

## Teacher's Choice Program: Quick Guide to Participant's Responsibilities

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*The following is a quick guide, or summary, of your requirements as a participant in the annual Teacher's Choice Program. For more details, please review the [Teacher's Choice Guidelines](#).*

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All [eligible educators](#) wishing to participate in the Teacher's Choice Program must adhere to the program's requirements as described below:

### Prior to Distribution of Teacher's Choice Funds

- Determine whether or not you would like to participate in the program. If you do not wish to participate, complete a Teacher's Choice [Request for Non-Participation \(Opt Out Form\)](#) and either fax or email it to the Teacher's Choice Unit by the [deadline](#):
  - Fax: (718) 935-2171
  - E-mail: [teacherschoice@schools.nyc.gov](mailto:teacherschoice@schools.nyc.gov)
- High school assistant principals who teach at least one class, and permanent substitutes and ROTC staff with a 5BA, 5BP or TBR status: In order to receive Teacher's Choice funding, you must have your principal complete and submit a certification form – either the [High School Assistant Principal Certification Form](#) or the [Substitute Teacher/ROTC Certification Form](#) – as applicable, to the Teacher's Choice Unit via fax or email by the [deadline](#):
  - Fax: (718) 935-2171
  - E-mail: [teacherschoice@schools.nyc.gov](mailto:teacherschoice@schools.nyc.gov)

### Upon Receiving Teacher's Choice Funds

- Purchase instructional materials prior to the [deadline](#). Even though funding may not be distributed until the late fall, purchases made as early as August 1 can qualify, provided original receipts and/or invoices were retained. Be sure to save all original receipts and invoices as you will be required to submit them as proof of purchase.
- If you believe you are eligible but did not receive Teacher's Choice funding, please notify your principal or his/her designee as soon as possible but no later than the [deadline](#). Provided you are eligible, your principal will inform the Teacher's Choice Unit that you did not yet receive funds so that you may be included in a subsequent distribution.

### After Making Purchases

- After making purchases, complete the [Teacher's Choice Accountability Form](#) and attach all original receipts/invoices.
- Photocopy the completed Teacher's Choice Accountability Form and all receipts/invoices. Save the copies for your records.
- Submit the completed Teacher's Choice Accountability Form, as well as all original receipts/invoices, to your principal or his/her designee after the initial fall distribution but no later than the [deadline](#).

### Repaying Unused Teacher's Choice Funds

- If you received Teacher's Choice funding yet did not spend part or all of it, please submit a check or money order in the amount of the unused funds to your principal at the same time you submit your completed Accountability Form. The check or money order should be made payable to *NYC Department of Education* and should include your file number in the "memo" section. Failure to repay the DOE will result in an automatic salary deduction in your June 30<sup>th</sup> paycheck.
- An automatic salary deduction will also occur if any of the requirements listed above are not fulfilled.

### Questions

Should you have questions about the Teacher's Choice Program or your obligations as a participant, please contact the Teacher's Choice Unit:

- Telephone: (718) 935-4000
- E-mail: [teacherschoice@schools.nyc.gov](mailto:teacherschoice@schools.nyc.gov)