

TO: Superintendents/Business Officials

FROM: Jim Fregelette

DATE: December 14, 2016

SUBJECT: **Erie 1 BOCES 2016-17 Participation Timeline and Request for Online Participation User Authorization**

It's that time of year that we are preparing to open up Erie 1 BOCES 2016-17 Initial Participation. Below is the timeline, which includes opening up the participation and the service guide.

Similar to last year, we will be using the on-line participation found on [wincapweb.com](http://wincapweb.com). In January we will be sending instructions out to help you sign in and to use the system.

Attached to this memo is a Web Participation User Authorization Form to complete and return via the fax number on the form. We will then confirm and/or add new individuals to have access to the system. I will be sending continual updates to help you through the process.

Initial sign-up .....	January 18, 2017
Career enrollment letter sent .....	January 18, 2017
Administration/Capital/Rental budget loaded .....	February 16, 2017
Initial participation closed .....	February 28, 2017
Confirmation letter for Alt. Ed enrollment sent out.	March 6, 2017
Final participation opens .....	March 7, 2017
Final participation closes .....	April 28, 2017

I can be reached at 821-7100 with any questions.

JF/mw  
Participation timeline 2017-18