SCOMS District User Guide

Spring 2024

OVERVIEW

The Strategic Compensation Operations Management System (SCOMS) is a TEAL-based web application used for the Teacher Incentive Allotment (TIA). SCOMS allows district users to view, sort, filter, and export annual allotment data and teacher designation records. Districts employing eligible designated teachers will verify and confirm their annual allotment in SCOMS.

Teacher Incentive Allotment Overview

Established in 2019 with House Bill 3, the Teacher Incentive Allotment allows highly effective teachers to earn designations and generate allotment funds for their employing school systems. Teachers may earn a designation either through a district local designation system or by being a National Board Certified Teacher (NBCT).

Each spring TEA awards new designations and calculates allotments for school systems employing designated teachers.

Teacher Designation Eligibility

Teachers must meet eligibility requirements to earn a designation and generate an annual allotment. Eligibility is verified annually using data from the Class Roster Winter Submission.

Eligibility for a New Designation

Through an Approved Local Designation System	Through NBCT Status
Valid for 5 full school years	Valid through July 31 *following* expiry of the National Board certificate
Awarded by an approved district based on prior-year teacher performance data	*Awarded by TEA the same school year certification is achieved*
✓ Still employed by the designating district as of the last Friday in February 2024 ✓ Employed as a teacher (087 role ID) ✓ Meets creditable year of service requirement	✓ Employed as a Texas public school teacher (087 role ID) ✓ Active National Board Certificate ✓ Listed in the NBCT directory as Texas employed by January 31, 2024

Creditable Year of Service: the teacher was employed and compensated (or will be by the end of the school year) in a teaching role (087 role ID) for:

- 50% or more of the day for a minimum of 180 days; or,
- 100% of the day for a minimum of 90 days, or the equivalent of one semester.

Allotments

Allotments are issued to districts through the Foundation Schools Program (FSP). Designated teachers who meet eligibility requirements will generate an allotment for their district based on their campus(es) of employment as of the last Friday in February. Allotment eligibility is verified annually using data from the Class Roster Winter Submission. Campus allotment values are determined based on the campus' rural status and student socio-economic demographics. More information on allotments and funding can be found at tiatexas.org/allotments. TIA Funding Map

Annual Allotment Eligibility

- ✓ Active designation awarded in the same school year or a previous school year
- ✓ Employed as a Texas public school teacher (087 role ID)
- ✓ Meets the creditable year of service requirement

Frequently Asked Questions

1. **Is a local designation system required to receive TIA funds?**
   No. Any district can receive TIA funds if they employ a designated teacher who meets the allotment eligibility criteria.

2. **What if a designated teacher moves into/out of a school district mid-year? Is the allotment prorated?**
   Allotments are not prorated, transferred, or split between districts when teachers move during the school year. To generate an allotment, the teacher must meet the creditable year of service requirement with the district where they were employed on the last Friday in February.

REQUESTING ACCESS TO SCOMS

SCOMS will house annual allotment data by teacher, campus, and LEA. Each district may have up to five user accounts.

TEA recommends user accounts for: the TIA lead (if applicable), human resources and PEIMS designees, and the district business office.

1. Sign into your TEAL account. To create a new account, please visit https://tea.texas.gov/about-tea/other-services/secure-applications/teal-account-and-password-help.
2. Click "My Application Accounts".
3. Request New Account.
4. Select SCOMS from the Application IDs.
5. Click "Add Access".
6. Type in your LEA for "Employing Organization".
7. Select "LEA Representative" Role.
8. Notify district TEAL approver if needed. This is typically the district superintendent. If you are unsure who the district approver is, please email tia@tea.texas.gov. **Do not approve account requests from teachers**.

Once the account is requested and approved by the district approver, TEA should approve within two business days.
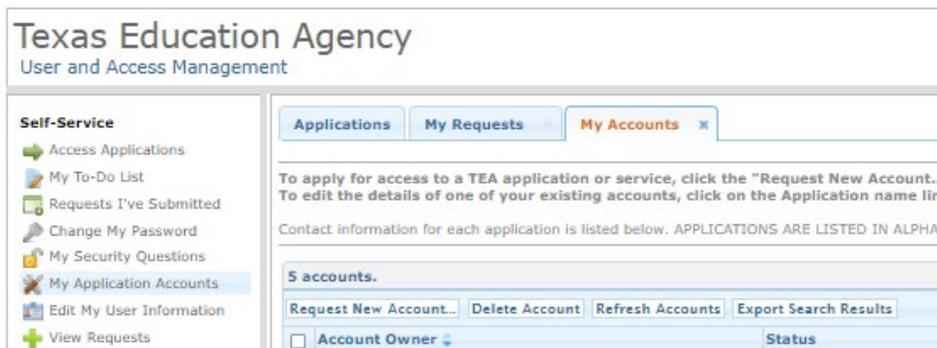
SCOMS PAGE DISPLAYS

Home Page

The SCOMS **Home page** displays seven options.

