



Amending Claims in WISEgrants

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Introduction

Situations arise in which claims need to be adjusted. This document reviews the different situations in which this may happen and how the subrecipient can correct the claim.

Example A - Moving funds from an existing claimed amount to a different existing claim amount

A budget amendment is not required if both budget items exist on an approved budget and the LEA just wishes to move claimed amounts from one line item to another.

1. Start a new claim.
2. On the claim line item you wish to reduce, enter a negative amount in the “Amount Requested this Claim” field.
3. Add the amount to a different claim line item in the “Amount Requested this Claim” field.
 - o The “Cumulative Claimed to Date” cannot be less than the “Total Amount Claimed to Date” - however the amounts can be equal if a claim is requesting \$0 dollars.

Example A - Screenshot

In this example, the LEA realized that \$500 was accidentally charged to grant travel rather than local funds. Because there were enough expenditures made under postage, the LEA reduced the amount of travel claimed and claimed the same amount under postage instead.

Account	Object Name	Function Name	Approved Budget Amount	Total Amount Claimed to Date	Obligations	Amount Requested this Claim	Amount Remaining	Cumulative Claimed to Date
27-100-152000-347	Salaries	Early Childho...	\$31,726.00	\$32,333.26	\$0.00	\$0.00		333.26
27-200-152000-347	Employee Benefits	Early Childho...	\$10,004.00	\$10,311.12	\$0.00	\$0.00		311.12
27-342-152000-347	Employee Travel	Early Childho...	\$1,500.00	\$1,067.06	\$0.00	(\$500.00)	\$432.94	\$1,067.06
27-353-152000-347	Postage	Early Childho...	\$300.00	\$0.00	\$0.00	\$500.00	\$300.00	\$0.00

The LEA does not wish to change the budgeted amounts for these two functions, just move amounts from one item to another. The LEA was able to amend the claim and resubmit without issue. The new claim’s “Cumulative Claimed to Date” must be at least the same or more than the previous claim. The

\$500 in this example had to be moved to another line in order for the LEA to submit the claim.

Example B - Moving funds from an existing claimed amount to a “new” budget item

1. If the activity you wish to claim funds for is not currently in the budget, add a new budget line item. If there are not enough ‘un-budgeted’ funds available to add the new line item, lower the amount of another budget line item that has not been fully claimed.
2. Submit an amended budget and wait for approval.
3. After budget approval, revise the “Amount Requested this Claim” amounts in a new claim.
 - To move costs out of a line, enter in a (\$negative) number.
 - Move the previously claimed funds to a different claim line item to balance the claim.
4. Submit the claim for approval.
5. After the claim is approved, the budget can be revised to reflect the new numbers.

Example B - Screen Shot

In this example, the LEA realized that the amount budgeted for early childhood (EC) supplies was also supposed to be used for early childhood (EC) instructional software. A claim for the software costs had already been made, but charged against the supplies line item.

Program Type	School Name	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount
Public School		Supplies	General Supplies	152000	Early Childhood	\$2,847.00
Public School		Supplies	General Supplies	156600	Speech/Language	\$500.00
Public School		Supplies	General Supplies	218100	Occupational Therapy	\$800.00

The budget entry for the EC software must be added and claimed before the EC supplies line item can be edited because the LEA had already claimed the software under the supplies object. If the LEA edits the EC supplies budget line item to reduce the amount budgeted, and then attempts to save the change, the following error message will appear:

Update Failed. The resulting total of \$1,500.00 will decrease the total budgeted for '27-411-152000-347 - General Supplies - Early Childhood' below the amount claimed of \$2,548.83. An adjustment to the budget cannot be made until the line item in the claim is revised.

The LEA will not be able to reduce the budget line item for EC supplies until the change is made on the claim. If the LEA has funds available to budget for the new line, it should be added into the budget without changing the line item that requires a lower amount:

Program Type	School Name	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount	Description
Public School		Instructional Media	Computer Software	152000	Early Childhood	\$1,500.00	
Public School		Supplies	General Supplies	152000	Early Childhood	\$2,847.00	

This new line item will **not appear** on the claim until the budget has been submitted and approved. Once this step is completed, the next time the LEA goes into the claim the newly added budget line item will appear. The amount from EC supplies can be moved to the newly created EC software line on the claim:

Account	Object Name	Function Name	Approved Budget Amount	Total Amount Claimed to Date	Obligations	Amount Requested this Claim	Amount Remaining	Cumulative Claimed to Date
27-411-152000-347	General Supplies	Early Childhood	\$2,847.00	\$2,548.83	\$0.00	(\$1,500.00)	\$1,798.17	\$1,048.83
27-411-156600-347	General Supplies	Speech/Language	\$500.00	\$292.42	\$0.00	\$0.00	\$207.58	\$292.42
27-411-218100-347	General Supplies	Occupational Therapy	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00
27-435-152000-347	Computer Software Programs	Early Childhood	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00

In the example above, you can see that \$1,500 was negated from the total claimed amount for EC supplies and moved to the new EC computer software program line. Before the budget can be amended to lower the amount budgeted for EC supplies, the claim must be submitted, authorized by the LEA, and approved by DPI. Once the claim is approved, the budget can be revised to reflect the new amounts:

Program Type	School Name	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount	Descript...
Public School		Instructional Media	Computer Software	152000	Early Childhood	\$1,500.00	
Public School		Supplies	General Supplies	152000	Early Childhood	\$1,049.00	
Public School		Supplies	General Supplies	156600	Speech/Language	\$500.00	
Public School		Supplies	General Supplies	218100	Occupational Therapy	\$800.00	

Example C - Trying to move claimed funds when there is not enough funds available to make adjustments

Whenever an overclaim is determined, the LEA should attempt to follow the steps in Example A and B first. If amounts are claimed in error, and there are not enough funds available to add new budget items or if the amount claimed for all line items is close to or equal to the total approved budget amount, the process will need to involve DPI staff. Please use the bookings service “Amending IDEA Claims” (this will require a virtual meetings) through the [IDEA Fiscal Bookings](#) site.

To notify DPI that a return of funds is required, submit either a [Return of ESEA Funds Notification](#) or a [Return of IDEA Funds Notification](#).

