Guide to Reporting Eligible Employment

This guide is designed to help participants and grantees of the Office of Indian Education Professional Development Program understand how to determine employment eligibility to fulfill their service payback obligation. If the position proposed by a participant is determined to be eligible and used as payback, the participant will need to submit an employment record in the [Professional Development Program Data Collection System (PDPDCS)](#) for employer verification every six months until their payback is complete.

The requirements for eligible employment depend on the year in which your grant project was funded. The regulations that apply to the Professional Development program were amended for participants enrolled in grants that began in fiscal year (FY) 2018 and later [eCFR :: 34 CFR Part 263 Subpart A -- Professional Development Program](#).

Relevant information can be found in FAQ #16
https://pdp.ed.gov/OIE/Content/pdf/OIE_DCS_FAQs20231129.pdf

How do I determine which requirements to follow?

First, determine what year your grant began by logging into your account in the PDPDCS and navigating to section "D1. Training and Service Payback Details". There is a sample below of what you may see on your screen with an arrow to show where you should find your grant number. Look at the first two numbers after the letter B in your grant number. If it starts with 18 or later, you must refer to the amended employment requirements. Those who were enrolled in grants awarded in FY17 and earlier will follow the previous requirements.

What are the qualifying employment requirements for participants in grants awarded in year FY17 and earlier?

Participants qualify for work-related payback if the work they are performing is in their field of study under the Professional Development program and benefits Indian people. Employment in a school that has a significant Indian student population qualifies as work that benefits Indian people.

1. To determine whether the school in question qualifies, visit the NCES school search https://nces.ed.gov/ccd/schoolsearch/. There is a sample below of what you may see on your screen.
2. Enter the name of the school and any additional information you have about the school, such as the address. Click "Search."

3. Click on the name of the school from the search results.

4. Determine the percentage of American Indian/Alaska Native students in the school by dividing the number of American Indian/Alaska Native students by the total enrollment (sum of the number of students in all race/ethnicity categories). For example, there are 29 American Indian/Alaska Native students enrolled in this school and the total enrollment is 447, so the percentage of American Indian/Alaska Native students is 6.5% [(29/447)*100].

Enrollment Characteristics (2021-2022 school year)

Enrollment by Grade:

	PK	KG	1	2	3	4	5	6	Ungraded
Students	22	69	82	58	62	63	86	0	5

Enrollment by Race/Ethnicity:

	American Indian/ Alaska Native	Asian	Black	Hispanic	Native Hawaiian/ Pacific Islander	White	Two or More Races
Students	29	11	26	138	0	228	15

Enrollment by Gender:

	Male	Female
Students	245	202

Free lunch eligible[1]: 110   Reduced-price lunch eligible[1]: 0   Total[1]: 110

Free lunch eligible by Direct Certification[2]: 110

Note: Details may not add to totals.

5. If your employment is deemed eligible, you will need to log into your profile in the PDPDCS and submit a new employment record in *Section F. Eligible Employment*. Participants are required to re-submit employment verification every six months until their payback is fulfilled. Employment that has been determined as ineligible should NOT be submitted.

F. ELIGIBLE EMPLOYMENT

View/Edit Employers
Add New Employment Record
Add New Admin Record
View All Employment Records

What are the qualifying employment requirements for participants in grants awarded in year FY18 and later?

Participants qualify for work-related payback if the work they are performing is in their field of study under the Professional Development program and benefits Indian students. This is a change from the previous requirement that qualifying employment benefit "Indian people." Employment in an LEA that serves a high proportion of Indian students qualifies as work that benefits Indian students. An "LEA that serves a high proportion of Indian students" means:

1) An LEA, including a BIE-funded school, that serves a high proportion of Indian students in the LEA as compared to other LEAs in the State; or

2) An LEA, including a BIE-funded school, that serves a high proportion of Indian students in the school in which the participant works compared to other LEAs in the State, even if the LEA as a whole in which the

participant works does not have a high proportion of Indian students compared to other LEAs in the State.

There are several methods to determine whether a certain LEA or school serves a high proportion of Indian students for the purpose of meeting the requirements for qualifying employment, which are outlined below.

Using Common Core of Data (CCD) Local Education Agency (School District) Universe Survey Data

1. Navigate to the CCD state LEA average document https://www.ed.gov/media/document/ccdstateleaaverageaian2023-24-109776.pdf.
2. Using Ctrl+F you can search the document using your LEA name or your state.
3. At the top of the page you will see the "State LEA Average Percentage of AIAN Students."
   a. Please note that only the first page for each state will contain the state average percentage and some states are several pages long.
4. Look at the last column titled "District Percent AIAN." If the percent is equal to or greater than the state LEA average, your LEA serves a high proportion of Indian students.

In the example below the state's LEA average percentage of AIAN students is 11.45%. This means the highlighted LEAs serve a high proportion of Indian students.

