



New Hampshire

Department of Education

**New Hampshire Department of Education
ESEA Title I, Part A One-Time Eligibility
Waiver Request Process and Form**

Bureau of Instructional Support

Office of ESEA Programs

25 Hall Street

Concord, NH 03301

Purpose

The purpose of this document is to provide all stakeholders with information regarding the available New Hampshire Department of Education (NHED), Office of ESEA Programs, Title I, Part A One-Time Eligibility waiver process and subsequent request form. This waiver request form gives the local education agency (LEA) the ability to submit a request to the state educational agency (SEA) to serve an ineligible school for one additional year with Title I, Part A funds.

Guidance

An SEA may grant a One-Time Eligibility waiver to a Title I, Part A school upon justification of their ability to continue to operate as a Title I, Part A program for one additional fiscal year. For one additional year fiscal year only, [Section 1113\(b\)\(1\)\(C\)](#) of the ESEA authorizes a local education agency (LEA) to allocate Title I, Part A funds to a school that is no longer eligible but was eligible and served as a Title I, Part A school in the preceding year. This provision applies to a newly ineligible school and not to an eligible school that has fallen in the poverty ranking compared to the previous year's ranking but does not receive a Title I, Part A allocation from its LEA because the LEA allocates its Title I, Part A funds to other eligible schools with higher poverty percentages.

Per 2 CFR § 200.334 the request, form, supporting documentation, and NHED's response must be maintained for record retention purposes.



Request to Use a Title I, Part A One-Time Eligibility Waiver

This form shall be used in the event an LEA wishes to make a request to NHED to receive a Title I, Part A One-Time Eligibility waiver mentioned above for an eligible school(s). This written request shall demonstrate due diligence and justification to meet full Title I, Part A waiver requirements. The submission of this form does not guarantee approval. If approval is granted, at no point during the school year should the LEA information change and new waiver(s) will not be accepted.

The LEA must submit their fully executed Title I, Part A One-Time Eligibility waiver to NHED by emailing it to ESEA@doe.nh.gov.

Local Educational Agency (LEA) Information

LEA Name: _____

Superintendent/Charter
School Administrator
Name and Title: _____

Superintendent/Charter
School Administrator
Contact Phone: _____

Superintendent/Charter
School Administrator
Contact Email: _____

Indicate the eligible school(s):

School List (Please provide the full name of the school(s))

Please provide a justification narrative that aligns with the Title I, Part A One-Time Eligibility waiver requested:

I, on behalf of the LEA listed above, certify that the information provided in this document is true and correct.

Printed Name and Title	Signature	Date
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NHED Use Only

I, on behalf of NHED, certify that I have reviewed the Title I, Part A One-Time Eligibility waiver requested above and have determined the LEA:

- Does meet the qualifications to receive a Title I, Part A One-Time Eligibility waiver listed above.
 - This document will be fully executed and returned to the LEA noting approval. The LEA must upload this document to GMS under the Title I, Part A grant. The NHED will identify the approval of the waiver on the LEA’s corresponding school years Title I, Part A Distribution of Funds page in GMS.

- Does not meet the qualifications to justify the use of a Title I, Part A One-Time Eligibility waiver for the school(s) listed above.
 - This document will be fully executed and returned to the LEA noting it has been denied.

Printed Name and Title	Signature	Date
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