



# Tutoring Sustainability District Advisory Council

## ePlan Technical Application Guide

Tennessee Department of Education | August 2026

## Table of Contents

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| Overview .....                                                            | 4  |
| ePlan Access and Workflow .....                                           | 4  |
| User Access .....                                                         | 4  |
| Workflows .....                                                           | 5  |
| Saving ePlan Application Pages .....                                      | 6  |
| Change Log .....                                                          | 7  |
| The Tutoring Sustainability Advisory Council Application Components ..... | 7  |
| Accessing the Application .....                                           | 7  |
| Allocations .....                                                         | 9  |
| Sections .....                                                            | 9  |
| Cover Page .....                                                          | 10 |
| Project Narrative Component .....                                         | 11 |
| Budget .....                                                              | 12 |
| Allowable Use of Funds .....                                              | 12 |
| Adding Budget Details on the Budget Page .....                            | 12 |
| Budget Totals .....                                                       | 13 |
| Budget Overview .....                                                     | 14 |
| Program Assurances .....                                                  | 14 |
| Embedded Program Assurances .....                                         | 14 |
| Assurance Files .....                                                     | 15 |
| History Log and Create Comment .....                                      | 15 |
| Validations .....                                                         | 15 |
| Submission .....                                                          | 17 |
| Checklist .....                                                           | 17 |
| Revisions .....                                                           | 18 |

|                                                 |    |
|-------------------------------------------------|----|
| Reimbursement Requests .....                    | 19 |
| Appendix A .....                                | 20 |
| Recommended Account Numbers and Line-Items..... | 20 |
| Contact Information .....                       | 20 |

# Overview

The Tutoring Sustainability District Advisory Council consists of leaders from 12 districts across the state that have experience in implementing effective, evidence-based tutoring programs grounded in the TN ALL Corps Tutoring Model. As part of the council, district representatives will engage in sharing feedback, shaping resources, and informing best practices in tutoring to strengthen the implementation and long-term sustainability of high-quality tutoring across Tennessee. Each of the selected districts has designated a representative, such as a supervisor, school leader, academic coach, or site coordinator to serve on the Tutoring Sustainability Advisory Council. LEAs will receive allocations of \$50,000 to perform duties of the council.

Funding applications will be reviewed by the department as they are received. Funding applications must be fully approved by the department before a district can request reimbursement.

Guidance on allowable expenditures for the Tutoring Sustainability District Advisory Council can be found in the appendix of this application guide.

## ePlan Access and Workflow

### User Access

All users must have the correct ePlan user access role to access and complete the applications. All users must have the correct ePlan user access role to access. Users with existing ePlan access can verify current user access roles in the Address Book. To view existing access, visit [ePlan.tn.gov](http://ePlan.tn.gov), navigate to the Address Book and LEA Role.

New ePlan users and existing ePlan users who need to request a User Access role must request an additional role using the appropriate ePlan User Access Form. Access the form by navigating to [eplan.tn.gov](http://eplan.tn.gov) > TDOE Resources > 1. User Access Forms and select the correct form according to organization type, or click on the links below:

- [ePlan User Access Form for a Single Non-Public School](#)
- [ePlan User Access Form for Multiple Non-Public Schools](#)
- [ePlan User Access Form for LEAs](#)
- [ePlan User Access Form for Charter Schools](#)

- [ePlan User Access Form for Community-Based Organizations \(CBOs\)](#)

Users do not need to log in to ePlan to access TDOE Resources in ePlan. Follow the instructions on the User Access Form, then email the completed form to [ePlan.Help@tn.gov](mailto:ePlan.Help@tn.gov) to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

## Workflows

Below are the roles and the order of the workflow steps for a typical application process. These roles and the workflow may vary slightly for specific programs.

| ePlan Role                                                                                                                               | ePlan Function                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LEA Tutoring Sustainability Advisory Council Director</b><br><b>LEA Fiscal Representative</b><br><b>LEA Authorized Representative</b> | Click <b>Draft Started</b> (or <b>Revision Started</b> for revisions )<br>Respond to application questions, enter budgets                                    |
| <b>LEA Tutoring Sustainability Advisory Council Director</b>                                                                             | Click <b>Draft Completed</b> (or <b>Revision Completed</b> for revisions)                                                                                    |
| <b>LEA Fiscal Representative (CFO or treasurer)</b>                                                                                      | Click <b>LEA Fiscal Representative Approved</b> (or <b>LEA Fiscal Representative Not Approved</b> ) (may also request funds after TDOE approves application) |
| <b>LEA Authorized Representative (Director of Schools)</b>                                                                               | Click <b>LEA Authorized Representative Approved</b> (or <b>LEA Authorized Representative Not Approved</b> )                                                  |
| <b>TDOE Tutoring Sustainability Advisory Council Director (Department project directors)</b>                                             | Click <b>TDOE Program Director Approved</b> (or <b>TDOE Program Director Returned Not Approved</b> )                                                         |

After status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. Reimbursements cannot be submitted until approval is received from the TDOE Program Director.

