

Supplementary Instruction Guidance – May 2023

The Office of Allowances and the Office of Overseas Schools often receive questions on supplementary instruction. We hope that the notes we've added to the DSSR text below help certifying officers and parents understand the allowance better.

274.12 Other Amounts

The designated officer may authorize:

- a. Supplementary Instruction: In addition to the amount authorized under DSSR 274.11 for "school at post", an amount up to \$4,100 each school year for supplementary instruction (See DSSR 276.9.) NOTE: When necessary as a form of prevention, intervention, or remediation due to deficiencies in academic performance and documented by the school at post, Supplementary Instruction may be reimbursed for only a required course or required courses during the break between school years for DSSR 276.9b, c, and d. (Eff. 06/19/2022 TL:SR 1049);**

DSSR 274.12a note: Supplementary Instruction funding may now also be allowed during the break between school years for stated reasons. The amount claimed should be against the school year just ending and not applied against funding for the following school year. Total funding during the school year and the break between school years is limited to \$4100 or whatever is the current amount at DSSR 274.12a.

276.9 "School at post" Supplementary Instruction (Eff. 01/03/2021 TL:SR 1011)

In addition to the amount authorized for the "school at post" (DSSR 920 and 274.12c) education allowance, supplementary instruction may be reimbursed up to the maximum shown in DSSR 274.12a for only the following reason(s).

NOTE: Concerning third-party expenses: An educational provider receiving payment for this "school at post" supplementary instruction must be providing the course teaching and evaluations directly to the student. Indirect or third-party service provider fees, such as umbrella school/cover schools not providing direct instruction are not reimbursable fees. However, an employee/parent can elect to pay them as a personal expense.

a. the child's school at post does not provide instruction in academic subjects generally offered by public schools in the United States, such as United States history, civics, computers, American literature, English grammar, Advanced Placement or International Baccalaureate Courses;

DSSR 274.12a note: This list is not exhaustive. Schools vary across the U.S., and offerings may change from year to year. Math, language arts, science, and social studies comprise the core subjects consistently taught in U.S. public schools. Parents should be familiar with the requirements of the district their child will return to in the U.S. as this allowance is intended to ease the transition of a child back to public school after time spent overseas. If the Financial Management Officer (FMO) is unsure when approving payment, the Office of Allowances and the Office of Overseas Schools suggest referring to current curriculum offered for that grade level on the family's home district's website.

b. the child's school at post offers its curriculum in a foreign language which the child does not know well enough for progress in the curriculum;

DSSR 274.12b note: Documentation from the child's school should be included in the request.

c. the child's school at post requires additional instruction to enable the child to (1) enter a grade, remain in the same grade, or complete a grade in the school; or (2) successfully complete an academic course in order to progress to the next level in the sequence of courses;

DSSR 274.12c note: Documentation from the child's school should be included in the request.

d. the child's school at post documents that a child returning to post following authorized/ordered departure/evacuation requires additional instruction to successfully complete the current school year;

DSSR 274.12d note: Documentation from the child's school should be included in the request.

e. the child's school at post does not offer a Gifted and Talented (GT), or equivalent, program. The employee must show one of the following in order to use Supplementary Instruction funds for a GT academics-only (English/Language Arts, Math, Science, Foreign Language, and Social Studies, however, not Physical Education/Health, Music or Art) program:

(1) a letter from the child's previous school that the child qualified for and participated in a GT program;

(2) a letter from the child's current school which endorses that the child's performance qualifies for a GT program which the school cannot provide; or

(3) the results of a standardized GT test(s) which show the child eligible to participate in a GT program.

DSSR 276.9e note: When submitting the request to the Financial Management Officer (FMO) for approval, parents should be able to present a plan that includes the cost of that program and the cost of any associated supplies. If the FMO is unsure when approving payment, the Office of Allowances and the Office of Overseas Schools suggest referring to current GT curriculum offered for that subject and grade level on the family's home district's website. The FMO should also verify that list does not contain items not allowable under DSSR 277.1g.