

DATE Cycle 1 Year 3

Award Verification and Payout Procedures

In most cases, DATE3 award notifications will be delivered to educators through the campus DATE Administrators. Awarded educators who are no longer located at their 2010-2011 campus will be sent notifications by email.

All questions regarding DATE3 awards must be submitted in writing. Questions should be emailed to DATE@irvingisd.net or Kay Overturf, Coordinator Grant Services, at koyerturf@irvingisd.net.

1. If an educator feels that an error has been made on the award recommendation, contact Kay Overturf by **Thursday, September 8**. This will allow any issues to be resolved before the September payroll cutoff.
2. The subject line of the email should include **DATE AWARD QUESTION + the educator's first name**. For example, Eugenia Educator might use the subject line

DATE AWARD QUESTION Eugenia E

3. Every effort will be made to respond to questions within 24 hours. If a response has not been received within two (2) business days, please phone Kay Overturf at 972-600-5473 to verify that the email has been received.

All questions and appeals must be received no later than 5 p.m. on Friday, September 23, 2011.

Educators who qualify for an award will receive two (2) DATE payments. The initial award amount (less benefit deductions) is scheduled to be paid in the September paycheck. Part 1 awardees will receive an initial award payment of \$1003 (gross pay), and Part 2 awardees will receive an initial award payment of \$400 (gross pay). Educators are eligible to receive only one award under DATE.

Remaining funds will be distributed to awardees in a second payment sometime before February 28, 2012. Remaining Part 1 funds will be distributed equally among Part 1 awardees. Remaining Part 2 funds will be distributed equally among Part 2 awardees. It is too early to determine the amount of the second payment.

Checks will be mailed to awarded educators who are no longer with the district. To avoid delivery issues, mailing addresses must be kept current with Human Resources.

The DATE 3 Timeline is available online at www.irvingisd.net/date/.