

# Errors, Discrepancies, and Substitutes.

## Errors

Any assignment that is an error indicates a complete loss of funding for that position AND any non-professionals (paras) supervised by that position. Only professionals are errors, even though any paras supervised by the person are also not funded. If you do not understand why someone is an error, PLEASE read below, and if you still don't understand, contact me.

These are the three steps to take to see how to fix an error:

**1) The first thing to check is always, "Am I claiming this person for what they are doing?"** (is the area correct, are the grades correct, are the dates correct). The system is checking their qualifications against what you entered.

**2) What does the error say?** That tells you specifically what the problem the system found. "Endorsement not correct for level" tells you the endorsement is right for the area, but the GRADES are not.

**3) After reading the error, check how the person is licensed.** Are they licensed correctly (area, grades, dates) for what you claimed?

- If they are licensed correctly, then let me know
- If they are NOT licensed correctly, then  
IF THEY ARE A CLASSROOM TEACHER, you may be able to get partial reimbursement as a substitute. Teachers can be claimed as a substitute for themselves during times they lack a specific endorsement, as long as they have a valid teaching license of an appropriate sort. Non-classroom teachers (OTs, school psychs, administrators, SLPs, etc) must be qualified for their position and cannot be claimed as substitutes.

You can always contact me for help, and sometimes things are a bit of a puzzle. But when you call me, I'll walk you through those three steps (what are they doing, what is the error, what is the actual license), so by looking at those things, you can resolve a lot of errors yourself.

### Help me answer your email faster:

**Subject line:** A specific subject helps me have the right resources available to answer your email faster. I have lots of emails with the subject "Help!" or "PCA problem". District (D0XXX) and issue is a good subject line, so "D0123 Error on Fred Jones" or "D0100 please remove substitute 9876543210" is better than "Help", "Errors?" or "Sub issue".

**Contact information:** If you want me to call you, please provide a phone number. And your LEA ID number that you use in KGRS/PCA is useful (D0xxx, not "Smith County" or "Interlocal of Awesome", which is not a field in the payment report.)

**Information on the problem:** Along with your question, you can just paste the entire line from the payment report in (text is better than an image), if the issue is an error or discrepancy as that would provide all the information from the program I need. Otherwise please provide information specific to your question such as Employee ID and name AND what the error says, not just "I have an error that I don't think is correct on Fred". The words used in the error message tell you (and me) where to look for the problem.

**Copy and Paste at least ID numbers:** If you send me a screenshot, I sometimes can't make out the ID numbers without some digital wizardry. If you copy and paste the name and ID number directly into the email, it's much easier for me to copy and check on.

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<http://www.ksde.gov/Default.aspx?tabid=538#PCA>

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## KSDE licensed areas and common errors.

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Contact teacher licensure for detailed inquiries on a teacher's license. I do not have the training or access to be able to answer detailed questions on a license, problems with a license, problems with an application. What I CAN answer are questions about how an existing license works with reimbursement.

There are two parts to a teaching license, the underlying license and the endorsements. A provisional endorsement has an expiration date, but if the underlying license is not renewed, the endorsement does not "exist" after the license expires. Each endorsement has an "area" (the endorsement name, which describes the services the teacher is licensed to provide) and grade levels. BOTH must match what the teacher is claimed as doing to be eligible for reimbursement.

<https://appspublic.ksde.org/TLL/SearchLicense.aspx> is the educator license lookup, use the Educator ID (the ID number used in PCA) and the teacher's last name to look up their KSDE license. I wrote up a VERY brief guide to reading the license lookup at <https://www.ksde.gov/Portals/0/SES/funding/CatAid/License-KSDELicenseLookup.pdf>. KSDE licensed staff can apply for renewal up to 6 months prior to their license expiration.

### Common errors on KSDE licensed staff and how to fix them:

#### Certificate expired/Certificate not effective

The KSDE license is expired or has not started during the dates claimed. If there is NO active KSDE license/substitute license/emergency substitute license, then reimbursement is generally not possible. Be sure to check the area, some non-KSDE areas used to have licenses issued by KSDE (school social worker, school nurse, speech language path), and if you are claiming a nurse (NU) as a teacher, then the system will look for a KSDE license under that ID number and may find an expired license.

