Instructions for LEA FY17 Completion Report if Remaining Carryover Amount Exceeds Allowable 15%

1. Calculate 15% of your **original** Title I allocation.
2. If the Amount Remaining on the Completion Report Adjustment page is greater than the 15%, you may choose one of the following options:

**Option 1 - Forfeit Excess Funds**

* Enter amount, up to allowable 15% in the Amount to Carry Over column of Completion Report Adjustments page, thereby forfeiting any excess funds.
* Check the “Acknowledge Carryover Less Than Amount Remaining” box on the Completion Report Adjustments page.

**Option 2 - Request a Waiver (allowable once every three years)**

* If LEA 1st quarter expenses amount for FY18 is **less than**the excess carryover amount, complete the **Title I Carryover Waiver Request** form, which can be found in CR Related Optional Documents. Upload completed **Title I Carryover Waiver Request** into Title I LEA/CR Related Documents.
* Create a comment in the GME CR History Log indicating that LEA has requested a waiver. When creating the comment please enter your assigned Title I Specialist in the “Additional Recipients” window at the bottom of the comment screen.

**Option 3 -** **Off-Set Carryover (to less than 15%) using FY18 first quarter expenses**

* Calculate your Title I expenses from the 1st quarter of FY18 (July 1 through Sept. 30).
* If these expenses are **greater than**the excess amount from above, create a comment in the History Log to report the amount of 1st quarter expenses.
* If these expenses are **less than** the excess amount from above, create a comment in the History Log to report the amount of 1st quarter expenses. The amount remaining above 15% will be forfeited.
* When making the comment, choose “Program Specialist” next to ADE Contacts to generate a copy for your assigned Title I specialist.