


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

March 22, 2019

MEMORANDUM

To: Mr. Kevin E. Lowndes, Associate Superintendent  
Office of Special Education

From: Roger W. Pisha, Supervisor, Internal Audit Unit 

Subject: Report on Audit of Special Education Allocated Funds for the Period  
July 1, 2017, through January 31, 2019

Instructional materials funds of Montgomery County Public Schools (MCPS) are allocated for all students based on a per-pupil amount. These funds are to be used for the purchase of classroom materials required to implement the curriculum or materials for staff development of staff implementing the curriculum. Since the Office of Special Education (OSE) allocates additional funds for special education students, some students will be funded twice. Each fiscal year, the chief financial officer issues a memorandum to elementary school principals that provides general information regarding the allocation of operating funds to support Grades K-12 instruction (refer to May 17, 2018, memorandum, *Preliminary Fiscal Year 2019 Operating Fund Allocations for Elementary Schools*). A similar memorandum is issued to middle and high school principals.

At your request, we conducted an audit of expenditures of the OSE allocated special education funds to determine if those funds were appropriately used by schools. The audit evaluated compliance with policies, regulations, and procedures, and reviewed processes for continuous improvement. Generally accepted audit procedures guided the work of examining samples of records and financial accounts to verify their accuracy, as well as assessing the effectiveness of financial control procedures. The audit was not designed to review every transaction or activity, but sought to provide reasonable assurance that any significant errors or omissions in the financial records would be detected.

At our March 8, 2019, meeting with you; Mr. Robbie M. Byrd, fiscal supervisor, Office of Special Education; Mrs. Julie S. Hall, director, Division of Business, Fiscal and Information Systems (DBFIS); and Mrs. Martha F. Dorner, fiscal specialist, DBFIS, we reviewed the status of present conditions and discussed information distributed to schools detailing guidelines for expenditures of special education funds. This audit report presents the findings and recommendations resulting from our examination of the records and financial accounts for the period designated above.

Findings and Recommendations

We randomly selected four elementary, four middle, and four high schools to review financial expenditure transactions. The three types of transactions reviewed included expenditures of allocated funds made directly from input into the Financial Management System (FMS), expenditures made from the respective school's Independent Activity Fund (IAF) that are later reimbursed from allocated funds via FMS, and expenditures made by individual school staff members using a MCPS purchasing card that is directly linked to the school's FMS special education allocation account. Since only four of the selected schools had individual staff members who were issued purchasing cards linked to their respective school's special education account, we expanded our review by randomly selecting additional card holders from other MCPS schools having purchasing cards linked to their special education accounts.

In our review for school expenditures of special education funds, we found items purchased to generally meet MCPS requirements. However, we noted weaknesses in controls over the use of MCPS purchasing cards linked to these funds. Use of the MCPS purchasing card must be in accordance with the requirements of the MCPS *Purchasing Card User's Guide*. By the fifth business day of the following month, cardholders must use the online reconciliation program to identify, describe, and review transactions. Monthly statements must be printed and provided to the principal, with all purchase receipts and invoices attached. The principal must review each cardholder's transactions and approve them by the tenth of the following month, using the online reconciliation program. In our examination of 12 schools using purchasing cards linked to special education accounts, we found that 10 of them had transactions from prior periods that had not been reviewed by cardholders and/or approved by the principal as required. Further examination of additional cardholders and transactions at these 12 schools revealed that this appears to be a systemic issue of noncompliance with the MCPS purchasing card requirements, and not specific to cards linked only to special education accounts. We individually notified those schools directly, and the Division of Controller staff of these deficiencies, and recommended that actions be taken to review and approve the outstanding items.

Other matters were discussed and satisfactorily resolved. We appreciate the cooperation and assistance of your staff. As we found controls over expenditures of special education funds to be adequate, a written response to this report is not required.

