

August 2, 2018

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Substitute System of Federal Time-and-Effort Reporting for  
School Year 2018–2019

Local educational agencies (LEAs) may now request approval to use the substitute system of federal time-and-effort reporting for the 2018–2019 school year.

All Texas LEAs, including open-enrollment charter schools, may use the substitute system. TEA encourages LEAs to consider using the substitute system.

### **Substitute System of Federal Time-and-Effort Reporting**

The substitute system makes time-and-effort reporting easier for employees who meet the following conditions:

- Work on more than one federal grant award (that is, the employees are supported by more than one cost objective)
- Work on a set schedule
- Work on only one activity at a time

Traditionally, employees who work on more than one federal grant award documented their time and effort with monthly personnel activity reports (PARs). Under the substitute system, they may use semiannual certifications instead.

### **Required LEA Management Certification**

The US Department of Education requires you to submit a management certification form to TEA before your employees may participate in the substitute system. The management certification form is posted on the [Substitute System](#) page of the agency website.

You may submit the management certification throughout the year. The time of submission will determine when you may use the substitute system for the 2018–2019 school year.

To implement the substitute system...	Submit the certification by...
Fall 2018, spring 2019, and summer 2019 semesters	September 15, 2018
Spring and summer 2019 semesters	December 15, 2018
Summer 2019 semester	May 15, 2019

Submit your signed, completed management certification to TEA by email (to [grantsupport@tea.texas.gov](mailto:grantsupport@tea.texas.gov)), fax (to 512-463-9176), or mail at the following address:

Texas Education Agency  
Department of Contracts, Grants and Financial Administration  
1701 North Congress Avenue  
Austin, TX 78701

Once LEAs begin submitting the management certification form, TEA will post a list of approved LEAs on the [Substitute System](#) page of the agency website.

Submitting the management certification form does not obligate you to use the substitute system. You may submit the form and then choose not to use the system.

### **Required Employee Schedule and Certification**

Participating employees must complete a schedule and sign a certification at least semiannually. You keep the completed employee forms; you do **not** submit them to TEA.

TEA has developed a sample employee schedule and certification form. It is posted on the [Substitute System](#) page of the agency website. The form includes all elements TEA auditors will check. You may use the TEA form, or you may develop your own.

If you develop your own form, ensure it includes all required elements. All your participating employees must use the same form.

### **For Further Information**

The [Substitute System](#) page of the agency website links to an FAQ.

Email any additional questions to [grantsupport@tea.texas.gov](mailto:grantsupport@tea.texas.gov).

Sincerely,

Cory Green, Associate Commissioner  
Department of Contracts, Grants and Financial Administration