#### Certificate not in system

Three possibilities:

- 1) You are using the wrong ID. The educator ID must be used (created by TLA), not a number created in PCA.
- 2) The position has the wrong area. The system will not check non-KSDE licenses for a KSDE licensed area.
- 3) The person has no KSDE license and reimbursement is not possible.

#### Endorsement not correct for area

Two possibilities:

- 1) The position has the wrong area. There is a chart in the reimbursement guide that lists endorsements and what areas they can apply to. If the area of the position is correct, then go to option 2.
- 2) The person does not have the correct endorsement for the position area. If the teacher does not qualify for a waiver, they might be qualified through the substitute regulations if they have an appropriate license and are claimed in a teaching area.

#### Endorsement not correct for level

Two possibilities:

- 1) The position has the wrong grade levels. If the person is working with 2<sup>nd</sup> and 3<sup>rd</sup> graders, but claimed as KG-12, their endorsement may not cover all the grades being claiming. But only change the position grades to correctly reflect what the person is doing. If the grades are correct, then go to option 2.
- 2) The person does not have the correct endorsement for the position grades. If the teacher does not qualify for a waiver, they might be qualified through the substitute regulations.

#### Waiver not correct for (area or level)

Much like the endorsement errors above, the waiver was issued for a specific area and grades. The position the teacher is in does not match the waiver. If the waiver is incorrect, please contact teacher licensure about possibly resubmitting or having it corrected. If the position is incorrect, correct the position. If the person is working in a grade or area not covered by their waiver, they might be qualified through the substitute regulations.

## Substitute in process

Full year substitutes and substitutes for future dates will not be approved before the second payment, as errors do not affect funding and once a substitute is approved, the approval must be removed before changes can be made. If this error persists past mid-February, there is a reason the substitute is not being approved. The most common issues are:

**Position is not filled.** If a position is first filled midyear, or if after a teacher leaves a position is deemed to be unneeded, please send an email to [evelyn.alden@ksde.gov](mailto:evelyn.alden@ksde.gov) so that can be documented. Substitutes can only be claimed when there is not another teacher being claimed for the same service.

**More FTE can be gained by splitting the teacher's assignment.** If a teacher has an esub, then gets an initial, and is claimed as a substitute the entire year in one assignment, the only license that covers the entire year is the esub, severely limiting the eligible FTE. Splitting the assignment by license type can greatly increase eligible FTE.

**Teacher's license is in process.** Until appropriate licensure is in place, a substitute cannot be approved.

**Teacher is licensed correctly.** The teacher either has the correct endorsement or a waiver for the required area/levels. Removing the substitute checkmark will allow more eligible FTE.

You do not have to guess what the reason is! You can ask me, and I'll be happy to share the information with you!

## Substitute not approved

This means that KSDE has disapproved the substitute request. This is a denial. Most common reasons are:

**Wrong ID is being used:** Related to the next issue, an ID number identifies an individual. If you do not use the ID number on a license from KSDE, there is not a license from KSDE associated with that ID.

**No license appropriate for substituting:** A limited or restricted license may not be used in a grade or area other than what it was issued for. An expired license may not be used as the basis for substituting.

**Substitute position:** Reimbursement is not allowed for "substitutes" who are hired to be day/fill in substitutes. Substitute is not a special education service. Reimbursement is allowed for staff qualified (and providing) special education and related services. For teaching positions, Kansas has regulations that allow people without the specific endorsement to provide teaching services for set numbers of day. We use those regulations to qualify teachers who do not have the exact endorsement required for the services they are providing. But the services must be special education, not being a substitute! When a teacher is on paid leave, the original teacher should still be claimed, the substitute is not reimbursable in addition to the original teacher (that would be claiming the same time period and services twice, which is not a good thing to do.)

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## Non-KSDE licensed areas and common errors.

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"License" as used in reimbursement can mean certification or other type of qualification.