RWP:DKH:lsh

Attachment

Copy to:

Members of the Board of Education

Dr. Smith

Dr. Navarro

Dr. Statham

Dr. Zuckerman

Mr. Civin

Dr. Johnson

Mrs. Camp

Mrs. Chen

Ms. Diamond

Mrs. Hall

Mr. Tallur

Ms. Webb

This e-mail message has been approved for distribution by Dr. Andrew M. Zuckerman, chief operating officer. No hard copy will be provided.


**INFORMATION**

Office of the Chief Financial Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

May 17, 2018

MEMORANDUM

To: Elementary School Principals

From:  Nicola Diamond, Chief Financial Officer

Subject: INFORMATION—Preliminary Fiscal Year 2019 Operating Fund Allocations for Elementary Schools

**Summary**

The purpose of this memorandum is to provide general information regarding the preliminary allocation of Fiscal Year (FY) 2019 operating funds to support Grades K–12 instruction, including funding for textbooks, media center materials, instructional materials, and clerical support. Preliminary allocations are based on the projected enrollment for FY 2019 as of March 1, 2018. You will receive your school-specific preliminary allocation grid via the Pony. In November 2018, the Category 04 textbook, media, and instructional materials allocations will be adjusted upward or downward based on actual enrollment on September 30, 2018. Other allocations will not be adjusted.

Information related to elementary school allocations, the FY 2019 calculations, and guidelines for use of the funds are provided in the following attachments:

- Attachment A Category 04 Allocations for Instructional Supplies**
  - Textbooks
  - Media center
  - Instructional materials
- Attachment B Category 05 Allocations for Other Instructional Costs**
  - Furniture/equipment replacement
- Attachment C Category 02 Allocation for Clerical Support**
  - Staff authorization process and requirements for MCPS Form 460-2

**Fiscal Management**

Schools are responsible for utilizing operating fund allocations according to the intended purpose and Montgomery County Public Schools (MCPS) guidelines and for routinely monitoring their funds available to ensure that overspending does not occur. You should review funds available

reports with your school financial agent on a regular basis and reject purchase requisitions if sufficient funds are not available in the account(s) charged. Schools that overspend allocations will be invoiced for the overspending at the end of the school year; payment will be due from the school's Independent Activity Fund.

### Additional Allocations

The following FY 2019 allocations will be communicated to you at a later date:

ELEMENTARY SCHOOL ALLOCATION	DISTRIBUTED	ORIGINATING OFFICE
Special Education Program Allocations	May 2018	Office of Special Education
Extracurricular Activity Program Support	May 2018	Office of the Chief Financial Officer
Musical Instrument Repair and Piano Tuning	September 2018	Office of Curriculum and Instructional Programs
Final Allocations, K-12 Instruction	November 2018	Office of the Chief Financial Officer

### Questions

- Questions related to preliminary FY 2019 operating fund allocations for Grades K-12 instruction should be referred to Mrs. Dyan K. Gomez, supervisor, School and Financial Operations Team, Office of the Chief Financial Officer (OCFO), at 240-740-3163 or via e-mail or to Mrs. Deborah (Debbie) A. Camp, administrator for business and finance support, OCFO, at 240-740-3162 or via e-mail.

ND:dkg


Attachments

Copy to:

Dr. Navarro  
 Dr. Statham  
 Dr. Kimball  
 Dr. Lang  
 Ms. Burdette  
 Mrs. Camp  
 Mrs. Chen  
 Ms. Christman

Elementary School Administrative Secretaries  
 Mrs. Gomez  
 Mrs. Hall  
 Mrs. Lazor  
 Mr. Pisha  
 Mrs. Cuttitta  
 Mr. Koutsos  
 Mr. Lloyd

Approved: \_\_\_\_\_

  
 Andrew M. Zuckerman, Chief Operating Officer

## Category 04 Allocations for Instructional Supplies—Elementary Schools

ACCOUNT NAME	FMS Account No. SSS = school number	FY 2019 Calculation Preliminary Allocation	Spending Cut-off Date
Textbooks	01.02SSS.SSS.04.503001	\$25/student (K–5)	May 2019
Media Center	01.02SSS.SSS.04.503002	\$8.50/student (K–5)	May 2019
Instructional Materials	01.02SSS.SSS.04.503003	\$55/student (K–5) \$140/pre-K teacher	May 2019

