



SUNY Training Strategies Group
Educational Incentive Program
State University Plaza
Corporate Woods Building, 3rd Floor
Albany, NY 12246-0001

Application & Information Booklet

New York State Child Care Educational Incentive Program

2007

January 1 - December 31

11/2006

The Educational Incentive Program is funded by the
New York State Office of Children and Family Services
and is administered by the
Research Foundation of State University of New York

**** IMPORTANT INFORMATION ****
Educational Incentive Program 2007

Please read and understand the following:

Submitting Your Application

If your courses start between: You must submit your application(s):

January 1 and June 30 → **no later than June 1**

Applications received after this deadline date will be returned.

July 1 and December 31 → **between May 15 and December 1**

Applications received outside of these dates will be returned.

Award Eligibility

You may be eligible to access up to \$2,000 per EIP Year. Depending on your income, you may qualify for 25%, 50%, 75%, or 100% of your requested course cost. Refer to the income chart on page 7 of the EIP Information Booklet to determine what percentage of your course cost EIP may cover.

Section 4 - Agreement

The applicant must sign and date the agreement. Your signature indicates that you have read, understood and agreed to the statements. Your application will be returned if it does not have a signature.

EIP may require documentation demonstrating your successful completion of the course or training.

EIP awards may be considered taxable income. You are solely responsible for complying with all federal, state and local requirements regarding reporting and payment of taxes.

Completing your application

Online Applications

1. Go to www.tsg.suny.edu and select "EIP Online Application".
2. Complete all information.
3. Print and sign the agreement.
4. Fax or mail all required documentation to EIP within 2 weeks.
5. Allow 2-3 weeks for processing.

Paper Applications

1. Complete Sections 1, 2 and 3.
2. Sign the agreement in Section 4.
3. Mail the application and all required documentation to EIP.
4. Allow 4-6 weeks for processing.

EIP mailing address:

SUNY Training Strategies Group
Educational Incentive Program
State University Plaza
Corporate Woods Building, 3rd Floor
Albany, NY 12246-0001

All 2007 applications must be received by December 01, 2007. Do not ship your application FedEx or UPS. The above address is for US mail only.

Instructions for completing your application

Section 1 - Applicant Information

EIP needs to verify your **name, Social Security number, number of tax exemptions** and your **adjusted gross income filed with the IRS.**

Your IRS 1040 has all of this information. You must submit a copy of your most recent federal income tax return (IRS 1040). EIP reserves the right to seek additional verification that the tax forms submitted are accurate and authentic.

If you did not file a tax return, or have had a change in number of exemptions and/or income, please call EIP for assistance or visit www.tsg.suny.edu for further instruction.

Section 2 - Child Care Employment Information

You must submit a document verifying current employment. The following are acceptable:

Program owners:

- copy of childcare license or registration

Employees:

- copy of paystub dated within past 3 months

OR

- letter from employer indicating date of hire, signed and dated by employer within past 3 months.

EIP reserves the right to seek additional verification that the employment information recorded on the EIP application is accurate.

Section 3 - Training Information

Check the appropriate box to indicate the type of training that you are taking. If your major is early childhood or other related degree program you may need to submit proof of your major. A listing of EIP Pre-Approved credentials is on page 9. **If the course has ended at the time of the application, a copy of your course completion documentation is required.**

Educational Incentive Program

What is the Educational Incentive Program?

The Educational Incentive Program (EIP) is a scholarship program which helps providers pay for high quality training and education they need to provide quality care to children. Child care providers must be required to take training and be caring for children in a facility regulated by the New York State Office of Children and Family Services or the New York City Department of Health.

This year EIP has established two separate application submission periods.

If your courses start between:	You must submit your application(s):
January 1 and June 30	→ no later than June 1
July 1 and December 31	→ between May 15 and December 1

Applications received after this deadline date will be returned.

Applications received outside of these dates will be returned.

This change is intended to provide a more balanced allocation of funds for the entire EIP scholarship year.

Can I apply for an EIP Scholarship?

You can apply if you are currently caring for children as a:

- registered family child care provider
- licensed group family child care provider or assistant (substitutes are not eligible)
- child care classroom staff in a registered school-age program
- child care classroom staff in a licensed child care center or Head Start. (In New York City, staff who hold a permanent or professional New York State teaching certificate and volunteers are not eligible.)

OR

A direct supervisor of any of the above child care staff.



IMPORTANT INFORMATION

Am I eligible for an EIP scholarship?

Eligibility is based on your employment status, level of income and course or training you choose.

Employment

You must be a U.S. Citizen, Permanent Resident, or Resident Alien authorized to work in the U.S. and you must be currently caring for children as part of the adult/child ratio requirement in a child day care program licensed or registered by the New York State Office of Children and Family Services or the New York City Department of Health.

Nannies, adjunct child care staff, consultants, and staff not counted in the adult/child ratio are not eligible for scholarship.

Income

Your federal adjusted gross income and family size must fall within the income chart located on page 7. You may be eligible to access up to \$2,000 per EIP year. You may qualify for 25%, 50%, 75% or 100% of your course cost depending on your income. EIP reserves the right to seek additional verification that the tax forms submitted are accurate and authentic. Tax forms are required with each application.