Generally, if someone is licensed in Kansas (such as Occupational Therapists), then I look their license up online and it doesn't need to be sent in. When adding a new person, sending me their name, ID # in PCA, and license area and license# will speed things up. If I don't have the licensure information and ID number in advance, I find there is a newly added person from the error "License not in system" on the payment report. The information in PCA is initially all I have to find licenses, so it's very important to use the person's full (including middle name/initial) licensed name.

For people who are not licensed in Kansas but are certified through a state or national certification system, many of those have online lookups that I can use, but a few do not provide all the information I need (such as start dates). I've tried to specify that in the Reimbursement Guide in an appendix. Braille transcribers I generally need the qualifications sent in, as they tend to qualify through tests which are not public, Orientation and Mobility specialists start date will be the date I looked the license up unless something with an earlier date is sent to me. KCDHH does not currently have a registered interpreter lookup, so I need those sent to me.

Non-classroom teachers cannot be claimed as substitutes, so if someone is not qualified for their position, they are probably not reimbursable.

### Common errors on non-KSDE licensed staff and how to fix them:

#### License not correct for area

Two possibilities if the person **is** licensed correctly:

- 1) The position has the wrong area. Claiming an OM as an OT will generate this error. Correct the area on the position.
- 2) I entered the license incorrectly. Please let me know ASAP.

#### License not effective

The license does not cover the time being claimed. If the person had a license during these dates, let me know, otherwise this time is probably not reimbursable.

#### License expired

The license in PCA expired before the claimed dates. Contact me if the person has renewed and this error persists past a week, I do contact the licensing agency to confirm the new start date of licensure after a lapse.

#### License not in system

Two possibilities:

- 1) If it's been a couple of days, I cannot find the license.
  - o Is the name the same as on the license lookup? (Michelle Smith might be licensed as Chelle York)
  - o Is the area correct? (OT and PT look similar but are different licenses)?
  - o Does the person actually hold the correct license" (LPNs are not RNS, OTAs are not OTs)
  - o Is this an area that does not have an online lookup? (then send the qualification in)
- 2) The person is already in the system under a different ID number.
  - o If you create a new ID when someone updates their name, then the system will not match up their license. Each person should have only one active ID in PCA.
  - o You can search for people in the Non-KSDE database in PCA by name, ID, or license number to find the correct ID. I have them listed by the name on the license the last time I looked at their license.

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## Discrepancies

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Discrepancies (x in the far right column on the payment report) are professionals who have licensing issues one or more days you are claiming for them. A discrepancy means the person **IS CORRECTLY LICENSED**, but not for the entire time claimed. Only professionals are marked with an x, even though any paras are also reduced for the days their supervisor is not correctly licensed.

Comparing the claimed and eligible FTE on the payment report will show all staff who are being reduced, including paras.

Para reductions are due to supervision issues. Check that the start and end dates match if the supervisor is not a discrepancy.

Check the claimed and eligible dates to see if the discrepancy is at the start or end of the assignment, if all the dates match, the discrepancy is in the middle.

If a classroom teacher is a discrepancy and had a valid teaching or substitute license during the time they lacked the correct endorsement, they MAY be able to be claimed as a substitute. See the last page of this document, or <https://www.ksde.gov/Portals/0/SES/funding/CatAid/KGRS-PCA-ClaimSubstitutes.pdf>.

Teachers can apply for renewal 6 months prior to their expiration, most Kansas licensed personnel can apply 30-45 days prior to expiration. After say, January, please verify that any KSDE licensed personnel whose license is expiring (listed as a discrepancy) has applied for renewal.

<https://www.ksde.gov/Portals/0/SES/funding/CatAid/License-KSDELicenseLookup.pdf>

Non-KSDE licensed staff discrepancies generally cannot be fixed if they are not licensed throughout. If I missed a temporary license, please let me know. If you believe a discrepancy is incorrect (I missed a temporary SLP license or a non-KSDE renewal), send me an email with the ID #, area, and license # and the issue (such as "please check Fred Smith #1234567890, SLP #1234, he had a temporary license (#4321) covering the first part of the year.")

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# Substitute Teachers

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The term "Substitute" in reimbursement is a bit different than use in employment or conversation. We reimburse for people who are qualified to provide a service (or qualified to assist in the provision). For reimbursement, claiming a classroom teacher as a substitute means you are qualifying them for the position using the substitute teaching regulations. So, you don't need to claim someone as a substitute if they are correctly licensed for the teaching area and grades they are teaching, even if you are employing them as a substitute (temporary replacement for the teacher).