**Application Approval Process:** After each status change, ePlan automatically notifies the users responsible for the next step in the workflow. Once an application is submitted for approval, it can no longer be edited, and reimbursements cannot be submitted until final approval is received.

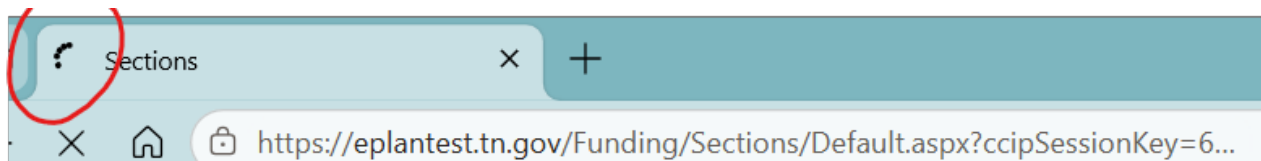
- **Draft Started:** Application is created and can be edited.
- **Draft Completed:** Application is finalized and submitted for approval.
- **Fiscal Representative:** Reviews and approves the application.
- **Authorized Representative:** Reviews and approves the application.
- **TDOE Director Approved:** Final review and application approval.

If revisions are needed, a TDOE Approver may return the application with a status of Returned - Not Approved. Once returned, the application becomes editable so the requested changes can be made. After all revisions have been completed, the status should be updated to Revision Completed, and the application must be resubmitted through the approval process for review by the Fiscal Representative, Authorized Representative, and TDOE.

## Saving ePlan Application Pages

After working on a funding application, users must click the **Save and Go To** button, then ensure that the page has finished saving before closing ePlan or leaving the page.

Users can tell that the page has not saved when the browser's spinning wheel or loading icon is still occurring. The screenshot below shows an example of a page that has not finished saving. Please make sure that the browser's loading icon is no longer spinning before closing the page.



*Figure 1. Page has not saved when the spinning wheel or loading icon is present.*

The best way to see if a change to the application was saved after leaving the page is to review the **Change Log**. The **Change Log** for the application can be accessed from the **Sections** page.

## Change Log

The **Change Log** may be accessed on the main sections page for every funding application. It lists every change or update since the previous status. This helps users identify changes that have been made to the application since they last viewed it. More information about the **Change Log** is available in the ePlan User Manual.

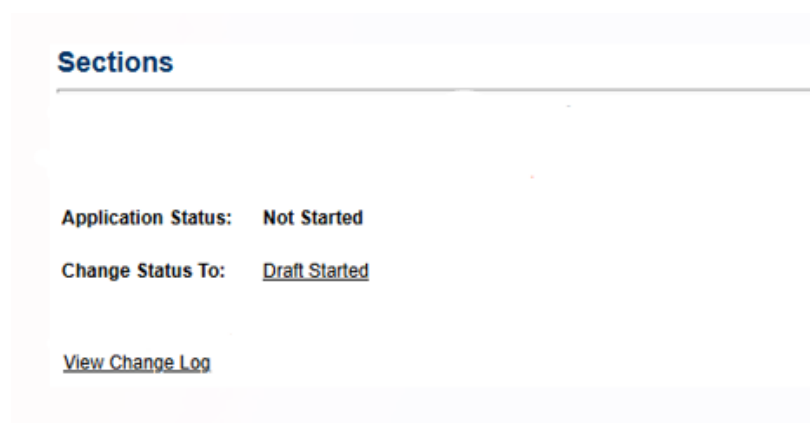


Figure 2. The Change Log may be accessed on the main sections page of every funding application.

# The Tutoring Sustainability Advisory Council Application Components

## Accessing the Application

To navigate to the Tutoring Sustainability District Advisory Council application from the ePlan homepage, hover over the **Funding** tab on the left menu bar, then select **Funding Applications**.



Figure 3. Locate the TN Tutoring Grant Application by selecting the Funding > Funding Application Tab.

