

## 2015-16 CONSOLIDATED APPLICATION ALERT

To eliminate a possible delay in the review of your 2015-16 Consolidated Application, please give attention to the following:

- Do not email the application as one document – save the modules/forms as separate pdf files as instructed.
- Do not use the old budget forms (FS-10/FS-10A) – you MUST use the new budget forms at: <http://www.oms.nysed.gov/cafef/forms/>
  - Check for allowable expenditures:  
<http://www.p12.nysed.gov/accountability/consolidatedappupdate/allowunallowable/expenses.html>
- Confirm that you have entered your district's **correct** Beds code in cell C3 on the 2015-16 conapp worksheet – When entered correctly, your LEA name should appear in cell C4 and the worksheet will then self-populate those items of the application that you must address.
- Clearly label your responses for each question within the module(s). Cover pages for each module have been included to help delineate each section of the application.
- Your responses in the application should line up with your budget, e.g. if your narrative indicates you are doing Classroom Reduction (Title II, A questions 2 & 8) then your budget should reflect the same.
- The Homeless Enrollment Form/Residency Questionnaire must be submitted. All LEAs that receive Title I Funds must have students complete and submit a residency questionnaire or enrollment form, which asks about students' living arrangements, in order to identify students experiencing homelessness in the school district.  
[http://www.nysteachs.org/media/INF\\_SED\\_EnrollForm\\_ResQuest.doc](http://www.nysteachs.org/media/INF_SED_EnrollForm_ResQuest.doc)