Decision Tree of what documentation is required for the state Special Teacher Reimbursement part of Categorical Aid

Is the employee claimed for Special Teacher Reimbursement?

→ No Done

Yes ↓

Is 100% of the employee's activity related to Special Education?

No →

Is a Personal Activity Report (PAR) being kept? (If the employee is federally funded, it should be)

→ Yes Done

No ↓

PAR or equivalent[1] must be kept. The following is a non-exclusive list of possibilities

Is the employee hourly or salaried?

Hourly	Salaried
Personal Activity Report signed by employee Time cards that clearly delineate time dedicated to each activity For employees with regular schedules: Timecards that at least identify hours in attendance IN CONJUNCTION WITH (updated) monthly schedule. Job descriptions are not sufficient for employees who are not solely dedicated to special education.	Personal Activity Report signed by employee For employees with regular schedules: Updated monthly (or pay period) schedule. Job descriptions are not sufficient for employees who are not solely dedicated to special education.

Yes →

Is a Semi-Annual Certification being kept? (If the employee is federally funded, it should be)

← Yes Done

No ↓

Semi-Annual or equivalent[1] must be kept. The following is a non-exclusive list of possibilities

Is the employee hourly or salaried?

Hourly	Salaried
Semi-Annual certification signed by employee or supervisor Timecards that clearly delineate time dedicated to each activity Timecards that at least identify hours in attendance IN CONJUCTION WITH (updated) monthly schedule OR job description/ contract indicating that all work effort is dedicated to special education.	Semi-Annual certification signed by employee or supervisor

[1]Equivalent documentation must meet all four of the following criteria:

- After the fact record (records employee's actual activity)
- Account for total activity for which each employee is compensated
- Be completed at least monthly and must coincide with one or more pay periods
- Signed by the employee