

**Technical Support
Professionals
Continuous
Improvement Fund
(TSP-CIF)**

2024-2025 School Year

TSP-CIF Overview

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What is TSP-CIF?

- o TSP-CIF is a *reimbursement* process geared towards professional learning and support for TSP employees



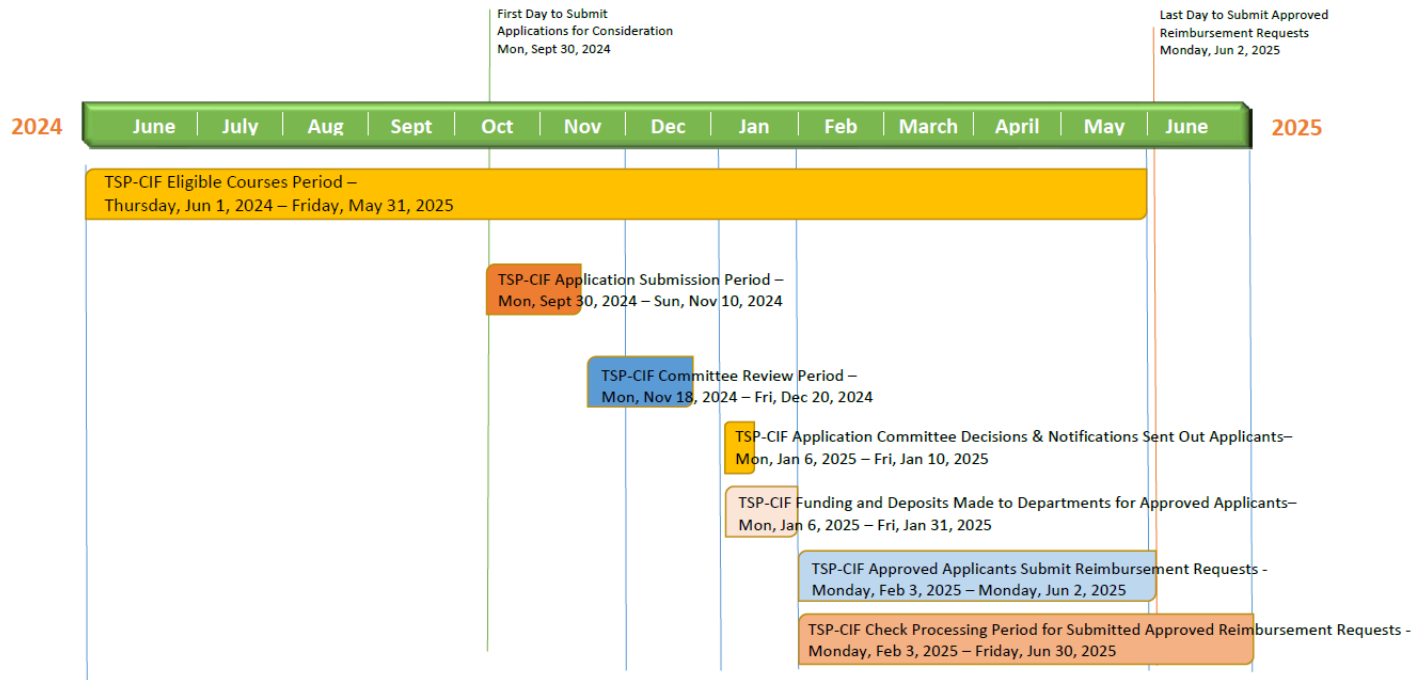
Important Dates

2024-2025 School Year

- o **TSP-CIF Application Status Letters** – Applicants receive notice following committee’s review of applications estimated sometime in January 2025
- o **TSP-CIF Period** – Approved TSP-CIF activities must occur within this timeframe
 - o June 1, 2024 – May 31, 2025
- o **Reimbursement** requests must be submitted no later than June 2, 2025



TSP-CIF Timeline 2024-2025



Please refer to the TSP-CIF procedures/guidelines to review the established rules that govern the process. The TSP-CIF program affords eligible employees the opportunity to receive reimbursement for activities and or course work related to attaining additional qualifications/work related skills within their job family. The TSP-CIF portal contains all supporting information and resources. It is the applicant's responsibility to be familiar with the content found in the established TSP-CIF portal, the TSP-CIF criteria, requirements, limitations and terms of the TSP-CIF program. The TSP-CIF portal containing all resources and documents is available at: <https://www.browardschools.com/TSPCIF>.