1. The **LEA Details page** displays the districts points of contact for TIA-related communications.
2. The **Designations page** allows districts with an approved local designation system to view designations awarded by school year.
3. The **Payout page** allows districts employing designated teachers to view and export allotment data.
4. The **Disputes page** allows districts to submit disputes during the allotment verification window.
5. The **Search Designated Teachers page** allows districts to search for designated teachers working in the district through an individual search or batch upload.
6. The **Files/Reports page** allows districts to access special reports uploaded by a TEA user and preview teacher allotment eligibility by viewing designated teachers reported in the district's fall PEIMS data.
7. The **Fall PEIMS Designated Teachers Report page** allows districts to view information for designated teachers who were reported in their Fall PEIMS submission.

Welcome to SCOMS

The Strategic Compensation Operations Management System (SCOMS) will implement the Teacher Incentive Allotment (TIA) passed by the 86th Texas Legislature.

Learn more

Designations

For districts with approved Local Designation Systems. View history of submitted designations.

Designations

Payout

View Payout amounts by District, Campus, or Teacher

Payout

Disputes

LEA Details

Manage LEA Details and LEA Contact Information

View LEA Details

Designated Teachers

Lookup designation status for teachers you hire or employ

Search Designated Teachers

Files/Reports

View Files and Reports from TEA

View Files/Reports

Fall PEIMS Designated Teachers Report

LEA Details Page

This page allows district users to view district information and TIA points of contact. It will also include system approval status for districts that have applied for a local designation system.

For districts without a local designation system and no plans to participate in TIA, TEA recommends points of contact in human resources or the district business office.

To add additional points of contact, please email tia@tea.texas.gov.

Home / View LEA

LEA Contacts

LEA ID
123456

LEA Name
Flowers ISD

Rural Flag
○ Yes ○ No

Region
Region

Approval Status
Approval Status

System Expiry Date
mm/dd/yyyy

Contact Name 1
First Last

Email Address
Email Address

Phone Number
Phone Number

Contact Name 2
First Last

Email Address
Email Address

Phone Number
Phone Number

Contact Name 3
First Last

Email Address
Email Address

Phone Number
Phone Number

Designations Page for Districts with an Approved Local Designation System
For districts without a fully approved local designation system, the page will not contain data.

The designations page displays the **history and outcome of designations *issued by the district* each school year**. The district may sort and filter each field and export data to Excel.

Fields include:

- School year issued
- Teacher name
- Unique ID: 10-digit ID from the TSDS Unique ID application
- Designated Teacher ID: a public-facing identifier assigned to each designated teacher
- Designation level: Recognized, Exemplary, Master
- Designation Status: represents the **outcome** of designation processing for the year it was issued. The status may not indicate changes to status in subsequent school years. If a teacher receives a sanction resulting in revocation of the designation, or the designation expires, this will not be reflected in the designations page.
  - **Approved:** the designation was approved and generated an allotment for that school year
  - **Rejected:** the designation was not approved and will not generate an allotment
  - Reasons for rejected status:
    - The teacher was not reported in the Class Roster Winter Submission
    - The teacher was reported in Class Roster Winter Submission with a Role ID other than 087
    - The teacher failed to meet the creditable year of service requirement
    - The teacher has a Sanctioned SBEC certificate or is listed in the Do Not Hire registry
- Effective and Expiry dates: locally issued designations will expire five years after the designation was issued

Sample SCOMS Teacher Designations Page Display

School Year	Unique ID	Designated Teacher ID	First name	Last name	Designation	Outcome	Effective Dt	Expiry Dt
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
2023-2024	0000000000	5623	JANUARY	JONES	EXEMPLARY	APPROVED	8/1/2022	7/31/2027
2023-2024	0000000000	6055	DAVID	DIAZ	MASTER	APPROVED	8/1/2022	7/31/2027
2023-2024	0000000000	6377	LINDA	LORENZO	MASTER	APPROVED	8/1/2022	7/31/2027

Payout Pages

The Payout page displays the district allotment by school year, including fee reimbursement if applicable. The allotment values in SCOMS will be reflected in the district's Summary of Finance (SOF) Report. The tabs on the upper left allow districts to view allotment data by school year, teacher, campus, and teacher/campus breakdown. Districts may export data on each subpage to Excel.