### Financial Monitoring

Funds checking is done in the Financial Management System (FMS) at the Total Category 04 level. This means that it is not necessary to move funds from textbooks to materials and/or media center accounts as long as the sum of funds available in Category 04 (textbooks + media center + instructional materials) is greater than zero. Please use the funds according to the intended purpose of each account as outlined below so your account balances reflect the type of supplies needed to support the instructional program. Schools should assume a May 2019 spending cut-off for Fiscal Year (FY) 2019 operating funds. Specific dates and guidelines for fiscal year-end spending cut-off will be communicated via memorandum in April 2019 by the Division of Controller.

### Textbook Funds

Textbook funds are allocated to elementary schools for all Least Restrictive Environment (LRE) A students as well as general education, non-Individualized Education Program (IEP) students in Grades K–5. The per-pupil amount reflects a realignment of funds from the calculated amount to allow for the centralized purchase of curriculum implementation resources and new textbooks that are purchased through the Office of Curriculum and Instructional Programs.

School allocations for textbooks should only be used for the purchase of books for growth or replacement. Principals are reminded that only textbooks on the Montgomery County Public Schools (MCPS) approved list may be ordered. Textbook orders should be done online through FMS; a best practice is to estimate an additional 10 percent for shipping charges. Please complete orders as soon as possible to ensure that textbooks are delivered before school begins in September.

### Media Center Funds

Media center funds are allocated for all students in Kindergarten through Grade 5. The per-pupil amount represents a realignment of funds for consolidated purchasing of online information databases. Media center funds are provided in order for schools to keep media collections and inventories of high-quality print and digital resources current. Also, media center funds may be used to purchase supplies required to preserve the media center collection (book jackets, binding, tape, etc.). The consolidated purchase of online services takes advantage of savings realized from group pricing and has resulted in expanded online information databases available to schools.

### Instructional Materials Funds

Instructional materials funds are allocated to elementary schools for all LRE A students as well as general education (non-IEP) students. Allocations are based on a per-pupil amount for students in kindergarten through Grade 5. Since the Office of Special Education (OSE) allocates additional funds for special education students, some students will be funded twice. General education funds are to be used to support all students in general education classes, while OSE funds support special education students in special education classes.

An additional instructional materials allocation is included in your budget for each prekindergarten teacher. Prekindergarten funds should be used to purchase classroom supplies and materials, including consumable items such as latex gloves for food handling, sand for tables, printer ink cartridges, etc. Core instructional materials will continue to be ordered by the Division of Title I and Early Childhood Programs and Services for all prekindergarten classes each year. Continuation of this centralized process will ensure continuity and

alignment in prekindergarten classrooms in all schools. This allocation does not include Head Start classes. Those purchase orders must continue to be sent to the pre-K/Head Start unit for compliance with federal grant documentation, management, and accountability.

When determining if purchases are appropriate for instructional materials funds, schools should use the following guidelines:

