**Title IIA Procedure for Teacher Stipend Payment**

**Erie 1 BOCES**

Excess Title IIA funds may be used to pay teacher stipends. Regulations stipulate teachers are paid stipends directly (school does not pay stipend to teacher and then seek reimbursement from Title IIA funds). In order for Erie 1 BOCES to process these payments, the following is required:

1. Principal or Business Official approves stipend payments from excess funds and notifies Erie 1 BOCES by submitting teacher(s) names on Title IIA Teacher Stipend Summary Statement (please list all teachers on one sheet)
2. Teacher(s) complete and sign federal W-9 if this a first time requesting stipend. (For teachers who previously received stipend payments their W-9 would be on file at Erie 1 BOCES). Please send W-9s to Erie 1 BOCES along with Teacher Stipend Summary Statement to the attention of Barbara Mocarski.
3. After workshop is completed, Teacher’s Statement of Attendance is completed and signed by teacher to receive stipend (see attached). Please US mail as original signature is required. A claim form will then be prepared by Erie 1 BOCES and processed for stipend payment.

Please note: All requests for stipend payments need to be submitted within 30 days of workshop attendance.

Please mail paperwork to:

Elizabeth Freas

Erie 1 BOCES

355 Harlem Road

West Seneca, NY 14224

If you have any questions, please contact Daphne Fitzgerald at dfitzgerald@e1b.org or Mary Jo Casilio at mcasilio@e1b.org.