Prior to finalization, the Payout page allows districts to either confirm or dispute their annual allotment.

Sample Payout Landing Page	

PAYOUT TOTAL BY SCHOOL YEAR

- The landing page defaults to the district's TIA payout Total by School Year. The format and payout data will match the values on line 30 of the district's updated SOF report in September 2024.
- Total Teachers: count of teachers who generated an allotment for the district. The count may not reflect the total number of designated teachers working in the district, as some may not meet the eligibility criteria to generate an allotment.
- Total Allotment: total teacher-generated allotment from Master, Exemplary, and Recognized designated teachers.
- Fee Reimbursement: the total fee reimbursement, *if applicable.*
- Total Allotment + Fees: the total amount the district will receive through the FSP.

PAYOUT BY TEACHER
- Source: how the designation was earned
  - LEA: through a district local designation system
  - NB: through National Board certification
- Number of eligible campuses indicates the number of campuses where the teacher was reported in the Class Roster Winter Submission
- For teachers employed at multiple campuses, each campus allotment is divided by the total number of campuses. The campus allotments are then aggregated on the By Teacher page.

Sample Payout by Teacher View

PAYOUT BY CAMPUS
- The Campus page displays the number of Master, Exemplary, and Recognized teachers generating an allotment at each campus, and the total allotment by campus.
- This page is helpful to verify compliance with the 90/10 statutory spending requirement. At least 90% of the allotment funds must be spent on teacher compensation on the campus where the designated teacher worked in 2023-2024.

PAYOUT TEACHER/CAMPUS BREAKDOWN

- The Teacher/Campus Breakdown displays each teacher's 2023-2024 campus(es) and the allotment value generated based on the campus.
- Teacher campuses are pulled directly from the district's Class Roster Winter Submission. In cases where an **eligible teacher** was not reported in Class Roster Winter Submission, TEA may use administrative discretion to create a campus record in SCOMS.
- Teachers reported at more than one campus will have one line of data for each campus.
- For teachers reported at more than one campus, each campus allotment is divided by the total number of campuses.
- District Administration (CDN+ 000 or CDN+999) is used to indicate a centrally assigned or itinerant teacher without a home campus. Centrally assigned teachers will generate an allotment equal to the district average.
- Districts can view and verify each designated teacher's campus(es) to ensure the data accurately represents their campus(es) of employment.

Sample Payout by Teacher/Campus Breakdown

Home / Payout

Payout

| Total By School Year | By Teacher | By Campus | Teacher/Campus Breakdown |

School Year: 2023-2024

Show 100 entries   Export to Excel

Source	Designated Teacher ID	Teacher First Name	Teacher Last Name	Unique ID	District ID (CDN#)	District Name	Campus ID (CDCN#)	Campus Name	# of Eligible Campuses	Teacher Designation	Designation Expires	Payout Amount
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
NB	1234	SARA	BOOKER	0123456789	123456	FLOWERS ISD	123456	SUNFLOWER MIDDLE	1	Recognized	7/31/2031	3.855
NB	1234	JOHN	STILKS	0123456789	123456	FLOWERS ISD	123456	ROSE H S	1	Recognized	7/31/2026	5.172
NB	1234	PAULA	HERNANDEZ	0123456789	123456	FLOWERS ISD	123456	BLUEBONNET EL	1	Recognized	7/31/2023	4.172
NB	1234	LAMAR	BAKER	0123456789	123456	FLOWERS ISD	123456	LILY EL	1	Recognized	7/31/2024	3.133
NB	1234	CECILIA	SANCHEZ	0123456789	123456	FLOWERS ISD	123456	DAISY H S	1	Recognized	7/31/2023	3.459
NB	1234	TILDA	TOWNSEND	0123456789	123456	FLOWERS ISD	123456	IRIS MIDDLE	1	Recognized	7/31/2024	3.590

FEES PAGE

Some districts may also receive an increased allotment to account for fee reimbursement. To view a breakdown of fees, district users can click on the fee amount in the Payout by School Year view.

