Accept or Decline Federal Title Program Funds

Districts should follow these steps to accept federal title program funding for Title I, II and III. Note that only the superintendent or the charter school director can accept or decline title allocations with their user name and password.

Access SERVS Financial


1. Locate District, Schools and Educators on the menu bar, second from the right.

2. Select Data Submissions on the left, the first item under Business and Finance.

3. Select SERVS Financial on the left.
4. Select Enter the SERVS Financial System.

5. Type in your User ID and password. Select Login.

7. Select Manage Allocations/Competitive Awards (see above).

8. Select 401 in the UFARS Finance Code drop-down menu. Select 414 for Title II and 417 for Title III. The UFARS code 401 is the UFARS code for Title I. 414 is the UFARS code for Title II. 417 is the UFARS code for Title III.
The title application information will appear depending upon the finance code that was selected. See figure below which shows Title I. Find Actions.

9. Select Accept or Decline.

10. Select Go. (See figure above)

**Review Assurances**

A pop-up screen will appear with the assurances and certifications for the Title I program (see below). This pop-up screen is similar in Title II and Title III.

1. Review each assurance and certification document.

2. Check each box to indicate that the document has been read.

3. Check Accept or Decline Award.

4. Enter MDE User Account ID.

5. Enter your password.

6. Select OK.
7. Repeat the accept/decline procedures for all applicable district title allocations.