State: Montana

State LEA Average Percentage of AIAN Students: 11.45%

Source: 2021-22 Common Core of Data Local Education Agency (School District) Universe Survey Data

Local Education Agency Name	LEA City	Number of AIAN Students	Total Student Population	District Percent AIAN
Absarokee Elem	Absarokee	3	112	2.68
Absarokee H S	Absarokee	3	58	5.17
Alberton K-12 Schools	Alberton	0	148	0.00
Alder Elem	Alder	0	12	0.00
Alzada Elem	Alzada	0	10	0.00
Amsterdam Elem	Manhattan	2	156	1.28
Anaconda Elem	Anaconda	16	766	2.09
Anaconda H S	Anaconda	13	293	4.44
Anderson Elem	Bozeman	3	205	1.46
Arlee Elem	Arlee	151	273	55.31
Arlee H S	Arlee	64	140	45.71
Arrowhead Elem	Livingston	0	60	0.00
Ashland Elem	Ashland	71	82	86.59

5. If your employment is deemed eligible, you will need to log into your profile in the PDPDCS and submit a new employment record in *Section F. Eligible Employment*. Participants are required to re-submit employment verification every six months until their payback is fulfilled. Employment that has been determined as ineligible should NOT be submitted.

F. ELIGIBLE EMPLOYMENT	View/Edit Employers
	Add New Employment Record
	Add New Admin Record
	View All Employment Records

Using the Elementary and Secondary Education Act (ESEA) Title VI Student Counts Data

1. Navigate to the Title VI state LEA average document https://www.ed.gov/media/document/esea-title-vi-state-lea-average-aian2023-24-109775.pdf.
2. Using Ctrl+F you can search the document using your LEA name or your state.
3. Locate the "State LEA Average Percentage of AIAN Students." If your LEA percentage is equal to or greater than the state LEA average, your LEA serves a high proportion of Indian students.

   In the example below the state's LEA average percentage of AIAN students is 12.28%. This means those LEAs serve a high proportion of Indian students.

   State: Alabama

   State LEA Average Percentage of AIAN Students: 12.28%

   Source: 2021-22 Elementary and Secondary Education Act (ESEA) Title VI Student Counts

Local Education Agency Name	LEA City	Percentage of AIAN Students
DeKalb County Board of Education	Rainsville	13.92
Huntsville City Schools	Huntsville	0.38
Jackson County Board of Education	Scottsboro	17.23
Lawrence County School District	Moulton	27.46
Madison County Board of Education	Huntsville	6.00
Mobile County Public School System	Mobile	0.59
Monroe County Public Schools	Monroeville	6.01
Poarch Band of Creek Indians	Brewton	4.53
Washington County School District	Chatom	23.96

4. If your employment is deemed eligible, you will need to log into your profile in the PDPDCS and submit a new employment record in *Section F. Eligible Employment*. Participants are required to re-submit employment verification every six months until their payback is fulfilled. Employment that has been determined as ineligible should NOT be submitted.

F. ELIGIBLE EMPLOYMENT

View/Edit Employers
Add New Employment Record
Add New Admin Record
View All Employment Records

Using the National Center for Education Statistics (NCES) school search website

This method can help you determine if the school in question exceeds the state LEA average, if the LEA does not.

1. To determine whether the school in question qualifies, visit the NCES school search https://nces.ed.gov/ccd/schoolsearch/.
2. Enter the name of the school and any additional information you have about the school, such as the address. Click "Search."

3. Click on the name of the school from the search results.

4. Determine the percentage of American Indian/Alaska Native students in the school by dividing the number of American Indian/Alaska Native students by the total enrollment (sum of the number of students in all race/ethnicity categories). For example, there are 29 American Indian/Alaska Native students enrolled in this school and the total enrollment is 447, so the percentage of American Indian/Alaska Native students is 6.5% [(29/447)*100 = 6.5%].

6. Compare the school's percentage of American Indian/Alaska Native students to the state's LEA average percentage of AIAN students from the CCD state LEA average document https://www.ed.gov/media/document/ccdstateleaaverageaian2023-24-109776.pdf.

7. If the school's average percentage of American Indian/Alaska Native students is equal to or greater than the state LEA average, the school or LEA is considered to serve a high proportion of Indian students.

8. If your employment is deemed eligible, you will need to log into your profile in the PDPDCS and submit a new employment record in *Section F. Eligible Employment*. Participants are required to re-submit employment verification every six months until their payback is fulfilled. Employment that has been determined as ineligible should NOT be submitted.

F. ELIGIBLE EMPLOYMENT	View/Edit Employers
	Add New Employment Record
	Add New Admin Record
	View All Employment Records

Obtaining a signed letter from a qualifying school or LEA

If you are unable to determine whether your school or LEA qualifies using the previous methods:

1. You will need to obtain a letter from either the school in question or the LEA that states the school/LEA's current percentage of Native American students. This letter must be on official school/LEA letterhead and be signed by a school/LEA administrator. The school/LEA's percentage of American Indian/Alaska Native must be equal to or greater than the state's LEA average percentage of AIAN students from the CCD state LEA average document https://www.ed.gov/media/document/ccdstateleaaverageaian2023-24-109776.pdf to qualify for payback.

2. Once you have obtained the letter, email it as an attachment to the PDPDCS Help Desk at paybackobligations@ed.gov.

3. The Help Desk will forward it to the OIE Program Officer for review and approval.

4. The Program Officer will reply to you with either an approval or denial. Please keep a copy of the letter for your own records.

5. If your employment is deemed eligible, you will need to log into your profile in the PDPDCS and submit a new employment record in *Section F. Eligible Employment*. Participants are required to re-submit employment verification every six months until their payback is fulfilled. Employment that has been determined as ineligible should NOT be submitted.

a. You do not need to obtain a letter for every re-verification. You are only required to obtain a letter for your first verification if your employment does not change.

F. ELIGIBLE EMPLOYMENT

View/Edit Employers
Add New Employment Record
Add New Admin Record
View All Employment Records