

# COMPARABILITY INSTRUCTIONS

COMPLETING THE  
COMPARABILITY ASSURANCE DOCUMENT (CAD)  
AND THE  
COMPARABILITY COMPUTATION FORM (CCF)

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## Introduction

TEA has developed these instructions to help local educational agencies (LEAs) complete the forms for the comparability of services requirement. For a description of this requirement, refer to the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

All LEAs receiving Title I, Part A funds must complete and submit the Comparability Assurance Document (CAD) Survey. All LEAs not exempt from the testing requirement must also complete and submit the Comparability Computation Form (CCF).

For a complete description of the criteria for exemption from the comparability testing requirement, please refer to the Exemptions section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

## Comparability Assurance Document (CAD) Survey

All LEAs receiving Title I, Part A funds are required to complete and submit the CAD Survey which is available electronically. Please visit the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website for the link to this year's CAD Survey.

In the CAD Survey, the LEA does one of the following:

- Certifies that the LEA is exempt from the requirement to conduct comparability testing of its campuses, or
- Provides assurance that the LEA is in compliance with the comparability of services requirement

## Certification of Exemption

An LEA that meets any criteria listed in this section of the CAD is exempt from the comparability testing requirement. For a thorough description of the exemption criteria, refer to the *Exemptions* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

## Accessing and Completing the CAD Survey

Go to the CAD electronic survey by clicking any active CAD link.

Once the CAD Survey opens, complete the CAD as follows:

### Page 1

#### **Local Educational Agency (LEA) Information**

- ◆ Enter the LEA's information:
  - ▶ Name of LEA
  - ▶ County-District Number (CDN)

#### **LEA Primary Contact Information**

- ◆ Enter information for the LEA's Primary Contact for the comparability requirement:
  - ▶ Name
  - ▶ Phone Number
  - ▶ Email

### ***Type of Certification***

- ◆ Select “Exempt Certification” from the **Type of Certification** drop-down list to indicate that your LEA is exempt from testing.

***Click “Next”***

### ***Page 2***

#### ***Exempt Certification***

- ◆ Check the box to indicate that a listed exemption criteria is applicable to your LEA.

***Click “Next”***

### ***Page 3***

#### ***General Assurances***

- ◆ Check the box assuring that the LEA has established and implemented the items listed.

#### ***Sign and Submit***

- ◆ Have the LEA’s duly authorized superintendent or charter school operating officer enter his/her name; and,
- ◆ ***Click “Done”***

Once you ***click “Done,”*** the next page will thank you for submitting the survey. When you receive this message and click “Done” again, the form has been submitted. No email confirmation will be sent to you.

*Note: If an LEA submits more than one survey, the most-recently submitted survey will be the survey of record.*

### **Certification of Non-Exemption**

An LEA that does not meet at least one of the exemption criteria is not exempt from the comparability testing requirement. For a thorough description of the exemption criteria, refer to the *Exemptions* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

### **Accessing and Completing the CAD Survey**

Go to the CAD electronic survey by clicking any active CAD link.

Once the CAD Survey opens, complete the CAD as follows:

### ***Page 1***

#### ***Local Educational Agency (LEA) Information***

- ◆ Enter the LEA’s information:
  - ▶ Name of LEA
  - ▶ County-District Number (CDN)

### ***LEA Primary Contact Information***

- ◆ Enter information for the LEA's Primary Contact for the comparability requirement:
  - ▶ Name
  - ▶ Phone Number
  - ▶ Email

### ***Type of Certification***

- ◆ Select "Non-Exempt Certification" from the **Type of Certification** drop-down list to indicate that your LEA is not exempt from testing.

***Click "Next"***

### ***Page 2***

#### ***Non-Exempt Certification***

- ◆ Check boxes of grade span groups for which you are testing for comparability on the CCF.
- ◆ Check the "data accuracy review and approve" box.

***Click "Next"***

### ***Page 3***

#### ***Assurances***

- ◆ Check the box assuring that the LEA has established and implemented the items listed.

