

## ADMINISTRATIVE MEMO

**Date:** July 26, 2016  
**To:** School Administrators, Federal Program Coordinators, and Finance Administrators  
**From:** Roger Dorson, Deputy Commissioner  
**Subject:** FAS-16-007 – Substitute System for Time and Effort Reporting

This administrative memo is a reminder for LEAs implementing the substitute system for time and effort reporting to submit their annual Substitute System Management Certification form for the 2016-17 school year. The LEA must complete a new Substitute System Management Certification form each year.

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. However, the LEA must first complete and submit for approval a Substitute System Management Certification form in order to implement the substitute system.

The Department's website, <http://dese.mo.gov/financial-admin-services/general-federal-guidance> provides

- the Substitute System Management Annual Certification form and instructions on submitting the form;
- samples of a Substitute System Employee Certification form and a fixed work schedule; and
- the Time and Effort Reporting Quick Reference Guidelines chart. This chart indicates the various methods and requirements for time and effort reporting.

Questions regarding this information should be directed to the applicable federal program's office.

Afterschool Programs (21st CCLC/SAC), 573-522-2627, [eelexl@dese.mo.gov](mailto:eelexl@dese.mo.gov)

Adult Education and Literacy, 573-751-1249, [ael@dese.mo.gov](mailto:ael@dese.mo.gov)

ESEA/NCLB Finance, 573-751-2641, [federalfinancial@dese.mo.gov](mailto:federalfinancial@dese.mo.gov)

Perkins, 573-751-0449, [andy.martin@dese.mo.gov](mailto:andy.martin@dese.mo.gov)

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