- Instructional materials funds must be used to purchase classroom materials required to implement the curriculum or materials for training staff to implement the curriculum.
- **Schools that have funds remaining after addressing all materials of instruction purchases for curriculum implementation may use those funds to purchase two-way radios or Chromebooks (for student use) without the need for higher-level approval. All Chromebook purchases must be processed in FMS using specifications provided by the Office of the Chief Technology Officer.**
- All other individual instructional equipment items (except for computers and laptops) that cost less than \$1,000 may be purchased with the instructional materials funds. This includes small printers, digital cameras, and peripherals.
- Funds can be used to support parent outreach and parental involvement in student success. Parent involvement purchases should not be made until addressing all materials of instruction purchases for curriculum implementation.
- Funds can be used to support materials and supplies needed for co-curricular activities only when the activity is part of a course and only if funds are available after required curricular expenses have been covered.
- Items that cost more than \$1,000 are classified as equipment and cannot be purchased with instructional materials funds without higher-level approval.
- **Instructional materials funds should NOT be used to pay for the following:**
  - ⊗ Materials and supplies for extracurricular and other after-school activities
  - ⊗ Computers (other than Chromebooks), monitors, Promethean boards, servers
  - ⊗ Office furniture and office equipment
  - ⊗ Conference registration fees
  - ⊗ Membership dues or fees
  - ⊗ Transportation or travel expenses
  - ⊗ Service and maintenance agreements
- Classroom furniture and furnishings, such as carpet, should not be purchased using materials funds. However, when all furniture and equipment replacement funds have been expended and there is a need for classroom furnishings essential to implementing the curriculum that the Department of Materials Management cannot provide, schools may request higher-level approval to use materials of instruction funds for such purchases using [MCPS Form 410-1: Exception Request to Use Materials/Textbook Allocations for Equipment/Furniture Purchases](#) and the process outlined below.

#### **Higher-Level Approval for Restricted Category 04 Purchases**

If the school's furniture/equipment replacement funds have been expended and if sufficient funds remain for required curricular expenses, schools may request higher-level approval to commit a portion of their instructional supply allocation for certain restricted purchases including classroom furniture items and small instructional equipment items that cost less than \$5,000. Category 04 funds may not be used to purchase equipment and furniture needed to enhance or expand programs or to equip offices. Higher-level approval for restricted Category 04 purchases should be requested using MCPS Form 410-1.

The following chart provides definitions and FY 2019 guidelines to help schools determine the appropriate use of instructional supply allocations and to clarify which purchases may qualify for an exception to use Montgomery County Public Schools allocated funds if higher-level approval is secured.

## FY 2019 Guidelines for Use of Category 04 Instructional Supply Funds for Equipment and Furniture Purchases

ITEM	DEFINITION	TYPE	EXAMPLES	Category 04 Purchases Permitted Without Higher-level Approval?	Eligible For Category 04 Purchase Exception With Higher-level Approval?
INSTRUCTIONAL MATERIALS	Supplies required for the delivery of instruction or for students to demonstrate mastery of the curriculum. Items meet <u>one or more</u> of the following conditions: <ul style="list-style-type: none"> <li>Does not last more than one year,</li> <li>Better to replace than to repair,</li> <li>Is an independent unit rather than a component part, or</li> <li>Does not exceed \$1,000.</li> </ul>	Classroom Supplies	Paper, ink/toner, workbooks, CDRs, flash drives, charts, kits, textbooks, magazines, computer software, online services, software site licenses, recordings, pictures, videos, projection screens, photographic and art supplies, printed music, laminating film	YES	N/A
FURNITURE	Tangible property of more or less permanent nature, movable, generally functional articles that equip a classroom, office, or other space in a school facility.	Classroom Furniture	Student desks, chairs, tables, whiteboards, teacher desks, modular computer furniture, stools, podiums, music furniture (risers, storage units)	NO	YES
		Office Furniture/Other	Office furniture, library furniture, cafeteria furniture, conference room furniture	NO	NO <sup>1</sup>
COMPUTER TECHNOLOGY	Computers, computer hardware, and other devices that must be connected to computers to operate.	Chromebooks	Required for curriculum implementation for student use [Permitted only if funds remain after addressing all materials of instruction purchases for curriculum implementation required for the fiscal year.]	YES <sup>2</sup>	NO
		Other Small Mobile Technology Devices Used for Classroom Instruction	Tablets, laptops, netbooks, notebook computers, iPads	NO	YES <sup>3</sup>
		Classroom Instructional Technology	Computers, monitors, Promethean boards, servers	NO	NO <sup>4</sup>
		Office Technology for Staff/Other	Computers, monitors, laptops		
EQUIPMENT	A moveable or fixed unit, an instrument, a machine, an apparatus, or a set of articles that meet <u>all</u> of the following conditions: <ul style="list-style-type: none"> <li>Lasts longer than one year,</li> <li>Better to repair than to replace,</li> <li>Retains its original shape, appearance, and character with use, and</li> <li>Does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.</li> </ul>	Instructional/Classroom Equipment—under \$1,000	Calculators, recording devices, e-book readers, portable tools, cameras, Elmos, music stands, audiovisual equipment, Activeboard accessories *Not computers	YES	N/A
		Printers—under \$1,000	Printers for classrooms, computer labs, or offices	YES	N/A
		Instructional/Classroom Equipment—over \$1,000 but less than \$5,000	Copiers, music instruments, laminators, LCD projectors, audiovisual equipment	NO	YES
			Lab equipment, appliances, specialized equipment or technology/ printers	NO	YES
		Instructional/Classroom Equipment (over \$5,000)	Studio television equipment, kilns, weight room systems, specialized equipment or technology	NO	NO <sup>5</sup>
		Small Office Equipment/Other	Telephones, answering machines, fax machines, copiers for office use	NO	YES
		Custodial or Facility Maintenance Equipment	Grounds maintenance equipment, custodial equipment, appliances for staff use	NO	NO <sup>6</sup>
		School Security Equipment	Two-way radios	YES	NO
Security cameras	NO		NO <sup>7</sup>		
CONTRACTUAL SERVICES	Professional services contracted on as-required basis or over an extended period of time, when services cannot be provided by MCPS personnel resources.	Maintenance and/or Installation Services (not consultant)	Installation/relocation of Promethean boards, ceiling mounted audiovisual equipment, computer maintenance agreements, wiring/cabling for security cameras, cable TV, digital signs or scoreboards	NO	NO <sup>8</sup>