#### ***Sign and Submit***

- ◆ Have the LEA's duly authorized superintendent or charter school operating officer enter his/her name; and,
- ◆ ***Click "Done"***

Once you ***click "Done,"*** the next page will thank you for submitting the survey. When you receive this message and click "Done" again, the form has been submitted. No email confirmation will be sent to you.

*Note: If an LEA submits more than one survey, the most-recently submitted survey will be the survey of record.*

## **Comparability Computation Form (CCF)**

The CCF is an auto-calculating Excel form. Non-exempt LEAs are required to complete the CCF with the required data for compliance and submit it in Excel format through GFFC Reports and Data Collections.

The CCF is designed to perform any of three different tests to calculate your compliance with the comparability of services requirement.

Appendix 1 provides a sample of the CCF for your reference.

### **Reminders**

The Reminders tab provides tips to help you complete the CCF.

## Testing Tabs (a through i)

You enter data into tabs a through i of the CCF to test your campuses for comparability.

Each grade span group is reported on a separate tab. For each grade span group, the LEA must complete the following sections on each grade span group testing tab:

- Grade Span Group Selection
- Individual Campus Information
- Test Input Data

## Selecting a Test

You are only required to demonstrate compliance using one of the three tests. You may enter data for all three tests, or only one test, to demonstrate your compliance with the comparability of services requirement.

For more information on the tests, including basic guidance on how to select a test, refer to the *LEA Chooses One Test* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

## Separate Testing Tab for Each Grade Span Group (a through i)

On the CAD, you indicated the grade span groups you would be testing. When completing the CCF, use a separate testing tab for each of those indicated grade span groups. On each testing tab completed (from a through i), the LEA must select the appropriate grade span group from the drop-down menu.

The following subsections describe the data you are required to enter in each section.

### LEA Information

On Tab “a”, enter the following information:

- County-district number (six digits)
- LEA name
- LEA primary contact information

You must provide a current email address and phone number. The primary contact person is the person TEA should contact for questions regarding the CCF.

Once the information is entered into Tab “a”, the information will auto-populate to all other tabs.

### Individual Campus Information

On each testing tab, enter the following information for each campus that is subject to comparability testing:

- Campus number and name
- Campus status (Title I, Part A and skipped campuses are indicated with a “Y”; leave space blank if the campus does not receive Title I, Part A funds.)
- Campus enrollment (you may use enrollment figures from any day during the current school year, but you must use enrollment figures consistently from the same day for all your campuses)

The following example illustrates how an LEA with four elementary campuses would indicate the status of those campuses. San Juan is a skipped campus, Joe Watson and Watkins are served with Title I, Part A funds, and May Pearl is not served with Title I, Part A funds.

San Juan, the skipped campus, is grouped for comparability as if the campus were a Title I, Part A campus. The LEA enters a “Y” in the CCF column labeled “Campus Title I, Part A or Skipped? (Yes-Y; No-blank)” for San Juan, Joe Watson, and Watkins Elementary Schools. For May Pearl Elementary, which does not receive Title I, Part A funds, the column is left blank.

Campus Name	Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No)
	Grade Span Totals
San Juan Elementary	Y
Joe Watson Elementary	Y
May Pearl	
Watkins Elementary	Y

### Test Input Data

The CCF is designed to run three separate comparability tests, each of which requires the LEA to input different data. The LEA may complete the CCF with data for one, two, or all three of the comparability tests. However, **the submitted CCF must show a compliant result in the same test for all campuses tested.**

The following table lists the data the LEA must input to run each of the three comparability tests in the CCF.

Test 1: Comparison of State and Local Expenditures per Pupil	Test 2: Comparison of per Pupil Expenditures for State and Local Base Salaries	Test 3: Ratio of Pupils to Non–Federally Funded Instructional Staff
Total campus enrollment	Total campus enrollment	Total campus enrollment
The amount of campus state and local expenditures. For a list of the fund codes, function codes, and object codes to include in calculating campus state and local expenditures, refer to Appendix 2 of these instructions.	The amount of campus base salaries for non-federal instructional staff. For a list of the role IDs to be used in calculating state and local base salaries, refer to Appendix 2 of these instructions.	The count of campus non-federal instructional staff full-time employees (FTEs). For a definition of FTE, refer to Appendix 1 of the Title I, Part A Comparability of Services Guidance Handbook.

