

## GSRP Function Code Modifications for Fiscal Year 2015

The Office of Great Start (OGS) has modified two function code descriptions for use with GSRP funds. Based on input from the field and increased understanding from experts at the Michigan Department of Education, the following modifications have been approved for use in Fiscal Year 2015. These changes are made in an effort to more closely align with the Michigan School Accounting Manual and to ease the constraints imposed by the administrative cap. Any cost can be determined by the program to be administrative, even when the proper function code is outside of 230, 240, 250, 260 and 280. You will see below that the positions of GSRP Early Childhood Contact (ECC) and GSRP Site Supervisor/Director are being listed in 226. These positions are being specifically exempted from being counted as administrative expenses at this time. Clerical staff to these positions are also to be listed in 226 and will also be exempted from the administrative cap at this time.

### Function Code 226

The description for the use of Function Code 226 is modified by adding examples in orange.

**Supervision and Direction of Instructional Staff:** Directing and managing instructional services. Includes the activities of program coordination and program compliance monitoring. Examples: Special Education, Career Technical, Title I director, **GSRP Early Childhood Contact**, **GSRP Early Childhood Specialist**, **GSRP Site Supervisor/Director**. **Support staff to these GSRP positions are also entered here.**

### Function Code 241

The description of the use of Function Code 241 is modified by removing the language indicated below.

**Office of the Principal** – Activities performed by the principal, assistant principal, ~~GSRP director/supervisor~~ and other assistants in the general supervision of all operations of the school building; evaluation of staff members of the school; supervision and maintenance of the school records are included under this function, along with clerical staff for these activities. ~~Includes clerical staff for positions such as Guidance Services, Health Services, Psychological Services, Speech Pathology and Audiology Services, Social Work Services and the Early Childhood Contact, Early Childhood Specialist.~~

Clerical staff are to be recorded within the same function code(s) as the person(s) they support.