonpublic school failed to meet the upload deadline of November 15 and the district was not engaged in consultation during the period of time NPDS was open (October – November), there may be an opportunity to upload that data. Reach out to the nonpublic ombudsman for further instructions.

LOW-INCOME IDENTIFICATION

The Elementary and Secondary Education Act (ESEA) requires the public district to determine an accurate count of children from low-income families who attend public and private schools and live in participating Title I public school attendance areas to allocate the proportional share of Title I funds. The most common way to identify low-income status for nonpublic schools are the forms from the National School Lunch Program. If the school participates in this program, they'll have forms that have been completed by parents for free or reduced-price lunch. Many nonpublic schools do not participate in this program. For these schools, the Ohio Household Income Verification form may be used. This form is available under the User Manuals and Forms menu in NPDS. The federal guidance allows a few other methods to determine an accurate count of low-income students. For more information please refer to question B-11 in the Title I, Part A Nonregulatory Guidance.

In NPDS, the nonpublic school reports the number of "Free Lunch or Equivalent," and "Reduced Lunch or Equivalent" students for each grade level by public school building of residence. Then, the public district verifies the low-income counts provided by the nonpublic schools. If the public district has concerns about the accuracy of the data, it's important that the nonpublic school and the public district work in consultation to ensure accurate data is provided in the NPDS participation tab. The public district must ensure that data is accurate.

Districts and schools should also note that the CCIP system will pull nonpublic school low-income counts from NPDS to compare to the low-income counts that the district reported for participating Title I-served public buildings on the CCIP Building Eligibility page to calculate the proportional share of funds for equitable services. Districts that participate in the Community Eligibility Provision (CEP) can use CEP Identified Counts or the CEP Reimbursement Percentage as options for their low-income percentage and Rank Ordering on the CCIP Building Eligibility page. For districts that elect to use the CEP Identified counts for a school on the CCIP Building Eligibility page, the CCIP will take the "Free or Equivalent" counts from NPDS for the participating nonpublic schools within the school's attendance area to calculate the equitable service amount. If the district is using CEP Reimbursement or other methods, the CCIP will pull the "Free and Reduced or Equivalent" counts from NPDS. If a public district believes the nonpublic school needs to use an alternate method to determine accurate low-income counts, it should ensure that the method used is not administratively burdensome for the nonpublic school.

Low-income data has been reported in NPDS. The district should verify the data before marking participation forms Public Approved. All participation forms must be Public Approved by March 31, 2025.

NON-CHARTERED, NONPUBLIC SCHOOL PARTICIPATION

Non-chartered, nonpublic school guidance is available to assist public school districts in providing equitable services to non-chartered, nonpublic schools. The district should have already reached out to NCNP schools within their bounds. If that did not happen during the fall reporting window, it should occur now.

OMBUDSMAN OPEN OFFICE HOURS

Ombudsman open office hours will be held the first Wednesday of every month at 10:00 am. This is open to public and nonpublic school officials. Come with your questions, concerns, issues or just to listen to the discussion.
March 5, 2025
April 2, 2025
May 7, 2025
June 4, 2025

Join on your computer, mobile app or room device
Click here to join the meeting
Meeting ID: 286 710 348 98
Passcode: YM9qH5

If you have questions, please contact Chantelle Carter, Nonpublic Ombudsman at Chantelle.Carter@education.ohio.gov or the ESEA Education Program Specialist in the Office of Federal Programs assigned to your district.