



Guidance for Unspent Title I, Part A Set-Asides that Carry Forward

The following is a reminder from the Office of Superintendent of Public Instruction (OSPI) for districts identifying unspent carry-over set-asides. This information helps to ensure all districts are aware of the set-aside rules and prevents risk of noncompliance during an audit or Consolidated Program Review (CPR) monitoring visit. This is information only and does not require a change to the Title I, Part A application–iGrants form package (FP) 201.

Note: In order to provide evidence that carry forward of unspent set-asides has taken place, districts must be able to demonstrate through account budgeting (using set-aside account coding) and/or another form of internal tracking. An auditor or CPR monitor should be able to verify that the unspent portion of a set-aside was added to the current year required amount.

Districts will only be granted a carryover waiver above 15 percent for Title I, Part A funds if it had not received one within the past three years. You can review your district's carryover history in FP 200.

Parent & Family Engagement

This set-aside applies to districts with a Title I, Part A allocation of over \$500,000. Any set-aside for the district and school carried over into the following year must be used for parent and family engagement. This is in addition to the one percent that the district must reserve for parent and family engagement in the following year.

Homeless Students

The full amount set aside for homeless students must be spent for the designated purpose. However, sometimes fewer students may need the services than anticipated, or another source of funds may have become available during the school year. Unspent Title I, Part A set-aside funds for homeless students may be released if the district can justify the underspend. Please ensure the district maintains documentation supporting the change.

Neglected Students

The full amount set aside for neglected students must be spent for the designated purpose. However, sometimes fewer students may need the services than anticipated, or another source of funds may have become available. Unspent Title I, Part A set-aside funds for neglected students may be released if the district can justify the underspend. Please ensure the district maintains documentation supporting the change.

Private Schools/Equitable Share

School districts must meet their commitment for timely and meaningful consultation with private schools and provide services that were agreed upon in the consultation for services for the school year. If a school district does not provide services that were agreed to within the fiscal period, they must designate the carryover as a set-aside for equitable services to private school students. The district must notify participating private schools of remaining set-asides. If the private school does not respond or indicates they will not access the services, the district can redirect the amount to general Title I, Part A purposes, as approved in the districts grant application. If they do meet their commitment, they do not have to designate leftover funds from equitable services as a set-aside. If a district meets all of its service obligations, it may, but is not required, to allow the set-aside to maintain its character.

For further information on Title I, Part A requirements, visit our website <http://www.k12.wa.us/titlei/default.aspx>, or contact the Title I, Part A office at 360-725-6100. The agency TTY number is 360-664-3631.