



## Migrant Carryover Process

Migrant Education Program funds are awarded for 15 month periods running July 1 until September 30 of the following year. Funds are intended to be spent during the term awarded; however, in certain circumstances, districts may be approved by KDE to carryover funds not spent during the term awarded.

A district may carryover more than 15%\*\* of the awarded amount only once every three fiscal years and when (1) KDE determines the district's request is reasonable and necessary or (2) supplemental appropriations for Title I, Part C become available.

To submit a carryover request of more than 15%, the district must adhere to the following:

1. The district Migrant Education program coordinator must submit a request in writing (email or hard copy) on district letterhead to the MEP State Director by September 1st. The request must state that the district requests a waiver of the 15% carryover limitation for Fiscal Year \_\_ and include a proposed budget and plan for use of carryover funds. The request also must explain why there is a need to carryover funds beyond September 30 and how this will positively affect student outcomes.
2. Once the MEP State Director has verified the district has not been approved within the past three fiscal years to carryover funds in excess of 15%, the MEP State Director will consider the basis for the request and approve or deny the waiver. The MEP State Director will approve or deny the waiver in writing (email or hard copy) to the district Migrant Education program coordinator.
3. If the waiver is approved, the district will be required to spend carryover funds first to ensure those funds are spent within the period of availability, which is September 30 of the following school year.
4. Carryover requests will not be approved for LEA migrant education programs that are closing.
5. Current standalone districts wishing to form a consortium program with another district for the upcoming Fiscal Year may carryover funds to provide services to fulfill the program requirements based on the criteria approved in that program's standalone grant application and the requirements of the Service Delivery Plan. However, carryover funds or funds generated in previous years must be retained by the program awarded and not utilized by or carried into the newly formed consortium or standalone. KDE can determine if there are exceptions to this prohibition.

\*\*No carryover request is needed for districts that carryover 15% or less of awarded funds.