



Education Support Professionals Frequently Asked Questions (FAQs)

The list below constitutes frequently asked questions about the Education Support Professionals Bonus and Report program. This page will be updated with frequently asked questions and answers on a continual basis. **This is Version #2 of the FAQs.**

1. **Question:** What is the hire eligibility date?

Answer: Eligible staff hired on or before October 18, 2023 should be included in the data submission.

2. **Question:** Not all staff avails themselves of the bargaining unit. How should that be managed?

Answer: As long as they are eligible to be in the bargaining unit, they are eligible for the program.

3. **Question:** Is a C-1-25 required?

Answer: No, a C-1-25 is not required.

4. **Question:** The request regarding certification, is regarding staff holding a MSDE certificate, correct (not any other kind of certificate)?

Answer: Social workers who hold an MSDE Certification as a School Social worker are not eligible for this program.

5. **Question:** What is a job classification?

Answer: A job classification is your human resources title that falls within a specific job family, (e.g., an Education Program Manager I has a working title of Grants Coordinator). However, if the job classification and the job title are the same, please write the same response in both columns.

6. **Question:** Can Social Security fringe costs be charged to the grant?

Answer: No. All LEAs are required to pay fixed charges.

7. **Question:** If staff are no longer employees when payment is received, are they still eligible to receive the payment? Is the answer different if staff left a position versus someone that retired?

Answer: Employees must still be employed at the time payment is issued to continue to qualify. If an employee is not currently employed for any reason, they no longer qualify for the program.

8. **Question:** Are employees who were not employees as of the hire eligibility date, but they replaced someone who was employed as of hire eligibility date, eligible for the program?

Answer: No. An employee not hired on or before October 18, 2023, does not qualify for the program.

9. **Question:** Are part-time *and* full-time employees eligible?

Answer: Yes. Everyone counts the same for distribution of funds. There is no FTE pro-rating of funds.

10. **Question:** Are on-call and floater part-time employees eligible?

Answer: Any employee who was hired on or before October 18, 2023, is part of a bargaining unit, and who does not hold an MSDE certification should be counted as eligible.

11. **Question:** Would provisional teachers receive the bonus since they are not certified or does their provisional certificate count?

Answer: No, they are not eligible and yes, their provisional certificate counts as certificated.

12. **Question:** If a person is a .50 FTE, do they receive the full amount or half?

Answer: Yes, they receive the full amount.

13. **Question:** What is the expected payment release date?

Answer: Please note that receipt of all the data files is required in order to begin the process of analyzing the data, finalizing the allocations, and creating the NOGAs. MSDE anticipates that it will take approximately 4 to 6 weeks for NOGAs to be issued on a rolling basis. LEAs will be subject to reimbursement via the AFR system.

14. **Question:** Is there a state resource document that references the eligibility date?

Answer: No. The date was based on agency deadlines and requirements.

15. **Question:** If an employee is promoted into a supervisory role from their previous role that was considered to be eligible, are they still eligible?

Answer: No, they are not eligible.

16. **Question:** The current template does not include a column for email addresses. Should we add a column?

Answer: Apologies for the miscommunication. No, please use the current template as-is.

17. **Question:** Does the grant have to apply to the entire LEA, or can it be for certain schools within the LEA?

Answer: The grant applies to the entire LEA. Not individual schools.