

# 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). **Please read carefully.**

## 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) and the system updates.

## Responsibilities of the teacher/applicant:

It is the teacher/applicant's responsibility to submit his or her application in a timely manner. **Failure to do so could result in missing deadlines and not receiving the TSSP bonus for the school/program year.** A list of application deadlines are available on the program's website <https://tssp.schools.utah.gov/>. 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.**

1. All applications are available and submitted electronically through the TSSP Service Site starting **October 1<sup>st</sup> through April 30<sup>th</sup> each program/school year.**
2. Application 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 be changed to the Annual (Y) payment term.*
3. Ensure his or her information is correct in the CACTUS system at the time of an application submission. **It is recommended that the teacher/applicant periodically verify their 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 approval.
4. In the event that CACTUS is incomplete or there are entry errors, the teacher/applicant is responsible to contact their LEA immediately to have the profile corrected **before April 30<sup>th</sup>** of that program year. **No changes will be made to the CACTUS information within the TSSP system after April 30<sup>th</sup>.**
  - \*In the event that CACTUS data is missing or incorrect, the educator 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.*
  - \*In the event that the LEA does not process the application before the approval deadline, the USBE has the authority to change the payment term to the Annual 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.*
5. In the event that 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/applicant'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.
6. In the event that historical contracted Utah teaching assignments are incorrect or missing in CACTUS, it is the educator's responsibility to obtain the appropriate documentation and validation of their educator experience and submit the documentation to the USBE prior to April 30<sup>th</sup> of the program year. Incomplete, incorrect, or missing employment history may affect eligibility for the program.

7. For confidentiality purposes, all communications between USBE and teacher/applicants are limited to the email and phone number listed in CACTUS. If the teacher/applicant changes his or her email address they must first update the information through the *Educator Licensing Online* website [www.utah.gov/teachers](http://www.utah.gov/teachers), 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 must then contact the TSSP Program Specialist with the change of email. *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.
8. 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 accepted in accordance with R277-318 only. 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.*
9. It is the teacher/applicant’s responsibility to submit Appeals in a timely manner and the appeal must include all relevant documentation to be considered. Any incomplete appeals (including forms submitted as incomplete and/or missing original transcripts) received after May 31<sup>st</sup> of the program year will be denied.
10. 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.***
11. Any application “denial” received from the LEA can only be resolved directly through the LEA, not the USBE.
12. 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. *Failure to notify the LEA or USBE regarding data corrections may affect the payment eligibility and/or a delay of the payment distribution.*
13. Teacher/applicants applying for the National Board for Professional Teaching Standards Certification (NBPTS) pre-payment program are required to submit documentation of NBPTS registration and their current licensed administrator’s approval/recommendation letter for the program before the January 31<sup>st</sup> deadline of the program year. A teacher must be listed in CACTUS as an active educator in Utah at the time of enrollment and remain as an active educator in Utah for the length of the program until completion.
14. In the event the program receives a higher number of qualifying applicants that exceeds the allocation of the TSSP or NBPTS Restricted Account balance, the USBE will reduce all awards by the same ratio and proportion.

**The action of submitting your application indicates that you have read through this information and all 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, Chapter 2, Part 5, Section 504](#) and your responsibilities in compliance with all aspects of the TSSP and NBPTS Certification application processes.**