

**Mississippi Department of Education**  
**Federal Programs/School Improvement/Special**  
**Education**  
**Revision Procedures**  
**Effective April 1, 2018**

The Offices of Federal Programs, School Improvement, and Special Education are issuing the following guidance on processing and approving revisions within MCAPS and paper applications for the following federal programs: Title I, Title II, Title III, Title IV, Title V, Migrant Education, Homeless Education, 21<sup>st</sup> Century Community Learning Centers, Neglected/Delinquent Programs (Title I, Part A and Title I, Part D Subparts 1 and 2), Title I School Improvement 1003(a) and School Improvement Grants.

**WHAT?** A revision is any change to the **approved** application.

**Revisions in MCAPS**

**WHEN?** You will need to submit a revision within MCAPS for the following:

- Any transfers among functions and/or objects which exceed or are expected to exceed the approved cost/budget;
- Any revision of the LEA Plan or School Plan (regardless of whether there is an associated budget revision requiring prior approval); and
- Any changes in personnel who are specified in approved application.

**HOW?** In order to start a revision to the LEA Plan, School Plan, and/or Funding Application, take the steps below:

1. Select “Planning Tool” or “Funding Application” from the left navigation column
2. Select appropriate year (e.g. 2017 for FY17 Application)
3. Select appropriate plan for revision (e.g. Consolidated)
4. Change status to “Revision Started”
5. Make revisions as needed
6. After revisions have been completed, change status to “Revision Completed”
  - Revisions to the Funding Application require business manager approval
7. Upload the **Revision Request Form** to the “Related Documents” of the Funding Application, regardless of the reason.

NOTE: Please ensure that every area requiring modification has been addressed within the LEA Plan, School Plan, and/or Funding Application as appropriate.

## **Revisions to Applications NOT in MCAPS**

- WHEN?** You will need to submit a revision for the following:
- Any cumulative transfers among direct cost categories which exceed or are expected to exceed ten percent (10%) of the total approved cost/budget
  - Any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval); and
  - Any changes in personnel who are specified in the approved application.

- HOW?** Include the following documents with all revisions, regardless of the reason and submit those documents to the respective office via email:
- Revision Request Form
  - Budget Revision Summary Form (if applicable)
  - Highlight or mark changed areas in the revised project and/or revised project budget

### **ADDITIONAL INFORMATION**

- Incomplete revisions will delay review and approval.
- Funds may not be expended or reimbursed toward any account prior to the date the revision has been approved by program. If funds are expended prior to the approval of the revision, non-district funds must be used for the amount expended.
- LEA/subgrantee must remain in compliance with program specific guidelines and/or policies to ensure that revisions are submitted and approved within the period of availability of each program.
- The deadline to submit a revision will be provided by each program office.

Upon receipt of the revision, staff will process and either approve or disapprove your request within MCAPS or via email.

For more information on revision, please contact the following offices:

Office of Federal Programs:  
<http://www.mde.k12.ms.us/ofp>  
phone (601-349-3499)

Office of School Improvement:  
[www.mdek12.org/OSI/AR](http://www.mdek12.org/OSI/AR)  
phone (601) 359-1003

Office of Special Education:  
<http://www.mde.k12.ms.us/OSE>  
phone (601) 359-3498