

# Federal Program Waiver Request ePlan Instructions

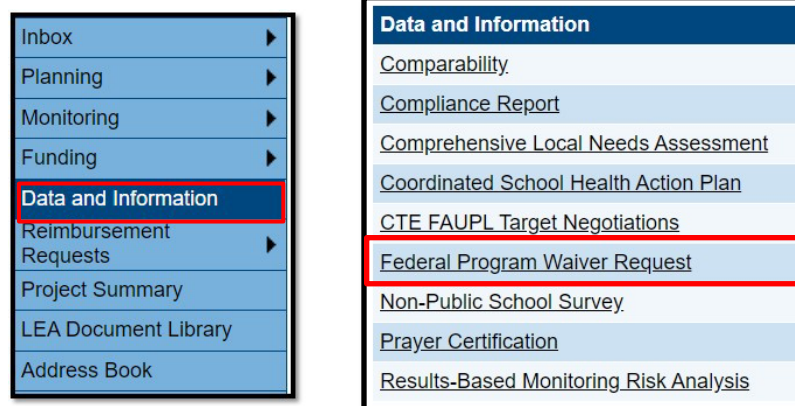
## Overview

The U.S. Department of Education (ED) authorizes the Tennessee Department of Education (department) to issue waivers for certain state and federal regulations associated with the Elementary and Secondary Education Act of 1965 (ESEA). A *Federal Program Waiver Request* instrument has been developed in ePlan to streamline and standardize the waiver request process.

When a waiver becomes available, stakeholders will be notified through email as well as through announcements in various department newsletters and the [ePlan homepage](#). Local educational agencies (LEAs) should follow the steps below to submit a Federal Program Waiver Request.

## Federal Program Waiver Request ePlan Instructions

- ePlan Users who are assigned the **LEA Federal Program Waiver Request Director** role can work on the waiver request instrument in ePlan. See the LEA's *Address Book* in ePlan to determine who has been assigned this role. To add a new or additional role, complete the ePlan [User Access Form for LEAs](#) and submit it according to the directions on the form. Users who had the *LEA Consolidated Director* role on Aug. 26, 2021, were automatically assigned the *LEA Federal Program Waiver Request Director* role.
- Navigate to the instrument by selecting **Data and Information** from the main ePlan menu. On the *Data and Information* page, select **Federal Program Waiver Request**.  
**Note:** Select the fiscal year in which the carryover funds will be spent. For example, LEAs should utilize the FY24 Federal Program Waiver Request instrument for FY23 (2022-23) funds because the carryover will move into the FY24 funding application.



- To begin the request, click **Draft Started** at the top of the Sections page.

Change Status To: **Draft Started**

- The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed a request or the date when it

was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use *Create Comment* with caution, as comments remain part of the requests' permanent record and are viewable by the public on approved requests.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click *Save and Go To > Current Page* at the top of the screen to save.
- The *Federal Waiver Guidance* page contains helpful information and instructions, including an explanation of waivers that are currently available.
  - Check the box at the bottom of the page to acknowledge the following: *LEAs may only apply for waivers when they are needed for a particular program. If the LEA has not exceeded the amount allowed for carryover, a waiver request should not be submitted.*

### Federal Program Waiver Request Section

- Read and check the box on the *Assurances* page.
- Complete the *Cover Page* which requests basic LEA contact information. The cover page also includes a table that will show previous waivers granted to the LEA.
- Each ESEA program with an available waiver has its own page. These programs may include *Title I, Part A*; *Title I, Part A-Neglected*; *Title III, Part A*; *Title IV, Part A*; *Title IX, Part A*, and other programs as applicable.
- Click on each program's name to see more details and submit a request.  
**Note:** *Users are not required to visit pages or complete information if not requesting a waiver for that particular program.*
- On the applicable pages, utilize the checkbox(es) to indicate that the LEA does wish to apply.

