

TEACHER AIDE SUBSIDY REQUEST FORM

School _____

_____ Degreed Aide

_____ Non-Degreed Aide

Name of Teacher Aide _____

Address _____

Social Security Number _____ Telephone Number () _____

Aide's Monthly Gross Pay for ___ months _____

Beginning Date _____ Ending Date _____

Employer (School) Fica Tax (7.65% of Gross Pay) + _____

Pension Cost (5% of Gross Pay) if applicable* _____

Total Cost (Add Above Items) _____

Deduct Conference Subsidy--See Policy - (_____)

Net Monthly Cost to School =====

Pay Per hour \$ _____

Hours Worked Per Month _____ (required)

Teacher Aide Signature Date _____

School Treasurer Signature Date _____

School Board Chairman Signature Date _____

Approved by _____ Date _____
Superintendent of Education

ATTACH A COPY OF AIDE'S COLLEGE DIPLOMA

**If scheduled to work 20 hours per week or more*

INDIANA CONFERENCE POLICY

For Subsidizing a Full-Time Teacher Aide

A full-time teacher aide works a 25-hour minimum week. (No subsidy for part-time aides.)

Teacher aides are not entitled to other conference benefits.

The Indiana Conference will subsidize a full-time teacher aide in the following manner:

1. The local school will pay the employer's portion of Social Security taxes for the teacher aide.
2. *For a degreed teacher aide -- 30% of the salary agreed upon by the local school board with \$175.00 per month maximum.
3. For a non-degreed teacher aide -- 20% of the salary agreed upon by the local school board with \$125.00 per month maximum.
4. Subsidy to be paid for nine (9) months -- September to May.
5. Teacher aide subsidy is granted upon written request made to the Indiana Conference Superintendent of Education.
6. Teacher aide subsidy request form is on the back side of this policy.

*Person holds a B.A. or B.S. degree