**NOTE:** For users with ePlan roles for multiple organizations, return to ePlan home to select the correct organization before proceeding to Funding Applications.

Select the desired fiscal year from the dropdown in the upper left corner of the screen. Funding applications are stored in ePlan according to the state fiscal year (i.e., 2027 indicates the 2026–27 school year). Click on ***Tutoring Sustainability Advisory Council Application*** to access the funding application.

## Funding Applications

Public District - FY 2027

2027 ▼

All Active Applications ▼

Entitlement Funding Application

[Consolidated](#)

[CTE Perkins Basic](#)

[Public School Security Grant](#)

[State Funds](#)

[State Special Education Preschool Grant](#)

[Summer Learning Camps](#)

Competitive Funding Application

[Behavioral Partnership Support](#)

[CTE Perkins Reserve](#)

[Lottery for Education Afterschool Programs \(LEAPS\)](#)

[Preschool Access for All Network](#)

[Preschool Development Grant](#)

[TN Tutoring Grant Application](#)

[Tutoring Sustainability District Advisory Council](#)

[Voluntary Pre-K](#)

Figure 4. Select Fiscal Year 2027, then click on the Tutoring Sustainability District Advisory Council application.

## Allocations

The **Allocations** page in ePlan indicates the total amount awarded by the grant program to the grantee. For the Tutoring Sustainability Advisory Council, the **Allocations** page will not typically be populated until grant awards are made, and a proposed budget will be entered by the user on the **Budget** pages. Grantees will receive a notification of award and specific instructions for formulating a budget revision to reconcile the proposed budget to the total allocation which is entered on the **Allocations** page at the time of award.

## Sections

The **Sections** page lists all the available sections and pages within an application and is helpful in navigating to the specific sections and pages which must be completed. For the Tutoring Sustainability District Advisory Council, LEAs must complete the following

sections of the application: the **Cover Page**, **Budget**, **Project Narrative**, and **Assurances**. To begin completing the application sections, first click **Draft Started** and then **Cover Page**.

Sections

Application Status: Not Started

Change Status To: **Draft Started**

[View TDOE History Log](#)  
[View Change Log](#)

| Description ( View Sections Only View All Pages ) | Validation               |
|---------------------------------------------------|--------------------------|
| All                                               | <a href="#">Messages</a> |
| History Log                                       |                          |
| History Log                                       |                          |
| Create Comment                                    |                          |
| Allocations                                       | <a href="#">Messages</a> |
| Allocations                                       | <a href="#">Messages</a> |
| Contacts                                          |                          |
| Contacts                                          |                          |
| TN Tutoring Grant                                 | <a href="#">Messages</a> |
| Cover Page                                        |                          |
| Program Details                                   |                          |
| Budget                                            | <a href="#">Messages</a> |
| Budget Overview                                   |                          |
| Related Documents                                 |                          |
| Assurances                                        |                          |

Figure 5. LEAs must complete the following sections of the application: the Cover Page, Budget, Program Details, and Assurances.

## Cover Page

The *Cover Page* typically requires entry of general organization information: the ID Number, Organization Name, Official Address, name and email and phone contact information for organization and Tutoring Sustainability District Advisory Council point of contact. The council's point of contact should be the district's council representative responsible for attending council meetings and performing duties of the council. Once all fields are complete, hover over the **Save And Go To** button and click on **Sections** to return to the *Sections* page.

## Cover Page

Public District - FY 2027 - Tutoring Sustainability District Advisory Council - Rev 0 - Tutoring Sustainability District Advisory Council

Go To ▶

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| * LEA ID#            |  | * LEA Name           |  |
| <input type="text"/> |  | <input type="text"/> |  |

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| LEA Official Address |                      |                      |
| * Street             | * City               | * Zip Code           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| * Phone              | * LEA Website        |                      |
| <input type="text"/> | <input type="text"/> |                      |

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Director of Schools  |                      |                      |
| * Name               | * Email              | * Phone              |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                                                           |                      |                      |
|-----------------------------------------------------------|----------------------|----------------------|
| Tutoring Sustainability District Advisory Council Contact |                      |                      |
| * Name                                                    | * Email              | * Phone              |
| <input type="text"/>                                      | <input type="text"/> | <input type="text"/> |

Go To ▶

Figure 6. Complete all fields on the Cover Page.

## Project Narrative Component

This section allows council members to provide detailed descriptions that reflect the full scope and quality of their TN ALL Corps tutoring program. Districts should aim to provide clear, specific, and evidence-supported responses.

