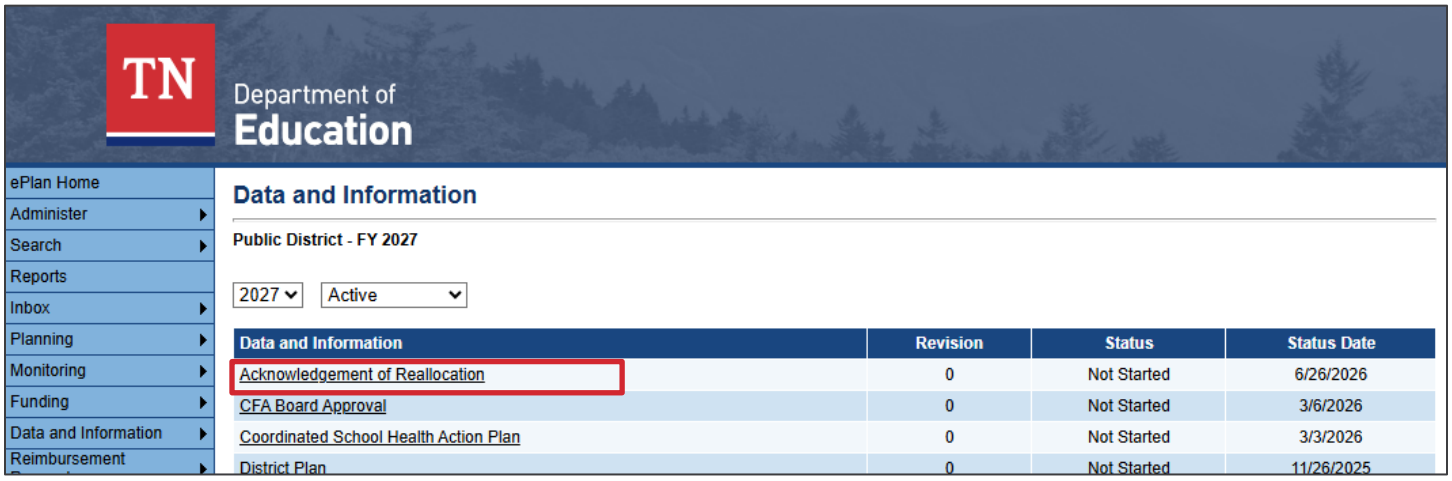
Acknowledgment of Reallocation LEA ePlan Instructions

Document Updated: July 1, 2026

Additional **Fiscal Year 2025 (FY25)** funding is available for reallocation to LEAs. FY25 funds were initially awarded on July 1, 2024, and are subject to FY25 timelines and requirements, including the obligation date of **Sept. 30, 2026**. By accepting this reallocated funding, the LEA confirms its ability to obligate those funds within the required FY25 timeframe.

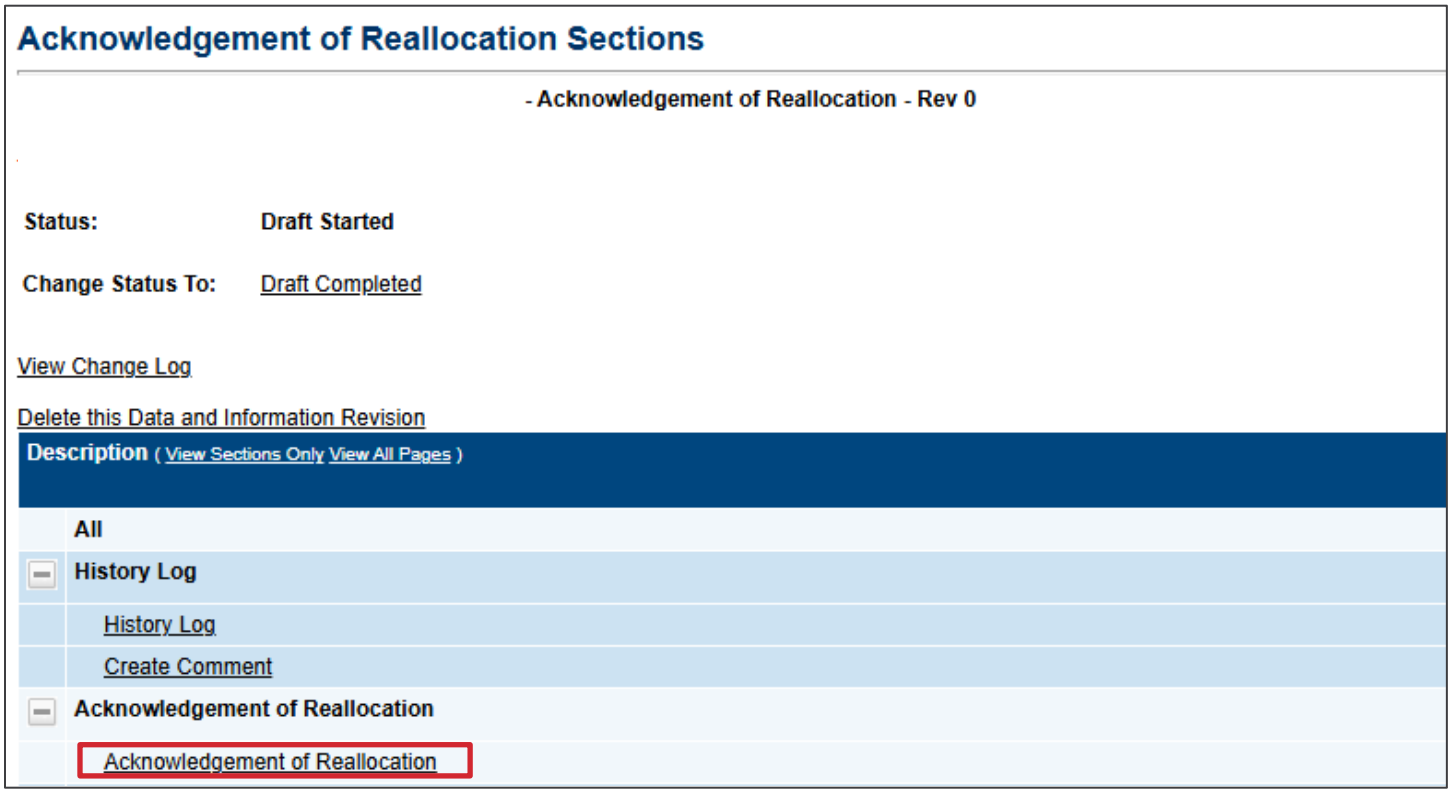
LEAs must acknowledge this reallocation and confirm whether they will accept and meet the obligation date for the reallocated funds. The Acknowledgment of Reallocation data and information instrument is available in ePlan for LEA acknowledgment. LEAs must respond by **July 8, 2026,** to accept the proposed reallocated funding. If accepted, reallocated FY25 funds will be loaded to the FY27 CFA at the same time final allocations are loaded in mid-July.

