

Acknowledge of Allocation Adjustment ePlan Data and Information Form Instructions

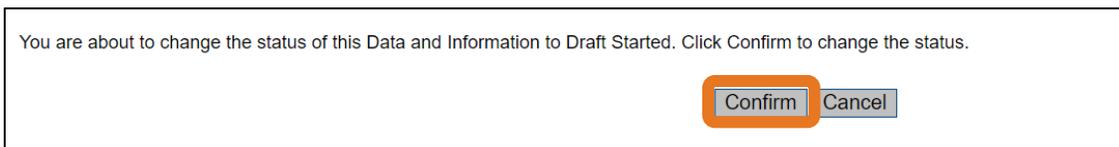
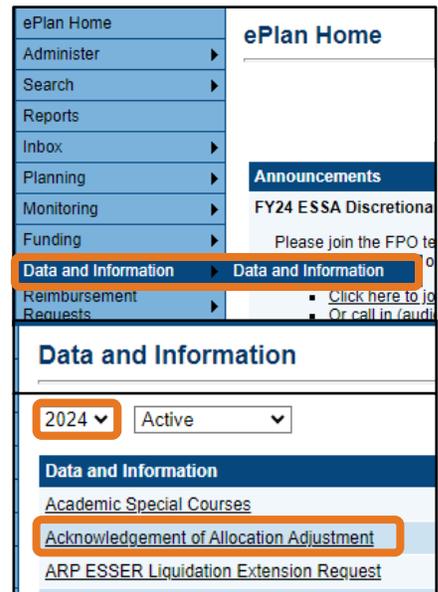
Overview

In consultation with the U.S. Department of Education (ED), the Tennessee Department of Education (department) revised procedures for calculating allocations. The department used the revised procedures to redetermine Title I, Part A; Title I, Part A—Neglected; Title II, Part A; Title IV, Part A allocations for FY18–FY22. The recalculated figures were used for ESSER 1.0; ESSER 2.0; ESSER 3.0; and ARP Homeless 2.0 allocations based on corrected Title I, Part A allocations. The department provided the recalculations for ED’s review and approval in early 2024. ED and the department agree that the revised allocations reflect reasonable recalculations for these grants. All impacted LEAs must acknowledge an allocation adjustment in the FY24 Data and Information form in ePlan for eligible grants.

Walkthrough of Acknowledgment of Allocation Adjustment

The *Acknowledgement of Allocation Adjustment* form is in the ePlan Data and Information tab. To complete and submit the form, follow the instructions below.

1. To navigate to the Acknowledgment of Allocation Adjustment from the ePlan homepage, hover your mouse over **Data and Information** in the left menu bar.
2. Select **2024** from the drop-down box. Select **Acknowledgment of Allocation Adjustment** from the list.
3. Click **Draft Started** for the *Acknowledgment of Allocation Adjustment* form. If you are unable to click Draft Started, hover over the Draft Started button to see a list of individuals who have access.
4. Click **Confirm** to change the *Acknowledgment of Allocation Adjustment* form status to **Draft Started**.

