**581-017-0790**  
**Substitute Training Cost Reimbursement Grants**

(1) The following definitions apply to this rule:

(a) “ADMw” is Average Daily Membership weighted as calculated per ORS 327.013 and does not include extended ADMw per ORS 327.013(1)(c).

(b) “Charter School” is a public charter school organized and operated per ORS Chapter 338.

(c) “Department” is the Oregon Department of Education.

(d) “District” or “School District” is a public school district organized and operated per ORS Chapter 332.

(e) “ESD” or “Education Service District” is an education service district organized and operated under ORS Chapter 334.

(f) “Instructional Assistant” means any staff employed by a district, education service district, public charter school, or private third party who assists with preparation of curriculum, assessment, and direction of learning in class, in small groups, in individual situations, online, in the library, and in guidance and counseling. The terms “Substitute Instructional Assistant,” “Educational Assistant,” and “Substitute Educational Assistant” have the same meaning as “Instructional Assistant”.

(g) “Required Training” means any training required by the state to maintain a credential or license; or any training required by school district policy in order to maintain employment in that district.

(h) “Substitute Teacher” or "Substitute” means any staff employed by a school district, education service district, public charter school, or private third party who is employed to take the place of a probationary or contract teacher who is temporarily absent.

(2) The funds will be allocated to Districts and ESDs as follows:

(a) The amount of funds will be split with 95% of the funds allocated to Districts and 5% of the funds allocated to ESDs.

(b) The District allocation shall be as follows:

(A) The ADMw for individual Districts shall be adjusted such that no District receives less than 100 ADMw for purposes of this formula;

(B) The adjusted ADMw for all Districts shall be totaled;

(C) The total allocation for Districts shall be divided by the total adjusted ADMw to obtain a Funding Per ADMw amount; and

(D) The Funding Per ADMw amount shall be multiplied by the individual District adjusted ADMw to determine the total allocation for that District.

(c) The ESD allocation shall be distributed as follows:

(A) The ADMw for individual ESDs shall be adjusted such that no ESD receives less than 1,737 ADMw for the purposes of this formula;

(B) The adjusted ADMw for all ESDs shall be totaled;

(C) The total allocation for ESDs shall be divided by the total adjusted ADMw to obtain a Funding Per ADMw amount; and

(D) The Funding Per ADMw amount shall be multiplied by the individual ESD’s adjusted ADMw to determine the total allocation for that ESD.

(3) Districts and ESDs shall apply for the Substitute Training Cost Reimbursement Grant as follows:

(a) The Department shall post an application form on its website.

(b) The Department shall open the application period at a date to be determined by the Department.

(c) Districts and ESDs shall submit an application by a date to be determined by the Department.

(d) If the Department determines that an application is incomplete or insufficient, the Department shall notify the District or ESD.

(e) The District or ESD shall have until a date to be determined by the Department to complete the application or correct any deficiencies.

(f) If the District or ESD does not submit the revised application by the required date, the District or ESD may not receive any grant funds.

(g) The Department shall review and approve all applications.

(h) If there are Districts or ESDs that do not submit an approved application, any funds allocated to those Districts or ESDs, will be redistributed on a pro-rated basis to Districts and ESDs that submitted an approved application.

(4) Districts and ESDs shall execute a Grant Agreement with the Department before receiving any grant funds.

(5) Districts and ESDs shall distribute the funds to Substitutes and Instructional Assistants for eligible Required Training costs incurred by those individuals.

(6) Eligible Costs includes:

(a) Tuition or registration costs of Required Training;

(b) Travel expenses incurred to attend a Required Training outside of a District or ESD where a Substitute Teacher or Instructional Assistant normally works. Travel expenses will be reimbursed according to State of Oregon Department of Administrative Services travel policies;

(c) Reimbursement for time taken to attend Required Training. Time will be reimbursed at the Substitute Teacher or Instructional Assistant’s, current wage rate; and

(d) Professional development expenses incurred by Substitute Teachers or Instructional Assistants.

(7) Substitute Teachers and Instructional Assistants may submit Eligible Costs incurred from April 15, 2022 through June 15, 2023 for reimbursement.

(8) Districts and ESDs may not retain any percentage of the funds to cover their costs associated with administering the grants.

(9) The Department may allow Districts and ESDs to submit Eligible Costs directly to the Department for Required Training provided by the District or ESD to Substitute Teachers or Instructional Assistants. The Department may require additional information from the District or ESD to ensure that any funds received by the District or ESD go to covering costs of training.

(10) The Department shall only provide grant funds to Districts or ESDs.

(11) Districts and ESDs shall keep all documentation needed to verify the request for reimbursement of Eligible Costs for Required Trainings for 6 years. Districts and ESDs shall provide the documentation to the Department upon request.

(12) Districts and ESDs shall submit reimbursement requests to the Department on a form provided by the Department.

(13) All reimbursement requests shall be submitted electronically.

(14) Districts and ESDs shall require that all reimbursement requests be received by the District or ESD before June 30, 2023.

(15) Districts and ESDs shall submit final reimbursement requests by August 15, 2023.

(16) These rules shall be repealed January 1, 2024.

**Statutory/Other Authority:** Ch. 116, OL 2022, Sec. 7-10  
**Statutes/Other Implemented:** Ch. 116, OL 2022, Sec. 7-10