



**Heather H. Ciccone**  
Program Administrator, Curriculum and Assessment Services  
Instructional Support Center @ Sequoya  
750 Waverly Ave, Holtsville, NY 11742  
Phone: 631-419-1659  
Fax: 631-240-8951  
Email: [hciccone@esboces.org](mailto:hciccone@esboces.org)

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## Memorandum

**To:** All Model Schools Districts

**From:** Heather Ciccone

**Date:** July 1, 2024

**Re:** Procedure for Requesting Aid on Fees Paid to Substitute Teachers & Stipend Reimbursements

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As a member of the Eastern Suffolk BOCES Model Schools Program (Co-Ser 532), you are entitled to file for aid on fees paid to substitute teachers and teacher stipends for approved activities conducted under the auspices of this service.

Included in this mailing you will find the "NYSED Protocol for Filing for Aid on Fees Paid to Substitute Teachers, and a copy of the substitute reimbursement form. During the school year we will be sending flyers with workshops, trainings and liaison meetings that administrators and teachers will be able to attend.

To justify aidability on in-district staff development/meetings that teachers are attending, please fill in the reimbursement form completely. Do not, however, include attendance at conferences, workshops, etc. sponsored by other agencies or professional associations. Substitute teachers for these meetings are not aidable and will delay your reimbursement.

When we receive the invoice with the required information, we will review it, verify the eligibility of each entry, proceed with our half of the paperwork, prepare a purchase order for the total amount of eligible entries, and bill your district that same amount plus a 10% coordination fee. If you have any questions, please do not hesitate to call our Principal Account Clerk, Deana Laszlo, 631-218-4106, who is the point person for this project.