Education/Training Course

Training or course work must clearly reflect one or more of the subject areas that are required by the New York State Office of Children and Family Services regulations. They are:

1. Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline;
2. Nutrition and health needs of children;

New York State School Age Care Coalition (NYSSACC)

New York State School Age Care (SAC) Credential
230 Washington Ave. EXT.
Albany, NY 12203
518-694-0660
Fax 518-694-0661
www.nyssacc.org
SACCredential@nyssacc.org

Council for Early Childhood Professional Recognition

Child Development Associate (CDA)
2460 16th Street, NW
Washington, DC 20009
800-424-4310
www.cdacouncil.org

National Association for Family Child Care

Family Child Care Accreditation
5202 Pinemont Drive
Salt Lake City, UT 84123
800-359-3817
www.nafcc.org

National Child Care Association

National Administrator Credential
Certified Childcare Professional (CCP)
1016 Rosser Street
Conyers, GA 30012
800-543-7161
www.nccanet.org

New York State Association for the Education of Young Children

New York State Children's Program
Administrator Credential
New York State Infant/Toddler
Child Care Credential
230 Washington Avenue Extension
Albany, NY 12203
518-867-3517
www.nysaeyc.org



What is the EIP scholarship process?

1. **YOU** complete an online web application at www.tsg.suny.edu **and** fax your required documents OR you fill out and mail a completed EIP application with all required documents.
2. **EIP** processes the application (Allow 2-3 weeks for online applications, 4-6 weeks for paper applications.) **EIP** mails scholarship results to you.
3. **YOU** sign the Award Notification and submit it to the education/training organization.
4. **Education/ Training Organization** completes and mails the Award Notification to EIP for payment.
5. **EIP** processes a check payable to the education/training organization on your behalf. Allow at least 8-10 weeks from the date EIP receives a completed award notification for payment to be sent.

EIP Credential, Certificate and Individual Accreditation Programs

EIP scholarships can only be used for observation hours required for accreditation and credential.

Accreditation and credential fees payable to the organization's listed on page 9 are also eligible for scholarship.

Apply on-line!
Check your status on-line!
visit <http://www.tsg.suny.edu>

3. Child day care program development;
4. Safety and security procedures, including communication between parents and staff;
5. Business record maintenance and management;
6. Child abuse and maltreatment identification and prevention;
7. Statutes and regulations pertaining to child day care;
8. Statutes and regulations pertaining to child abuse and maltreatment; and
9. Prevention of Shaken Baby Syndrome.

Classes must begin during the 2007 calendar year. Non-credit bearing classes must also end in the 2007 calendar year. Scholarships will be granted for all non-college credit bearing courses, workshops, and classes at a rate of no more than \$25 per training hour. EIP pre-approved fees (see page 9 for listing) will **not** be affected by this maximum.

Test fees and examination preparation courses are not eligible for EIP scholarship.

All courses taken as part of an early childhood or related degree program are eligible for scholarship.

EIP scholarships will be awarded until funding is depleted or the scholarship year ends, whichever comes first.

What does EIP pay for?

EIP scholarships fund college tuition and mandatory college fees, training and assessment fees associated with certain credential or certificate programs (see page 9). Books, elective student fees, room, board and training materials are not eligible for scholarships. Applicants are responsible for any tuition and costs not covered by EIP.

EIP Awards

- If eligible, you will receive one award for each course/class for which you apply.
- Each award must be signed by both you and your training organization. The name and mailing address of the organization is on the award.
- Use of correction fluid invalidates an award.
- Changes or corrections to an award must be approved by EIP.
- Awards are valid for 30 days from the issue date or course start date, whichever is later.

Confidentiality

Application or award information is held by EIP in confidence. You must give written permission to EIP if you wish to share your information with a third party. Parents and directors are third parties.

EIP can share award information with a training/education organization once an award has been submitted for payment.

EIP 2007 Income Chart

EIP reserves the right to seek additional verification that the tax forms submitted are accurate and authentic.

AWARD ELIGIBILITY

		100%	75% of amount requested	50% of amount requested	25% of amount requested
F A M I L Y	1	\$0 - 21,171	\$21,172 - 31,757	\$31,758 - 42,343	\$42,344 - 52,928
	2	\$0 - 27,686	\$27,687 - 41,528	\$41,529 - 55,371	\$55,372 - 69,214
	3	\$0 - 34,200	\$34,201 - 51,300	\$51,301 - 68,400	\$68,401 - 85,500
	4	\$0 - 40,714	\$40,715 - 61,071	\$61,072 - 81,428	\$81,429 - 101,786
	5	\$0 - 47,228	\$47,229 - 70,843	\$70,844 - 94,457	\$94,458 - 118,071
	6	\$0 - 53,743	\$53,744 - 80,614	\$80,615 - 107,485	\$107,486 - 134,357
S I Z E	Each Add'l	+ \$6,514	+ \$9,771	+ \$13,029	+ \$16,286

Use the chart below only if you live in Suffolk, Nassau, Westchester, Putnam, Rockland counties or NYC

AWARD ELIGIBILITY

		100%	75% of amount requested	50% of amount requested	25% of amount requested
F A M I L Y	1	\$0 - 23,289	\$23,290 - 34,933	\$34,934 - 46,577	\$46,578 - 58,221
	2	\$0 - 30,454	\$30,455 - 45,681	\$45,682 - 60,908	\$60,909 - 76,136
	3	\$0 - 37,620	\$37,621 - 56,430	\$56,431 - 75,240	\$75,241 - 94,050
	4	\$0 - 44,786	\$44,787 - 67,178	\$67,179 - 89,571	\$89,572 - 111,964
	5	\$0 - 51,951	\$51,952 - 77,927	\$77,928 - 103,903	\$103,904 - 129,878
	6	\$0 - 59,117	\$59,118 - 88,676	\$88,677 - 118,234	\$118,235 - 147,793
S I Z E	Each Add'l	+ \$7,166	+ \$10,749	+ \$14,331	+ \$17,914