

**Mississippi Department of Education
Federal Programs/School Improvement/Special Education**

Revision Procedures

Effective October 1, 2019

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, 21st Century Community Learning Centers, Neglected/Delinquent Programs (Title I, Part A and Title I, Part D Subparts 1 and 2), Title I 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”
Note: 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.

**Mississippi Department of Education
Federal Programs/School Improvement/Special Education
MCAPS Revision Form**

District Name:	
School Name: <i>(Please submit one REVISION FORM per school):</i>	

DETAILED DESCRIPTION

(Please provide the following responses in complete sentences):

Which strategy in your application is being revised?	
Why is the revision being requested?	
Revision Number (e.g. Revision 1,2,3):	
Fiscal Year (e.g. FY19):	
Program Name (e.g. Title I, Part A; SIG; SPED):	

Required Signatures:

<i>School Principal (SIG and 1003(a) ONLY)</i>	<i>Date</i>
<i>Federal Programs Director/Project Coordinator</i>	<i>Date</i>
<i>Business Manager</i>	<i>Date</i>
<i>Superintendent/Executive Director</i>	<i>Date</i>

FOR MDE USE ONLY:

DATE RECEIVED: _____ **DATE APPROVED:** _____

Signatures:

Bureau Director (OSI): _____

Bureau Director (OGM): _____

Executive Director (OGM): _____

Executive Director (OSI): _____