

# 2023

Louisiana Department of Education

Professional Improvement Program  
(PIP)

PIPFinanceHelpDesk@la.gov

# [PROFESSIONAL IMPROVEMENT PROGRAM]

Instructions for LEAs to submit corrected invoices, communication with educators, submitting timely activity reports.

## Contents

Background .....	2
Basic Rules for Participation .....	3
CYCLE.....	3
Transactions .....	4
PIP Payments .....	5
Common Errors .....	6
E-Mail Contact.....	6
Calendar .....	7
Closing.....	7
Attachments and Sample Forms.....	8
PIP Activity Reporting Form and Instructions .....	8
PIP Activity, Transaction and Invoice Form.....	11

## Background

During the 1980 Legislative session, the Louisiana Educators Professional Improvement Program (PIP) was enacted. The legislation (Act 207) was designed to encourage continuing educational endeavors by the teachers in our public schools, who were directly charged with the formal education of our state's children. Participation in the program was voluntary and was available to public school teachers who had three years of teaching experience. Public elementary and secondary classroom teachers, librarians, principals, assistant principals, guidance counselors and other personnel for whom a valid, standard type A, B, C or Lifetime Louisiana Teaching Certificate is required for employment was eligible to participate in the program.

The PIP Program added significant dimensions in that it provided salary enhancements based upon individually planned, professional development programs that included both academic and in-service pursuits. In addition, salary increments provided by the PIP program were such that participants were encouraged to continue their studies and to remain in the teaching profession.

Teachers whose employment required a teaching certificate when they began their program and who successfully completed a five-year program became eligible to receive the PIP increment as long as they are employed in a public school system, regardless of a transfer to another position.

There was a change in the legislation during the FY01 session. The main change in the legislation now allows retired teachers to return to the public school system and continue to receive PIP; they are not required to return as classroom teachers, which was required under the previous Return to Work legislation.

In 1989-90, the Professional Improvement Program came to an end. Teachers must have completed the 5-year program by 1989-90 to continue to receive PIP payments. PIP was a progressive program and as each year was completed, the participant would advance to the next level. When they completed the 5-year program, they were at Level 6. At the height of the PIP program, over 32,000 teachers were receiving PIP increments.

## Basic Rules for Participation

1. The PIP program is funded by the state legislature annual. The period of funding is the state fiscal year: July 1<sup>st</sup> through June 30<sup>th</sup>.
2. The PIP increment is determined by the number of days a participant completes in a given school contract year. 182/182 days or 200/200 days, etc.
3. Retirement, Deceased, Transfers, Resignations, LWOP payments are determined by number of days worked in a school contract year.
4. All changes to a participant's status must be reported to the State PIP Office immediately to assure accurate recordkeeping and correct funding.
5. School systems are paid quarterly at a rate of 3/12<sup>th</sup> of the total projected annual amount, with a final payment of April, May, and June made in June.
6. A fall Invoice report is prepared by the State PIP Office and sent to each school system to review and submit all required changes to reflect accurate data for each school system.
7. New employee PIP forms must be submitted to [pipfinancehelpdesk@la.gov](mailto:pipfinancehelpdesk@la.gov) and approved by the State PIP Office to assure funding to the school system of the PIP increment for the new participant.
8. A PIP participant must be a FULL TIME employee. Part-time employees are not eligible to receive PIP increments.
9. PIP transactions are reported using Code 6 or Code 7:  
Code Level 6: Active, employer contributions paid to TRSL  
Code Level 7: DROP, no employer contributions paid to TRSL.

## CYCLE

1. State Legislature approves PIP appropriation administered by Louisiana Department of Education.
2. Using the current State PIP Database, a projection is prepared showing the amount of funds available to each school district for the upcoming fiscal year.
3. On a quarterly basis, the State PIP Office generates Payment Vouchers for all school systems for the PIP increments due their participants. Payment is also made to the Teachers' Retirement System for active PIP participants.
4. June is the close out for the prior fiscal year. In June a participants list and invoice is generated of the prior year activities for each school system. These reports are posted to the edFinFTP

secure site for the school system to verify the information reported and to make any necessary changes. (Additions, transfers, Began DROP, end DROP, Retirement, etc.).

5. An invoice is prepared and sent to the school systems for verification during August. The school system is responsible for reviewing the report for accuracy. This is done by entering any additions, removals or corrections on the Activity, Transaction and Invoice Update Form (excel spreadsheet, see pg. 14 for sample).
6. All change forms submitted to DOE are verified and the data is entered in the State PIP Database.
7. The PIP Analyst will email a secure copy of the approved Activity, Transaction and Invoice Update form to the PIP Coordinator listed on the contact sheet.
8. If any changes occur within the year, the PIP Coordinator must submit a properly completed PIP Activity Reporting Form to the State PIP Office at [pipfinancehelpdesk@la.gov](mailto:pipfinancehelpdesk@la.gov). As changes or corrections are sent in by the school systems and entered into the State PIP Database, approved copies will be sent by secure email to the PIP Coordinator.
9. Teachers' Retirement employer contributions are funded and submitted directly to the TRSL for the participants.

