

## Administrative Memo

**Date:** May 29, 2013  
**To:** School Administrators, Federal Programs Staff, and Finance Staff  
**From:** Ron Lankford, Deputy Commissioner  
**Subject:** FAS-13-007 – Substitute System for Time and Effort Reporting Update

On January 17, 2013, the Department published an administrative memo introducing the Substitute System for Time and Effort Reporting (FAS-13-002). As previously indicated, the substitute system allows the LEA to have eligible employees support the distribution of their salaries and wages through semi-annual certifications and established/fixed work schedules, in lieu of completing personnel activity reports (PARs). This is only applicable to employees who work on multiple cost objectives and are required to complete the PAR timesheet.

The Department will allow LEAs to begin using the substitute system effective July 1, 2013. To implement a substitute system, the LEA must first complete the annual Management Certification Form located at: <http://www.dese.mo.gov/fas/documents/fas-SubstituteSystemManagementCertForm.pdf>.

Once completed, the form should be emailed to [Lindsay.Thomas@dese.mo.gov](mailto:Lindsay.Thomas@dese.mo.gov) to obtain approval from the Department. The LEA must disclose any known deficiencies/challenges with implementing the substitute system, and how the LEA will address those deficiencies/challenges.

The LEA will receive an approval letter from the Department permitting the district to implement the substitute system. The LEA has the discretion to implement the substitute system for all federal programs or only for selected programs/individuals.

Other technical assistance documents, including a sample employee certification form and fixed schedule may be located at: <http://dese.mo.gov/fas/GeneralFederalGuidance.html>. Questions regarding this information should be directed to the applicable federal office at the Department.

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