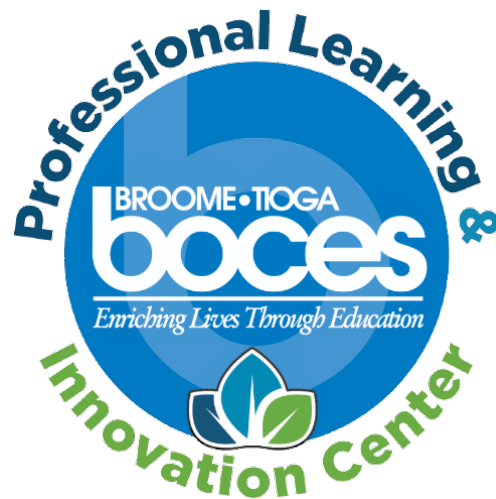


Broome-Tioga BOCES Substitute and Stipend Reimbursement Process



Updated December 2021

What is eligible for reimbursement?

Districts can be reimbursed for substitute costs or stipend costs (uniform rate at \$25/hour) for certified staff if expenses incurred are related to attendance in professional learning events composed of participants from two or more districts. Districts participating in Binghamton University and Broome-Tioga BOCES Substitutes with a Purpose (SWAP) program can also claim reimbursement for substitute costs associated with general certified staff substitute coverage in their districts.

- **Eligible Events:**

- BT BOCES **regional** professional learning through the Professional Learning & Innovation Center (PLIC) and Southwest Regional Partnership Center (SWRPC)
- BT BOCES-facilitated professional learning **in districts**
- BT BOCES-related events facilitated by district personnel (**regional follow-ups**) – *requires pre-approval*
- **Collaborative** events
- General substitute coverage – **SWAP**

- **Non-Eligible Events / Staff:**

- Activities supported by grants or other external funding sources (examples: COVID-funding, Smart Start)
- Activities facilitated at other BOCES (not Broome-Tioga)
- Events occurring on Superintendent's Conference Day
- Athletic Coaching Certification courses
- Administrator and non-certified staff costs

- **CO-SERs:**

- School Curriculum Improvement
- Model Schools

Substitute vs. Stipend Reimbursement

Substitutes

- Events taking place during the regular school day
- General substitute coverage (SWAP)

Stipends

- Events taking place:
 - Before or After School
 - Weekends
 - Summer

SCI vs. Model Schools CoSer

School Curriculum Improvement

- Content-specific
- Curriculum
- Assessment
- Instructional Practices
- School/Media Library
- SWAP
- Southwest Regional Partnership Center (Special Ed)

Model Schools

- Instructional Technology Focus

Approval and Reimbursement Process

BT BOCES **Regional** Professional Learning

- Teachers register for regional courses in Frontline Education (FE, formerly MLP)
- District administrator approves teachers' registrations in FE or provides BOCES with district-approved FE Enrollment Form(s) if a non-FE ProGrowth district
- BT BOCES generates a regional sign-in sheet and attendance is confirmed and noted on the sheet by the instructor
- BT BOCES updates attendance in Frontline and posts completed sign-in sheets in applicable shared Google folder (!_PLIC Sign-in Sheets, !_SWRPC Sign-in Sheets)
- District initiates reimbursement for those registered by **submitting the appropriate reimbursement form with regional sign-in sheet to support proof of attendance.**

Regional Professional Learning

Submissions:

- Reimbursement Form
- Regional Sign-in Sheet

Submit forms to plicreg@btboces.org

Substitute Reimbursement Form - 2021-2022

Use TAB key to move between fields

	IDENTIFY CO-SER:	Select SCI or Model Schools		Invoice #	District-defined (Optional)
District Requesting Payment:					
Name of Activity Should match the name of the activity on the regional sign-in sheet					
Dates(s) & Hour(s) of Activity: Should match the date/time of the activity on the regional sign-in sheet					
Location: Should match the location of the activity on the regional sign-in sheet					
Corresponding BOCES					
Related Activity/Date (18 Month Limit) Not Applicable					
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST					
TEACHER'S NAME (Teachers Only)	SUBSTITUTE'S NAME	NUMBER OF HALF/FULL DAYS (E.G. 1.0; 1.5)	RATE (XX.XX)	FRINGE (XX.XX)	TOTAL (calculates)
					\$ -
					\$ -