### Summary Section

The summary section of the CCF provides the LEA a grade span group campus summary that includes the following:

- Total number of campuses in the grade span group
- Number of Title I, Part A or skipped campuses
- Total number of non–Title I campuses
- Total number of comparable Title I, Part A, and

- Total number of noncomparable Title I, Part A campuses

### Test Results in A or B Sections

The CCF automatically calculates the data that is auto-filled in this section.

Depending on the status of the campuses being tested in any given grade span group (Title I, Part A, skipped, or non–Title I, Part A), the CCF will automatically return either an “A” or a “B” test result for each grade span group tested, as described in the Test Result section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

### Excluded Campuses

Some campuses meeting specific criteria may be excluded from comparability testing as described in the Exemptions section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

When excluding a campus, select the Excluded Campuses tab of the CCF and report the following information:

- Campus number
- Campus name
- Title I status
- Enrollment
- Grade span group (select from drop-down menu)
- Grades served (note: applies only to charter schools)

For this column, the charter school reports the **grades actually served**, not grades approved to be served. For example, a charter school may have three approved K–12 campuses. Yet, the charter actually serves K–5 at one campus, 6–8 at another campus, and 9–12 at its third campus – report these grade levels actually served.

- Basis for exclusion (select from dropdown menu). If the basis for exclusion is not in the dropdown menu, provide an explanation in the “Explanation” column.

*Note: Do not list campuses on the Excluded Campuses tab for a grade span group that is not required to be tested (for instance, a grade span group that includes only non–Title I, Part A campuses).*

### Grants and Federal Fiscal Compliance (GFFC) Reports and Data Collections

Submit the completed CCF (in Excel) through the secure GFFC Reports and Data Collections application as follows:

1. Log on to the TEA Login ([TEAL](#)).
2. Select GFFC Reports and Data Collections.
3. Select Upload Response Templates.
4. Select the document title from the template title dropdown menu.
5. Select the current school year.
6. Select Upload Document.



# Appendix 1: CCF Forms

## Reminders

Division of Federal Fiscal Compliance and Reporting Comparability Computation Form (CCF) Reminders 2014-2015 School Year	
Refer to the Title I, Part A Comparability of Services Guidance Handbook and Instructions for guidance on the requirement and CCF submission via GFFC Reports and Data Collections. <a href="#">Link to webpage: Title I, Part A Comparability of Services Requirement</a>	
<b>Reminders</b>	
<ul style="list-style-type: none"><li>✓ Ensure current school year data is being used.</li><li>✓ Account for all campuses of the grade-span in a testing form (a, b, c, etc). If the LEA excludes a campus from the grade span, report the campus on the Excluded Campus form.</li><li>✓ Ensure there are two campuses per grade-span grouping to conduct a comparison.</li><li>✓ enrollment must have at least twice the enrollment of the campus with the lowest enrollment) to subdivide a grade-span into a High Enrollment and Low Enrollment grade-span groupings. No exceptions.</li><li>✓ Verify the column, "Title I, Part A or Skipped Campus?" is reported accurately. Enter Y for Yes or leave the field blank if No.</li></ul>	
<b>Excluded Campuses</b>	
<ul style="list-style-type: none"><li>✓ If the LEA excludes a campus from a grade-span, complete the "Excluded Campuses" form of the CCF.</li></ul>	
<b>TEA contacts LEA to resubmit CCF (or CAD) for the following issues (list is not all inclusive):</b>	
<ul style="list-style-type: none"><li>✓ Title I, Part A campuses do not show a compliant result for one test district-wide (Test 1, 2, or 3)</li><li>✓ "Title I, Part A or Skipped Campus?" column not reported accurately</li><li>✓ Significant difference of enrollment criteria not met to subdivide grade-span into high/low enrollment grade-span groups</li><li>✓ Excluded campus not listed on the "Excluded Campuses" form of CCF</li><li>✓ Only one campus is reported on grade-span testing form of CCF</li><li>✓ Superintendent signature is missing on the Comparability Assurance Document (CAD)</li><li>✓ Submission of CCF is a PDF (excel upload required)</li></ul>	
▶ <b>Reminders</b> a b c d e f g h i Excluded Campuses (+)	