### Project Narrative

1. **Implementation Experience:** Describe your district's TN ALL Corps implementation experience. In your response, please include the number of years implemented, the grade levels and content areas served, as well as the systems you established to ensure instructional coherence, responsive tutor training and support, and standards-based progress monitoring. Provide examples that show how these systems operate in practice.
2. **Tutoring Expertise and Resource Contribution:** Part 1- Describe your experience presenting tutoring best practices and reviewing or developing tutoring resources within your district. Include examples of how you communicate evidence-based practices, the type of feedback you provide on

tutoring resources, and any high-quality, standards-aligned resources you have created or contributed.

**Part 2-** Describe your experience in coaching, mentoring, or supporting other districts. Include examples of leading collaboration, building capacity, or contributing to regional or statewide efforts.

3. **Theory of Action and Program Effectiveness:** Describe your district's theory of action for tutoring and explain how it drives the effectiveness of your TN ALL Corps tutoring program. In your response, include the research or evidence that informs your approach, and demonstrates program impact using student growth data, qualitative evidence, or other measurable outcomes.
4. **Leadership Structure and Commitment:** Describe the leadership structures and commitments that guide TN ALL Corps tutoring in your district, highlighting key roles and the actions leaders take to ensure strong, sustained implementation.
5. **Approach to Collaboration & Communication:** Describe your approach to collaboration and communication with stakeholders, including how you gather feedback, engage district and school staff, and use input to strengthen tutoring implementation.

## Budget

### Allowable Use of Funds

Allowable expenditures will include personnel and travel to support the activities of the council. All expenses must be necessary and reasonable for performing grant activities. A full list of recommended account numbers and line items that are eligible to be budgeted are included in the appendix for further guidance. Each LEA must have a budget that is fully approved by the department in ePlan before requesting reimbursement. LEAs may not carry forward any funding from one year to the next.

### Adding Budget Details on the Budget Page

To manually enter each budget line item:

- For each budget line that the organization plans to use, click *Modify* located to the left of the account number to open the **Budget Detail** page for that line item.

- On the **Budget Detail** page for the line item, click *Add Budget Detail*.
- For each Budget Detail,
  - a. The Account Number auto-populates for the line item that is being modified.
  - b. Select the appropriate line-item number from the dropdown menu.
  - c. If desired, enter the Optional Program Codes and Location Codes. ePlan auto-populates the Location Code field with the LEA's name and identification number.
  - d. Add a narrative description for each entry.
  - e. Enter the Quantity and Cost for the Budget Detail. The quantity is most commonly 1.00
  - f. ePlan auto-calculates the Line-Item total as Quantity multiplied by Cost.
- Continue adding additional Budget Details as needed for the budget line item. To edit existing Budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Click *Return* to navigate back to the **Budget Page** and repeat this process for each budget line. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
- Once complete, confirm that the amount in the *Remaining* area at the bottom of the **Budget Page** is \$0.00.

## Budget Totals

ePlan auto-calculates the budget totals as budget details are entered and deducts the budgeted amounts from the awarded allocation. Users can see the total calculations at the bottom right-hand corner of the Update Budget Detail page.

Once all budget details are complete, confirm that the amount in the *Remaining* area is \$0.00.

|                                     |            |
|-------------------------------------|------------|
| Total for filtered Budget Details:  | \$4,500.00 |
| Total for all other Budget Details: | \$0.00     |
| Total for all Budget Details:       | \$4,500.00 |
| Adjusted Allocation:                | \$4,500.00 |
| Remaining:                          | \$0.00     |

Figure 8. Confirm the amount in the Remaining area is \$0.00.

## Budget Overview

The **Budget Overview** page shows a summary of how the grantee has proposed allocating the grant funds by line-item number. The *Show Unbudgeted Categories* link will show every line item that is available to be budgeted.

## Program Assurances

The Assurances for the Tutoring Sustainability District Advisory Council are located on the **Program Assurances** page. LEAs must review all program assurances thoroughly. All items specified are requirements of the Tutoring Sustainability District Advisory Council, legislation, or regulation. LEAs must adhere to assurances in order to receive reimbursement funds from the department. The Tutoring Sustainability District Advisory Council includes two types of Assurances:

- 1. Embedded Program Assurances
- 2. Assurance Files

## Embedded Program Assurances

By checking the assurance check box, the user affirms that they have read and understand all requirements and that the user assures the state education agency that the user meets each of the conditions detailed in the Assurances.