- Districts with a local designation system may receive reimbursement of **Teacher Designation Fees and/or System Renewal Fees**.
- Districts employing National Board Certified Teachers may request and receive reimbursement of certification and recertification fees. TEA has notified districts if they are eligible to request reimbursement of **National Board Certification Fees.**
- Districts with a Subchapter C charter partner with its own local designation system may receive reimbursement of fees paid by the charter partner, or **Partner Fees**.
- All fees will be reimbursed in September settle-up the following school year.

Sample Payout by School Year

Sample Fee Detail Display

Search Designated Teachers Page

This page allows verified district users to search for designated teachers individually or in batch and provides unique identifiers to compare with district records.

Navigation

1. From the Home Page, under Designated Teachers, select "Search Designated Teachers".
2. Select the search type. Districts may search for designated teachers individually or as a batch search.

Running an Individual Search

The individual search allows district users to search using one of three options:

- Teacher first and last name and DOB
- SSN and DOB
- TSDS Unique ID, a 10-digit number used for PEIMS and TSDS reporting

To run an individual search:

Select "Individual Search" from the Search Type

1. Enter the individual teacher's identifiers using one of the three options listed above.
2. Click "Search".

Designated Teacher Search

Search Type [Individual Search ▾]

Enter First Name (minimum 1 character), Last Name (minimum 2 characters), and DOB (OR) UID (OR) SSN and DOB of the person to search for designation information.
Click 'Search' to begin the lookup. Click 'Clear to clear the fields for a new search.

First Name | Last Name | DOB
[First Name] | [Last Name] | [DOB]

OR

SSN | DOB
[SSN] | [DOB]

OR

Unique ID
[Unique ID]

[Search] [Clear]

Running a Batch Search

The batch search option allows district users to search for more than one designated teacher at a time by uploading a file with teacher information. A recommended best practice for districts that did not confirm designation status at the time of hire is to run a batch search of all newly hired teachers.

Each line of data may contain one or more of three options for each teacher:

- Teacher name and DOB
- SSN and DOB
- TSDS Unique ID, a 10-digit number used for PEIMS and TSDS reporting

To run a batch search:

1. Select "Batch Search" from the Search Type.
2. Download a copy of the file template.
3. Enter teacher information into the file template using the proper format for each field.
4. Click "Browse" to select a file from your computer. All files must be in Excel format and contain no more than 500 records.
5. Once a file is selected, click "Upload".

Home / Teacher Search

Designated Teacher Search

Search Type [Batch Search ▾]

Note: All uploads MUST be in Excel format. Please save your upload files as Excel files. *Limit of only 500 records per upload.
Upload format:
First Name (25 max)
Last Name (25 max)
DOB (mm/dd/yyyy)
(OR)
Unique ID (10 digits)
(OR)
SSN (9 digits, No dashes)
DOB (mm/dd/yyyy)

Click Here to download a copy of the file template.

Select a file:
[Choose File] [Browse]
[Upload]

Viewing Search Results
- Search results will display the data provided by the district user, identifying information for the designated teacher, and information regarding the designation.
- Search results will display the fields below, with the option to export to Excel. The image below depicts a search using Unique ID as the teacher identifier.
- Teachers with multiple designations will display a separate line of data for each designation.

Field	Description
Search	Identifiers entered by the district user
Search Status	Match or No Match
Data Source	**LEA** The designation was awarded through a district local designation system. **NB** The designation was awarded by TEA to a National Board Certified Teacher.
Designated Teacher ID	A publicly available unique identifier assigned to all designated teachers
Unique ID	10-digit Texas Unique ID
First Name	Teacher first name
Last Name	Teacher last name
DOB	Teacher date of birth
SSN	Teacher social security number. *This field will not display data unless the SSN was provided by the district user.*
Designation	Level of designation: Recognized, Exemplary, or Master
Effective Date	The date the designation was effective
Expiration Date	The date the designation is no longer active
Status	Status of the designation as of the search date **Active** The designation is active and may generate an allotment. **Inactive** The designation is inactive due to an active higher designation. **Expired** The designation is expired. **Revoked** The designation was revoked.

