

## **Campus-Based Reallocation Form Instructions**

Completing Section A of this form is only required **if** you have not expended the full amount of your 2011-2012 award year (July 1, 2011 through June 30, 2012) allocation of federal funds in any of the three campus-based programs.

Completing Section B is only required if your school wants to be considered for supplemental 2012-2013 Federal Work-Study (FWS) funds.

If your school plans to release unexpended campus-based program funds, or request supplemental FWS funds, the Reallocation Form **must** be completed and transmitted to the Department of Education **by August 17, 2012**.

Retain a copy of your completed Campus-Based Reallocation Form for your files.

### **SECTION A – SCHOOL RELEASE OF 2011-2012 AWARD YEAR UNEXPENDED ALLOCATIONS FOR THE FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, FEDERAL WORK-STUDY, AND FEDERAL PERKINS LOAN PROGRAMS**

You **must** complete Section A if you have unexpended federal funds in any of the three campus-based programs.

If you have **not** expended all of your 2011-2012 funds, you must determine as accurately as possible what your unspent balance(s) will be for each of the campus-based programs. In order to determine whether or not you have an unexpended balance, you must take into consideration the following items:

- any administrative cost allowance you want to claim,

- any 2011-2012 FWS funds that you carried back into the 2010-2011 award year or will carry forward into the 2012-2013 award year,
- any 2011-2012 FSEOG funds that you carried back into the 2010-2011 award year or will carry forward into the 2012-2013 award year,
- any 2011-2012 FWS funds transferred to the FSEOG Program and/or the Federal Perkins Loan Program,
- any 2011-2012 FSEOG funds transferred to the FWS Program, and
- any Federal Perkins Loan Federal funds transferred to either FSEOG or FWS.

When you submit your Fiscal Operations Report and Application to Participate (FISAP) later this year, the amount entered as your 2011-2012 adjusted allocation must equal your original allocation plus any supplemental allocation minus the amount reported as unexpended on this Campus-Based Reallocation Form.

#### **Do not report cents.**

**Field 1** – Report the amount of your unspent 2011-2012 FSEOG funds.

**Field 2** – Report the amount of your unspent 2011-2012 FWS funds.

**Field 3** – Report \$0 for the amount of your final adjusted Federal Capital Contribution (FCC) in the Perkins Loan Program for the 2011-2012 award year that you did not request from the Department of Education's G5 on or before June 30, 2012. (You did not receive any FCC because congress did not authorize funds.)

**Note:** The 2011-2012 authorization in G5 will be reduced in late August by the

amount of unexpended funds you report on the Campus-Based Reallocation Form.

Valid amounts for all fields in Section A are:

000000000-999999999

These fields **can** be blank.

**SECTION B – REQUEST FOR SUPPLEMENTAL FWS FUNDS FOR THE 2012-2013 AWARD YEAR**

Completing Section B is only required if your school wants to be considered for supplemental 2012-2013 FWS funds. Section B is used to determine whether your school is eligible to receive supplemental FWS funds for the 2012-2013 award year.

**Field 4** – Indicate whether your school expended at least 5 percent of its total 2011-2011 FWS federal funds to compensate students employed as reading tutors of children or in family literacy activities as part of your community service activities. Please note that your response on the Campus-Based Reallocation Form will be checked later against the FWS community service data that your school provides on the FISAP. Before we award any supplemental FWS funds to you, we will confirm that you had a fair share shortfall for the 2012-2013 award year.

**Field 5** – Indicate the amount of supplemental FWS funds your school will be able to spend for community service jobs during the 2012-2013 award year. The supplemental FWS funds cannot be used for any other purpose.

If you did not spend at least 5 percent of your total 2011-2012 FWS federal funds for students employed as reading tutors of children or in family literacy activities

as part of your community service activities, you will be unable to request supplemental 2012-2013 FWS funds for your school.

**Note:** The minimum amount of FWS federal funds the school must expend on community service jobs for an award year is one of the following two amounts, **whichever is greater:**

(1) 7 percent of the sum of:

- your original FWS allocation, **plus**
- your FWS supplemental allocation (if any), **minus**
- any amount of FWS federal funds returned through the reallocation process or earlier

**OR**

(2) 100 percent of your FWS supplemental allocation (if any).

Valid amounts are:

000000000-999999999

This field **can** be blank.