## Transactions

These codes are used when completing the Activity, Transaction and Invoice Update Form (excel spreadsheet) to report all PIP actions to the State PIP Office.

- A - Addition
- B - Addition for break-in-service
- C - Correction, give explanation
- E - Error, give explanation
- L - Leave Without Pay (LWOP)
- I/ - Transfer In
- O/ - Transfer Out
- R - Retired
- S - Retiree Return to Work
- W - Withdrawal from Program
- X - Deceased
- R/D - Begin DROP
- 2/A - Completed DROP, back to Active
- 2/R - Completed DROP, went home
- Level 6 – ACTIVE, Employer contributions paid to Teachers' Retirement
- Level 7 – DROP, No Employer contributions paid while in DROP

The codes listed above are used on the Activity, Transaction and Invoice Update Form. This form is a tool that has been designed to assist the school systems to arrive at their current number of PIP Participants and the total amount of the PIP Increment for Level 6 and Level 7.

The invoice contains the name, address, current number of PIP Participants in Level 6 and Level 7 and the total amount of PIP due the school system. It is the responsibility of the school system to verify the Participants List and complete the Activity, Transaction and Invoice Update form to arrive at the approved number of PIP Participants and the correct amount of the PIP Increment due the participants. These updated amounts are reported on the Invoice on the lines provided in the column "PIP Frozen Increment". Once the Invoice is completed with all the required signatures, it is returned to the State PIP Office to verify updates. Only additions/deletions/changes need to be reported on an Activity, Transaction and Invoice Update form. Persons listed on the Participants List continuing to work with no changes do not need an Activity Form, simply put a check mark by their name.

It is the responsibility of each school system to include a PIP Update Form in the hiring packet for each new employee that taught before 1990 and require that this completed form be returned to the school system's Personnel Office. If the form indicates that the employee once received PIP in the past, the completed form must be sent to the State PIP Office at [PIPfinancehelpdesk@la.gov](mailto:PIPfinancehelpdesk@la.gov) for processing, attached to the completed PIP Activity, Transaction and Invoice form. The records in the State PIP Database begin with 1996. Any information prior to that time is researched in the manual PIP files, which is listed first by year, then by school system, then by name. It is very important that this information is accurate and that all required information is complete. If any part of the information is missing, then the verification cannot be completed and we must then contact the school system for additional or accurate information. It is very important that the person's name at the time of receiving PIP is provided, since names may have changed through the years.

If the new hire is a retiree, then the "Retiree Returning to Work" section of the "PIP Invoice, Activity and Transaction Update Form" must be completed by the school system and submitted to the State PIP Office for approval. Additionally, the school system must notify the Teachers' Retirement System of the retiree returning to work by submission of Form 15 to that office. The State PIP Office must verify that the Form 15 has been received by Teachers' Retirement before a RTW form can be approved and entered into the Database.

All of the required PIP forms are available electronically by contacting the PIP Finance Help Desk at [PIPFinanceHelpDesk@la.gov](mailto:PIPFinanceHelpDesk@la.gov).

## **PIP Payments**

PIP payments are made quarterly, with the last payment in June. A statement is sent to each school system listing each payment and date of payment made to the school system at the end of the fiscal year.

## Common Errors

1. Systems not sending PIP Invoice, Activity and Transaction Update reporting form as the actions occur. These forms should be sent in to the State PIP Office as soon as possible so that the State PIP Database can be kept current.
2. Systems not reporting when an employee completes DROP and continues to work. THIS IS VERY IMPORTANT DUE TO THE FACT THAT WHEN SOMEONE IS IN DROP WE DO NOT PAY TRSL, BUT DO START PAYING IT AGAIN ONCE DROP IS COMPLETED.
3. Systems not reporting when an employee is hired in their school system. There are many cases where someone may have been working in the school system for several years and we are just being notified. The purpose of the invoice is for the school system to verify that all of their employees are listed on the PIP Participants List with proper coding. If they are not, then proper documentation must be prepared and sent in with the Invoice packet so that the state PIP database can be updated. When a school system has failed to report a new employee, the current policy is the State PIP Office can only adjust the record of the participant for ONE PRIOR YEAR and make appropriate payment to the school system.
4. Systems not using TWO PIP activity reporting forms to report when someone retires and then returns as a Retiree Returning to Work. When reporting a person "Retiring" and "Return to Work, TWO SEPARATE FORMS MUST BE SUBMITTED. The RETIREMENT section of the PIP Activity Reporting Form must be completed when they retire AND the RETIREE RETURNING TO WORK section must be completed on a second form for that action. PAY CLOSE ATTENTION TO THIS REQUEST TO COMPLETE THE (2) FORMS AS REQUIRED.
5. Systems not meeting deadlines. It is very important all systems meet the due date. When school systems are late returning information, it can delay the processing of system changes which impacts or record keeping. This delay could prevent our office from meeting established deadlines. Submission by the due date has improved, but we would like to receive ALL reports by the established DUE DATE.