If no data is found, the search status will display "No Match" and "0" for all designation fields.

Designated Teacher Search Results

Your criteria did not locate any teachers. Please try again.

Show 25 ⬍ entries

Export to Excel

Search	Search Status	Data Source	Designated Teacher ID	Unique ID	First Name	Last Name	DOB	SSN	Designation	Effective Date	Expiration Date	Status
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter.	Filter	Filter...	Filter...	Filter...	Filter...
	No Match	0	0						0			0

Files/Reports Page

The Files/Reports page allows TEA to upload files to district accounts, such as special reports for districts receiving TIA funds for 1882 partnerships. Most districts will not see files displayed.

Welcome to SCOMS

The Strategic Compensation Operations Management System (SCOMS) will implement the Teacher Incentive Allotment (TIA) passed by the 86th Texas Legislature.

Learn more

Designations	Payout	LEA Details	Designated Teachers	Files/Reports
For districts with approved Local Designation Systems. View history of submitted designations.	View Payout amounts by District, Campus, or Teacher	Manage LEA Details and LEA Contact Information	Lookup designation status for teachers you hire or employ	View Files and Reports from TEA
Designations	Payout	View LEA Details		View Files/Reports
	Disputes		Search Designated Teachers	Fall PEIMS Designated Teachers Report

Fall PEIMS Designated Teachers Report Page

This page allows districts to view, filter, sort, and export designated teachers who were reported in the district's Fall PEIMS submission by school year. Districts may access updated Fall PEIMS data annually in late February to screen for TIA eligibility and anticipate if any teachers will generate funds for the year.

- The report provides the teacher's designation information, reported campus(es), and role ID as of the October snapshot date.
- Districts may review which teachers have expiring designations in the upcoming year.
- District may only receive funds for teachers employed in a 087 (Teacher) Role ID. The Allotment Eligibility Flag will display "False" if the teacher was not reported as a 087 in Fall PEIMS. Class Roster Winter Submission data will determine final eligibility in the event of a Role ID change.
- Note: This report does not include teachers pending a new designation for the current school year. Districts approved to issue new designations will receive additional information from TEA.

School Year: 2023-2024

Selected School Year: 2024

Show 25 entries   Export to Excel

Source	CDN#	District Name	Unique ID	Teacher First Name	Teacher Last Name	Designation Level	Expiry Date	CDCN	Role ID	Allotment Eligibility Flag
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
LEA					CANCIO	Exemplary	7/31/2024		087	True
LEA					RODRIGUEZ	Recognized	7/31/2027		087	True
LEA					EBREO	Exemplary	7/31/2027		087	True
LEA					SANTOYO	Recognized	7/31/2027		120	False
LEA					TEALE	Recognized	7/31/2027		087	True

Showing 1 to 5 of 5 entries

Previous   1   Next

PREPARING TO VERIFY DESIGNATIONS AND ALLOTMENTS IN SCOMS

Preparing to Verify the Allotment

- TEA processes new designations and allotments annually in April. Allotments will be ready to verify on April 24, 2024
- **Districts without an approved local designation system will only verify allotment data.**
- Districts approved to issue 2023-2024 designations must also verify designation outcomes.
- Best practice is to maintain a local list or "tracker" for teachers with an existing or pending designation.
- A district tracker can include the teacher's Role ID, campus(es) of employment, year of service verification, and TIA eligibility.
- Districts may also include the source of designation (local system or National Board) and a local ID.
- Districts can then compare their local records to designations and allotments in SCOMS.

Sample District-Created Tracking Document										

Local ID	First	Last	Unique ID	CDCN	Campus(es)	Designation Source	Designation Level	Role ID	Met Year of Service?	Allotment Eligible?	Notes
123456	DOLLY	CLARK	XXXXXXXXXX	100906999	Centrally Assigned	Local system, existing	Master	087	Yes	Yes	
123457	ISAAC	RODRIGUEZ	XXXXXXXXXX	100906002	Flower HS	NBCT	Recognized	012	No	No	Not a teacher
123458	SAM	FLEMING	XXXXXXXXXX	100906123	Gladiola Elem	Local System, new	Exemplary	087	Yes	Yes	
123459	DALE	WASHINGTON	XXXXXXXXXX	100906035, 100906147	Magnolia Jr H+ Elem	Local System, new	Recognized	087	Yes	Yes	Split campus
123450	ARETHA	BROWN	XXXXXXXXXX	100906022	Davis MS	Local System, new	Master	087	Yes	Yes	
123402	JENNIFER	SHEPHERD	XXXXXXXXXX	100906147	Magnolia Elem	Local System, new	Exemplary	087	No	No	Resigned 1/21/24

