

## Teacher's Choice SY 2010-2011

December 2010

### **Direct Deposit Recipients:**

If you are currently enrolled in the DOE direct deposit (EFT) payroll program you will be receiving your Teacher's Choice allocation for this school year as a direct deposit on December 9, 2010. You may receive verification of said transaction by reviewing your individual banking statements or contacting your banking institution's customer service. **There will be no paper confirmation issued.**

Direct deposit is a cost effective method in which we can efficiently and safely issue Teacher's Choice allocations. It eliminates the need for replacement checks for lost, stolen or stale dated checks.

### **What to do if you received an incorrect allocation:**

If you did not receive an allocation appropriate to your title as outlined under the Teacher's Choice Guidelines, then please have your principal or payroll secretary contact the Special Projects Unit in writing as soon as possible but **prior to January 28, 2011** at fax number 718-935-2165 or via email to [specialprojects@schools.nyc.gov](mailto:specialprojects@schools.nyc.gov) . Please have him/her provide your name, file number, correct title and allocation and the difference. It is important that you also verify that your EIS file is updated accordingly to reflect the correct information.

If you are entitled to receive an adjustment for a higher amount, once verified by our office the additional funds will be issued as another direct deposit when we do our second and final issuance of Teacher's Choice allocations on a non payday in March, 2011.

If your allocation is more than you are entitled to receive, if you are not eligible to receive an allocation or do not wish to participate in the Teacher's Choice Program, then please issue a personal check or money order made payable to: NYC Department of Education for the difference/allocation and submit it to your principal or payroll secretary to send to our office, DFO/Special Projects at 65 Court Street, Room 1703, Brooklyn, NY 11201. Otherwise you may be subject to a salary deduction later on in the school year.

Your personal check/money order for the appropriate amount due will be reimbursement to the DOE along with a brief letter of explanation. We will not be able to reverse the funds from your EFT after you receive it. You will need to make your principal/payroll secretary aware of this situation.

## **Teacher's Choice SY 2010-2011**

### **Direct Deposit Recipients**

#### **What to do if you do not receive a Teacher's Choice allocation:**

If you do not receive an allocation on December 9, 2010 and you are currently enrolled in the DOE direct deposit (EFT) payroll program and eligible, you must contact the Special Projects Unit in writing as soon as possible but prior to **January 28, 2011** at fax number **718-935-2165** or via email at **specialprojects@schools.nyc.gov** . We will help you determine the cause. Perhaps you recently updated your direct deposit enrollment information, changed banks/accounts for EFT and it was not noted in time, cancelled your EFT enrollment or your EIS file is not reflecting corrected, updated information.

You may be required to provide additional documentation to support your claim such as a copy of your individual bank statement for December 2010 (with sensitive account information blocked) reflecting that there was not an EFT deposit for Teacher's Choice on or about December 9, 2010 and/or a letter from your local bank branch personnel certifying this transaction did not occur.

If you are entitled to receive an allocation but did not initially because your EIS file was not properly updated reflecting accurate information, please have your principal or payroll secretary send us a written request to include your name, file number, correct title and allocation. Once verified by our office, arrangements will be made to include you in our second and final issuance of Teacher's Choice allocations as either a direct deposit (with updated EFT information) on a non payday in March, 2011 or possibly as a debit card.

All further inquiries may be directed to the DFO, Special Projects Unit at 718-935-3304.

Thank you.

DMM/TCEFT1110