

Fall 2010

**OVERVIEW OF TEACHER'S CHOICE 2010 – 2011**

Funding has been identified by the Chancellor and the City Council to continue the implementation of the **Teacher's Choice Program** for the 2010 – 2011 School Year. This program supports the efforts of school based educators to enhance the learning experiences of students by maximizing their flexibility to purchase materials for use in their classroom or office assignments.

Teacher's Choice (TC) allocations will be issued in December, 2010. Once again this year we will be providing your Teacher's Choice allocation through "**Direct Deposit**" (EFT) if you are currently enrolled in our EFT payroll program or by replenishing your "**Direct Payment Card**" (debit banking card), if you received a card previously. Otherwise a new card will be issued for new TC participants not enrolled in EFT. WE CAN NOT ISSUE PAPER CHECKS.

If you do not wish to participate in the TC program and do not want an allocation to be issued either via Direct Deposit or the Direct Payment Card, on an annual basis you must notify us at the beginning of the school year and prior to us releasing the files. Otherwise once an allocation is issued you are responsible to reimburse the DOE should you choose not to participate.

In order to receive your Teacher's Choice allocation as a direct deposit you must be enrolled in direct deposit for your paycheck. To enroll for direct deposit (EFT) for both your paycheck and future Teacher's Choice allocations, please go to the DFO, Payroll Portal at:  
<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>

Individuals who currently have direct deposit for their paychecks will receive their Teacher's Choice allocation deposited into the same account as their paycheck. However, the **Teacher's Choice allocation will be deposited separately (on a non pay day) from your paycheck on Thursday, December 9th.** Direct deposit will eliminate the need to replace lost or stolen Direct Payment Card.

For those individuals who do not have direct deposit for their paycheck, a direct payment card will be issued to the sites where they receive their paychecks if they did not receive a direct payment card in the past. Otherwise your previous direct payment card will be replenished with your TC allocation on December 15<sup>th</sup>. **The Direct Payment Cards for new participants are scheduled to be distributed together with the December 15<sup>th</sup> paychecks.** Detailed information pertaining to the use, terms and conditions of Direct Payment Cards are provided in the link "Teacher's Choice Direct Payment Card Holders".

The principals/supervisors of all sites involved are responsible for reviewing the Teacher's Choice allocation rosters issued in mid November to ensure that eligible staff members receive their appropriate allocations as outlined herein. They are also responsible for collecting all required documentation, and ensuring that their staff members adhere to the purchasing and accountability guidelines of the program and all other relevant information as provided on the DFO website for the duration of the program.

Original receipts for purchases made beginning on **August 1, 2010** may be charged against your allocation but all purchases must be completed by **March 15, 2011**. An "Accountability Form" and original receipts for all items purchased must be submitted to principals/supervisors by **March 25, 2011**.

The Teacher's Choice Guidelines, which outline in more detail all information pertinent for participation in the Teacher's Choice Program, are provided on the DFO, Teacher's Choice website along with other related forms and updated information. All participants are responsible to check this site for updated information during the duration of the program.

### **ALLOCATION DISTRIBUTION**

The Teacher's Choice Allocation File is based on information obtained directly from the Employee Information System (EIS) file. This file indicates educational category of all school based educators. A distribution will be issued in December for all staff members actively employed at your site as of November 1, 2010 who meet the criteria outlined under "Eligibility Requirements", provided the information in their EIS payroll record is accurate.

A second and final file containing any updates made to the EIS system will be issued in March. All requests with appropriate documentation for updates/adjustments and or missed allocations must be submitted to the DFO, Special Projects Unit prior to **January 28, 2011** in order to be eligible for a Teacher's Choice Allocation for the school year 2010-2011. **THERE WILL BE NO FURTHER 2010-2011 ALLOCATIONS ISSUED AFTER THE SCHOOL YEAR ENDS IN JUNE.**

Participants in the program will be held fully accountable for all materials purchased with their allocations. Please be sure to retain all original receipts for all materials purchased. At the end of the purchasing period, each participant will be responsible for preparing a "Statement of Purpose and Accountability Form", attaching original receipts listing all items purchased, together with the dates for materials were brought into their schools. Principals will be responsible for collecting the accountability forms with original receipts attached from participants, maintaining a file of the documentation submitted for audit purposes, and forwarding the names of those individuals who have not submitted any or all documentation to the DFO, Special Projects Unit by **April 29, 2011**.

