



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
School Business Managers

FROM: Brian Mahoney, Chief Financial Officer

DATE: September 3, 2010

SUBJECT: Education Jobs Fund Program

As stated in our August 19, 2010, e-mail, the Education Jobs Fund (Ed Jobs) Program is a new Federal program that provides \$10 billion in assistance to states to save or create education jobs for the 2010-2011 school year. Jobs funded under this program include those that provide educational and related services for early childhood, elementary and secondary education.

Connecticut's application to the U.S. Department of Education has been approved, and the State is slated to receive approximately \$110 million. **The list of entitlements is posted on our Web site:** <http://www.sde.ct.gov/sde/cwp/view.asp?a=2703&Q=322610>. However, as of this morning, we are still awaiting final guidance from the U.S. Department of Education regarding the distribution of entitlements for the Middle/Secondary Regional School Districts and their member towns. We expect to have a response from them by early next week.

The Governor has elected to allocate these funds based on a school district's relative share of the town's Education Cost Sharing (ECS) grant. As with all of our federal grants, the Ed Jobs Program funds will be paid through the Department's cash management system (ED111) through monthly draw downs, beginning this afternoon.

The Ed Jobs Program is a one-time grant that supports educational and related services during the 2010-2011 school year. **The funds are available for obligations that occur as of August 10, 2010 (the date of enactment of the Act).** A Local Education Agency (LEA) that has funds remaining after the 2010-2011 school year may use those remaining funds through September 30, 2012.

Please refer to the following pages for some of the frequently asked questions from the guidance provided by the U.S. Department of Education regarding the local use of the Ed Jobs Funds. In addition, please refer to the official U.S. Department of Education's Ed Jobs guidance in its entirety at <http://www2.ed.gov/programs/educationjobsfund/applicant.html>.

If you have any questions regarding the Ed Jobs Fund, please contact me at brian.mahoney@ct.gov / 860-713-6464 or Eugene Croce at eugene.croce@ct.gov / 860-713-6466.

Questions regarding Cash Management procedures should be referred to Karen Calabrese at karen.calabrese@ct.gov / 860-713-6472.

Thank you.

Education Jobs Fund Program

Frequently Asked Questions September 2010

- 1. For what purposes may an LEA use its Ed Jobs funds?** An LEA must use its funds only for compensation and benefits and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services.
- 2. What categories of expenses may an LEA support with Ed Jobs funds?** For purposes of this program, the phrase “compensation and benefits and other expenses, such as support services” includes, among other things, salaries, performance bonuses, health insurance, retirement benefits, incentives for early retirement, pension fund contributions, tuition reimbursement, student loan repayment assistance, transportation subsidies, and reimbursement for childcare expenses.
- 3. Which employees may an LEA support with Ed Jobs funds?** An LEA may use the funds to pay the salaries of teachers and other employees who provide school-level educational and related services. In addition to teachers, employees supported with program funds may include, among others, principals, assistant principals, academic coaches, in-service teacher trainers, classroom aides, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, information technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers.
- 4. What are the statutory prohibitions on an LEA’s use of Ed Jobs funds?** The statute prohibits LEAs from using Ed Jobs funds for general administrative expenses as that term is defined by the National Center for Education Statistics (NCES) in its Common Core of Data. These prohibited expenses are administrative expenditures related to the operation of the superintendent’s office or the LEA’s board of education, including the salaries and benefits of LEA-level administrative employees.

The statute also prohibits LEAs from using Ed Jobs funds for other LEA-level support services expenditures as that term is defined in the Common Core of Data. These prohibited activities include the payment of expenditures for fiscal services, LEA program planners and researchers, and human resource services.

- 5. May an LEA use Ed Jobs funds to pay the salaries and benefits of an LEA-level administrative official who also teaches or has other school-level responsibilities?** For an individual with both LEA-level and school-level responsibilities, an LEA may use Ed Jobs funds to pay only that portion of the employee’s salary and benefits associated with the time spent on allowable (i.e., school-level) activities. The LEA must maintain documentation substantiating that amount of time.

- 6. May an LEA use Ed Jobs funds to change previously established employee salary schedules or to reduce the number of furlough days?** Yes. An LEA may use Ed Jobs funds, for example, to restore reductions in salaries and benefits and to implement salary increases for the 2010-2011 school year. In addition, an LEA may use the funds for any additional salary and benefits costs associated with the elimination of furlough days that had been scheduled for the 2010-2011 school year. An LEA may not use Ed Jobs funds to compensate employees for any period prior to August 10, 2010, the date of enactment of the Act.
- 7. May an LEA use Ed Jobs funds to pay the compensation and benefits of individuals who provide school-level services but are not employees of an LEA?** No. An LEA may not use the funds to pay for contractual school-level services by individuals who are not employees of an LEA (e.g., janitors employed by an outside firm). However, an LEA that contracts with another LEA to provide educational and related services may use Ed Jobs funds to pay that portion of the contract associated with the salaries and benefits of the employees of the LEA providing the services.
- 8. May an LEA use Ed Jobs funds to meet previously unmet pension fund liabilities?** No. An LEA may not use Ed Jobs funds to meet pension obligations incurred in prior school years. However, an LEA may use its funds for pension obligations accruing on the basis of services that an employee performs during the 2010-2011 school year.