<sup>1</sup> Schools should direct requests for replacement classroom and/or office furniture to the Department of Materials Management.

<sup>2</sup> Chromebook purchases must be processed in Financial Management System according to specifications provided by the Office of the Chief Technology Officer (OCTO).

<sup>3</sup> Small lower-priced mobile technology devices may be purchased if instructional plan and support for implementation is approved by OCTO.

<sup>4</sup> Computers, printers, interactive whiteboard technology equipment and installation is provided to schools through the OCTO Tech Mod Cycle; requests for additional technology should be directed to OCTO.

<sup>5</sup> Schools should direct requests for special program equipment to the appropriate content area instructional specialist in the Office of Curriculum and Instructional Programs.

<sup>6</sup> Schools should direct requests for replacement of grounds maintenance or custodial equipment to Department of Facilities Management.

<sup>7</sup> School security cameras and access control systems are provided through the Capital Improvements Program; requests for additional or replacement equipment should be directed to Dept. of School Safety & Security.

<sup>8</sup> Services required for installation or relocation of technology are provided through the Tech Mod Cycle; requests for additional services should be directed to OCTO.

## Category 05 Allocations for Other Instructional Costs—Elementary Schools

ACCOUNT NAME	FMS Account No. SSS = school number	FY 2019 Calculation Preliminary Allocation	Spending Cut-off Date
Furniture/Equipment Replacement	01.02SSS.SSS.05.505050	\$1,000/school	May 2019

### Financial Monitoring

Funds checking for Category 05 allocations is done in the Financial Management System at the **individual** account level. Schools are responsible for using the funds according to the intended purpose of each account as outlined below, for monitoring funds available in each account on a regular basis to avoid overspending and for spending no more than the amount allocated. Schools will be invoiced in June 2019 for overspending in any one or more Category 05 accounts. Schools should assume a May 2019 spending cut-off for Fiscal Year 2019 operating funds. Specific dates and guidelines for fiscal year-end spending cut-off will be communicated by the Division of Controller via a memorandum in April 2019.

### Furniture/Equipment Replacement Funds

These funds are provided to elementary schools for the purchase of replacement furniture and/or equipment items for classrooms or offices. These funds may not be used to purchase Promethean boards. Higher-level approval is not required for the purchase of furniture or equipment when using this allocation.



