Is the employee paid with any portion of IDEA Part B federal funds ($0.01 or more)?

- **NO.**
  - Time and Effort Documentation NOT required.

- **YES.**
  - Does the employee work in the special education program only?
    - **YES.**
      - The employee must complete a Semi-Annual Certification form.
      - Approval must be obtained from DESE by completing the “Substitute System Management Certification Form.”
      - The employee must complete a Semi-Annual Certification form and attach a fixed work schedule.
    - **NO.**
      - Does the employee work in the special education program AND another program?
        - **YES.**
          - Does the employee have a fixed work schedule (same schedule daily or weekly)?
            - **YES.**
              - The employee must complete a monthly Personnel Activity Report (PAR).
            - **NO.**
              - The employee must complete a Semi-Annual Certification form and attach a fixed work schedule.