



Wisconsin Department of Public Instruction
BUDGET CHANGE REQUEST
SCHOOL-BASED MENTAL HEALTH SERVICES GRANT
PI-1822 (Rev. 11-2020)

INSTRUCTIONS: Complete **both sides** and return to:
schoolmentalhealthservicesgrant@dpi.wi.gov

I. GENERAL INFORMATION

School District		Project Title	
Project Coordinator	E-Mail Address		Telephone Area/No.
Funding Source <input checked="" type="checkbox"/> Student-Based Mental Health Services Grant		Project Year <input checked="" type="checkbox"/> 2020-21	

II. BUDGET CHANGE REQUEST

Rationale for Budget Change

III. SIGNATURES

Signature of School District Project Coordinator ➤	Date Signed <i>Mo./Day/Yr.</i>
Signature of Business Manager ➤	Date Signed <i>Mo./Day/Yr.</i>

V. BUDGET DETAIL

3a. Non-Capital Objects Summary (400s)

a. WUFAR Function Code <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted.</i>	d. Costs
Total Must agree with Non-Capital Objects Total on Budget Summary			

3b. CAPPED Non-Capital Objects Summary (400s); Consumable items; e.g. supplies

a. WUFAR Function Code <i>Indicate for each item listed in column c.</i>	b. Quantity.	c. Item Name <i>Include all items budgeted.</i>	d. Costs
Total (Must agree with Non-Capital Objects Total on Budget Summary)			

IV. BUDGET SUMMARY

Applicant Agency	Grant Period		Date Submitted	
	Beg.	Initial Request	First Revision	Second Revision
Project Number <i>For DPI Use Only</i>	End			

Budget Revisions: Submit a copy of this page, with appropriate revisions included. (Attach this to a brief letter of justification.) **Note:** Submit request at least **30 days** prior to expenditure of grant monies.

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
Instructions (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d1. Non-Capital Objects (400s)			
	d2. Non-Capital Objects CAPPED (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Instruction			
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d1. Non-Capital Objects (400s)			
	d2. Non-Capital Objects CAPPED (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Pupil/Instructional Staff Services			
Support Services—Administration (Associated with functions in 230 000 series and above.) Includes general; building; business; central service administration, and insurances.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d1. Non-Capital Objects (400s)			
	d2. Non-Capital Objects CAPPED (400s)			
	e. Capital Objects (500s)			
	f. Insurance (700s)			
	g. Other Objects (e.g., fees) (900s)			
TOTAL Support Services—Admin.				
TOTAL BUDGET				

DPI Approval	Signature of DPI Reviewer ➤	Date Signed <i>Mo./Day/Yr.</i>
---------------------	--------------------------------	--------------------------------