Initiate Federal Title Program Application and Provide Contact Information

Superintendents and charter school directors can use these steps to initiate federal Title program applications to accept funds and provide district contact information using SERVS Financial. The Elementary and Secondary Education Act (ESEA) Title I, II and III are all initiated using the same steps. Title programs should be initiated by June 30.

1. Locate Manage Finances on the left side, select Manage Applications & Budgets.

2. Find the State Fiscal Year. In the drop down menu, select the year of the grant.
3. In the UFARS Finance Code, select the finance code you want to initiate. Title I is represented by UFARS finance code 401. Title II is represented by 414 and Title III is represented by UFARS finance code 417. The Title application information will appear. If you want to look at all of the district’s grants for a particular year, select SEARCH ALL in the drop down menu. Select the red button labeled Search.

4. On the far right, locate the Actions column. Select Apply if it is the first time you enter the grant, or select Edit.

5. The application will open and you will land on the School Participation page. Select Contact Information on the Menu Bar.

The view below shows the pop-up window:
There are five different contacts that are needed:

- Authorized Representative. This is usually the superintendent or charter school director.
- Program Contact Representative. This is the contact with the Minnesota Department of Education.
- School District or Agency Accountant
- Foster Care Liaison
- Homeless Liaison Officer

Foster Care and Homeless Liaison officers are only used in Title I.

6. Select edit or delete for each existing contact. Update information. Add phone extension numbers. Repeat the above process for each federal title funding that the district wishes to accept.

Please note: It is imperative that the “Contact” section of the grant be updated after the funds have been accepted, and at any time when there is a change in the contacts for the district.

7. Repeat the process for all 2018-19 Title I, II and III applications.