### Assurances

FY 2027 - Tutoring Sustainability District Advisory Council - Rev 0 - Tutoring Sustainability District Advisory Council

Go To ▶

The undersigned authorized representative accepts the grant award on behalf of the identified LEA/Charter School ("Grantee"). These Assurances constitute the "Grant Contract" with the State of Tennessee, Department of Education ("State").

|                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> * The Grantee hereby agrees to the following Assurances:                                                                                                                                                                            |
| <b>Assurances</b>                                                                                                                                                                                                                                            |
| A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.                                                                                                                 |
| A.2. The Grantee shall serve on the Tutoring Sustainability District Advisory Council (the "Advisory Council") as a contributing member. The Grantee shall select at least one (1) representative to serve as a contributing member of the Advisory Council. |
| A.3. The Grantee's designated contributing member shall attend at least 6 (six) Advisory Council meetings, which will be held virtually at dates and times to be determined by the State.                                                                    |

Figure 7. Read the attached assurances, then check the box.

## Assurance Files

The Tutoring Sustainability District Advisory Council includes a file provided as a link at the bottom of the Program Assurances page. Scroll to the bottom of the page to download the file, sign the signature page, and then upload the signed assurances file using the link provided in ePlan. By signing the assurances, the *Authorized Grantee Representative* agrees to accept the grant award on behalf of the identified LEA ("Grantee"). The Assurances constitute the "Grant Contract" with the State of Tennessee, Department of Education.

## History Log and Create Comment

The **History Log** contains a record of status changes and comments made on the application. ePlan users may place a note in the **History Log** by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application's permanent record and are viewable by the public on approved applications.

- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box.
- Once the comment is complete, click **Save** and **Go To > Current Page** at the top of the screen to save.

## Validations

ePlan runs funding application validations as checks to help users complete the funding application correctly. Users can view validation messages from the **Sections** page, by clicking "Messages" in the Validation column. Users can view all validation messages in the application, or validation messages for the individual section or page.

## Sections

Application Status: Not Started

Change Status To: [Draft Started](#)

[View TDOE History Log](#)  
[View Change Log](#)

| Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> ) | Validation               |
|-----------------------------------------------------------------------------------|--------------------------|
| All                                                                               | <a href="#">Messages</a> |
| <a href="#">History Log</a>                                                       |                          |
| History Log                                                                       |                          |
| <a href="#">Create Comment</a>                                                    |                          |
| <a href="#">Allocations</a>                                                       | <a href="#">Messages</a> |

Figure 8. Click "Messages" in the Validation column to view validation messages.

On the Validation Messages page, items marked **Warning** are validations that users are not required to address prior to submitting the application. Examples of warnings are not uploading an optional related document or budgeting an entire allocation.

| Validation Messages                                           |                                                                                                            |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Sample (###) Public District - FY 2023 - Consolidated - Rev 0 |                                                                                                            |
| <a href="#">Return To Sections Page</a>                       |                                                                                                            |
| Cover Page                                                    |                                                                                                            |
| <a href="#">Review</a>                                        | Cover Page                                                                                                 |
| <a href="#">Review</a>                                        | Questions marked with an asterisk (*) require a response. <b>Error</b>                                     |
| Title I, Part A                                               |                                                                                                            |
| <a href="#">Review</a>                                        | Budget                                                                                                     |
| <a href="#">Review</a>                                        | The Title I, Part A budget of \$0.00 is less than the Adjusted Allocation amount of \$0.01. <b>Warning</b> |

Figure 9. All error validations must be addressed in order to submit the application.

Items marked **Error** are incorrect, and users must address each one before submitting the application. Examples of errors are (1) budgeting for more than the allocation, (2) budgeting more indirect cost than is allowable, (3) not budgeting in a section where there is an allocation, (4) not uploading a required related document, and (5) not responding to a required question.

- If the user does not address all **Error** validations, ePlan will not allow a user to submit the application.
- Click on the Review link to go to the identified page to make corrections.

## Validation Messages

Public District - FY 2027 - Tutoring Sustainability District Advisory Council - Rev 0

[Return To Sections Page](#)

### Allocations

| Actions                | Allocations                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| <a href="#">Review</a> | This Funding Application must have at least one Grant with a Budget greater than zero. <span>Error</span> |

### Tutoring Sustainability District Advisory Council

| Actions                | Budget                                                                                                                                                  |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Review</a> | The Tutoring Sustainability District Advisory Council budget of \$0.00 is less than the Adjusted Allocation amount of \$31,500.00. <span>Warning</span> |

Figure 10. Click on the Review link to go to the identified page to make corrections.

