



CHIEF FINANCIAL OFFICER  
89 Washington Ave., Room 128, EB  
Albany, New York 12234

November 17, 2021

TO: School Districts Receiving ARP ESSER State Reserve Funds  
BOCES District Superintendents

FROM: Phyllis D. Morris, Chief Financial Officer

**RE: Extension of Deadline for Submission of Local Educational Agency (LEA) Applications for American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) State Reserve Funds**

The New York State Education Department (the Department) recognizes the unprecedented challenges that school and district administrators, teachers, and staff are facing during the continuing COVID-19 pandemic and the need to focus all efforts on supporting the students and families they serve. To provide schools and districts with flexibility to support these efforts, the Department is extending the application deadline for American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) State Reserve Funds to **December 17, 2021**.

The ARP Act requires states to return to USDE any ARP ESSER funds, including ARP ESSER State Reserve Funds, that a state does not award within one year of the state's receipt of such funds. Accordingly, all LEA applications must be received and approved by NYSED, and a Grant Award Notification (GAN) issued to the LEA, prior to March 23, 2022. As an LEA's allocation is at risk of being returned to USDE if these deadlines are not met, NYSED strongly encourages all LEAs to expedite submission of ARP ESSER funding applications.

[More information on the application process may be found here.](#)

Department staff are available to provide technical assistance with the completion of the application for ARP ESSER State Reserve Funds. Districts may request technical assistance by sending an email to [CARESACT@nysed.gov](mailto:CARESACT@nysed.gov).

cc: Commissioner Betty Rosa  
Sharon Cates-Williams  
Jim Baldwin  
Kim Wilkins  
Jason Harmon  
Erica Meaker  
Ed Lenart