

Office of School Turnaround Frequently Asked Questions

- **Are designated schools required to revise or complete a plan of improvement?**
 - Yes, designated schools are required to create a plan of improvement. However, during this school year, many schools have worked collaboratively with specialists in the Office of School Turnaround (OST) to create a plan of improvement. Planning for school improvement is completed in the Grants Management System (GMS). To verify that your plan is complete or to acquire technical assistance with the revision or creation of a plan, please contact a specialist in the turnaround office. **Newly designated schools** must contact the Office of School Turnaround for assistance with creating a plan.

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- **After schools are designated, which schools will receive an allocation? How much will each school receive?**
 - At a minimum each Priority School will receive an allocation. After the appeal period for designations is complete, allocation amounts will be preloaded in the Grants Management System (GMS). Following the loading of amounts in GMS, Allocation Notices (specifying a school's allocated amount) will be located in Single Sign On (SSO).
- **When will designated schools be required to submit a budget for the allocation?**
 - Budgets are required upon allocations being loaded in GMS. Prior to the encumbrance and claiming of funds, a school must have a budget approved by the Office of School Turnaround. Claims cannot be submitted for reimbursement until all funds are budgeted and approved.
- **How long does a designated school have to spend the allocated money?**
 - Designated schools have the year they are allocated and one year of carryover to encumber and claim funds. Encumbrances cannot overlap fiscal years. So, if a school receives an allocation for FY2015, they can encumber the FY2015 funds between July 1, 2014 and June 30, 2015. The last day to submit a claim for FY2015 is August 3, 2015.
 - Any unclaimed funds will carry over to FY2016 to be budgeted and encumbered between July 1, 2015 and June 30, 2016.
 - All expenses are subject to approval by the Office of School Turnaround.