Sample District-Created Tracking Document After SCOMS Comparison

Local ID	First	Last	Unique ID	CDCM	Campus(es)	Designation Source	Designation Level	Role ID	Met Year of Service?	Allotment Eligible?	Notes	Allotment Generated	SCOMS Reported Campus	Dispute Required?
123456	DOLLY	CLARK	XXXXXXXXXX	100906999	Centrally Assigned	Local system, existing	Master	087	Yes	Yes		25,613	100906999	No
123457	ISAAC	RODRIGUEZ	XXXXXXXXXX	100906002	Flower HS	NBCT	Recognized	012	No	No	Not a teacher this year	7,762	100906002	Yes, not 087
123458	SAM	FLEMING	XXXXXXXXXX	100906123	Gladiola Elem	Local System, new	Exemplary	087	Yes	Yes		12,322	100906123	No
123459	DALE	WASHINGTON	XXXXXXXXXX	100906035, 100906147	Magnolia Jr H+ Elem	Local System, new	Recognized	087	Yes	Yes	Split campus	6,517	100906035	Yes, not reported at both campuses
123450	ARETHA	BROWN	XXXXXXXXXX	100906022	Davis MS	Local System, new	Master	087	Yes	Yes		24,655	100906022	No
123402	JENNIFER	SHEPHERD	XXXXXXXXXX	100906147	Magnolia Elem	Local System, new	Exemplary	087	No	No	Resigned 1/21/24	0	0	No
123003	DAVID	GOMEZ	XXXXXXXXXX	100906002	Flower HS	Existing through other LEA	Exemplary	087	Yes	Yes		0	n/a	Yes, not on allotment report

DIRECTIONS FOR VERIFYING DESIGNATIONS AND ALLOTMENTS

Districts with a Fully Approved Local Designation System

1. Export data from the Designations page and Payout by Teacher/Campus breakdown page.
2. Ensure all teachers submitted for designation in fall 2023 are listed on the Designations page.
3. Sort/Filter by designation status. Check for any designations in Rejected status. Teacher designations in Rejected status will not generate an allotment.
4. Compare SCOMS Designations data to the district tracking document. Make notes if any teacher data requires a dispute, such as:
   - Eligible teachers submitted for designation in fall 2023 not listed on the Designations page.
   - Any eligible teachers in Rejected status.
   - Teachers in Approved status who were identified by the district as not eligible.
   - Teachers missing from the designation list.
   - Teacher name requires updating.
5. Compare SCOMS Payout by Teacher/Campus Breakdown data to the district tracking document. Make notes if any teacher data requires a dispute, such as:
   - An eligible teacher did not generate an allotment.
   - Designated teachers are missing from the Allotment by Teacher or by Teacher/Campus Breakdown data.
   - Teachers generated an allotment who were not on the district tracker.
   - Teacher name is incorrect.

Districts Without a Fully Approved Local Designation System

1. Export data from the Payout by Teacher/Campus Breakdown page.
2. Compare SCOMS Payout by Teacher/Campus Breakdown data to the district tracking document. Make notes if any teacher data requires a dispute, such as:
   - An eligible teacher did not generate an allotment.
   - Designated teachers are missing from the Allotment by Teacher or by Teacher/Campus Breakdown data.
   - Teachers generated an allotment who were not on the district tracker.
   - Teachers listed at the incorrect campus(es).
   - Teacher name is incorrect.

SUBMITTING A DISPUTE

What are Disputes?
- A dispute is a **request for manual error resolution** of inaccurate, **teacher-level data.**
- Errors or inaccuracies in the district's Class Roster Winter Submission reporting will impact teacher eligibility, designations, and allotment values.
- Disputes are resolved in SCOMS; submitted TSDS data will not change.
- **Disputes must be entered by May 3, 2024**. TEA will resolve all disputes by May 10, 2024.
- The district may be asked to provide supporting documentation for the dispute, such as HR records, payroll data, master schedule. TEA will reach out to the district via email if additional documentation is required.
- For fee disputes, email TIA@tea.Texas.gov.

