

# **Humboldt County Teaching American History Programs**

## **Steps to pay substitutes (for districts other than NOHUM)**

### **For Substitute Teacher costs:**

1. If you are attending a TAH workshop or conference you do not need to ask Jack about subs in advance. If however you are asking for a substitute for a non-TAH workshop or conference get advanced permission from Jack.
2. Arrange for substitute teacher through your district's normal district process.
3. Once payroll has been processed and full substitute teacher costs are known, have your district office submit a request for reimbursement on an **HCOE Interdistrict Transfer form (CSDP-18)**. Include information regarding the teacher(s) involved, description of TAH meeting and date of meeting. Also make certain to indicate if you are in TAH 4 or TAH 5. If you don't know, Jack will fill it in.
4. Please submit the Interdistrict Transfer form within one month of the workshop.
5. The TAH 5 account code is: 01-5819-0-1110-1000-1140-000-0000  
The TAH 4 account code is: 01-5818-0-1110-1000-1140-000-0000

Please list the appropriate TAH Account Code on the CSDP-18 form.

The completed forms need to be sent to:

Northern Humboldt UHSD  
Attention: Loreen Farrell  
2755 McKinleyville Avenue  
McKinleyville, CA 95519

If your district office has any questions, please have them contact Loreen at 839-6472.

Jack's Contact Information

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707-839-6492