

Office of Title Services (OTS)

Office Hours

August 27, 2026



OKLAHOMA
Education



Topics

- Due Dates
- Reminders
- FY27 Claims

Due Date Communication

Administrative

- Administrative Web Pages
- Allocation Tool
- GMS Administration Web
- MTW Security System
- Payment Administration
- Reports

GMS Access / Select

- Funded Applications
- Non-Funded Data Collections

Title Services	Special Education
September 30th - 2nd Year Carryover Obligation Due Date - If the district has unexpended FY2025 funds, ensure these funds are obligated by September 30, 2026. ESEA Allocations Now Available September 30 - Submit Comprehensive District Academic Plan (CDAP) with the ESEA Consolidated Budget Application September 30 - ESEA Consolidated Budget Application Due (Now Available in GMS) September 1 - FY26 Program Closeouts Due. Note - Even a district that transfers funds must close out all grant programs that initially received an allocation.	Close Outs are open. Districts must perform a close out for IDEA projects 621, 623, 625, 641, 642. Projects 613, 615, 616, 618, 619, 626, 627 and 630 do not require a close out. Close outs must be completed online through the GMS and completed by September 1st. Close outs cannot be performed until all submitted claims have been processed. Please contact your finance specialist if assistance is needed.
School Support & Improvement	Expanded Learning
DUE DATES: August 1, 2026 - Final Date for FY26 Claim for Reimbursement (late claim for reimbursement is subject to approval by the OSDE School Board) September 1, 2026 - FY26 Closeout Due September 30, 2026 - FY25 Carryover Encumbrance Due (PO in place) December 1, 2026 - FY25 Final Claim Submission Due	August 28: Budgets Due - Years 2-5 Fiscal Dates to Remember: June 1 - Last day to submit a claim in payable form for reimbursement by June 30 June 1 - Annual Report Due in GMS June 30 - Last day to make budget amendments for Fiscal Year June 30 - Last day to encumber funds for the Fiscal Year August 1 - Last date to submit a claim for the Fiscal Year September 1 - Deadline to complete Fiscal Year closeout

FY26 Closeout Submission Due Date

- September 1st
- Do not create the closeout prior to receiving the last payment for the program.

FY27 ESEA Grant Allocations

- August 12, 2026 – Allocations released in GMS.
- August 26, 2026 - Title III-EL and Title III-Immigrant Allocations released in GMS.
 - Consortia information in process of being posted in GMS.

FY27 ESEA Consolidated Budget Application

- August 5, 2026 - Release Date
- September 30, 2026 - Due Date
- September 30, 2026 – Comprehensive District Academic Plan (CDAP) submitted with the Consolidated Budget Application.
- September 30, 2026 – If a school site will be served with Title I, Part A funds for the first time, if you are transitioning a site to a Title I, Part A Targeted Assistance Program or to a Title I, Part A Schoolwide Program, or if you are serving a site that has a poverty rate below 40 percent as a Title I, Part A Schoolwide Program, you will need to apply for a waiver. This is completed in the Title I, Part A Budget Application on the Schoolwide Changes Tab and the Waiver Request Tab.

Excess Title I Carryover

- LEAs may carry up to 15% of their Title I, Part A allocation into the next fiscal year.
- Districts exceeding the 15% limit are at risk of losing the excess funds.
- LEAs must encumber funds by September 30, 2026, and submit claim for reimbursement by November 15, 2026.
- Any funds not encumbered by September 30, 2026, or not spent by the deadlines will result in the excess carryover being returned to USDE.

Second-Year Carryover

- The period of performance for all Title grants is 27 months.
- LEAs that have second-year carryover funds must encumber those funds by September 30, 2026, and submit claims for reimbursement by November 15, 2026.
- If funds are not encumbered by September 30, 2026, and/or not spent by the reimbursement deadline, any second-year carryover in excess will be returned to USDE.

Questions

- Questions about due dates, closeouts, allocations, ESEA Consolidated Budget Application, excess Title I, Part A funds, or Second-Year Carryover funds?

FY2027 Claims

- Expenditures must be reasonable, necessary, and allocable.
- All expenditures are subject to the program specific requirements of the Federal funds.
- Itemized invoices are required.
- Copies of purchase orders are not required.
- Function/Object Code must be in Budget.

FY2027 Claims

- Claims should account for all twelve months starting with July. (Zero-dollar claims are not required.)
- Claims must begin on the first day of the month and end on the last day of the month.
- Date range entered in GMS must match the date range on the uploaded Summary and Detail Expenditure Reports.
- Claims must be signed and dated by the local board of education-approved authorized official who is legally authorized to bind the LEA.
- At least one claim should be filed by November 15th for each federal program.

FY2027 Claims

- Scanned images must be clear and legible.
- The Purchase Order Date (that appears on the Detailed Expenditure Report) must be before the services were rendered. [Oklahoma Administrative Code (OAC) 210.25-5-10]
- The Warrant Date (appears on the Detailed Expenditure Report) must be on or after the purchase order date. [OAC 210.25-5-10]

FY2027 Claims

- Expenditure Reports:
 - Must be signed by superintendent or authorized designee.
 - Expenditures must match approved program activities.
 - Function/Object codes reported on Detailed and Summary Expenditure Reports must align with Budget Application and GMS.
 - Payments with LEAs credit card must have each vendor name listed (ex. Visa/Marriot).
 - Expenditures reported by site, if applicable (Title I and Schoolwide Consolidation).

FY2027 Claims

- What reviewers are checking for:
 - No overlapping date ranges.
 - An authorized signature and date on uploaded expenditure reports.
 - UEI status is current.
 - Function/Object Code aligns with the approved budget.
 - The GMS portion of the claim total matches the totals on the uploaded Summary and Detailed Expenditure Reports.

FY2027 Claims

- What reviewers are checking for:
 - PO dates are on or before the invoice date.
 - Invoice dates are on or before the warrant date.
 - Employees are listed in SPR.
 - Documentation is legible and sufficiently detailed.
 - Subscription charges fall within the fiscal year – only current-year expenditures are eligible for reimbursement.

Contact Information

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