Rev 8/22/2024



TSP-CIF

Application Status Letters



TSP- CIF Application Status Letters

Each applicant will receive a status letter from the TSP-CIF Committee following the committee's review and determination.

- o A copy of the approved TSP-CIF application status letter may be shared with the applicant's Administrator
- o The approved TSP-CIF application status letter secures the applicant's 2024-2025 TSP-CIF award and funding allocation to the applicant's location

TSP-CIF Allocations to Schools/Locations

- o The Non-Instructional Development Office will coordinate with the Budget Office to transfer the approved allocated funds based on the approved TSP-CIF applications submitted by the TSP employees currently employed at the location
- o Activity 62009 will be increased by the total amount awarded to cover TSP-CIF reimbursement for the 2024-2025 school year
- o Adjustments to school/location allocations will be made by Non-Instructional Development Office in coordination with the Budget Office as needed.

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TSP-CIF Reimbursement Process



TSP-CIF

Reimbursement Requests

- o All reimbursement requests must be submitted with the following:
 - Approved 2024-2025 TSP-CIF Application Status letter
 - A completed TSP-CIF Reimbursement Request Form
 - ALL required documents as outlined in the TSP-CIF Reimbursement Request form and guidelines
 - Completed Check Request
 - Reimbursement requests must be provided to the location's bookkeeper/budgetkeeper for processing or assigned support specialist if the location is serviced by the Business Office.



Sample TSP-CIF Reimbursement Request Form

This form must be completed, signed and submitted with ALL TSP-CIF reimbursement requests.

BROWARD COUNTY PUBLIC SCHOOLS 2024-2025 TSP-CIF REIMBURSEMENT REQUEST FORM FOR USE BY APPROVED TSP-CIF PROGRAM APPLICANTS

The Continuous Improvement Educational Activities (CIEA) fee Reimbursement MUST occur during the TSP-CIF period of June 1, 2024- May 31, 2025.
To request TSP-CIF reimbursement, complete this form using the appropriate checklist and submit with ALL required documents to the location bookkeeper/budgetkeeper for processing. If the location is serviced by the Business Center, please submit the required documents to the support specialist assigned to your location (check with the office manager if you are unsure where the documents should be submitted). Employees may sign up to receive their reimbursement via Direct Deposit by completing and submitting the Direct Deposit Reimbursement Form.

SECTION 1

EMPLOYEE'S NAME:	PNR:
LOCATION NAME:	LOC#:

SECTION 2

SELECT APPROPRIATE TSP-CIF AREA BELOW FOR WHICH YOU WERE APPROVED TO RECEIVE REIMBURSEMENT:
Note: TSP-CIF CIEA(s) reimbursement(s) is/are up to the approved awarded amount by the TSP-CIF committee, not to exceed \$2,500. Reimbursement request(s) above the approved awarded amount will not be processed. Documentation submitted must be in accordance with TSP-CIF guidelines.

Workshop, Conference, Convention, Course, Institute (WCCCI)
Stand-alone membership dues, license fees, materials, supplies, travel, car rental, meals per diem, hotel accommodations, parking fees or late fees WILL NOT be eligible for reimbursement. No taxis or other car services will be reimbursed. Credit card statements are not substitutes for receipts. Original receipts must reflect the employee's name and the date(s) of the WCCCI. Note: Activities or courses paid by grants or scholarships do not qualify for reimbursement and such reimbursement submissions will not be applicable or accepted.

CHECKLIST OF REQUIRED DOCUMENTS

<input type="checkbox"/> TSP-CIF Approval Letter	<input type="checkbox"/> Completed Check Request
<input type="checkbox"/> TSP-CIF Reimbursement Request Form	<input type="checkbox"/> Original Paid Registration Receipt
<input type="checkbox"/> Agenda or Syllabus of WCCCI	<input type="checkbox"/> Completed TDA, if applicable.
<input type="checkbox"/> Completion Document, CEU Certificate or Credential Certificate	<input type="checkbox"/> Trip Report-Summary of Events per day

Tuition Reimbursement (FROM ACCREDITED COLLEGE/UNIVERSITY)
Registration, books, supplies, student/athletic fees, travel, car rental, meals per diem, hotel accommodations, parking fees, or late fees WILL NOT be eligible for reimbursement. Taxis or other car services will not be reimbursed. To be reimbursed for tuition expenses, you MUST receive a passing grade of "C" or above and college level credit from an accredited college or university. Note: Activities or courses paid by grants or scholarships do not qualify for reimbursement and such reimbursement submissions will not be applicable or accepted.

