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MEMORANDUM

DATE: May 27, 2014

TO: EarlyLearn NYC Directors & Fiscal Officers/Staff

FROM: Gisele Assile, Executive Director
Child Care Payment Services 

**SUBJECT: Payee Information Portal ("PIP")
EL Numbered Memorandum #15**

In March 2009, the City of New York discontinued mailing Electronic Funds Transfer (EFT) stubs/disbursement information for payments processed via the Financial Management System (FMS). As a result, the Administration for Children's Services (ACS) is encouraging all EarlyLearn NYC (EL) Directors and Fiscal Officers to utilize the Payee Information Portal (PIP) to view and download payment information and EFT stub data. You were recently informed that effective April 2014, EL Providers will receive a monthly remittance advice of supporting schedules for the most recent payment which will detail the composition of your monthly payment. PIP will provide you with the actual payment information disbursed to your account.

ACS encourages the use of PIP for obtaining monthly child care payment information, tracking monthly income, and reviewing any existing concerns with your FMS account that may result in the delay of an EL payment. Lastly, in instances when an EL payment cannot be found in your account, PIP can be accessed to quickly obtain the EFT number to help your bank determine the status of an EL payment. PIP will also, if applicable, provide paper check information indicating that a payment has been disbursed.

To access your existing contractor information, you must activate your account. Activation instructions can be downloaded from the PIP home page at the following link:

<https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>

OR

Call the Financial Information Services Agency (FISA) for assistance at:
(212) 857-1777

Please activate PIP to download your EFT stub/payment information today.
You will be glad you did!