## Category 02 Allocations for Temporary Part-time (TPT) Clerical Support for Elementary Schools

### Part-time Clerical Support for Elementary Schools

These funds are allocated to provide temporary part-time (TPT) clerical assistance for each elementary school. **New for Fiscal Year (FY) 2019, total allocations are based on Grades Pre-K-5 projected enrollment allocations and Free and Reduced-Price Meals (FARMS) rate allocations.** These funds are to be used by schools to employ individuals to perform clerical work on a temporary basis during peak workload periods, including summer.

Account Name	FMS Account No.	FY 2019 Enrollment Calculation		FY 2019 FARMS Calculation	
		Projected Enrollment	Allocation	FARMS Rate (%)	Allocation
Clerical Support	01.02SSS.SSS.02.501098	≥ 1200	\$4,950	≥ 68.0	\$4,000
		1100-1199	\$4,700	35.0-67.9	\$2,600
		1000-1099	\$4,450	20.0-34.9	\$1,800
		900-999	\$4,300	< 20.0	\$1,000
		800-899	\$3,900	<b>Spending cut-off date is June 28, 2019</b>	
		700-799	\$3,500		
		600-699	\$3,100		
		500-599	\$2,700		
		400-499	\$2,350		
		300-399	\$1,900		
		200-299	\$1,400		
		< 200	\$1,100		

SSS = school number

### Fiscal Management

Schools are responsible for confirming the pay rates of their TPT clerical support workers and for budgeting the number of clerical support hours assigned to keep spending within the amount allocated to the school. Funds available in this account should be monitored throughout the fiscal year using the School Account Summary Report (*myMCPS*) or School Activity Balance Report (Financial Management System Discoverer Viewer). Schools that overspend the clerical support account will be invoiced for overages at the end of the school year.

### Employing Clerical Support TPT Employees

The appropriate employment authorization and approval process must be followed to hire individuals for this work. Remember that you may not employ supporting services staff for more than a total of eight hours per day because this would require paying overtime at the rate of time and one-half for hours worked beyond eight. This means that employees with multiple part-time positions (temporary and permanent assignments) cannot work more than a total of eight hours per day or 40 hours per week, considering all assignments.

When employing a permanent employee, please note that Article 35.G.6 of the Service Employees International Union (SEIU) Local 500 contract states that employees are entitled to holiday pay for the July 4th holiday if the employee works within the pay period of the holiday and/or the week immediately before or after the pay period of the holiday. This means that the employee will be paid and your account will be charged for the hours during the July 4th holiday if the employee works before and after the holiday. The amount of hours the employee will be paid is the average of the hours worked per day before the holiday and

after the holiday. Please account for these charges if you decide to have work completed during the holiday pay period.

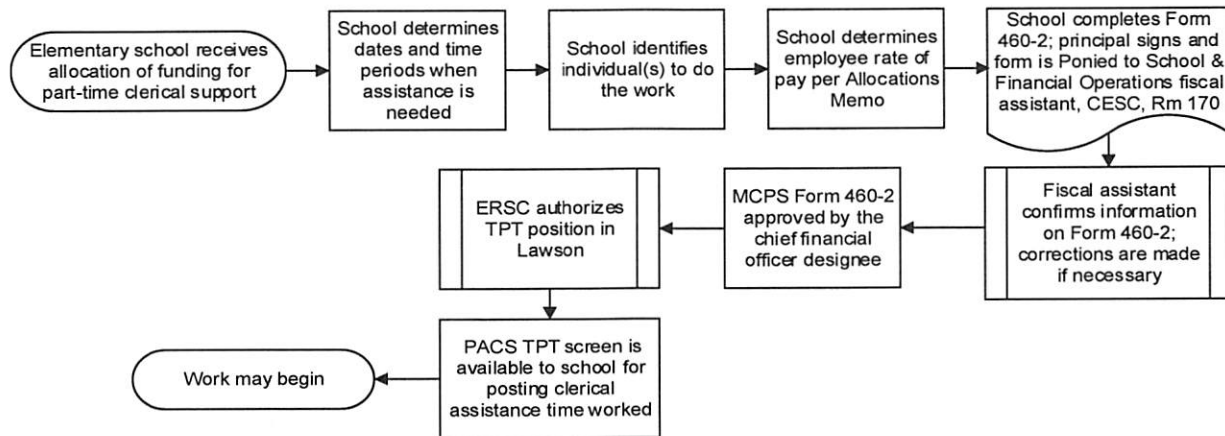
### Pay Rates Chart for TPT Clerical Support

Please refer to the pay rate guidelines below to determine pay rates for clerical support work for FY 2019.

