

Fall 2009

OVERVIEW OF TEACHER'S CHOICE 2009 – 2010

Funding has been identified by the Chancellor and the City Council to continue the implementation of the **Teacher's Choice Program** for the 2009 – 2010 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, 2009. 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 last year. 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 this year's TC program and do not want an allocation to be issued either via Direct Deposit or the Direct Payment Card, you must notify us immediately and no later than November 23, 2009. 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 10th.** Direct deposit will eliminate the need to replace lost or stolen debit cards.

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 through last year's program. Otherwise your previous direct payment card will be replenished with your TC allocation on December 15th. **The Direct Payment Cards for new participants are scheduled to be distributed together with the December 15th 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 which will be 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.

Receipts for purchases made beginning on **August 1, 2009** may be charged against your allocation but all purchases must be completed by **March 15, 2010.** Accountability Reports and receipts for all items purchased must be submitted to principals/supervisors by **March 26, 2010.**

The Teacher's Choice Guidelines, which will outline in more detail all information pertinent for participation in the Teacher's Choice Program, will be 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, 2009, 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 by mid March. All requests with appropriate documentation for updates/adjustments and or missed allocations must be submitted to the DFO, Special Projects Unit prior to **February 1, 2010** in order to be eligible for a Teacher's Choice Allocation for the school year 2009-2010. **THERE WILL BE NO FURTHER 2009-2010 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 an Accountability Report attaching original receipts listing all items purchased, together with the dates for materials were brought into their schools.

High School participants no longer have the option of assigning all or some part of their allocations directly to their schools. All school contributions must be made via personal check during the purchasing period.

Principals will be responsible for collecting Accountability Reports 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 23, 2010**. Principals are also being requested to forward documentation submitted for purchases that do not appear to fall within the guidelines established for the Teacher's Choice Program to the DFO, Special Projects Unit for review.

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 Form 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, 2009**, 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)	\$150
Special Education Teachers, (including Staff Developers, Teacher Trainers & Coaches)	\$150
Teacher, Attendance	\$150
Resource Room Teacher	\$150
Speech Therapists	\$150
Guidance Counselor	\$100
Social Worker	\$100
School Psychologists	\$100
Laboratory Specialists	\$ 75
School Secretaries	\$ 50

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, 2009** are eligible to receive allocations as indicated below:

General Education Teachers (Including Staff Developers, Teacher Trainers, & Coaches)	\$150
Special Education Teachers (Including Staff Developers & Teacher Trainers & Coaches)	\$150
Resource Room Teachers	\$150
Speech Improvement Teachers	\$150
Library Teachers	\$150
Attendance Teachers	\$150
Speech Therapists	\$150
Guidance Counselors	\$100
Social Workers	\$100
School Psychologists	\$100
Lab Specialists	\$ 75
School Secretaries	\$ 50
Assistant Principals – (who teach at least one class)	\$ 50

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 15, 2009 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 15, 2009 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

August 1, 2009	Purchases for Teacher's Choice school year 2009-2010 may begin
December, 2009	Distribution of the Teacher's Choice allocations as follows: On Thursday, December 10 th for direct deposit (EFT) December 15 th for the Direct Payment Card (bank debit card) for both new enrollments and previous card holder participants.
February 1, 2010	Any requests/inquiries for missed allocations must be received for inclusion in second distribution in March 2010.
March 15, 2010	All purchases for Teacher's Choice must be completed.
March 26, 2010	Accountability Reports and receipts for all items purchased must be submitted to principals/supervisors.
April 23, 2010	Principals will forward the names of those individuals who have not submitted any documentation to the DFO, Special Projects Unit.