

**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.

Each LEA has until the end of the first quarter of the following project year to utilize its funding. Once the current year project is finalized and the first quarter expenditure report for the following year has been submitted, an LEA can then determine if it has exceeded 15% of its potential carryover.

If an LEA determines it will exceed the 15% limit and wishes to carryover all remaining funds, a request to exceed the carryover limit may be submitted. Districts are eligible to request a waiver once every three years. **Waiver requests must be received no later than November 20<sup>th</sup>.**

A carryover waiver request may 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: Elyse Calhoun
2. Faxed on LEA letterhead with Superintendent signature to 217/782-3910.
3. Emailed from the LEA Superintendent to Elyse Calhoun, [ecalhoun@isbe.net](mailto:ecalhoun@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, FY22 into FY23)
- Include the amount of Title I funds that will be carried over in excess
- Describe the reasons why the prior year funding wasn't fully utilized
- 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 Elyse Calhoun ([ecalhoun@isbe.net](mailto:ecalhoun@isbe.net)) in Funding and Disbursement Services at 217/782-5256 (fax: 217/782-3910).