The Teacher's Choice Purchasing and Accountability Guidelines, as well as all relevant forms, including the "Statement of Purpose and Accountability Form", "Receipt for School Fund Contribution" and the Teacher's Choice Outstanding Accountability Report will be available on the DFO website. Principals may download a copy and make it available to staff members who do not have access to the internet.

## ELIGIBILITY REQUIREMENTS

### Elementary, Intermediate, Junior High and Citywide Special Education Schools

All individuals in each of the categories listed below (tax levy and reimbursable) actively employed as of **November 1, 2010** who provide services to children at a NYC DOE public school site, are eligible to participate in this year's program. Individuals eligible to participate in the program will receive allocations in the amounts indicated below:

General Education Teachers, (including Staff Developers, Teacher Trainers & Coaches)	\$110
Special Education Teachers, (including Staff Developers, Teacher Trainers & Coaches)	\$110
Teacher, Attendance	\$110
Resource Room Teacher	\$110
Speech Therapists	\$110
Guidance Counselor	\$ 80
Social Worker	\$ 80
School Psychologists	\$ 80
Laboratory Specialists	\$ 50
School Secretaries	\$ 40

### High Schools

All Instructional Staff assigned to classroom duties, who teach at least one class a day, clinicians and support staff actively employed as of **November 1, 2010** are eligible to receive allocations as indicated below:

General Education Teachers (Including Staff Developers, Teacher Trainers, & Coaches)	\$110
Special Education Teachers (Including Staff Developers & Teacher Trainers & Coaches)	\$110
Resource Room Teachers	\$110
Speech Improvement Teachers	\$110
Library Teachers	\$110
Attendance Teachers	\$110
Speech Therapists	\$110
Guidance Counselors	\$ 80
Social Workers	\$ 80
School Psychologists	\$ 80
Lab Specialists	\$ 50
School Secretaries	\$ 40
Assistant Principals – (who teach at least one class)	\$ 40

## ELIGIBILITY REQUIREMENTS

In addition please note the following:

ATR (Absent Teacher Reserve) will be entitled to receive an allocation provided they teach a class and follow all procedures as outlined in the guidelines.

Principals must complete and submit the **Teacher's Choice Full-Time Substitution Certification Form** (available on the DFO website) for their regular substitutes or for their ROTC Instructors, who are eligible to receive an allocation. Certification forms received for eligible individuals after October 8, 2010 will be included in the second distribution in March.

Principals must complete and submit the **Teacher's Choice High School Assistant Principal's Certification Form** (available on the DFO website) for their assistant principals who are eligible to receive an allocation. Certification forms received for eligible HSAPs after October 8, 2010 will be included in the second distribution in March.

**Staff members on sabbatical or other leaves for the fall term and those assigned off-site are not eligible to receive allocations.**

Any questions regarding the eligibility of educators, who do not clearly fall into one of the above listed categories, must be resolved between the Principal of the site involved and the appropriate UFT Representative.

### Summary of Key Dates

<b>August 1, 2010</b>	Purchases for Teacher's Choice school year 2010-2011 may begin
<b>December, 2010</b>	Distribution of the Teacher's Choice allocations as follows: On Thursday, December 9 for direct deposit (EFT) December 15 <sup>th</sup> for the Direct Payment Card (bank debit card) for both new enrollments and previous card holder participants.
<b>January 29, 2011</b>	Any requests/inquiries for missed allocations must be received for inclusion in second distribution in March 2011.
<b>March 15, 2011</b>	All purchases for Teacher's Choice must be completed.
<b>March 25, 2011</b>	Statement of Purpose Accountability Forms and original receipts for all items purchased must be submitted to principals/supervisors.
<b>April 29, 2011</b>	Principals will forward the names of those individuals who have not submitted any documentation to the DFO, Special Projects Unit.