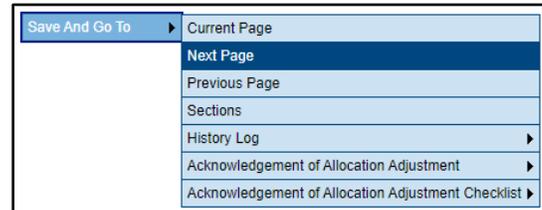


5. Select the **Cover Page** and complete the following information:

- Name of the Person Completing the Form
- Email Address
- Phone Number



6. Click **Save and Go To > Next page**.

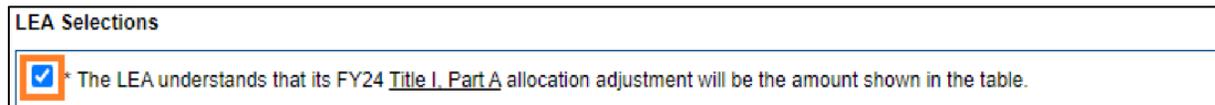


7. On the **Allocation Adjustment** page, review the Allocation Adjustment table.

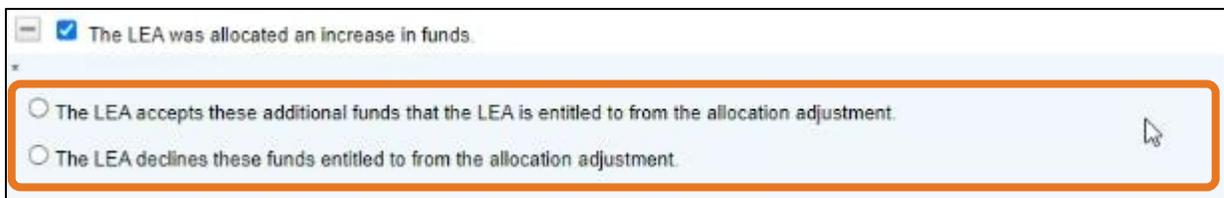
Grant	Total Allocation Adjustment	Number of Years of Adjustment	Adjusted Amount per Year
Title I, Part A			
Title I, Part A Neglected			
Title II, Part A			
Title IV, Part A			
ESSER 3.0			
ARP Homeless			

- **Grant:** Name of Impacted Grant
- **Total Allocation Adjustment:** the total difference between original FY18-FY22 allocations and the recalculated FY18-FY22 allocations.
 - Negative amounts are reflected in parentheses (\$0.00) and indicate an overpayment in FY18-22. This amount will be reduced from the LEA's allocation over the number of years of adjustment (beginning in FY24).
- **Number of Years of Adjustment:** Total Allocation adjustments will be rectified over 1, 2, or 7 years.
- **Adjustment Amount Per Year:** Amount of funds to be added or deducted per year, i.e., Total Allocation Adjustment divided by the Number of Years of Adjustment.

8. For each grant, check the assurance.



9. For each grant where the LEA will see an increase in funds then select the LEA response from the multiple-choice options. These options are not required for grants where the LEA will see a decrease or no change in funds.



10. At the bottom of the page, respond to the **Additional Funds** question.

11. Return to the **Sections** page by clicking *Save and Go To*, then **Sections**.

12. On the **Sections** page, change the status to **Draft Completed** and click **Confirm** to change status to **Draft Completed**.

Status:	Draft Started
Change Status To:	Draft Completed

Status Change Confirmation

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

13. Next, the **LEA Fiscal Representative** must review the LEA's responses, then return to the sections page and change the status to **LEA Fiscal Representative Approved** and **Confirm** the *Status Change Confirmation*. If changes are needed, the LEA Fiscal Representative may select **LEA Fiscal Representative Returned Not Approved** to allow for edits.

Status:	Draft Completed
Change Status To:	LEA Fiscal Representative Approved or LEA Fiscal Representative Returned Not Approved

14. Finally, the **LEA Authorized Representative** (i.e., the Director of Schools) must review the LEA submission, and mark approval by changing the workflow status to **LEA Authorized Representative Approved** and **Confirm** the *Status Change Confirmation*. If changes are needed, the LEA Authorized Representative may select **LEA Authorized Representative Returned Not Approved** to allow for edits.

Status:	LEA Fiscal Representative Approved
Change Status To:	LEA Authorized Representative Approved or LEA Authorized Representative Returned Not Approved

15. The LEA has completed the tool when the workflow status is **LEA Authorized Representative Approved**. The department will review and approve LEA selections will be implemented.

Status:	LEA Authorized Representative Approved
Change Status To:	<u>TDOE Acknowledgement of Allocation Adjustment Director Approved</u> or <u>TDOE Acknowledgement of Allocation Adjustment Director Returned Not Approved</u>