

**You have the potential to participate in the Local Collaborative Time Study (LCTS).** Through collaborative partnerships and Local Collaborative Time Study participation, some staff on the payrolls of public schools, public health and corrections generate federal reimbursement funding. The collaboratives then spend the LCTS funds to develop or expand prevention and early intervention education, social, health, or health-related services for children and families. LCTS funds support many programs such as truancy prevention, school readiness, school-based mental health and social services, health services, and before and after school activities.

**The LCTS Participant Checklist is a tool to determine who can participate in the LCTS.** Proper use of the checklist ensures that the LCTS includes all the appropriate persons possible and excludes those who are not appropriate. This is important for preserving the integrity of the LCTS, complying with federal requirements and optimizing the funding available to communities for meeting the needs of their children.

**Please complete the Checklist to learn whether you are eligible to participate in the LCTS.** Note that only employed staff – not contracted vendors/staff/consultants - can participate in the LCTS. The purpose of the checklist is to help determine whether you should participate in the LCTS. The checklist is not intended to monitor your time or assign value to your work; rather, the checklist is the means to screen who is eligible to participate in the Local Collaborative Time Study. (Please remember to consider your total time spent working to include professional activities performed before or after school as well as those performed on- and off-site.)

**If you are a supervisor or manager completing the Checklist** on behalf of other staff, then please share a completed copy of this form with your staff. We encourage you to welcome new participants to the LCTS and briefly discuss the program with them. This helps staff to better understand how they were selected and their role as LCTS participants.

**The LCTS Participant Checklist is the only approved method for determining participation in the LCTS.**