Federal Program Waiver Request
<a href="#">Assurances</a>
<a href="#">Cover Page</a>
<a href="#">Title I, Part A</a>
<a href="#">Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Deli</a>
<a href="#">Title III, Part A</a>
<a href="#">Title IX, Part A (McKinney-Vento)</a>
<a href="#">Related Documents</a>

<input checked="" type="checkbox"/> <b>Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement):</b> Waiver of the 25 percent state carryover limit (Carryover limitation for FY23 [funds awarded to LEAs July 1, 2022, for the 2022-23 school year] funds. <u>Note that beginning in FY22, this waiver may only be granted once every three years. If the LEA receives this waiver for FY23, they will not be eligible to again until FY26 (2025-26).</u>
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Once a checkbox has been selected, additional prompts may appear. Certain waiver requests may require additional explanation.

- As requested, provide a narrative outlining the reason(s) a waiver is needed.
- As requested, provide a narrative that describes the actions that will be taken in the next fiscal year to ensure funds are utilized in a timely and appropriate matter.
- Repeat this process for all applicable program waivers that the LEA would like to request.
- Once all of the applicable requests have been completed, click **Draft Completed** at the top of the *Sections* page.

Status:

Draft Started

Change Status To:

Draft Completed

- Select the checkbox and click **Confirm** to submit the waiver request to the LEA Authorized Representative.

☐ The information provided in this plan is accurate to the best of my knowledge.

You are about to change the status of this Data and Information to Draft Completed. Check the box and Click Confirm to change the status.

Confirm

Cancel

- Once approved by the LEA Authorized Representative, the waiver request will be sent to the department for review.

### Checklist

- LEAs must review the *Checklist* for general checklist comments from request reviewers, if applicable, for each program selected.
  - If the waiver request is returned as *TDOE Federal Program Waiver Request Director Returned with Feedback*, please make changes as requested in the *Checklist* and resubmit.
  - The waiver request will be fully reviewed when it is in *TDOE Federal Program Waiver Request Director Reviewed* status.
- Important:** LEAs must check the waiver request's *Checklist* to see which program waivers have been approved.
- The *Checklist* contains two sections for each available waiver. These sections are marked as **OK** or **Not Applicable** to indicate the department's review decision.

Checklist

Checklist

Waiver(s) Approved	<ul style="list-style-type: none"> <li>Department reviewers mark this item on the checklist as <b>OK</b> when the waiver request is <b>approved</b>.</li> <li>If this section is marked <b>Not Applicable</b> – one of the other checklist items indicates the department's review decision.</li> </ul>
Waiver(s) Not Approved	<ul style="list-style-type: none"> <li>If the waiver request is <b>not approved</b>, this section is marked as <b>OK</b>. LEAs will receive an email from ePlan with more information. This information will also be archived in the <i>History Log</i>.</li> <li>If the department needs more information or revisions to be made to a request for the program, this section is marked as <b>Attention Needed</b>. LEAs should complete the requested changes and resubmit the waiver request.</li> <li>If this section is marked <b>Not Applicable</b> – one of the other checklist items indicates the department's review decision.</li> </ul>

For example, the checklist below indicates that the program waiver has been **approved**.

<input type="checkbox"/>	<b>5. Title I, Part A, Neglected Waiver Approved</b>	NEP Team	OK
	1. Title I, Part A, Neglected Waiver Approved		
<input type="checkbox"/>	<b>6. Title I, Part A, Neglected Waiver Not Approved</b>	NEP Team	Not Applicable
	1. Title I, Part A, Neglected Waiver Not Approved		

In the next example, the checklist indicates that the program waiver has **not been approved**. The LEA will receive an email with more information and the information will be archived in the *History Log*.

<input type="checkbox"/>	<b>5. Title I, Part A, Neglected Waiver Approved</b>	NEP Team	Not Applicable
	1. Title I, Part A, Neglected Waiver Approved		
<input type="checkbox"/>	<b>6. Title I, Part A, Neglected Waiver Not Approved</b>	NEP Team	OK
	1. Title I, Part A, Neglected Waiver Not Approved		