Illinois State Board of Education  
Division of Funding and Disbursement Services  
Title I Carryover Limitations  
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.*

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 LEAs 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.

There are three options available for entities with potential excess carryover. An entity may:

1. amend the current project to include the total funds available AND expend these funds (amendments are due 30 prior to the project end date), or
2. request a waiver to exceed the carryover limitation, or
3. relinquish the funds.

A Carryover Waiver Request can be submitted three ways:

1. Mailed by the LEA on district letterhead with Superintendent signature to:  
   Illinois State Board of Education  
   Funding and Disbursement Services Division (E-320)  
   100 North First Street  
   Springfield, IL 62777  
   Attn: Sally Cray

2. Faxed on LEA letterhead with Superintendent signature, 217/782-3910

3. Emailed from the LEA Superintendent to Sally Cray scray@isbe.net.

Carryover Waivers MUST:

• Include the Region-County-District-Type Code and Name of LEA
• Include the Fiscal Year in which the waiver is being requested (example, FY13 into FY14)
• Include an approximate amount of Title I funds that will be carried over
• Describe the reasons why the carryover limitation would be exceeded
• Describe the actions that will be taken in the next fiscal year to use the funds within the parameters of Title I.
• Be submitted 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), Funding and Disbursement Services Division at 217/782-5256 (fax: 217/782-3910).

*ISBE has been granted a waiver of the provision which restricts our ability to grant a carryover waiver more than once every three years for Fiscal Year 2013.

(Rev. 4.30.13)