Verbiage for FY16 Completion Report if LEA is requesting to Carryover more than 15%

*Your completion report is being returned. The carryover amount you have requested exceeds the allowable 15% limit by $$$$$$ as shown in Completion Report Adjustments. Please choose one of the following options:*

**Option 1** – Calculate your Title I expenses from the 1st quarter of FY16 (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.
* When making the comment, choose “Program Specialist” next to ADE Contacts to generate a copy for your assigned Title I specialist.

**Option 2** – Follow the directions for Option 1.

* If the 1st quarter expenses amount is ***less than*** the excess carryover amount ($$$$$), complete the **Title I Carryover Waiver Request** located in Title I LEA/CR Related Documents.
* Create a comment and upload completed waiver request in Title I LEA/CR Related Documents.
* When creating the comment, enter Gary.Fortney@azed.gov in the “Additional Recipients” window at the bottom of the comment screen.
* Re-submit the completion report.

**Option 3** – Revise the Completion Report Adjustments page to reduce carryover amount to below the 15% carryover limit and budget accordingly.

* Check the “Acknowledge Carryover Less Than Amount Remaining” box.