

# Teacher Salary Supplement Program (TSSP)

## Terms and Conditions

The following information is provided to aid you in understanding and completing the application process. Additional questions may be answered in the [Frequently Asked Questions](#) (FAQs).

### Eligibility Criteria

A list of qualifications, assignment areas, and degree majors, as well as a link to [Utah Code 53F-2-504](#) are available on the program's website <https://tssp.schools.utah.gov>. All teachers who feel they may qualify are encouraged to apply. Initial eligibility will be verified automatically, based on data posted in Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS).

### First-Time Applicant Responsibilities

1. As a first-time applicant, it is the teacher's responsibility to create and confirm an account in the [TSSP Service Site](#) and submit a new application electronically between **October 1<sup>st</sup> through April 30<sup>th</sup>** the first program year the teacher may be eligible. It is the teacher's responsibility to verify the application and select a Payment Term in a timely manner. It is recommended that the applicant log into the TSSP Service Site periodically throughout the program year to confirm the enrollment activity and accuracy of the application. **Failure to do so will likely result in missing deadlines and not receiving the TSSP bonus for the program year.** A list of application deadlines is available at TSSP Service Site. Due to budget constraints, **no applications will be accepted after the final deadline of MIDNIGHT (MST) on April 30<sup>th</sup> of the program year.**

### Returning Applicant Responsibilities

1. As a returning applicant, the teacher's application is "auto-renewed" through the TSSP Service Site beginning **October 1<sup>st</sup>** each program year. It is the teacher's responsibility to update the payment term if they wish to change the initial Payment Term election. It is recommended that the applicant log into the TSSP Service Site periodically throughout the program year to confirm the enrollment activity and accuracy of the application. **Failure to do so will likely result in missing deadlines and not receiving the TSSP bonus for the program year.** A list of application deadlines is available at TSSP Service Site. Due to budget constraints, **no applications will be accepted after the final deadline of MIDNIGHT (MST) on April 30<sup>th</sup> of the program year.**

### All Teacher/Applicant Responsibilities

1. Payment Term election may be for the Annual (Y), or Semester (S), or Trimester (T) payment cycle. The election of either the Semester or Trimester must match the Local Education Agency's (LEA) school schedule. *Election of a payment term not supported by the LEA is subject to change to the Annual (Y) payment term.*
2. Ensure that all information is correct in the CACTUS system at the time of an application renewal. **It is recommended that the teacher periodically verifies the application status throughout the program year** to confirm that all program requirements have been met, that no changes have been made during the program year, and all data is accurate prior to the LEA and USBE approvals.
3. If CACTUS is incomplete or there are entry errors, it is the teacher's responsibility to contact their LEA immediately to have the profile corrected **before May 31<sup>st</sup>** of the current program year.
  - \* If CACTUS data is missing or incorrect, a first-time applicant should **submit the application** (do not *withdraw* the application) and work with the LEA to make any corrections. *NOTE: The **Withdraw** option is intended to **permanently** remove an application for a program year. To reactivate a withdrawn application, contact the LEA.*
  - \* If the LEA does not process the application before the approval deadline, the USBE has the authority to change the payment term to the Annual (Y) cycle. *Any application not processed by the LEA at the end of the program year may affect the payment eligibility and/or result in a delay or denial of the payment distribution.*

4. If the teacher/applicant's position changes or is working in multiple districts within the program year that affect the LEA assignment, it is the teacher's responsibility to contact USBE by email at [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov) within 30 days of the change or by April 30<sup>th</sup> of the program year, whichever occurs first. *Changes in assignment NOT affecting the LEA are not required to be reported.* Failure to alert USBE directly may result in the teacher/applicant being categorized as ineligible for the payment, affect the approval and distribution process for funds, and the eligibility for all or a portion of funds for that program year.
5. If historical contracted Utah teaching assignments are incorrect or missing in CACTUS, it is the teacher's responsibility to obtain the appropriate documentation and validation of their teaching experience and submit the documentation to the USBE **prior to May 31<sup>st</sup>** of the program year. Incomplete, incorrect, or missing employment history may affect eligibility for the program.
6. For confidentiality purposes, all communications between the USBE and teacher/applicants are limited to the email and phone number listed in CACTUS. If the teacher/applicant changes their email address they must first update the information through the [Educator Licensing Online](#) website, and select "Update My Contact Information" tab. PLEASE NOTE THAT UPDATING EMAILS IN THE TSSP SERVICE SITE DOES NOT CHANGE CACTUS, AND CACTUS EMAIL CHANGES DO NOT AFFECT TSSP, AS THESE ARE INDEPENDENT SYSTEMS. The educator then must log into their TSSP account to update the email. A new confirmation email will be sent with the update to allow the educator to reconfirm it. *The USBE is not responsible for misdirected email or the failure to receive notices and other information from USBE that is sent to the teacher/applicant's email of record.* Teacher/applicants receive an electronic courtesy notification for each processing action.
7. It is the teacher/applicant's responsibility to timely submit any appeals to the USBE. It is recommended that appeals be submitted as soon as possible. Appeals are only accepted in accordance with [R277-318](#). Final Appeal Submissions are **due to USBE before 5:00 p.m. on May 31<sup>st</sup>** of the program year. *All documentation must be received before the deadline to allow appeal review processing before the final funding deadline.*
8. Any failure on the part of a teacher/applicant to complete all requirements may result in exclusion from the program. Payments are based on the applicant meeting all requirements *at the time of the final approval window with the USBE* and are available only until funds are exhausted. ***No exceptions will be made after final analysis of eligibility is complete and funding is dispersed.***
9. Any application "denial" received from the LEA can only be resolved directly through the LEA, not the USBE.
10. Any application discrepancies including corrections and/or appeals, will be funded during the "Corrective" payment cycle scheduled for October following the close of the program year, and are subject to fund availability. *Failure to notify the LEA or USBE regarding data corrections may affect the payment eligibility and/or a delay of the payment distribution.*
11. In the event the program receives a higher number of qualifying applicants that exceeds the allocation of the TSSP Restricted Account balance, the USBE may reduce all awards by the same ratio and proportion.
12. Awards to NBPTS applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program.

**The action of submitting a new application and/or selection of a Payment Term indicates that you have read through the Terms and Conditions and all other information posted on the program's website at <https://tssp.schools.utah.gov>, furthermore, that you understand the eligibility criteria as outlined in [Utah Code Title 53F-2-504](#) and your responsibilities in compliance with all aspects of the TSSP application processes.**