CHECKLIST OF REQUIRED DOCUMENTS

<input type="checkbox"/> TSP-CIF Approval Letter	<input type="checkbox"/> Receipt from university/college showing courses and tuition amount with breakdown of how tuition was applied and date course was taken
<input type="checkbox"/> TSP-CIF Reimbursement Request Form	<input type="checkbox"/> Completed Check Request
<input type="checkbox"/> University/college courses Information or Syllabus	<input type="checkbox"/> Transcripts or grade reports indicating a passing grade of "C" or above and award of college credit
<input type="checkbox"/> Proof of Tuition Payment	

SECTION 3

REIMBURSEMENT AMOUNT BEING REQUESTED OF THE ORIGINAL APPROVED AMOUNT: <small>All individual documents must total Requested for Reimbursement amount. Reimbursement amount may not exceed documented total(s). Reimbursements will not be made above awarded amount.</small>	\$	I acknowledge that I am a current, active, TSP employee in good standing with Broward County Public Schools.
ADMINISTRATOR'S NAME (PRINT & SIGN) <small>The Supervisor, Director, Administrator or Designee, please give the employee a copy of this document (form and attach original to your Acknowledgment/Request packet) for processing.</small>		EMPLOYEE'S SIGNATURE _____ DATE _____
		ADMINISTRATOR'S NAME (PRINT & SIGNATURE) _____ DATE _____

SECTION 4

FOR BOOKKEEPER/BUDGETKEEPER/BUDGET SPECIALIST USE ONLY
Please complete this section with your contact information, verify the funds are in the correct line of coding, and all the required documents are attached and signed. Submit the form, a completed Check Request and all required documents to Accounts Payable or the Business Support Center, if your location is supported by this department. Retain a copy for your location's records.

PRINT NAME (Bookkeeper/Budgetkeeper/Support Specialist):	PHONE#:
SIGNATURE:	DATE PROCESSED:

PROGRAM DETAILS AVAILABLE AT: [HTTPS://WWW.BROWARDSCHOOLS.COM/TSPCIF](https://www.browardschools.com/tspcif)



Processing TSP-CIF Reimbursements

The Bookkeeper/Budgetkeeper is responsible to review and verify that TSP-CIF reimbursement requests comply with TSP-CIF and District guidelines

- o Confirm applicant request against the approved TSP-CIF awards for your location
- o Verify that the event took place within the 2024-2025 TSP-CIF period of June 1, 2024 – May 31, 2025
- o Reimbursement cannot exceed award amount
- o If location is serviced by the Business Center – Office Managers will need to assist TSP personnel by forwarding paperwork to their Business Support contact

PLEASE DO NOT FORWARD REIMBURSEMENT REQUESTS TO THE HR OPERATIONS OFFICE



Check Request Must Be Completed

The School Board of Broward County, Florida				CHECK REQUEST				A/P Syst. Document Number				
<small>For Use by Accounts Payable Only</small>	Pay To:										Check Box ONLY if for Next Fiscal Year. <input type="checkbox"/>	
<small>Vendor Number:</small>	Name:											
	Send to:		Amount:		Reason: TSP REIMBURSEMENT							
	City/St./Zip:		Class/Dept.:									
Invoice Number	Invoice Date	Check Req. No.	Gross Amount	G/L Account (8) Class+Obj+O's	Bus Area (4)	Cost Center (10) BA+T+L+O	Fund(4) #+0	Internal Order (12)	WBS Element (14)	Grant (14)	Functional Area (16) Function+Activity+0's	
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Total:												
Was the service or item purchased available from warehouse stock or through established bid? <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No If "Yes", explain below:												

Enter Vendor Tax Identification Number or Social Security Number on the appropriate line, if applicable:												
TIN Number: _____				Social Sec No.: _____								
Deliver Check to: _____				Prepared by: _____				Approved: _____				
Date Required: _____				Phone #: _____				Additional Approval: _____				
				Date: _____								

