RESERVES & SCHOOL LEVEL ALLOCATIONS

An LEA must allocate funds to Title I participating school attendance areas or schools in rank order based on the number of children from low-income families. The purpose of the Reserves section is to document that the LEA has reserved funds for the various set-asides either required or allowed under the statute. The purpose of the School Level Allocations section is to determine and document the amount of funds that must be allocated to school attendance areas or schools.

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* Your Title I allocation, including the amount of carryover funds;
* The amount of Title I funds set aside for required reserves;
* The amount of Title I funds set aside for optional reserves;
* Your Title I participating schools;
* The number of public school children from low-income families attending each school;
* The number of private school children from low-income families residing in Title I participating school attendance areas.

**Sources of information may include:**

* CRP Annual Ranking documentation;
* CRP Budget documentation;
* Human Resource and fiscal files;
* [ESSA, Title I, Sec.1113, 1117](http://www2.ed.gov/documents/essa-act-of-1965.pdf);
* [Title I Regulations, 34 CFR §§200.70-200.71](https://www.ecfr.gov/cgi-bin/text-idx?SID=347a9533eeb44a157c4096aea9d81ce1&mc=true&node=pt34.1.200&rgn=div5);
* [US ED Non Regulatory Guidance - Fiscal Changes and Equitable Services Requirements under ESSA, November 2016](https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf);
* [US ED Non Regulatory Guidance - Fiscal Issues, February 2008](http://www.ed.gov/programs/titleiparta/fiscalguid.doc);
* [US ED Non Regulatory Guidance – School Attendance Areas and Allocation of Title I Funds, August 2003](http://www.ed.gov/programs/titleiparta/wdag.doc).

** Documentation to keep on file:**

* Evidence that the LEA is correctly applying the appropriate rule (125% rule vs. poverty bands);
* Evidence that school budgets align to school level allocation amounts reported in the CRP;
* Evidence that the LEA has reserved funds that are reasonable and necessary to provide comparable services to homeless students and, if applicable, children in local institutions for neglected and delinquent youth;
* Evidence that the LEA has correctly calculated the amount of funds for equitable services to private school participants and their teachers and families;
* Evidence that the LEA has reserved at least 1% of its allocation for parent and family engagement if the LEA receives a Title I, Part A allocation of more than $500,000, and has distributed at least 90% of the required 1% reserve to schools.