

## COVID-19 SUPPORT 2022-23

As confirmed in the Department of Education's (DE) 2022-23 Financial Planning letter of 28 March 2022, in order for the Education Authority (EA) to bring schools' funding arrangements more closely into line with Common Funding Scheme (CFS) arrangements, schools will be expected to meet COVID-19-related costs from their delegated budgets, in the first instance, with effect from 1st April 2022.

Any school facing financial difficulty should contact their Finance Officer, in the normal way.

**In order for this expenditure to be tracked please continue to code all COVID-19 related expenditure separately using the following codes:**

**Function Code 82093**      goods/services

**Function Code 8890**      non-teaching staff

**Alpha Code CV**          temporary teacher costs.

**VG/GMI schools should continue to have separate arrangements in place to monitor this expenditure.**

### Will there be any additional funding to support COVID-19 related expenditure in 2022-23?

There is presently no funding available to mitigate additional COVID-19 costs in schools.

In line with the normal monitoring arrangements, the EA, in conjunction with DE, will assess the financial needs of schools as the year progresses. If additional funding become available, schools will be provided with an update on this position.

### What do I do if I have a permanent teacher absent due to COVID-19?

If you have a permanent teacher absent due to COVID-19, the temporary teacher should be coded in line with the [CFS](#).

- Schools with more than 4 FTE teachers - Where a permanent member of staff (teaching and non-teaching) is absent for up to and including 20 consecutive working days, substitution costs are a charge to the schools LMS delegated Budget. Where a permanent member of staff is absent in excess of 20 working days, substitution costs from the 21st day of illness are charged to the centre;
- Schools with 4 FTE teachers or less - Where a permanent member of staff (teaching and non-teaching) is absent for up to and including 10 consecutive working days, substitution costs are a charge to the schools LMS delegated Budget. Where a permanent member of staff is absent in excess of 10 working days, substitution costs from the 11th day of illness are charged to the centre

Per [CFS](#) Part 6 Para 6.8

**In order to track this expenditure please continue to use Alpha Code CV for the first 10/20 days as applicable.**

#### **What do I do if a member of the non-teaching staff is absent due to COVID-19?**

If you have a non-teaching staff member who is absent due to COVID-19, the replacement should be coded in line with Common Funding Scheme (see above), please continue to use Function Code 8890 to allow tracking of this expenditure.

#### **What do I do if a member of staff who is pregnant and recognised as clinically vulnerable post 28 weeks pregnancy?**

If unavoidable risks remain following the completion of a risk assessment the temporary teacher should be coded to Medical Suspension until maternity leave commences. As set out in paragraph 6.8 h of the [CFS](#), central funds will meet the cost of the substitute cover.

**If I currently have additional staff (teaching/non-teaching) in post at the 1<sup>st</sup> April as a result of COVID-19, how should I continue to code this?**

All additional staff from the 1<sup>st</sup> April 2022 will be a charge to the schools delegated budget. Please continue to use Function Code 8890 for non-teaching staff or Alpha Code CV for teaching staff.

**If I employ additional staff as a result of COVID-19, how should this be coded?**

All additional staff will be treated as a vacant post and charged to the schools delegated budget. Please continue to use Function Code 8890 for non-teaching staff or Alpha Code CV for teaching staff.

**Should any current/additional staff who are in post at the 1<sup>st</sup> April 2022 as a result of COVID-19 be included in my schools Financial Plan?**

Yes all additional staff employed as a result of COVID-19 should be included in the schools financial plan for 2022-23, as this will be a charge to the school's delegated budget.

**If I need to purchase additional goods or services as a result of COVID-19 how should I code these?**

All COVID-19 related goods and services will be a charge to the schools delegated budget. Please continue to use Function Code 82093 when placing orders.

**If I have ordered COVID-19 related goods/services in 2021-22 that have not been received by 31<sup>st</sup> March 2022 will this expenditure be funded?**

Accounting processes stipulate that expenditure in relation to goods/services that have not received by the 31<sup>st</sup> March 2022 cannot be included in 2021-22, and will subsequently be a charge to the schools delegated budget in 2022-23.