

# Financial Aid FAQ (EIP)



The Education Incentive Program (EIP) is a scholarship program for Child Care providers in a facility regulated by the New York State Office of Children and Family Services or the New York Department of Health. Please confirm with your Program Coordinator/Site Coordinator that your program is licensed.

## Can I apply for an EIP Scholarship?

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

- » 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. Staff working with youth ages 13 and older are not eligible).

## Am I eligible for an EIP Scholarship?

Your scholarship is based on your income and the type of training you choose. You may be eligible to receive 25%, 50%, 75%, or 100% of your course cost up to a maximum of \$2,000 per EIP Year.

Course work must clearly reflect one or more of the subject areas:

- » Principles of childhood development
- » Nutrition and health need of children
- » Child day care program development
- » Safety and security procedures, including communication between parents and staff
- » Business record maintenance and management
- » Child abuse and maltreatment identification and prevention
- » Statutes and regulations pertaining to child day care
- » Prevention of Shaken Baby Syndrome

All courses offered through the Center for After-School Excellence qualify for EIP.

## What documentation is needed to file?

- » Your most recent Federal Income Tax Return (1040)
- » Employment verification (letter indicating date of hire, signed and dated by employer within the last 3 months)
- » Copy of pay stub dated within the past 3 months
- » Day care Program Operating Permit/license/registration number and expiration date
- » Course Information including cost, training hours or college credits, course start date and end dates

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## How does EIP work?

Eligible individuals who receive EIP scholarships would be sent an award letter, which must be taken to the college of choice. Depending on the institution, the reward letter must be taken to the Financial and/or Bursar Office. The college would then confirm the applicant's enrollment and return the letter to EIP to receive payment. Please be aware that funds go directly to the college and not to the applicant. It should also be noted that EIP requires a repayment of any classes dropped by students that were paid with EIP scholarship money.

## Is there a deadline?

If your courses start between January 1 and June 30, 2007, applications must be submitted before June 1, 2007. If your courses start between July 1 and December 31, 2007, applications must be submitted between May 15 and December 1, 2007.

It is important that you submit your application as soon as possible to avoid delayed processing.

## Where can I get an EIP application?

EIP and the Center strongly recommend that you apply online at <http://www.tsg.suny.edu/apply.shtm>.

You may also request an application by e-mail at [eip@tsg.suny.edu](mailto:eip@tsg.suny.edu) or by phone at 1-800-295-9616 / 518-443-5940. Limited applications are also available at the Center for After-School Excellence. Please call 212-547-6963 to request an application.

## How long does it take to process the application?

Online applications are generally processed in 2-3 weeks from the date they receive your completed application. Mailed applications are generally processed in approximately 4-6 weeks from the date the completed application is received.