Stipend Reimbursement Form 2021-2022

Use TAB key to move between fields

	IDENTIFY CO-SER:			Invoice #	District-defined (Optional)
District Requesting Payment:					
Name of Activity Should match the name of the activity on the regional sign-in sheet					
Dates(s) & Hour(s) of Activity: Should match the name of the activity on the regional sign-in sheet					
Location: Should match the name of the activity on the regional sign-in sheet					
Corresponding BOCES					
Related Activity/Date (18 Month Limit) Not Applicable					
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST					
NAME				# HOURS FOR TEACHERS ONLY	TOTAL DOLLARS
Teacher Name				1.00	\$ 25.00
					\$ -

BT BOCES-facilitated PL **in District**

- Same process as BT BOCES Regional PL EXCEPT:
 - District may choose to enter BT BOCES-facilitated PL course in their Frontline account.
 - In this case, the district prints the sign-in sheet for the event
 - The instructor verifies attendance by signing sign-in sheet
- District initiates reimbursement for those registered by **submitting the appropriate reimbursement form with the sign-in sheet to support proof of attendance.**

BT BOCES- Facilitated in District Professional Learning

Submissions:

- Reimbursement Form
- BT BOCES or District Generated Sign-in Sheet

Submit forms to plicreg@btboces.org

Substitute Reimbursement Form - 2021-2022						
Use TAB key to move between fields					Invoice #	District-defined (Optional)
IDENTIFY CO-SER: <input type="text"/>						
District Requesting Payment:						
Name of Activity <small>Should match the name of the activity on the BOCES or District Generated sign-in sheet</small>						
Dates(s) & Hour(s) of Activity: <small>Should match the date/time of the activity on the sign-in sheet</small>						
Location: <small>Should match the location of the activity on the sign-in sheet</small>						
Corresponding BOCES						
Related Activity/Date (18 Month Limit) <small>Not Applicable</small>						
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST						
TEACHER'S NAME (Teachers Only)	SUBSTITUTE'S NAME	NUMBER OF HALF/FULL DAYS (E.G. 1.0; 1.5)	RATE (XX.XX)	FRINGE (XX.XX)	TOTAL (calculates)	
					\$ -	
					\$ -	

Stipend Reimbursement Form 2021-2022				
Use TAB key to move between fields			Invoice #	District-defined (Optional)
IDENTIFY CO-SER: <input type="text"/>				
District Requesting Payment:				
Name of Activity <small>Should match the name of the activity on the BOCES or District Generated sign-in sheet</small>				
Dates(s) & Hour(s) of Activity: <small>Should match the date/time of the activity on the sign-in sheet</small>				
Location: <small>Should match the location of the activity on the sign-in sheet</small>				
Corresponding BOCES				
Related Activity/Date (18 Month Limit) <small>Not Applicable</small>				
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST				
NAME	# HOURS FOR TEACHERS ONLY	TOTAL DOLLARS		
Teacher Name	1.00	\$	25.00	
		\$	-	

BT BOCES-Related In-District Regional Follow-ups

What qualifies as a “BT BOCES-Related” event?

- Follow-up to regional or BT BOCES facilitated in-district PL or meeting
Example: Teacher attends BT BOCES regional math coaches' session and facilitates a math department meeting focused on the same outcomes as the math coaches' session
- Facilitator participation in the related regional or BT BOCES in-district facilitated event is required
- Follow-up activities must take place within 18 months of the initial regional activity and must address the same topics as the regional activity.

In-District Regional Follow-ups ...continued

- District plans event and submits Substitute/Stipend Approval Request Form for approval to BT BOCES
- Upon approval, district establishes the event in their Frontline account
- Teachers register for the event
- The district generates a Frontline sign-in sheet for the event and attendance is confirmed and noted on the sheet by the instructor
- The district initiates reimbursement for those registered by submitting the appropriate reimbursement form, the approved Substitute/Stipend Approval Form, and the session sign-in sheet.

