

# FAQs- Applications/Deadlines

**Q:** *How long will it take DHRM to process and verify information on teacher's applications?*

**A:** We anticipate 4-6 weeks from the deadline date until the payment authorization is sent to State Finance. This may vary due to volume of applications received. Applications must go through LEA verification prior to being finalized by DHRM. Teachers will receive an email with their GROSS supplement amount once the funds have been sent to the LEAs.

**Q:** *When will I see the supplement payment on my paycheck?*

**A:** We unfortunately cannot specify a date when the funding will show on a paycheck. Payments will depend on the timing of the payment from State Finance to your LEA's payroll department and when during the payroll cycle the payment arrives. Because of this, some teachers may receive their payment earlier than others.

**Q:** *What will happen if I miss the trimester or semester deadline but still want to receive the trimester/semester payments?*

**A:** You can submit your application anytime during the 2009-2010 school year, however, missing the deadline can cause there to be a delay in the verification timeframes discussed above.

**Q:** *What will happen if I miss the April 29, 2010 deadline?*

**A:** The April 29, 2010 deadline is the most important deadline of all. No applications will be accepted after 6:00 PM on Thursday, April 29, 2010. Due to budget constraints this year we will need to determine if proration of bonuses will need to occur. If late applications are accepted this could throw off the bonuses for teachers who applied on time.