



2012

Dear Training Partner:

We are pleased to announce that in 2012 the New York State Office of Children & Family Services (NYS OCFS) will again be sponsoring the Educational Incentive Program (EIP). EIP helps New York State's child care providers pay for training and education they need to provide high-quality care to children. Every year, thousands of providers use EIP scholarships for college courses, credentials, conferences, and non-credit training.

The Professional Development Program (PDP) has made enhancements to the T.O. portion of the Web site. This section provides training organizations with access to required EIP forms and information. **Available in early January training organizations will be able to view and print each Award Notification issued to an individual approved for an EIP scholarship then with your organization.** You will need to use your organization's assigned User Name and Password to login. Enclosed separately within this letter you will find this necessary information.

The training organization portion of the Web site additionally allows T.O.'s to update individual training organization information, submit training schedules, W-9s and allows tracking of the payment status of submitted awards. To view this information, go to Tosite.pdpextranet.org

All training organizations are required to submit a signed Training Organization Agreement and a current W-9 form to receive EIP scholarship payments. Review the 2012 Agreement carefully with all appropriate staff before signing and submitting it to EIP. You are encouraged to retain a signed copy of the Agreement for your records. In lieu of a signed 2012 Agreement, your organization may submit a copy of its most recent A-133 audit opinion. If your organization submits an A-133 audit opinion, it must abide by the terms and conditions outlined in the Training Organization Agreement as well as those printed on EIP awards. If your organization does not have a current W-9 on file with EIP, you must submit one with your signed 2012 Agreement. A blank W-9 is enclosed for your use. EIP will continue to use signed 2011 Agreements to process scholarship awards until February 15, 2012. After that date, a signed 2012 Agreement will be required for scholarship awards to be issued for your training activities. Applications, forms, and additional information about EIP can be found at www.ecetp.pdp.albany.edu.

We ask that you review this letter and the 2012 Training Organization Agreement with all appropriate staff. The enclosed chart outlines details of the 2012 program. Also enclosed is a contact information form to complete.

This year EIP will provide a Webinar presentation on the program information and changes. To register yourself for the webinar please go to <https://www1.gotomeeting.com/register/429866465>. Thank you for your continued participation in EIP and your support of New York State's early childhood community.

Sincerely,

A handwritten signature in cursive script that reads "Colleen O'Grady".

Colleen O'Grady

CC: J. Molnar, NYS OCFS
B. O'Brien, NYS OCFS
D. McGuire, Professional Development Program