## Submission

When all application sections and pages are complete and any validation errors are cleared, the application is ready for submission and the approval process. Refer to the **ePlan User Access** section for the approval workflow.

To submit the application for review, the user changes the application status on the **Sections** page to **Draft Complete**. This generates an email to the next user in the approval workflow who must review the draft and click **Approved** (or **Not Approved**) at the top of the **Sections** page.

## Checklist

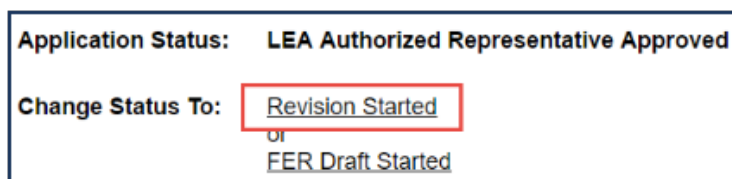
After submitting the application, LEAs must review the Tutoring Sustainability District Advisory Council application checklist for general checklist comments from each application reviewer, if applicable, and for the program section.

- After the LEA submits the application, the department reviews the application and marks each section with one of these statuses:
  - a) **Not Reviewed:** No review occurred.
  - b) **OK:** The section has no corrections and is approvable.
  - c) **Coordinator Reviewed:** The section has been reviewed by the coordinator.
  - d) **Attention Needed:** The section has items that need to have corrections completed.

- If the application contains **no** items that are marked as Attention Needed, the application is approvable.
- If the application contains items that are marked as **Attention Needed**, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked Attention Needed and make the necessary changes to those items. Only the checked items in the areas marked **Attention Needed** need correction. Each section marked **Attention Needed** also has a place where the department may provide notes to explain items needing attention. The LEA should check notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA resubmits the application for approval. If the department determines that the area is correct, **Attention Needed** will be changed to **OK** by department leadership. If the items needing attention still have not been corrected, the application will again be returned to the LEA with a status of **Not Approved**.
- Applications that contain no items that are marked **Attention Needed** will be approved.

## Revisions

After approval of the Tutoring Sustainability District Advisory Council application, the LEA may revise the application to amend one or more budget or program items.



Application Status: LEA Authorized Representative Approved

Change Status To: Revision Started  
or  
FEE Draft Started

Figure 11. Click Revision Started to amend budget or program items.

To begin a revision, users with the role of LEA Tutoring Sustainability District Advisory Council Application Director, LEA Fiscal Representative, or LEA Authorized Representative may click **Revision Started** at the top of the **Sections** page.

To view the original application or a prior revision, from the dropdown menu on the **Funding Application** screen, choose the menu item for **All Approved Applications**. The page displays all former revisions (approved only).

**NOTE:** If there is a current application in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to ***All Active Applications***.

## Reimbursement Requests

Once the application receives approval from the TDOE Program Director, users may begin submitting reimbursements.

- Reimbursement Requests can only be submitted one at a time by a user with the Fiscal Update Role.
- Reimbursement Requests cannot be submitted until the application is fully approved by the department.
- Only budget items that have been approved can be requested for reimbursement.

# Appendix A

## Recommended Account Numbers and Line-Items

### Support Services/Regular Instruction Program (72210)

Regular Education Program includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.

*\*This line item is specific to the role in which staff are serving within the scope of this grant.*

- 72210—189 Other Salaries & Wages\* (e.g.—instructional facilitator, curriculum coach, professional development training, etc.)
- 72210—201 Social Security
- 72210—204 State Retirement
- 72210—206 Life Insurance
- 72210—207 Medical Insurance
- 72210—208 Dental Insurance
- 72210—210 Unemployment Compensation
- 72210—211 Local Retirement
- 72210—212 Employer Medicare
- 72210—217 Retirement Hybrid
- 72210—299 Other Fringe Benefits
- 72210—355 Travel (local travel- not associated with professional development)
- 72210—524 In-Service / Staff Development (expenses outside of salaries such as travel for convenings)

## Contact Information

Please contact [TNAllCorps@tn.gov](mailto:TNAllCorps@tn.gov) for more information.

*Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use the materials for reasons other than non-commercial educational purposes, please contact the Office of General Counsel at (615) 741-2921 or [TDOE.GeneralCounsel@tn.gov](mailto:TDOE.GeneralCounsel@tn.gov).*