



**Department of Contracts, Grants and Financial Administration**  
**LEA Provision of Private Nonprofit (PNP) Equitable Services**  
**PNP Excessive Carryover Waiver Request**  
**School Year 2017-2018**

In general, to ensure that equitable services are provided in a timely manner, an LEA must obligate the funds allocated for equitable services under all applicable programs in the year for which they are appropriated. [ESSA Sections 1117(a)(4)(B) and 8501(a)(4)(B)]. There may be extenuating circumstances, however, in which an LEA is unable to obligate all funds within this timeframe in a responsible manner. Under these extenuating circumstances, the funds may remain available for the provision of equitable services under the respective program(s) during the subsequent school year. In determining how such carryover funds will be used, the LEA must consult with appropriate private school officials. [ESEA sections 1117(b) and 8501(c)].

**Submission Deadline:**

Email this request form to [PNPOmbudsman@tea.texas.gov](mailto:PNPOmbudsman@tea.texas.gov) by **November 15, 2018**. Upon submission of carryover waiver request to TEA, it will be reviewed for approval. Submit one waiver request form per individual private non-profit school. TEA results of the request will be provided to the LEA within 30 days.

**Contact Information**

LEA Name  CDN  ESC

LEA Contact  Phone

Email  # Served PNP schools in the LEA

Name of PNP school

**Part 1: PNP Participating Program(s) and Total LEA Equitable Services Amount of Carryover Waiver Request**

Equitable services program amount *per PNP campus* must be kept locally and shared with participating PNP schools.

Check participating program(s) requesting equitable services carryover waiver	Total calculated private school reservation (from PS3099)	Amount of requested carryover for equitable services
<input type="checkbox"/> Title I, Part A		
<input type="checkbox"/> Title I, Part C		
<input type="checkbox"/> Title II, Part A		
<input type="checkbox"/> Title III, Part A English Learner		
<input type="checkbox"/> Title III, Part A Immigrant		
<input type="checkbox"/> Title IV, Part A		

**Part 2: Excess Carryover Waiver Justification**

Check the identified extenuating circumstance(s) in which the LEA is requesting PNP equitable services carryover.

- |   |  |
|---|--|
| <input type="checkbox"/> Closure of LEA or PNP school(s)  | <input type="checkbox"/> New and/or changes in LEA/PNP administration  |
| <input type="checkbox"/> LEA/PNP school safety issue(s)   | <input type="checkbox"/> Budgeted costs lower than anticipated   |
| <input type="checkbox"/> LEA delayed access to program funds (due to statutory or TEA reasons)                | <input type="checkbox"/> PNP complaint/dispute(s) delayed services   |
| <input type="checkbox"/> LEA delay in retaining staff and/or equipment/supplies to provide equitable services | <input type="checkbox"/> Natural disaster (hurricane, fire, flood, severe storm damage, etc.)                                      |
| <input type="checkbox"/> LEA and/or PNP delay in administering or planning equitable services                 | <input type="checkbox"/> Professional development activities and/or other pre-planned equitable services canceled late in the year |

## Part 2: Excess Carryover Waiver Justification (Cont.)

Provide specific details on the selected extenuating circumstance(s) selected in Part 2.

## Part 3: PNP Equitable Services Carryover Reduction Plan

Check the identified LEA's plan to reduce the private nonprofit equitable services carryover amount. You must select at least one option. If you select **Other**, describe the planned activities in the space provided.

- Summer Program  Other:
- Parent Involvement Activities
- Professional Development
- Before and/or After School Academic Tutoring Services

Provide specific details and dates for equitable services which will be provided to expend the carryover in 2018-2019.

## LEA Certification Statement

On behalf of the LEA, I certify:

1. Acceptance and compliance with all PNP requirements in ESSA, Sections 1117 and 8501.
2. Submission date and the total LEA equitable services amount requested on the PNP Excess Carryover Waiver to TEA will be shared with applicable PNPs no later than 7 days following waiver submission.
3. Results from TEA will be shared with applicable PNPs within 14 days of receiving the response.

Signature of LEA Official

## For TEA Use

- Request for PNP excess carryover waiver is approved.
- Request for PNP excess carryover waiver is approved as specified below.

- Request for PNP excess carryover waiver is not approved.
- More information is needed. See below.

Signature of Private School  
Equitable Services Director