

**Uniform Complaint Procedures Self-certification Form**

Provided by the California Department of Education • Categorical Programs Complaints Management Office • 1430 N Street, Sacramento, CA 95815 • 916-319-0929

2018-2019

**FOR THE LEA: Please carefully review the "LEA Self-certification Instructions for Completion of a Review of UCP 3" on the back of this form.**

ALTA VISTA ELEMENTARY SCHOOL DISTRICT

Name of Agency

2293 E. Crabtree, Porterville, CA 93257  
Address

559-782-5700  
Phone number

**LEA SELF-CERTIFICATION FORM FOR UCP 3**

TO: CA Dept of Education, Categorical Programs Complaints Management (CPCM) office

SUBJECT: Evidence of appropriate implementation of the investigation process

A.  I certify that our agency has not received any non-Williams UCP complaints in the past 12 months\*.

**STOP! If your LEA received no non-Williams UCP complaints in the past 12 months, please go directly to bottom of the page, have the LEA Superintendent or designee sign and date the form and upload on CMT. Thank you.**

B.  If the LEA has received one or more non-Williams-related UCP complaints with in the past 12 months, a random selection of UCP complaints will be chosen after the upload period and prior to the last day of the on-line review. A CPCM consultant will select individual files to be reviewed by the LEA, and these files will be designated a number (i.e. 1, 2, 3, etc.). The consultant will inform the LEA of the files selected and the LEA will finalize the self-certification by completing the following table and uploading it into CMT:

A random selection of UCP complaint files will be reviewed by a CDE consultant in the CDE Categorical Programs Complaints Management Office during an online review.  The following requirements were noted:	UCP Complaints**		
	# _____	# _____	# _____
	Yes or No	Yes or No	Yes or No
(b) The investigative process allowed the complainants and/or representatives the opportunity to present evidence or information. (5 CCR § 4631.)			
(c) A written Decision was sent to the complainant within the 60-day time line or the time was extended by written agreement of the complainant. (5 CCR § 4631.)			
A selection of LEA Decisions contain the following:			
(d) The findings of fact based on the evidence gathered. (5 CCR § 4631.)			
(e) Conclusion of law. (5 CCR § 4631.)			
(f) Disposition of the complaint. (5 CCR § 4631.)			
(g) The rationale for such a disposition. (5 CCR § 4631.)			
(h) Corrective actions, if any are warranted. (5 CCR § 4631.)			
(i) Notice of the complainant's right to appeal the LEA's Decision to CDE. (EC §§ 234.1, 49013; 5 CCR § 4631.)			
(j) Procedures to be followed for initiating an appeal to CDE. (EC §§ 234.1, 49013; 5 CCR § 4631.)			

\*\* Use additional copies as needed.

Signed (no typed signatures please):

\_\_\_\_\_  
Name of LEA Superintendent or Designee, Position

\_\_\_\_\_  
Date

\* In-the-last-12-months means [the first day of the FPM review] – [12 months] = [time period in question for the FPM review]; therefore if FPM review begins on December 1, 2016, any UCP complaints filed from December 1, 2015, through December 1, 2016, should be listed for the FPM review.

2018-2019

## Self-certification Instructions for Completion of an Online Review of UCP 3

Agencies are asked to make a comment in CMT *during the upload period* stating whether or not they've received any non-Williams UCP-related complaints\* in the past 12 months. CMT will be updated based on the response of the LEA.

If the agency has received non-Williams UCP-related complaints within a 12-month period, CDE will contact the LEA *after the upload period and prior to the first day of the review*.

If the agency has not received any non-Williams UCP-related complaints within a 12-month period the LEA will be asked to complete the self-certification form by checking the box for part A, signing the form (Superintendent or appropriate designee) and uploading the form into CMT.

CDE will request that the agency upload, in CMT *prior to the review*, documentation of the non-Williams UCP-related complaints that it received within the 12 month-period, such as a list of the UCP complaints received, including date complaint was received, status of the complaint [resolution date], and the general subject matter. A Sample UCP Complaint Log is available on the CDE website at <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

CDE will randomly select a sample of no less than 10% of the UCP investigative files.\*\* The LEA will review the selected files using the self-certification form part B, sign the form, and upload the form into CMT, at any time *during the upload period and prior to the last day of the review*.\*\*\*

CDE will review the self-certification form and proceed with the monitoring review accordingly. For technical assistance to resolve these findings, please contact the Categorical Programs Complaints Management (CPCM) office after the FPM review.

Notes:

\* Complaints in accordance with CCR, Title 5, Section 4610(b) and additional authorizing statutes.

\*\* Additional copies of the "LEA Self-ertification of UCP 3" Form may be used by the agency, when the sample exceeds 3 files. All copies will be uploaded onto CMT by the LEA.

\*\*\* Agencies are not required to upload complaint documents into CMT as part of the self-certification.