Substitutes should only be submitted for reimbursement when the "regular" classroom teacher is not being paid. While the regular teacher is being paid only the original teacher should be claimed.

Substitute teachers must be licensed by KSDE either as a teacher, or substitute/emergency substitute. Sub approval is not possible for teachers with no KSDE license of any kind during the dates claimed. You may claim the time before (or after) a teacher has a special education certification as a substitute, as long as the teacher has a teaching license. Make an assignment for the dates the system should use the substitute regulations AND an assignment for the dates covered by the appropriate endorsement. <https://www.ksde.gov/Portals/0/SES/funding/CatAid/KGRS-PCA-ClaimSubstitutes.pdf>

"Classroom teacher" is specified because in Kansas special education law, the term "special teacher" refers to ALL special education staff (including paras), but when the substitute regulations say "teacher", they mean teacher in the traditional sense of classroom teacher. Therefore, the substitute regulations do not apply to non-teaching areas, such as school leadership and school specialists, or to paras or non-KSDE licensed professions such as SLPs.

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## Can I claim this teacher as a substitute?

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Go to: <https://appspublic.ksde.org/TLL/SearchLicense.aspx>

Enter the first and last name of the teacher. That will bring up the teacher's license. Go down to the bottom and look at the Educator ID under Application Status. That must be the ID number you are using in PCA.

DURING THE NEEDED TIME, did the teacher have a teaching license or a substitute or esub license? If so, you should be able to claim that time as a substitute. The time should be claimed with the FTE the person worked during that time. Do not "prereducate" FTE, the FTE entered in the program will be assumed to be the complete FTE worked. The eligible FTE will then be allowed based on the FTE claimed up to the regulatory limits of:

Valid teaching license – 140 days = .75 FTE

Substitute license – 90 days = .48 FTE

ESub with degree – 45 days = .24 FTE

ESub without degree – 25 days = .13 FTE

ESub with waiver – unlimited = .75 FTE (there is not day limit, but this is still not a fully qualified special education teacher).

**Note:** The state board may approve substitute types that are not in regulation yet on a trial basis.

**Waivers (allowed by regulation) may not be issued for non-regulatory substitute types.**

**Limited / Restricted Licenses** (Limited Restricted License (LAL), Limited Teacher Apprentice Program (LTAP), Limited Elementary Apprentice License (LEAP), etc.)

These licenses cannot be used to substitute teach in a different area or grade, they exist for their specific purpose. If a holder of one of these also has an esub, they could be claimed using the esub license, but working them outside the limits of the apprentice license **will** endanger their participation in the program. Limited license holders may be claimed as substitutes for time prior to the license being issued (ie, license issued 1/29, can claim 1/1-1/28 as sub) **IF they have an esub license during that time.** I strongly recommend that a person entering one of these programs get an esub license immediately, as that will ensure maximum reimbursement as well as getting the fingerprints/background check out of the way.

Contact [evelyn.alden@ksde.gov](mailto:evelyn.alden@ksde.gov) with any questions!

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## Should Staff be Claimed if They Are Not Qualified?

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There is no requirement that staff be left on the claim if there is no, or reduced FTE. However, this report, whose purpose is to claim special education funding is also the only complete report of the FTE required for special education services covering both teachers, related services, and assistants (paras/non-professionals).

This is not a test where your score is better if there are no errors, and claiming all possible FTE (including staff who are errors and discrepancies) can provide a true picture of the FTE required AND give an ongoing record of the actual cost of staffing decisions. It's also happened that licensure changes after the system is locked for the year, or that during the audit additional information is found and it's far easier for everyone if the FTE was indeed on the report in the first place.

For this report, an accurate report means one in which all staff who could be claimed are claimed in the correct area and grade levels , and every effort has been made to qualify staff (following the advice on checking the errors and discrepancies on the previous pages). Even an LEA that makes every effort to hire staff who are licensed correctly can end up with errors and discrepancies. This may be accurate!