

Substitute Reimbursement Process

1. District hires a substitute for a teacher and pays the substitute from district funds.
2. Districts submit **quarterly** substitute reimbursement forms to Nassau BOCES Professional Development Program (CoSer 507/CoSer 534). (District must subscribe to either C&I Subscription 507.500 or PD Subscription 507.520)
3. Nassau BOCES reviews and approves forms.
4. Nassau BOCES creates a purchase order to reimburse the district for the substitute amounts that relate to eligible activities. Eligible activities are as follows:

CoSer 507

- a) NYS mandated testing (Regents, ELA, etc) – proctoring/scoring activities.
- b) Building Local Capacity (BLC) – professional development which takes place within districts for which a substitute is needed.
- c) Regional workshop that is sponsored by Nassau BOCES or other local BOCES.
- d) Science Kit training – Monroe – Putnam - OHM
- e) Subs for Librarians attending Library meetings at Nassau BOCES
- f) Professional development for assessment program trainings such as NWEA, all SED mandates

CoSer 534

- a. Model Schools workshop within districts
5. Nassau BOCES bills the districts for same amount reimbursed plus an administrative fee of 15%.
 6. The total amount (including administrative fee) is eligible for state aid.
 7. NYS reimburses district the following year at their state aid rate. You can check your district state aid rate on the Nassau BOCES website at the following address:
<http://www.nassauboces.org/page/406>