

Customer Service Sessions - Q&A

Question	What is a job classification?
Answer	A job classification is your human resource 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.

Question	Are the bonuses prorated by FTE?
Answer	No.

Question	What data validation is needed?
Answer	None. Just include your LEA name and ID # on the submission form.

Question	Do the funds include Fixed charges like FICA & Medicare or does the LEA have to pay it?
Answer	LEAs can determine and administer the actual payment process and related withholdings as per local policy and any existing local bargaining agreements.

Question	How do we determine who are eligible?
Answer	Staff who are noncertificated, who work for a local education agency, and who are a part of the bargaining unit under state law are eligible.

Question	How are we handling full time vs part time employees?
Answer	Everyone counts the same for distribution of funds. There is not FTE pro-rating of funds.

Question	How do we handle hire date to determine eligibility?
Answer	Everyone hired on or before October 18, 2022, is eligible for the bonus.

Question	Anyone hired after October 18, 2022, is not eligible?
Answer	Correct.

Question	Noncertificated school based, or non-school based staff can receive funds?
Answer	It does not matter. Staff who are noncertificated, who work for a local education agency, and who are a part of the bargaining unit under state law are eligible.

Question	What are the reporting requirements guidance?
Answer	MSDE will release data form back to LEAs during the spring of 2023 requesting validation of payment issued to eligible staff on the spreadsheet.

Question	Will MSDE collect vacancies as part of the data report and used in the calculations for payouts next year?
Answer	The data request doesn't include vacancies just actual count of eligible employees.

Question	Central Office positions like head of nutrition that is not certificated and included in bargaining unit are they eligible?
Answer	Yes.

Question	You referenced discuss with our labor partners, because this compensation, wouldn't this be subject to collective bargaining?
Answer	Yes.

Question	Staff who qualify and are on long-term leave do they get the bonus?
Answer	Yes, if they are noncertificated and in a bargaining unit.

Question	What will happen if the number increases beyond 32,000 and the bonus drops to \$50, what will we do?
Answer	We are limited in the flexibility to make any changes for FY23. However, the number will impact amount for FY24

Question	For clarification, the program description includes counselor and social workers, but they are certificated in Maryland. Should they be included in this grant or not?
Answer	No

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 count as certificated.

Question	If a person is a .50 FTE do, they receive the full amount or half?
Answer	Yes, they receive the full amount.

Question	Is an administrative certification considered certificated?
Answer	MSDE is awaiting response to provide an answer. For that reason, please include these staff and indicate as such in an adjacent column of the file

Question	If support staff are certificated, can they get a bonus?
Answer	Mostly no -- because they are certificated. If the credential is not aligned with or otherwise not associated with the work the staff is currently in and doing, they do still count. For example, if a paraprofessional has a teaching certificate but is working as a paraprofessional, they are eligible. The certification in this case is an area not associated with or required in their current role.

Question	Do we need to pay by a certain date? Are we seeking reimbursement via FSR?
Answer	No, they don't need to pay by a certain date, however, MSDE recommends LEAs administer payments as quickly as possible. Yes, LEAs need to use the FSR for reimbursement.

Question	Will we be advanced the grant funds?
Answer	No, payment will be provided as a reimbursement via FSR.

Question	What counts as certificated? Is it an MSDE-issued certification?
Answer	This program defines certificated as those employees who must possess an MSDE issued certification to fill and be eligible to complete the work of a given position. Social workers and school counselors hold a Maryland educator certificate. This designation would not include professionals who need to hold a license from a board governed by the Dept of Health but do not otherwise have a MSDE-issued certificate (for example, nurses, occupational therapists, physical therapists, and speech-language pathologists).

Question	Do employees on extended leave qualify?
Answer	In many LEAs, these employees are considered as and otherwise reflected as terminated in the local Human Resource systems. Some LEAs may treat this situation differently but for the purposes of this program, these employees would not qualify as they are not considered as employed by the local education agency.