



Carryover Procedures and Year-End Claims 2012 – 2013

Please read the following carefully and share with your financial office.

The carryover procedures for the 21st Century Community Learning Center grant are as follows:

1. All grantees in years 1 – 4 of the grant cycle may carryover up to 10% of the FY13 base allocation without prior approval from the 21st CCLC program office at the Oklahoma State Department of Education. The base allocation amount is the allocation without any previous year carryover.
2. Grantee in years 1 – 4 of the grant cycle that would like to carryover 10 – 20% of the base allocation will be required to submit **a budget with a narrative justification** to the 21st CCLC program office at the Oklahoma State Department of Education **by 4:00 p.m. on Tuesday, April 30th.**
3. Carryover exceeding 20% of the base allocation will not be allowed.
4. Grantees in year 5 of the grant cycle will not be allowed carryover funding.

Please remember that purchases over \$2,500 or that are outside of your original grant application, must be preapproved by the 21st CCLC office prior to these purchases being made.

Other important dates to remember include:

- **June 2, 2013** – Last day to submit a claim to receive payment by the end of the fiscal year.
- **August 1, 2013** – Final day for all 2012 – 2013 claims to be received at OSDE.

If you are unsure of your current base allocation or have further questions, please feel free to contact our office.

Sonia Johnson, Director

21st Century Community Learning Centers
Oklahoma State Department of Education
2500 N. Lincoln Blvd., Suite 414
Oklahoma City, Oklahoma 73115
(405)522-6225
Sonia.Johnson@sde.ok.gov