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INSTRUCTIONS: Please complete all highlighted sections & forward to Accounts Payable and or the Business Support Center (BSC), if location is supported by BSC.
G/L CODING: 5338000- registration fees when associated WITH travel; even though the travel is not being reimbursed
 57330000 - Tuition reimbursements/online course registration
Select LANDSCAPE before printing

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Coding for TSP-CIF Reimbursements

- o Check Request/Travel Voucher
 - TSP-CIF Activity 62009
 - TSP-CIF appropriate lines of coding (a budget transfer may be required to move funds within the 62009 activity)
 - o 53380000 – Registration fees when associated WITH travel – even though the travel is not reimbursed by TSP-CIF
 - o 57330000 – Tuition reimbursements/online course registration

FAQs

- o Q: Does this funding come out of our budget?
- o A: Yes & No - The TSP funding originates from the TSP-CIF budget and approved employees receive a transfer of funds into the employee's location budget. The employee then works with their location in the remitting and processing of their reimbursement from the funds that were transferred.

FAQs

- o Q: On the Check Request, what should I enter as the *Vendor Number*?
- o A: The *Vendor Number* is a number that is assigned through the Procurement (Purchasing) Dept. for reimbursements unique in this case to the employee for reimbursements and payments such as mileage, travel, etc.; it's a 6-digit# that begins with a 4.

The School Board of	
<i>For Use by Accounts Payable Only</i>	P
<i>Vendor Number:</i>	S
	C
<i>Invoice</i>	

TSP-CIF Categories

- Workshops, Conferences, Conventions, Courses, Institutes (WCCCI)
- Tuition Reimbursement



WCCCI

Workshops, Conferences, Conventions, Courses & Institutes

- o Maximum \$2,500 can be awarded to an applicant
- o **Requests for change in venue will not be processed**
 - The TSP-CIF application provided the applicant the opportunity to submit for up to three (3) Continuous Improvement Educational Activities (CIEAs)
- o TSP-CIF guidelines limits participation to only TSP employees with 8 or more years of service with Broward County Public Schools as of July 1, 2024.



WCCCI – Reimbursement Overview

Workshops, Conferences, Conventions, Courses and Institutes

- o Employees must be on approved TDA when attending a WCCCI during established work hours.
- o **Credit card statements are not substitutes for receipts**
- o Receipts must include payment information and amount paid



WCCCI – Reimbursement Overview

Workshops, Conferences, Conventions, Courses and Institutes

- o The following items **do not qualify** for TSP-CIF reimbursement:
 - Stand alone membership dues
 - Books, Materials and supplies purchased at a conference
 - Exam /License / Late fees
 - Hotel accommodations
 - Travel expenses
 - Car rentals / Taxi / Parking fees



WCCCI

Reimbursement Requests

- WCCCI reimbursement requests must be submitted with the following:
 - Approved 2024-2025 TSP-CIF Application Status letter
 - A completed TSP-CIF Reimbursement Request Form
 - Agenda or Syllabus
 - Completed Check Request
 - TSP-CIF funds awarded for WCCCI will only be reimbursed up to the approved amount not to exceed \$2,500 and in accordance with TSP-CIF guidelines.
 - Approved funding amount is determined by the TSP-CIF Committee



Tuition Reimbursement

- Reimbursed up to the approved amount not to exceed \$2,500 and in accordance with TSP-CIF guidelines
- Course tuition submitted for reimbursement must be from an accredited college/university in which the award recipient earned a passing grade and received college credit
- Courses must be within the realm of the applicant's position or a position in his/her job family.
- Approved funding amount is determined by the TSP-CIF Committee



Tuition Reimbursement Requests

- Tuition Reimbursement requests must be submitted with the following:
 - Approved 2024-2025 TSP-CIF Application Status letter
 - A completed TSP-CIF Reimbursement Request Form
 - Completed Check Request
 - Receipt from university/college showing course(s) and tuition amount
 - Proof of tuition payment (i.e. canceled check, paid receipt from college / university, etc.)
 - Transcripts or grade report indicating final grade, credits awarded and date course was taken (official transcripts are not required)



Please visit our website for additional information regarding the
Technical Support Professionals Continuous Improvement Fund (TSP-CIF)

<https://www.browardschools.com/TSPCIF>

If you have any questions regarding TSP-CIF,
email TSP-CIF@browardschools.com