I. TABLE H DEFINITIONS
   a. "Day" means "business day"
   b. "District exemption request" should ideally be submitted to Table H manager prior to district applying for the grant, as whether or not the exemption is granted may impact how/if the grant application is written.
   c. "Table H Contact Group" will be organized on Microsoft TEAM hosted by WTCS. Submitter and Approvers will have access to exemption documents stored in this location.

II. ROLES AND RESPONSIBILITIES
   a. WTCS Table H Manager: system office staff in charge of managing Table H requests, reviews, communications and publications.
   b. Table H Contact Group:
      i. Submitters: District point of contact for system office. Submit requests to and receive correspondence from Table H manager.
      ii. Approvers: Authorized organization representative at district. Review and approve requests made by their district and request by other districts.
      iii. Back-ups: Each district must identify one or more back-up(s) for Submitter and Approver roles.

III. **PROCEDURES AND TIMELINES - Review of all Table H items based on expiration date**
   a. DEFINITION: Review and determine renewal or removal of items prior to expiration date of item.
   b. TIMELINE:
      i. WTCS Table H Manager monitors expiration dates, and contacts Table H Contact Group three months prior to expiration date.
         1. Within 5 days of contact from Table H Manager, districts reply with one of these options:
            a. "No Cost Extension – same grant, no additional funding"
            b. "Supplemental – same grant/more funding"
            c. "No Extension"
            d. "Changes to Grant/Course"

e. (If District-specific and program has not changed) "Intends to Re-Apply"

Districts should also notify Table H Manager at this step if the ALN has changed on the Supplemental.

2. Within 5 days of feedback deadline from districts, WTCS Table H manager must notify Table H group of intent to renewal or removal of item:
   a. If any impacted district indicated "No Cost Extension" or "Supplemental" or "Intends to Re-Apply", the item will be renewed and the expiration date updated. The ALN will be updated as needed.
   b. If all impacted districts indicated "No Extension", the item will be removed from Table H upon expiration date.
   c. If any impacted district indicated "Changes to Grant/Course", then they must begin the process to Add a New Item. The current item will be removed from Table H upon expiration date if no other district is renewing their grant without changes.
3. Within 5 days of determination of renewal or removal, Table H Manager will update expiration dates and republish Table H.