# Testing Tabs (a through i)

Division of Federal Fiscal Compliance and Reporting Comparability Computation Form (CCF) 2014-2015 School Year																																																																																																					
LEA Information							LEA Primary Contact Information																																																																																														
Name of LEA <input style="width: 150px;" type="text"/>			County-District Number <input style="width: 100px;" type="text"/>				Name <input style="width: 150px;" type="text"/>		Phone <input style="width: 80px;" type="text"/>		Ext <input style="width: 50px;" type="text"/>		Title <input style="width: 150px;" type="text"/>			Email <input style="width: 150px;" type="text"/>																																																																																					
Form must contain at least two campuses. Enter current school year budget data. For further information, review the instructions.							<b>Grade Span Group</b> [Elementary, Middle, or High]				<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <th colspan="8">Campuses</th> </tr> <tr> <td>Total</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>Title 1, Part A</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>NonTitle 1, Part A</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>Title 1, Part A, Comparable</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>Title 1, Part A, Not Comparable</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> </table>								Campuses								Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Title 1, Part A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonTitle 1, Part A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Title 1, Part A, Comparable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Title 1, Part A, Not Comparable	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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All tests	Test 1 Input	Test 2 Input	Test 3 Input				90%	Grade Span (GS) Base	110%	90%	Grade Span (GS) Base	110%	90%	Grade Span (GS) Base	110%																																																																																						
<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <th style="width: 20px;">#</th> <th style="width: 50px;">required Campus #</th> <th style="width: 100px;">required Campus Name</th> <th style="width: 100px;">required Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No)</th> <th style="width: 50px;">required Campus Enrollment</th> <th style="width: 100px;">Campus State/Local Expenditures</th> <th style="width: 100px;">Campus Base Salaries for Non-Federal Instructional</th> <th style="width: 100px;">Campus Non Federal Instructional Staff FTE's</th> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Grade Span Totals</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">0</td> </tr> </table>		#	required Campus #	required Campus Name	required Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No)	required Campus Enrollment	Campus State/Local Expenditures	Campus Base Salaries for Non-Federal Instructional	Campus Non Federal Instructional Staff FTE's	<b>Grade Span Totals</b>			0	\$0	\$0	0	"A" Section Test Results			"B" Section Test Results																																																																																	
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## Excluded Campuses Tab

**Division of Federal Fiscal Compliance and Reporting**  
**Comparability Computation Form (CCF)**  
**2014-2015 School Year**  
**Excluded Campus Form**

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**LEA Information**

Name of LEA  County-District Number

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**LEA Primary Contact Information**

Name  Phone  Ext   
 Title  Email

---

**Excluded Campus Information**

#	Campus #	Campus Name	Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No)	Campus Enrollment	Grade Span Group ( select from drop-down menu )	Grades Served (This column for charter schools only)	Basis for Exclusion (select from drop-down menu)	Explanation (if "Other" selected in Basis for Exclusion column)
1					Select from drop-down menu		Select from drop-down menu	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Reminders
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Excluded Campuses
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## Appendix 2: Codes Used In Comparability Calculations

### Fund Codes

Fund Codes	
199	General Fund
383	Professional Staff Development
388	Innovative Education Grants
391	Year Round Schools Incentive
392	Non-Educational Community-Based Support
393	Texas Successful Schools Programs
394	Pregnancy, Education and Parenting Program
395	Comprehensive Developmental Guidance Program on Elementary Campuses for Students in At Risk Situations
396	Communities in Schools
398	Children's Trust Fund of Texas
399	Campus Deregulation and Restructuring to Improve Student Achievement
401	Retention Reduction Grant (State-Funded Optional Extended-Year Program)
420	Foundation School Program and other State Aid (Charter School Only)
429	State Funded Special Revenue Funds
461	Campus Activity Funds
499	Locally Funded Special Revenue Funds