In-District Regional Follow-up (Step 1)

Submission:

- Sub / Stipend Approval Request Form

Submit forms to plicreg@btboces.org

Example



Sub / Stipend Approval Request Form

Sub: During School hours / Stipend: After School or Summer Hours

IDENTIFY REIMBURSEMENT TYPE: SUBSTITUTE STIPEND

District and Location: Vestal Central School District
Vestal High School
Science Curriculum Alignment to NYSSLS: Living Environment

Title of In-District Activity and Name of Facilitator(s) Katherine Donlin, Danette Berry

Corresponding BOCES-Related Activity and Date (18 month limit) High School Science Regional Collaboration, 11/4/20-5/5/21

Contact: Patrick J. Clarke III, Assistant Superintendent for Instruction, 757-2221

Date(s) & Time(s): August 19, 2021 - 8:00 AM to 3:00 PM

IDENTIFY CO-SER: Model Schools School Curriculum Improvement

Signature _____ *Date* 8/18/21
Patrick J. Clarke III, Assistant Superintendent for Instruction

In-District Regional Follow-up... continued (Step 2)

Submissions:

- Reimbursement Form
- District Sign-in Sheet
- Approved Sub / Stipend Approval Form

Submit forms to plicreg@btboces.org

Example

Stipend Reimbursement Form 2021-2022		
Use TAB key to move between fields	Invoice #	District-defined (Optional)
IDENTIFY CO-SER:	School Curriculum Improvement	
District Requesting Payment:		
Name of Activity	Science Curriculum Alignment to NYSSLS: Living Environment	
Dates(s) & Hour(s) of Activity:	August 19, 2021, 8:00 am - 3:00 pm	
Location:	Vestal High School	
Corresponding BOCES		
Related Activity/Date (18 Month Limit)	High School Science Regional Collaboration, 11/04/20 - 5/05/21	
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST		
NAME	# HOURS FOR TEACHERS ONLY	TOTAL DOLLARS
		\$ -
		\$ -

Collaborative Events

- Host district plans collaborative event with BT BOCES
- Upon request, BT BOCES creates the event in Frontline, or the participating districts can choose to create the event in their own Frontline accounts
- Teachers register for the event.
- The host district provides BT BOCES with copies of all sign in sheets and the applicable Frontline subscriber(s) updates attendance. If BT BOCES establishes the event in Frontline, the completed sign-in sheets are placed in the shared Google folder (!_PLIC Sign-in Sheets).
- District initiates reimbursement for their participants by **submitting the appropriate reimbursement form with the sign-in sheet to support proof of attendance.**

Collaborative Events

Submissions:

- Reimbursement Form
- BT BOCES or District Generated Sign-in Sheet

Submit forms to plicreg@btboces.org

Substitute Reimbursement Form - 2021-2022						
Use TAB key to move between fields					Invoice #	District-defined (Optional)
IDENTIFY CO-SER: <input type="text"/>						
District Requesting Payment:						
Name of Activity <small>Should match the name of the activity on the BOCES or District Generated sign-in sheet</small>						
Dates(s) & Hour(s) of Activity: <small>Should match the date/time of the activity on the sign-in sheet</small>						
Location: <small>Should match the location of the activity on the sign-in sheet</small>						
Corresponding BOCES						
Related Activity/Date (18 Month Limit) <small>Not Applicable</small>						
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST						
TEACHER'S NAME (Teachers Only)	SUBSTITUTE'S NAME	NUMBER OF HALF/FULL DAYS (E.G. 1.0; 1.5)	RATE (XX.XX)	FRINGE (XX.XX)	TOTAL (calculates)	
					\$	-
					\$	-

Stipend Reimbursement Form 2021-2022				
Use TAB key to move between fields			Invoice #	District-defined (Optional)
IDENTIFY CO-SER: <input type="text"/>				
District Requesting Payment:				
Name of Activity <small>Should match the name of the activity on the BOCES or District Generated sign-in sheet</small>				
Dates(s) & Hour(s) of Activity: <small>Should match the date/time of the activity on the sign-in sheet</small>				
Location: <small>Should match the location of the activity on the sign-in sheet</small>				
Corresponding BOCES				
Related Activity/Date (18 Month Limit) <small>Not Applicable</small>				
SIGN-IN SHEET(S) TO CONFIRM PROOF OF ATTENDANCE - MUST BE SUBMITTED WITH STIPEND REQUEST				
NAME			# HOURS FOR TEACHERS ONLY	TOTAL DOLLARS
Teacher Name			1.00	\$ 25.00
				\$ -

General Substitute Coverage - SWAP

Districts can be reimbursed for substitute costs associated with general certified staff substitute coverage when they employ candidates that are part of the Binghamton University and Broome-Tioga BOCES Substitutes with a Purpose (SWAP) program.

