**LEA/Organization Fund Request (New Process)**

**The LEA/Organization Fund Assurance MUST be submitted at the beginning of each new fiscal year in order to process fund requests for the upcoming fiscal year.**

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| 1. Log in as Superintendent/Authorized Representative. |  |
| 1. From the main menu, select Funding Applications, then Application Supplements. | A screen shot of a computer  Description automatically generated with medium confidence |
| 1. Beginning with FY 2024, select the upcoming FY and select LEA/Organization Fund Assurance. | A screenshot of a computer  Description automatically generated with medium confidence |
| 1. Change the status to *Application Supplement Started* and Confirm | A screenshot of a computer  Description automatically generated with low confidence |
| 1. Select the Program Details page. |  |

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| 1. Complete the Program Details page by entering information into ALL required fields. These are marked with an asterisk \*. Adding a second or third submitter is optional. | |
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| 1. Use the Save and Go To Button to return to the Sections page. |  |
| 1. Change the status to *Application Supplement Completed.* |  |