## Function Codes

Function Codes	
00	No Function
11	Instruction
12	Instructional Resources and Media Services
13	Curriculum Development and Instructional Staff Development
21	Instructional Leadership
23	School Leadership
31	Guidance, Counseling, and Evaluation Services
32	Social Work Services
33	Health Services
34	Student (Pupil) Services
35	Food Services
36	Co-curricular/Extracurricular Activities
41	General Administration
51	Plant Maintenance/Operations
52	Security and Monitoring Services
53	Data Processing Services

## Object Codes

Object Codes			
6112	Salaries or Wages for Substitute Teachers	6249	Contracted Maintenance and Repair
6119	Salaries or Wages—Teachers and Other Professional Personnel	6259	Utilities
6121	Extra Duty Pay/Overtime—Support Personnel	6269	Rentals-Operating Leases
6129	Salaries or Wages for Support Personnel	6299	Miscellaneous Contracted Services
6131	Contract Buyouts	6311	Gasoline and Other Fuels for Vehicles (Including Buses)
6132	\$1,000.00 TRS Supplemental Compensation	6319	Supplies for Maintenance and/or Operations
6139	Employees Allowances	6321	Textbooks
6141	Social Security/Medicare	6329	Reading Materials
6142	Group Health and Life Insurance	6339	Testing Materials
6143	Workers' Compensation	6341	Food
6144	Teacher Retirement/TRS Care—On-Behalf Payments	6342	Non-Foods
6145	Unemployment Compensation	6343	Items for Sale
6146	Teacher Retirement/TRS Care	6344	USDA Donated Commodities
6149	Employee Benefits	6349	Food Service Supplies
6211	Legal Services	6399	General Supplies
6212	Audit Services	6411	Travel and Subsistence—Employee Only
6213	Tax Appraisal and Collection	6412	Travel and Subsistence—Students
6219	Professional Services	6413	Stipends-Non-Employees
6221	Staff Tuition and Related Fees—Higher Education	6419	Travel and Subsistence—Non-Employees
6222	Student Tuition—Public Schools	6429	Insurance and Bonding Costs
6223	Student Tuition—Other than to Public Schools	6439	Election Costs
6224	Student Attendance Credits	6449	Depreciation Expense
6229	Tuition and Transfer Payments	6500	Debt Service
6239	Education Service Center Services	6600	Capital Outlay

## Role IDs

Role IDs			
002	Art Therapist	026	Speech Therapist
003	Assistant Principal	027	Superintendent/Chief Administrative Officer
004	Assistant/Associate/Deputy Superintendent	028	Teacher Supervisor
005	Associate School Psychologist	<del>029</del>	<del>Teacher</del> (see 087)
006	Audiologist	030	Visiting Teacher
007	Corrective Therapist	032	Vocational Education Coordinator
008	Counselor	033	Educational Aide
011	Educational Diagnostician	036	Certified Interpreter
012	Instructional Officer	037	Non-Certified Interpreter
013	Librarian	040	Athletic Director
015	Music Therapist	041	Teacher Facilitator
016	Occupational Therapist	042	Teacher Appraiser
017	Orientation and Mobility Instructor	043	Business Manager
018	Physical Therapist	044	Tax Assessor and/or Collector
019	Physician	045	Director of Personnel/Human Resources
020	Principal	047	Substitute Teacher
021	Recreational Therapist	054	Department Head
022	School Nurse	055	Registrar
023	School Psychologist	056	Athletic Trainer
024	Social Worker	058	Other Campus Professional Personnel
<del>025</del>	<del>Special Duty Worker</del> (see 087)	087	Teacher (combination of former codes 025 and 029)

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