



## Title IV-A Carryover and Amendments Instructions

The purpose of this document is to include education for LEAs to understand instruction on development of amendment approvals and accepting carryover for Title IV-A funds.

### Amendment Instruction:

AMENDMENT DESCRIPTION
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- Below the Title IV, Part A – Student Support and Academic Enrichment section under amendments, in the text box provided, describe in detail how your program will be changing based on the added amendment. Please include exactly what you intend to do with the changes in funds. Amendments will not be accepted unless they have proper details and specifications for reasons of the amendment. This should be consistent with the amount of explanation provided in the **Program Objectives** tab.
- If you transfer funds to another title program and accepting carryover funds, please make sure to be specific that you are accepting carryover AND state where those funds will be transferred to (which title program.)

☐ Title IV, Part A - Student Support and Academic Enrichment

☐ ESEA / ESSA Consolidated

- If you are accepting carryover AND running a Title IV-A funds, please add an additional line item on the **Title IV-A Budget Pages, Budget Detail page**. You will fill in the Object Code, Purpose Category, Use of Funds, and TitleIVA\_SSAE Funds all the same. In the **Expenditure Description and itemization**, you will state that these are CARRYOVER FUNDS, and explain exactly what they will be used for. These amounts still need to match the amounts listed on the **Allowable Uses** tab.

OVERVIEW	NEEDS ASSESSMENT	ALLOWABLE USES	PROGRAM DETAIL	BUDGET PAGES	PAGE_LOCK CONTROL
PRIVATE/NONPUBLIC EQUITABLE SHARE	BUDGET DETAIL	PROPERTY AND EQUIPMENT	BUDGET SUMMARY		



### Object Code Reminders:

- **Object code 100** – Please be specific about what/who the salaries are for and that they tie to the grant. You can include the person's name, but it is not required.
- **Object code 200** – District can indicate that benefits are listed for the above salaries.
- **Object code 300** – Be specific of who and what the contracted services are for.
- **Object code 400** – Be specific on what building services (rent, utilities, repairs, etc.)
- **Object code 500** – Be specific on what trainings will be attended, who will attend, and travel costs for those attending.
- **Object code 600** – Write what the supplies you anticipate needing and what they will be used for. For example: books, office supplies, computer equipment, instructional learning items, etc. with a short description of what they were used towards. **Note:** Decorations and snacks are unallowable.

**Use of Funds can only be Well-Rounded Education, Safe and Healthy Students, and Effective Use of Technology.**

Press the [Save Page](#) button before leaving the screen. Failure to save each page as it is completed will result in lost data.