## E-Mail Contact

The State PIP Office maintains an email file listing the contact person for each school system from the information provided on the PIP information sheet. It is very important that the contact be updated with current information for each school system at all times. The email will be used to send out invoices, reminders, bulletins and updates. Each school system is encouraged to contact the State PIP Office by email to [PIPFinanceHelpDesk@la.gov](mailto:PIPFinanceHelpDesk@la.gov) whenever there is a question on a PIP participant or if information is needed on an employee who might be a PIP participant.

## Calendar

**August** - Invoice packet prepared and sent via secure email to the school system's PIP contact from the previous school year.

**September** - Updated invoice packet with attached activity reporting forms due back to State PIP Office.

**October** - Quarter 1 payment disbursed

**January** - Quarter 2 payment disbursed

**March**- Quarter 3 payment disbursed

**June**- Quarter 4 payment disbursed, End of Year closeout statement sent.

## Closing

It is very important school systems provide accurate and current information as soon as possible to the State PIP Office. If this is done in a timely fashion, the PIP Database can be considered current and accurate projections can be provided when requested. The PIP Office is here to be of assistance to all school systems. Please email [PIPFinanceHelpDesk@la.gov](mailto:PIPFinanceHelpDesk@la.gov) you need any assistance.

## Attachments and Sample Forms

### PIP Activity Reporting Form and Instructions

#### **PART 1, Top Of Page**

PIP CONTACT PERSON: ① _____
PHONE #(_____) ② _____
E-Mail: ③ _____
Finance/Business Manager: ④ _____
Fiscal Year: ⑤ _____
Participate in TRSL: ( YES / NO ) ⑥

- ① PIP Contact for the duration of the fiscal year, backup if applicable
- ② Phone number for the PIP Contact
- ③ E-mail address for the PIP Contact
- ④ The current finance/business manager or CFO
- ⑤ Fiscal Year the form is submitted in
- ⑥ Does your school system contribute to Teacher Retirement System of Louisiana (TRSL)

#### **PART 2, School & Participant Information**

Date: ① _____		Signature Local PIP Coordinator: ② _____		
School System Name: ③ _____				
School System Site Code: ④ _____				
Office Use Only	PARTICIPANT INFO			
	TRANS CODE* ⑤	Last Name ⑥	First Name ⑥	Social Security Number ⑦

- ① Date the form is completed
- ② Signature of the individual who completed the form
- ③ Parish or school system name
- ④ Parish or school system site code
- ⑤ Transaction codes for the PIP database.

A - Addition	R - Retired
B - Addition for break-in-service	S - Retiree Return to Work
C - Correction - give explanation	W - Withdrawal from Program
E - Error - give explanation	X - Deceased
L - Leave Without Pay (LWP)	R/D - Begin DROP
I/ - Transfer In - give prior district	2/A - Completed DROP, back to Active
O/ - Transfer Out - give new district	2/R - Completed DROP, went home

Level 6 - ACTIVE, Employer contributions paid to Teachers' Retirement

Level 7 - DROP, No Employer contributions paid while in DROP

- ⑥ PIP Participant's last name and first name
- ⑦ PIP Participant's social security number
- ⑧ PIP Participant's PIP increment

## PART 3, Adjusting Entries

Level 6 Beginning Figure \$ <u>①</u>		Level 7 Beginning Figure \$ <u>②</u>	
Actual Payment <u>③</u>	Actual Adjustment <u>④</u>	Actual Payment <u>③</u>	Actual Adjustment <u>④</u>

- ① Projected total figure received for all Level 6 participants (prior to adjustments)
- ② Projected total figure received for all Level 7 participants (prior to adjustments)

- ③ Actual figure paid to the PIP participant.
- ④ Figure added or reduced from the PIP participants total PIP increment.

## **PART 4, Contract, Retirement, and DROP Information**

Days Worked/ Contract Days <u>①</u>	Job Assignment <u>②</u>	Effective Date <u>③</u>	REMARKS <u>④</u>
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- ① The contracted days worked / total days contracted
- ② Position the PIP participant is contracted to hold
- ③ Effective date of the change/adjustment
- ④ Any additional information or comments to provide insight to the State PIP office

