



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

April 5, 2012

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents and  
Public School Academy Directors

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Clarification Regarding Funding for Special Education Paraprofessionals  
with a Split-Assignment

Beginning with the 2012-13 school year, the Office of Special Education (OSE) will allow reimbursement of split-funded paraprofessionals that are not utilized full time in the delivery of special education programs, ancillary and other related services for that portion of time spent in the delivery of special education programs and services. Such paraprofessionals may be reimbursed under state or federal funding. The Chart of Allowable Expenditures for State and Federal Reimbursement will be updated shortly to reflect this change.

The decision to begin reimbursement of such personnel was made with significant input from local and intermediate business officials and directors of special education. It is clear that this decision will not impact all districts in the same manner and concerns still remain with appropriate costs being charged against both state aid and the federal grants. The decision is prospective only and such employees will not be reimbursed retroactively.

Districts seeking reimbursement for split funded paraprofessionals must complete a personnel activity report (PAR) for each individual. The PAR must reflect an after-the-fact distribution of the actual activity of each split-funded paraprofessional, must account for the total activity for which the employee is compensated and must be prepared at least monthly coinciding with one or more pay periods.

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The OSE will randomly select school districts beginning with the 2012-13 school year to verify that split-funded paraprofessionals reported for state or federal reimbursement are completing the required PARs. Any school district, intermediate district or public school academy not completing the PARs or failing to have accurate documentation to support the PARs will be subject to the recoupment of state and federal reimbursement.

If you have any questions, please contact Mr. John Andrejack, Supervisor of Program Finance by email at [AndrejackJ@michigan.gov](mailto:AndrejackJ@michigan.gov), or by calling Program Finance at (517) 241-1235.

c: Michigan Education Alliance