

**Illinois State Board of Education**  
**Division of Funding and Disbursement Services**  
**January 2012**

**\*\* Carryover Limitations\*\***  
**\*\* Waiver Requests\*\***

**Title I, Low Income Program**

Title I, Low Income Program

Title I, Part A, regulations limit local education agencies (LEAs) to carry over no more than 15% of the current year grant allocation including funds transferred into Title I through the local Transferability Authority for grants of \$50,000 or more. If an LEA determines it will exceed the 15 percent limit, **a waiver request to exceed the carryover limit may be submitted. Districts are eligible to request a waiver once every three (3) years.** \*

Each year, a review of the Title I projects by the Funding and Disbursement Services Division will determine if the carryover limitation has been exceeded. Notices will be sent to entities that were identified as having 1) excess carryover in the current project year based on actual expenditures over a 15 month period, and 2) **potential** excess carryover into the next project year based on the current year's budget. [Example Format](#)

General Information

**It is important for the LEA to monitor the carryover limitations and to take appropriate action.**

There are 3 options available for entities with potential excess carryover. An entity can either:

- (1) **amend the current project** to include the total funds available **AND** expend these funds (amendments due 30 days prior to the project ending date), **OR**,
- (2) **request a waiver** to exceed the carryover limitation, **OR**
- (3) **forfeit the funds**

-A waiver request can be faxed or emailed and **MUST**:

- if faxed: be on entity letterhead AND be signed by the District Superintendent/Agency Administrator (or designee)
- if emailed: be from the District Superintendent/Agency Administrator (or designee)

**-WAIVER REQUESTS MUST INCLUDE:**

- Region-County-District-Type Code
- Fiscal Year in which the waiver is being requested (example: FY 2012 into FY 2013)
- A description of the reasons why the carryover limit was exceeded
- A description of the actions that will be taken to bring the excess within the carryover limit  
(the description should include the **specific activities to be carried out and the amount of funds to be expended for each proposed activity**)

**\*\* A waiver request must be submitted prior to the current year project end date. \*\***

-Amendments can be submitted:

- via IWAS (ISBE Web Application Security System) – NCLB Consolidated Application System 30 days prior to the project end date

If there are any questions regarding the Title I, Low Income Program waiver request process, please contact Sally Cray ([scray@isbe.net](mailto:scray@isbe.net)), Funding and Disbursement Services Division at 217/782-5256 (fax: 217/782-3910).

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