

NYSED PROTOCOL FOR FILING FOR AID ON FEES PAID TO SUBSTITUTE TEACHERS

For members of the New York State Model Schools Program, CoSer A532, substitute teacher fees paid for teachers for expenses incurred related to attendance at instructional technology activities composed of participants from two or more districts can be aidable by following these steps:

1. Districts pay their own substitute teachers directly at the time services are rendered.
2. The superintendent of each participating district sends Eastern Suffolk BOCES a cover letter, to the attention of Heather Ciccone, and a completed invoice (sample attached) for substitute teachers.

The completed invoice, signed by the superintendent, must list:

- The teacher's name.
 - The substitute's name.
 - The amount paid.
 - The name and date of the staff development activity or event, **in chronological order**, with special effort to avoid listing any event more than once.
3. In order to assist us in reviewing your claims for aid on substitute teachers, please adhere to the following guidelines:
 - Be sure to include all the fields (column headings) that appear on our sample invoice.
 - Give the exact title of the staff development event.
 - **Please do not include attendance at conferences, workshops, etc., sponsored by other agencies or professional associations. Substitute teachers for these meetings are not aidable.**
 4. Eastern Suffolk BOCES generates a purchase order to "reimburse X district for substitutes per attached invoice."
 5. Eastern Suffolk BOCES bills the district for this same amount, plus a 10% coordination fee. Please alert your business office that the bill is coming.
 6. The district pays the bill we send. BOCES pays the district invoice.
 7. This expense is then BOCES aidable.

Note: Prior to May 20, 1999 districts could also get aid on teacher stipends paid in relation to BOCES sponsored staff and curriculum development. It is now necessary for BOCES to actually appoint teachers as casual employees when aid is sought on teacher stipends. Please call 631-218-4152, attention Krystle Hernandez-Barnett, if you would like further information on this.