

**Illinois State Board of Education  
Funding and Disbursement Services  
Title I Excess Carryover  
Waiver Requests**

Title I, Part A, regulations limit local education agencies (LEAs) to carryover 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% limit, a waiver request to exceed the carryover limit may be submitted. Districts are eligible to request a waiver once every three years.

The LEA must wait until their final expenditure report is submitted for the current year project and the following year's first quarter expenditure report is submitted before requesting a carryover waiver.

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

1. relinquish the funds, or
2. request a waiver to exceed the carryover limitation.

A carryover waiver request can be submitted three ways:

1. Mailed on LEA letterhead with Superintendent signature to:  
Illinois State Board of Education  
Funding and Disbursement Services (E-320)  
100 North First Street  
Springfield, IL 62777  
Attn: Anna England
2. Faxed on LEA letterhead with Superintendent signature to 217/782-3910.
3. Emailed from the LEA Superintendent to Anna England, [aengland@isbe.net](mailto:aengland@isbe.net)

Carryover Waivers MUST:

- Include the Region-County-District-Type (RCDT) Code and Name of LEA
- Include the Fiscal Year in which the waiver is being requested (example, FY23 into FY24)
- Include the amount of Title I funds that will be carried over in excess
- Describe the reasons why the carryover limitation was exceeded
- Describe the actions that will be taken in the next fiscal year to use the funds within the parameters of Title I.

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

(rev.Sep 2023)