

INDIAN AFFAIRS MANUAL

Part 30

Education (Management)

Chapter 19

BIE High Risk Fiscal Oversight Policy

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1.1 Purpose. This chapter establishes the Bureau of Indian Education's (BIE) policy for identifying Local Education Agencies/schools (LEAs) which are at increased risk of fiscal mismanagement and conducting interdepartmental coordinated onsite fiscal monitoring for BIE-funded schools identified as high risk. In order to facilitate the implementation of this policy, the detailed procedures are provided in the corresponding handbook, *30 IAM 19-H, BIE High Risk Fiscal Oversight Handbook*.

1.2 Scope. This policy applies to all BIE offices and personnel with BIE-funded school Fiscal oversight responsibilities.

1.3 Policy. It is BIE's policy to ensure that all monitoring activities of school programs and funds are effective and, implemented in a cooperative and coordinated manner. It is BIE's role to provide oversight of school spending and technical assistance to BIE-funded schools in order to maintain a strong financial management system.

To ensure a strong financial management system, BIE will:

- (1) identify 20% of all BIE schools for Fiscal Reviews using the BIE High Risk Matrix;
- (2) schedule and conduct, at a minimum, 15 on-site Fiscal monitoring visits and conduct desk reviews with the remaining schools in the highest risk quintile identified by the BIE High Risk Matrix;
- (3) identify, by position, BIE personnel whose participation in the interdepartmental, coordinated Fiscal monitoring process is necessary;
- (4) define roles and responsibilities of such individuals; and
- (5) document findings and identify follow-up activities for ongoing BIE-funded school technical assistance.

Note: The positions provided in this chapter and corresponding Handbook are based on the Department of the Interior's (DOI) Secretarial Order 3334 and corresponding BIE organizational chart, and are not yet reflected in BIE's section of the DOI Departmental Manual (DM) (130 DM 8), which was last updated in August 2006. As is the case with any policy, the positions noted herein are therefore subject to change.

1.4 Authority.

A. Statutes and Regulations.

- 1) 25 U.S.C. §§ 2000 - 2021, Bureau of Indian Affairs Programs
- 2) 25 U.S.C. § 450 et seq., Indian Self-Determination and Education Assistance Act

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- 3) 20 U.S.C. § 6301 et seq., Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act of 2015
- 4) 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Act
- 5) 25 CFR 32, Indian Education Policies
- 6) 25 CFR 36, Minimum Academic Standards for the Basic Education of Indian Children and National Criteria for Dormitory Situations
- 7) 25 CFR 39, The Indian School Equalization Program
- 8) 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 9) 25 CFR, Chapter V, Part 900 Subpart F, Standards for Tribal or Tribal Organization Management Systems

B. Guidance.

- 1) 30 IAM 19-H: BIE High Risk Fiscal Oversight Handbook (available on the IA Policy & Directives website: <https://www.bia.gov/policy-forms/handbooks>)
- 2) Standards for Internal Control in the Federal Government, Government Accountability Office (GAO), GAO-14-704G, September 2013
- 3) DOI Secretarial Order No. 3334, Restructuring the Bureau of Indian Education, June 12, 2014

1.5 Responsibilities.

- A. **Director, Bureau of Indian Education** is responsible for providing general oversight for all BIE programs and activities, including approving this policy and corresponding Handbook (30 IAM 19-H).
- B. **Associate Deputy Director Office (ADDs)** is responsible for selecting Local Education Agency/Schools (LEAs) for on-site Fiscal Reviews, and assigning one (1) Special Education (SpED) Specialist and one (1) Curriculum and Instruction Specialist to each on-site Fiscal Review Team.
- C. **Division of Performance and Accountability (DPA)** is responsible for assigning, *at a minimum*, one (1) Supplemental Education Program (SEP) Specialist and one (1) SpED Specialist (the DPA may provide more than 1 SpED Specialist depend upon circumstances of the LEA to be inspected).

