

Office of Title Services (OTS)

Office Hours

September 3, 2026



OKLAHOMA
Education



Topics

- Due Dates
- Reminders
- Grants Management Year-At-A-Glance for August
- Paraprofessional Credentials
- OCAS Coding Issues
- Administrative Costs

Due Date Communication

eGrant Management - MTW So...
osde.mtwgms.org/OSDEGMSWebv02/StaticPages/MenuList.aspx

OKLAHOMA
State Department of Education

Sign Out

Menu List

Select GMS Access/Select for Grant Applications

Administrative
Administrative Web Pages
GMS Administration Web
Payment Administration
Reports

GMS Access / Select
Funded Applications
Non-Funded Data Collections

Title Services

Next OTS Office Hours - January 15, 2026 at 10:00 a.m. Email amber.polach@sde.ok.gov for an invitation.

Submit Monthly Claims for Reimbursement - 2 C.F.R. 200.305(b)

Calculate Maintenance of Effort (MOE) - Check compliance with ESEA Section 8019 by using the formula in the OCAS Manual.

December claims for reimbursement must be dated through December 31st.

Special Education

District FY25 Special Education MOE data report is now available. All districts must update their FY26 LEA Agreement, MOE tab, with correct data for FY25. Districts can view their data through the link provided within their LEA Agreement, MOE tab. This update must be completed by January 30. If assistance is needed, please contact your finance specialist.

School Support & Improvement

No notifications found.

Expanded Learning

No notifications found.

Competitive

No notifications found.

Student Development

No notifications found.

Due Date Communication



From OSDE Communications

Educators will now receive important updates from the Oklahoma State Department of Education through a **bi-weekly communication**. This change from our previous monthly format ensures that all information is shared efficiently and consistently, while continuing to provide clear, accessible updates in one central place.

For additional details or items not included in this memo, educators are encouraged to visit the Oklahoma Department of Education Website, where comprehensive and up-to-date resources remain available.

[Oklahoma Department of Education Website](#)

FY27 ESEA Consolidated Budget Application

- Release Date – August 5, 2026
- Due Date – September 30, 2026
- Instructional document [available](#).

Grants Management Year-At-A-Glance

[Grants Management Year-At-A-Glance](#)

Grants Management Year-At-A-Glance

August

- Complete the closeout process for the previous fiscal year for each program in GMS.
- Update the Central Contacts Application on GMS.
- Meet with district and school leadership to finalize the Comprehensive District Academic Plan (CDAP) and the Title I, Part A Schoolwide and/or Title I, Part A Targeted Assistance Program Plan(s).
- Finalize copies of the district and school budgets.

Grants Management Year-At-A-Glance

- The school must host an annual Title I parent informational meeting (Meet and Greet, Back to School Night, Orientation). Each school must inform parents of their school's participation in Title I, Part A and explain the Title I, Part A requirements and the right of parents to be involved.
- Review and update student selection criteria and the student selection procedures for a Title I, Part A Targeted Assistance Program.

Grants Management Year-At-A-Glance

- Review, update, and begin distribution of parent/guardian notification information including - District and School Report cards, Right-to-Know notification, District and School Parent Engagement Policies, School-Parent Compact, and the Oklahoma State Testing Program (OSTP) Parent Portal.
- Remind schools to schedule two parent-teacher conferences for the school year (fall and spring). The school must maintain attendance documentation.

Grants Management Year-At-A-Glance

- Continue to hire staff with the proper credentials.
- The district homeless liaison must complete annual training.
- The district must provide training to all staff members in the district on how to recognize the signs of students experiencing homelessness. The school must maintain attendance documentation.
- Make any purchases or arrangements for services for participating nonpublic schools.

Grants Management Year-At-A-Glance

- Identify the data collection method for comparability calculations.
- Identify the methodology the district will use to demonstrate compliance with the supplement, not supplant requirement.
- Collect any extra duty or stipend documentation to submit for a claim for reimbursement.
- Collect Monthly Personnel Activity Reports as time distribution records (TDR) for employees working on multiple cost objectives (jobs) AND paid with multiple funding sources.

Paraprofessional Credentials

- OTS will continue to accept passing score (455 +) reports for the ParaPro as evidence of compliance on the ESEA Grant Performance Review indicator PR1 for test dates on or before August 31, 2026.
- After September 1, 2026, OTS will accept the ParaPathways assessment score reports that have a passing score of **332** for **reading** and **writing** and **334** for **mathematics**.

Oklahoma Cost Accounting System (OCAS)

[Office of Financial Accounting](#)

Oklahoma Cost Accounting System (OCAS)

- | | |
|---------------------------------|----------|
| • Testing Supplies and material | 2240 600 |
| • Hotspots (Distance Learning) | 1000 653 |

Oklahoma Cost Accounting System (OCAS)

- Function Code 2113 - Social Work Services
- Function Code 2212 - Instruction and Curriculum Development Services (This is the code used for Instructional Coaches)
- Function Code 2213 - Instructional Staff Training Services

Oklahoma Cost Accounting System (OCAS)

Additions:

- 447* Subscription-Based Information Technology Agreement (SBITAs) - Software licenses and subscription fees for services, including subscription-based information technology agreements (SBITAs), and subscriptions to research materials over the internet should be coded here

Oklahoma Cost Accounting System (OCAS)

- 654* Technology Related - Hardware and Software.
Hardware/Software costs below the capitalization threshold should be reported here. Examples: Kindles, E-readers, Chromebooks, iPads, routers, antivirus software, and security software.

Oklahoma Cost Accounting System (OCAS)

653* Technology Related - Supplies. Technology-related supplies and accessories are typically used in conjunction with technology hardware and software. Examples: CDs, flash or jump drives, parallel cables, charging cables, docking accessories, keyboards, mice, tablet cases, headphones, and monitor stands. (Used primarily with functions 1000, 2230, and 2580, but may also be used with 2620, 2650, and 2730).

Administrative Cost Statute and Guidance

ESEA Consolidated Administrative Costs

Office of Title Services (OTS) Webpage



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Contact Information

Title I, Part A

Title I, Part C

Title I, Part D

Title II, Part A

Title III, Part A

Title IV, Part A

Title V, Part B

Title IX, Part A

[OSDE](#) > [Services](#) > Title Services



Office of Title Services

FY27 GMS Assurance Application is open!



Preliminary Fiscal Year 2027 Title I, Part A Allocations



OKLAHOMA
Education

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