

Release of State Funds Form

Overview

A local education agency (LEA), or charter school or non-public school, who decides to release state grant funds must complete the release of funds form. The amount of funds entered by the LEA will be removed from the LEA's allocation in ePlan and a new Grant Award Letter issued. An LEA that chooses to release funds must follow these steps:

- Notify the respective program and fiscal managers, via email, of the LEA's decision to release funds.
- Upload the release of funds form to ePlan > LEA Document Library > Release of Funds in the respective fiscal year.

Local Education Agency (LEA)

LEA Name: _____

LEA Number: _____

Director of Schools Name: _____

LEA Grant Point of Contact: _____

LEA Address: _____

LEA Phone Number: _____

Grant Information

Fiscal Year	Grant Name	Amount to Be Released	Additional Notes

By signing this release of funds form, I hereby confirm that I am the authorized representative, with the fiscal and legal authority, to certify on behalf of this agency. In addition, to the best of my knowledge and belief, all the information in this form is true and correct. **The funds listed above are hereby released.**

Director of Schools Signature

Date