- Binghamton University Department of Teaching, Learning, & Educational Leadership (TLEL) candidates must attend a BT BOCES-facilitated SWAP Workshop (Sept/Jan) in preparation for district substitute assignments
- BT BOCES establishes the regional SWAP workshops in Frontline, updates attendance, and posts completed sign-in sheets in the shared Google folder (!_PLIC Sign-in Sheets)
- District initiates reimbursement by submitting the [SWAP Substitute Reimbursement Form for each SWAP substitute](#), the [district time sheet or Frontline Time & Attendance Report](#) to support hours worked, along with the [regional SWAP Workshop sign-in sheet](#).
- Claims are processed through the district's SCI-CoSer Budget

SWAP

Submissions:

- SWAP Substitute Reimbursement Form
- District Time Sheet or Frontline Time & Attendance Report
- Regional SWAP Workshop sign-in sheet

Submit forms to plicreg@btboces.org

Example

SWAP Substitute Reimbursement Form					
Claims Processed through District SCI Substitute Reimbursement Budget					
CLAIM DEADLINES: December 20, 2021; May 23, 2022				Invoice # District-defined (Optional)	
Include Absence Mgt. Substitute History by Date Report					
District Requesting Payment:		District Name			
SWAP Substitute Name:		TELE/BU Student Name			
Corresponding BOCES					
Related Activity/Date (18 Month Limit):		SWAP Fall Workshop - September 2021			
DATE (mm/dd/yy)	TEACHER'S NAME (Teachers Only)	NUMBER OF HALF/FULL DAYS (e.g., 1.0; 0.5)	RATE (XX.XX)	FRINGE (XX.XX)	TOTAL (calculates)
09/27/21	Lori Smith	0.50	125.00	18.50	\$ 71.75
09/28/21	Mark Brown	1.00	134.00	27.00	\$ 161.00
10/12/21	Sharon Langstaff	1.00	125.00	18.50	\$ 143.50
10/15/21	Elaine Martin	0.50	125.00	18.50	\$ 71.75
11/06/21	Mark Brown	1.00	134.00	33.00	\$ 167.00
11/08/21	Lori Smith	1.00	125.00	18.50	\$ 143.50

Noteworthy

Forms are in shared Google folder - !_PLIC Sign-in Sheets – see Forms (Subs, Stipend, SWAP, In-District PL PreApproval)

Please make sure:

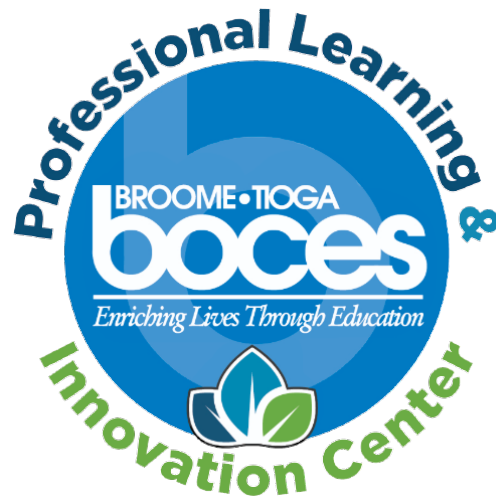
- claims are signed and dated
- no handwritten corrections of claims – auditors will reject
- claims are grouped in chronological order by CoSer (SCI or Model Schools) to facilitate processing through the applicable budget
- claims and approval requests are submitted to NEW EMAIL ADDRESS: plicreg@btbooces.org
- claims are submitted on *at least* a monthly basis to make the process manageable and provide ample time to resolve any issues that may exist with submissions

Claims are primarily submitted and processed within the same school year; however, activities eligible for claim processing which occur after our publicized end-of-year processing deadline (Mid-May) can be submitted in the succeeding year.

**Thank you for taking time to review the substitute
and stipend reimbursement process!**

Please contact us with any questions or concerns.

Kerri Bullock
kbullock@btbooces.org



Melody Fissel
mfissel@btbooces.org