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- D. Education Resource Center Offices (ERCs)** are responsible for selecting LEAs for on-site Fiscal Review and assigning, *at a minimum*, one (1) Education Program Administrator (EPA) and one (1) School Improvement Specialist to each on-site Fiscal Review Team.
- E. School Operations Division** is responsible for assigning, *at a minimum*, one (1) Grants Specialist, one (1) Financial Analyst (*may contribute two (2) Financial Analysts for LEAs identified as medium risk and/or moderate risk, or three (3) Financial Analysts for LEAs identified as large and/or high risk*), and one (1) Budget Analyst to each on-site Fiscal Review Team.
- F. Fiscal Review Coordinator (Review Coordinator)** is responsible for managing and coordinating all on-site monitoring activities (Fiscal Review) among all BIE Fiscal Review Team Members (Team Members), LEAs, and school, as provided in corresponding Handbook, 30 IAM 19-H. The specific responsibilities prior, during, and after the scheduled Fiscal Review can be divided accordingly, including but not limited to:

Pre-Visit Responsibilities:

- 1) communicating with the LEAs to establish specific dates and times in which Fiscal Review activities will take place;
- 2) drafting and submitting formal notice of Fiscal Review, including time and date of that monitoring activities will take place, to the LEA;
- 3) communicating special personnel needs, pursuant to 30 IAM 19-H, section 2. c), and for each LEA to be visited to the appropriate BIE Division no later than thirty (30) days prior to the scheduled Fiscal Review;
- 4) communicating the established on-site Fiscal Review dates and times to all Team Members pursuant to the timeframes in 30 IAM 19-H, section 5. 3);
- 5) managing all Fiscal Review preparation communication(s) with the LEA, including:
 - communicating with the LEA to establish specific date and time of the Fiscal Review pre-visit preparation webinar;
 - coordinating with Team Members regarding presentation materials to include in the pre-visit desk review webinar; and
 - preparing the final version of the pre-visit webinar;
- 6) conducting a pre-visit desk review pursuant to 30 IAM 19-H, section 6;
- 7) gathering all documents identified in section 7 (C) of the corresponding Handbook, 30 IAM 19-H, and ensuring that such documents are available at the school on the date(s) of the Fiscal Review;

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- 8) setting appropriate meeting dates and work-product deadlines regarding Fiscal Review materials and/or activities to appropriate Team Members, if necessary;

On-site Responsibilities:

- 1) facilitating a brief on-site opening meeting with LEA leadership prior to initiating monitoring activities on the date of the Fiscal Review. During the opening meeting the Review Coordinator will:
 - briefly review the purpose of the Fiscal Review;
 - briefly describe how the Fiscal Review Team will conduct its work; and
 - answer any questions or concerns that the LEA may have regarding the Fiscal Review;
- 2) coordinating and managing communication between Team Members and the LEA during the Fiscal Review.
- 3) facilitating an on-site exit meeting with LEA leadership once all Fiscal Review monitoring activities are complete. During the exit meeting the Review Coordinator will:
 - submit the Preliminary Fiscal Review Report and Technical Assistance Plan to LEA leadership pursuant to 30 IAM 19-H, section 11. D. 1);
 - present a brief oral report of the Preliminary Fiscal Report and Technical Assistance Plan to LEA leadership; and
 - answer any questions or concerns that the LEA may have regarding the Team's Preliminary Fiscal and Program Review Report and Technical Assistance Plan.

Post-Visit Responsibilities:

- 1) compiling and submitting to the LEA a Final Fiscal Review Report pursuant to 30 IAM 19-H, section 11. D. 2);
- 2) managing all Fiscal Review post-visit communication(s) with the LEA, including:
 - communicating with the LEA to establish specific date and time of the Fiscal Review post-visit webinar;
 - coordinating with Team Members regarding presentation materials to include in the post-visit webinar;
 - preparing the final version of the post-visit webinar.

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- G. Fiscal Monitoring Team Members (Team Members)** are BIE subject matter experts and are responsible for the monitoring, or supporting the monitoring, of discreet programs during on-site Fiscal Review visits, as provided in corresponding Handbook, 30 IAM 19-H. At a minimum, each monitoring team will be comprised by the DPA, School Operations Division, ADDs, and ERCs.

Approval



Tony Dearman
Director, Bureau of Indian Education

MAY 02 2018

Date