When to Submit a Dispute
After verifying allotment data, districts may submit a dispute in SCOMS if:

- The Payout by Teacher/Campus Breakdown data does not accurately reflect a teacher's campus(es) of employment. This may happen with:
    - Centrally assigned teachers or itinerant teachers.
    - Teachers with students commuting from other campuses to the teacher's home campus.
- An **eligible teacher** did not generate an allotment because:
    - The teacher was mistakenly not reported in Class Roster Winter Submission or reported without a TIA Designation Code and year of service.
    - The year of service was not reported or reported as No.
    - The teacher was reported with a Role ID other than 087.
- A teacher generated an allotment **who did not meet the year of service in a teacher role**. This may happen in cases when:
    - A designated teacher was hired mid-year and did not meet 90 paid contract days or the equivalent of one semester in a full-time teaching position.
    - A teacher took significant **unpaid** leave.
    - A teacher resigned or retired before meeting the year of service.
    - The designated teacher is employed in a role with less than 50% teaching duties.
- A designated teacher employed in a **non-teaching** role was reported in the Class Roster Winter Submission as having met the year of service.
- *Note: districts must submit disputes by May 3.*

Required Information for a Dispute

- The Dispute Category will determine what information is required. Dispute Categories:
  - Teacher missing from allotment report
  - Not employed in a teaching role (087)
  - Change year of service indicator (yes to no, or no to yes)
  - Incorrect campus CDCN(s)
  - Other
- Prepare to enter the following information for each dispute:
  - Teacher Unique ID, 10-digit number for TSDS reporting
  - DOB, if teacher is missing from the allotment report
  - Campus CDCN(s)
  - Role ID
  - Creditable Year of Service Y/N
  - Notes may be required depending on the selected reason

How to Submit a Dispute

1. Go to the Payout page and Total by School Year screen.

2. Click "Dispute" to view, add, edit, or delete disputes.
3. Click "Add Dispute Detail".

4. Select a Dispute Category

5. Enter all requested details and click "Add".
6. Review submitted dispute(s) on the Disputes page.
7. Edit or delete the disputes if needed by May 3,2024.

Sample Dispute

District Next Steps After Adding Disputes

1. Export dispute data for next phase of verification.

   - TEA will process disputes between May 3 and May 10. Districts may be asked to provide additional information via email if needed.
   - Designation outcomes and allotment values will not change unless a dispute was submitted in SCOMS.
   - TEA will update the status to "Resolved".

2. **By May 13**, the district must repeat the allotment verification process after the dispute is resolved before confirming the allotment.

CONFIRMING THE ALLOTMENT

Prior to Confirming the Allotment

1. Prior to confirmation, verify:

   ✓ *For districts with local designation systems and approved to issue new designations in 2023-2024*, **all** teachers submitted for designation in fall 2023 are present on the designations page and in "Approved" status (Cohort A-E), if eligible.

   ✓ All eligible teachers generated an allotment.

   ✓ All teachers who generated an allotment met the creditable year of service requirement.

   ✓ All eligible teachers were reported at the correct campus(es).

   ✓ Fees reimbursement amounts are accurate, if applicable.

   ✓ Disputes were correctly resolved, if applicable.

2. Review attestations with relevant departments. Maintain a **local record** of superintendent sign-off www.TIAtexas.org/attestations. Do not submit attestations to TEA.

Confirming the Allotment

1. Once all information is verified and correct, go to the Payout by Total by School Year page. Click the green "Confirm" button.

2. Review the pop-up legal disclaimer. Users may review the attestations again through the provided link.

3. Click "Confirm" in the pop-up disclaimer. This serves as the district signature. **Do not submit signed attestations to TEA.**

Receiving the Allotment

- For districts receiving TIA funds for the first time, the allotment will arrive as a lump-sum reimbursement in September 2024 settle-up.
- The district SOF Report will display the total allotment. The total allotment is the sum of teacher-generated allotments + reimbursed fees, if applicable.
- After the September settle-up process, the final SOF report will match the Payout by School Year values in SCOMS.
- **Districts must expend all allotment funds by August 31, 2024. For districts receiving funds for the first time, please note that funds must be spent prior to the September reimbursement.**
- There are no PIC codes for TIA funds.
- All TIA funds are TRS eligible.