

Administrative Memo

Date: March 12, 2014
To: School Administrators, Federal Programs Staff, and Finance Staff
From: Ron Lankford, Deputy Commissioner
Subject: FAS-14-004 – Substitute System for Time and Effort Reporting Annual Memo

The Missouri Department of Elementary and Secondary Education allowed LEAs to begin using the Substitute System for Time and Effort Reporting on July 1, 2013 (FAS-13-002). The substitute system for time and effort reporting 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.

To implement a substitute system, the LEA must first complete the annual Management Certification Form located at: <http://dese.mo.gov/sites/default/files/fas-SubstituteSystemManagementCertForm.pdf>. LEAs that completed the Management Certification Form last year and have employees that qualify for the substitute system this year must complete and submit the Management Certification Form again this year.

Once completed, the form should be emailed to 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/financial-admin-services/general-federal-guidance>. Questions regarding this information should be directed to the applicable federal office at the Department.

Afterschool Programs (21st CCLC/SAC), (573) 522-2627, eelexl@dese.mo.gov
Adult Education and Literacy, (573) 751-1249, ael@dese.mo.gov
Federal Programs/NCLB, (573) 751-2641, federalfinancial@dese.mo.gov
Perkins, (573) 751-0449, andy.martin@dese.mo.gov
School Food Nutrition Program, (573) 751-3526, schoolfoods@dese.mo.gov
Special Education, (573) 751-0622, spedfunding@dese.mo.gov