Type of Worker	Pay Rate for Clerical Support Work
Non-MCPS employee	Step 1 on Grade 11 scale, longevity 0
MCPS employee in nonsecretarial position	Step 1 on Grade 11 scale, longevity 0
MCPS employee in comparable secretarial position	Employee's current hourly rate of pay—no greater than step 10 of the Grade 11 scale, using the longevity scale earned by the employee
MCPS retired secretary	Up to step 5 on Grade 11 scale, longevity 0—no greater than hourly rate at time of retirement
MCPS retiree (nonsecretarial)	Step 1 on Grade 11 scale, longevity 0

**Note:** For specific grade-level pay rates, refer to the current Salary Schedule document published by the Employee and Retiree Service Center (ERSC).

### Employment Authorization Process for TPT Clerical Support Workers



Before any work is done, the appropriate MCPS employment approval process must be followed. The schools should complete all required fields of [MCPS Form 460-2: Request for Temporary Employment](#). The principal must sign and date MCPS Form 460-2, and then the form should be sent via the Pony to Mrs. Jerri Schell, fiscal assistant, School and Financial Operations Team, Carver Educational Services Center, Room 170, or via e-mail. MCPS Form 460-2 will be reviewed and corrections made as required. The MCPS Form 460-2 is forwarded to the chief financial officer/designee for approval and then to ERSC for payroll authorization.

After MCPS Form 460-2 has been processed by ERSC, the employee may begin work. The employee's time must be reported biweekly on [MCPS Form 430-12: PACS Timesheet Temporary Part Time](#), and submitted to the school timekeeper for posting as temporary part-time work. **No work is to commence until MCPS Form 460-2 is approved and processed by ERSC.** Remember that supporting services staff should not be scheduled to work for more than a total of eight hours per day in any one or more MCPS positions.

### Completing MCPS Form 460-2 for Clerical Support Workers

Schools should complete MCPS Form 460-2 using the information listed below. Please ensure that all required fields (noted with an asterisk below) are completed on the form to avoid delays in processing.

#### **FORM 460-2 – REQUIRED FIELDS [NOTE: SSS = Your 3-Digit School Number]**

*Employee Name	-	Last name, First name
*Employee Number	-	MCPS ID Number
*Position Job Code	-	2090
*First Day of Work	-	Start date (07/02/2018 or later)
*Last Day of Work	-	End date (no later than 06/28/2019)
*Process Level	-	02SSS
*Time Reporting Location	-	02SSS
*Grade	-	11
*Hourly Rate	-	Per pay rates chart above
*Department	-	02SSS
*School	-	SSS
Grant	-	leave blank
Program	-	leave blank
*Account	-	501098
*Fund	-	01
*Category	-	02
*Purpose	-	ES Clerical Support

### Confirming Pay Rates for TPT Clerical Support Workers

The school's timekeeper has the ability to check the pay rate for TPT assignments by clicking the Pay Rate button on the employee's TPT screen in the Payroll Attendance Collection System (PACS). Schools should take advantage of this capability to verify the hourly pay rate for staff assigned to work clerical support hours and schedule the number of work hours assigned to each TPT employee accordingly.

### Questions

- Questions related to pay rates for TPT employees and SEIU Local 500 similar positions should be directed to ERSC at 301-517-8100.
- Questions related to MCPS Form 460-2 approval process should be directed to Mrs. Jerri L. Schell, fiscal assistant, School and Financial Operations Team, at 240-740-3148 or via e-mail.