

## 2023–24 Campus-Based Reallocation Form Instructions

---

Completing Section A of this form is only required **if** you have not expended the full amount of your 2023–24 award year (July 1, 2023 through June 30, 2024) allocation of federal funds in the Federal Supplemental Educational Opportunity (FSEOG) Grant and/or the Federal Work-Study (FWS) Programs.

Completing Section B is only required if your school wants to be considered for supplemental 2024–25 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 21, 2024**.

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

### **SECTION A – SCHOOL RELEASE OF 2023–24 AWARD YEAR UNEXPENDED ALLOCATIONS FOR THE FSEOG AND FWS PROGRAMS**

You **must** complete Section A if you have unexpended FSEOG and/or FWS federal funds.

If you have **not** expended all of your 2023–24 funds, you must determine as accurately as possible what your unspent balance(s) will be for each program. 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 2023–24 FWS funds that you carried back into the 2022–23 award year or will carry forward into the 2024–25 award year,
- any 2023–24 FSEOG funds that you carried back into the 2022–23 award year or will carry forward into the 2024–25 award year,
- any 2023–24 FWS funds transferred to the FSEOG Program, and
- any 2023–24 FSEOG funds transferred to the FWS Program.

When you submit your Fiscal Operations Report and Application to Participate (FISAP) later this year, the amount entered as your 2023–24 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 2023–24 FSEOG funds.

**Field 2** – Report the amount of your unspent 2023–24 FWS funds.

**Note for Fields 1 and 2:** The 2023–24 authorization in G5 will be reduced in late August by the amount of unexpended funds you report on the Campus-Based Reallocation Form. **Before submitting this form, you must coordinate with your school’s business office to ensure any unspent funds being reported in Section A of this form have not already been drawn down from G5.**

## 2023–24 Campus-Based Reallocation Form Instructions

---

### 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 2024–25 AWARD YEAR

Completing Section B is only required if your school wants to be considered for supplemental 2024–25 FWS funds. Section B is used to determine whether your school is eligible to receive supplemental FWS funds for the 2024–25 award year.

#### Field 4 –

**For this 2023–24 Reallocation Form, you will not be able to input a response into Field 4. The information is not applicable this year due to the impacts of COVID-19 and the resulting waiver of the FWS community service requirements that was extended to all participating schools (see note in Field 5 instructions below).**

Indicate whether your school expended at least five (5) percent of its total 2023–24 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 2024–25 award year.

**Field 5 –** Indicate the amount of supplemental FWS funds your school will be able to spend for community service jobs during the 2024–25 award year. The supplemental FWS funds cannot be used for any other purpose.

If you did not spend at least five (5) percent of your total 2023–24 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 2024–25 FWS funds for your school.\*

**\*Since all schools were automatically exempted from meeting the FWS community service requirements for the 2023–24 award year (see the [Electronic Announcement posted January 15, 2021](#)), this is not a requirement that must be met in order to qualify for a 2024–25 supplemental FWS award.**

**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) Seven (7) percent of the sum of:

- your original FWS allocation, **plus**
- your FWS supplemental allocation (if any), **minus**

## 2023–24 Campus-Based Reallocation Form Instructions

---

- 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.