1. Navigate to the data and information instrument by logging in to ePlan.tn.gov, then selecting ***Data and Information*** from the left navigation menu.
2. Select Fiscal Year: ***2027*** and Data and Information: ***Active*** from drop-down menus.
3. Click on ***Acknowledgment of Reallocation*** to open the instrument.

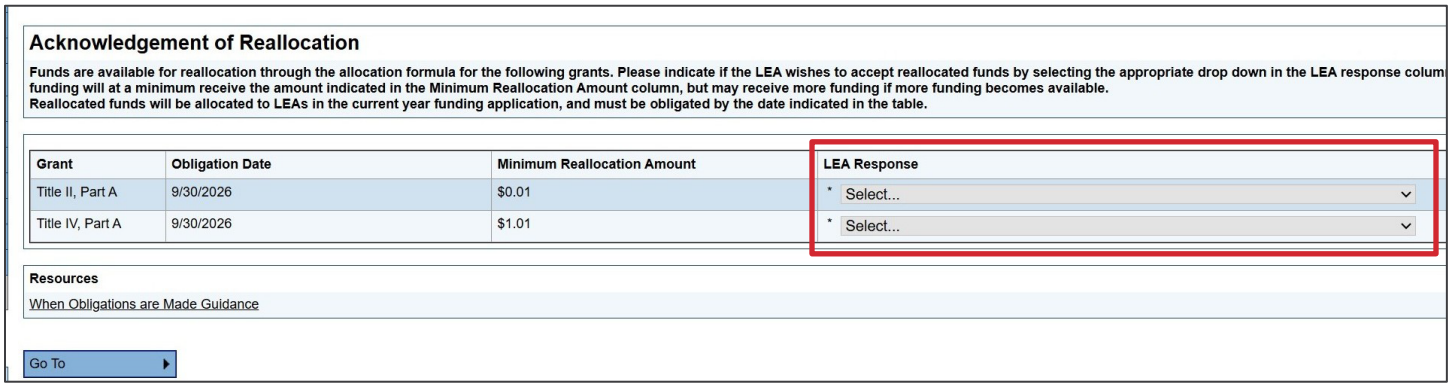


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4. On the Acknowledgment of Reallocation sections page, select Draft Started, then select ***Acknowledgment of Reallocation*** to open the response page.



5. Review the proposed grants, minimum reallocation amounts, and obligation dates. **LEAs must be able to meet the obligation dates for the reallocated funding to accept the reallocation.**
6. Indicate, using the ***LEA Response*** column drop-down, what the LEA's decision is about each reallocation amount. LEAs must select one of the following:
   - The LEA will accept the reallocated funds and obligate them by the obligation date.
   - The LEA does not accept the reallocated funds.



Important: If the LEA does not accept the reallocated funds or fails to complete the instrument, the LEA will be removed from the formula for the final reallocation calculation and will not receive reallocated funds. LEAs that opt to accept reallocated funds and have committed to obligate them by the obligation date may receive more than the minimum reallocation amount.

7. Select ***Save and Go To*** and return to the Sections page.
8. Change the status to ***Draft Completed*** at the top of the *Sections* page.
9. The **LEA Fiscal Representative** and the **LEA Authorized Representative** must then approve the instrument by changing the status at the top of the Sections page.
10. The instrument is submitted to the department once placed in **LEA Authorized Representative** status.

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