

Multi-Funded Positions & Time Reporting Requirements

The matrices below will help you understand what documentation, if any, is required when funding positions with certain programs. It applies only to positions that are 1 Full Time Equivalent (FTE) in one job class.

Program Codes	75046 - Title I	10183 - Targeted Student Population
	13207 - General Fund School Program	14310 - Quality Education Investment Act (QEIA)
Time Reporting	SAC - Semi-Annual Certification required	
	MFTR - Multi-Funded Time Reporting required	

1 K-12 CSR Teachers - Class Size Reduction teachers must reduce class sizes in grade level and/or subject area for students who require the most intensive support.

		Programs			
		75046	13027*	10183	14310
Programs	75046	SAC	SAC	SAC	SAC
	13027*	SAC			
	10183	SAC			
	14310	SAC			

This square tells us that if a CSR teacher is multi-funded with programs 75046 and 13027, a Semi-Annual Certification (SAC) is required.

For elementary and secondary CSR teachers funded with 75046, the portion funded in 75046 must be funded in increments of 0.2 FTE (1 day per week).
For secondary CSR teachers funded with 75046, the teacher can only teach the four core subjects (English Language Arts, Math, History and Social Studies, Science).

2 Out of Classroom Certificated (Instructional Coaches and Intervention Coordinators)

a. Instructional Coaches and Intervention Coordinators

		Programs		
		75046	13027*	14310
Programs	75046	SAC	MFTR	SAC
	13027*	MFTR		
	14310	SAC		

This square tells us that if an Out of Classroom Certificated position is multi-funded with programs 13027 and 14310, no documentation is required.

If multi-funded with 75046, must fund at least 0.5 FTE in 75046. Can fund greater than 0.5 FTE in 75046, but must be in increments of 0.1 FTE (1/2 day per week).

b. Categorical Program Adviser (Job code 19100704) must fund at least 0.5 FTE in 75046 100%. If this position is multi-funded with program 13027 or other unrestricted funds, this will require a MFTR.

Targeted Student Population Adviser (Job code 19100706) minimum purchase is 0.5 FTE in 10183. It may be multi-funded with other unrestricted general funds (no SAC or MFTR required). Schools can combine the TSP, Program Adviser with the Categorical Program Adviser in Title I. Each position must be a minimum of 0.50 FTE. This combination will require a multi-funded time reporting document.

3 Classified (Office Technicians, etc.) For more details please see Program and Budget Handbook, page A-30, # 54.

		Programs			
		75046	13027*	10183	14310
Programs	75046	SAC	MFTR	MFTR	MFTR
	13027*	MFTR			
	10183	MFTR			
	14310	MFTR			

This square tells us that if a Classified position is fully funded with program 75046, a Semi-Annual Certification (SAC) is required.

4 Itinerants (Nurses, Psychologists, etc.)

		Programs			
		75046	13027*	10183	14310
Programs	75046	SAC	MFTR	MFTR	MFTR
	13027*	MFTR			
	10183	MFTR			
	14310	MFTR			

Itinerants must be funded in increments of 0.1 FTE (1/2 day per week).
Fully funded in one program (i.e. not multi-funded)

* What applies to 13027 also applies to 14242 (Filming) and 13938 (Donations)

Note: For employees with assignments in two different job codes, if funding with 75046, the portion funded with 75046 must be at least 0.5 FTE and fully funded (100%) with 75046. An MFTR is required for the position funded in 75046.

Please refer to page A-25 of the Program and Budget Handbook for more details.

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