

Instructions for Title I Carryover Waiver Request

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 expenses in FY18 reaches **greater than** the excess carryover amount, complete the **Title I-A Carryover Waiver Request Form**, which can be found on the CR Related Documents page in GME. Upload completed **Title I-A Carryover Waiver Request Form** into Title I LEA/CR Related Documents.*

Next Steps: If an LEA requests a 15% Carryover Waiver, create a comment in the GME CR History Log indicating that LEA has requested a waiver. When creating the comment, please check the box to "Send Email to GME Contacts" and add the Program Specialist and Director from the ADE Contacts group and type grants@azed.gov in the Additional Recipients box (at the bottom of the screen).

ESSA SEC. 1127. [20 U.S.C. 6339] CARRYOVER AND WAIVER.

(a) **LIMITATION ON CARRYOVER.** —Notwithstanding section 421(b) of the General Education Provisions Act or any other provision of law, **not more than 15 percent of the funds** allocated to a local educational agency for any fiscal year under this subpart (but not including funds received through any reallocation under this subpart) may remain available for obligation by such agency for one additional fiscal year.

(b) **WAIVER.** —A State educational agency may, **once every 3 years**, waive the percentage limitation in subsection (a) if—

- (1) the agency determines that the request of a local educational agency is reasonable and necessary; or
- (2) supplemental appropriations for this subpart become available.

(c) **EXCLUSION.** —The percentage limitation under subsection (a) shall not apply to any local educational agency that receives less than \$50,000 under this subpart for any fiscal year.