Investing in Early Educators Stipend Program

Cycle 20A

Instructions and Application for Persons Working in Child Development Centers

A project of the Los Angeles County Child Care Planning Committee
Administered by the Office for the Advancement of Early Care and Education
with funding from the California Department of Education/Early Education and Support Division (CDE/EESD)

WE MOVED TO A NEW LOCATION!

Please mail your application to our new address:
Investing in Early Educators Stipend Program – Cycle 20A
Office for the Advancement of Early Care and Education
Los Angeles County – Department of Public Health
Maternal, Child and Adolescent Health Programs
600 S. Commonwealth Ave., Suite 800
Los Angeles, CA. 90005

APPLICATION DUE DATE:
MAIL IN: THURSDAY, NOVEMBER 15, 2018

If you have any questions, please contact our main office at (213) 639-6202

Claudia Valle (Bilingual – Spanish Speaking) (213) 639-6495
Elizabeth Casprowitz (Bilingual – Spanish Speaking) (213) 639-6452

Renatta Cooper
(Educational Requirement Questions)
(213) 639-6464

COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION

INVESTING IN EARLY EDUCATORS STIPEND PROGRAM

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COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION

INVESTING IN EARLY EDUCATORS STIPEND PROGRAM – CYCLE 20A
For Persons Working in Child Development Centers

FUNDING FOR CYCLE 20 IS DEPENDENT ON THE AVAILABILITY OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF EDUCATION/EARLY EDUCATION AND SUPPORT DIVISION (CDE/EESD).

Instructions

Schedule for Stipend Program – Cycle 20	
Applications with supporting documents due:	**Mail in: Thursday, November 15, 2018**
Application Disqualification Letters mailed by:	Thursday, January 3, 2019
Appeal Letters for Application Disqualification due:	Thursday, January 17, 2019
Verification Forms mailed to eligible applicants by:	Thursday, February 7, 2019
Verification Forms with supporting documents due:	**Mail in: Thursday, March 7, 2019 (postmarked)** **Walk in: Thursday, March 14, 2019**
Verification Disqualification Letters mailed by:	Thursday, May 2, 2019
Appeal Letters for Verification Disqualification due:	Thursday, May 16, 2019
Stipends sent to qualifying applicants:	**June/July 2019**

READ ALL INSTRUCTIONS CAREFULLY BEFORE AND WHILE COMPLETING THE APPLICATION AND PROVIDE ALL INFORMATION AND DOCUMENTS REQUESTED.

Overview

The *Investing in Early Educators Stipend Program* – funded by the California Department of Education/Early Education and Support Division (CDE/EESD), developed by the Los Angeles County Child Care Planning Committee and administered by the Office for the Advancement of Early Care and Education – is designed to increase the retention and academic preparedness of teachers working in child development programs – centers and family child care homes – in which most of the children are subsidized by the CDE/EESD. In addition, the *Stipend Program* helps teachers work towards completing college coursework that informs their work with children and families, and contributes to a degree in child development or a closely related field.

The instructions serve as your guide for completing your application to the *Stipend Program.* It is critically important that you **read the instructions** carefully and provide all information and documents as requested. Note that each cycle is separate; therefore, you must submit all supporting documents requested for this cycle. **Applications that have missing information and/or missing documents will be considered incomplete and will not be reviewed.**

The instructions also provide you with information on the process leading up to awarding stipends, including the appeal process and a detailed timeline.

Applying to the *Stipend Program* is a two-part process:

1. **Application:** determines that you meet the employment eligibility criteria.
2. **Verification:** verifies that you have met the educational requirements, continue to meet the employment criteria, and determines your Child Development Permit status. **See Step 2, item 2 under Eligible Coursework for information.**

COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION

STEP 1: Determining Eligibility[1] (see note below)

To be eligible to apply for a stipend, you ***must:***

1. Create or update your ECE Workforce Registry. For questions regarding CA ECE Workforce Registry, please contact (888) 922-4453 or e-mail CARegistry@ccala.net. To register go to www.caregistry.org *Applications without registry ID numbers will be disqualified;* **AND**

2. Work in a California Department of Education/Early Education and Support Division (CDE/EESD)-contracted child development center, **OR**

3. Work in a licensed center in which the majority (51% or more) of the children receive a child care subsidy from the CDE/EESD-contracted agency at the time you submit your application; **AND**

4. Work directly teaching children as a teacher, teacher/director (those with dual roles), teacher aide/assistant, or substitute in the classroom on a consistent and continual basis at least 20 hours per week. If you are working in California State Preschool Program, you must work directly teaching children at least 15 hours per week; **AND**

5. Maintain employment at an eligible child development center located in the County of Los Angeles from **August 1, 2018 through March 14, 2019**; **AND**

6. Determine your Child Development Permit status issued by the California Commission on Teacher Credentialing (CTC) to be submitted with the Verification Form (see Schedule). **You may participate *while working towards your permit***. See Step 2, Item 2 under ***Eligible Coursework*** for more information on obtaining or upgrading a permit.

STEP 2: Meeting the Educational Requirements

To earn a stipend, you ***must***:

1. Complete at least three (3) semester units (4.5 quarter units) or a maximum of six (6) semester units (9 quarter units) of eligible coursework at a community college, college, or university; **AND**

Attention Bachelor Degree candidates: *For teachers taking one final class required to graduate with a BA/BS degree in child development or a closely related field, you may qualify for an additional graduation stipend with the coursework stipend as long as the completed class is the equivalent of at least three (3) quarter units. The units and the degree must be earned during the Stipend Program cycle.*

2. Complete the class(es) after **March 31, 2018 and before March 31, 2019**; AND

3. Pass the class(es) with a grade of "C" or better; **AND**

4. Submit your transcript(s) and Child Development Permit when requested with your Verification Form.

Eligible Coursework

All coursework must be unit-bearing and fulfill the requirements for a degree in child development. Extension or continuing education courses (CARE COURSES) are ***not*** eligible unless the applicant has a Bachelor Degree (BA/BS) or higher. If you have any questions regarding coursework eligible for the Stipend Program, you are encouraged to contact Renatta Cooper by telephone at (213) 639-6400.

[1] State law limits eligibility to the *Investing in Early Educators Stipend Program* to persons serving a majority of children receiving CDE/EESD subsidies. Staff working in Head Start Programs are ineligible to apply unless the classroom in which they work is blended with a State Preschool program.

Eligible coursework is limited to the following five categories:

1. If you are not proficient in English, you may take English-as-a-Second-Language (ESL) classes at a **community college** for stipend credit if directed to do so by your college. This option is intended for applicants needing to improve their English language skills in order to enroll in college classes toward earning a degree in child development.

2. If you do not have a child development permit issued by the California Commission on Teacher Credentialing (CTC), you should take required child development classes, or the required general education courses. If you already have a permit, you may take classes needed to upgrade or renew your permit.

***Note*:** *If you do not have a permit, contact CTC by visiting their website at www.ctc.ca.gov. Click on "Credentialing", then "Child Development Permits" and follow the instructions for obtaining or upgrading your permit. As an alternative, contact the child development department at your community college. Community colleges can often process permit applications more quickly than the CTC. In addition, the Child Development Training Consortium offers support to eligible persons applying for, renewing, or upgrading their permits; more information is available at www.childdevelopment.org.*

3. If you do not have an Associate Degree (AA/AS), you should take child development, English, math or general education classes; or prerequisites to classes that are transferable for a degree in child development at a four year college. Check with an advisor at your college or university before enrolling in a class if you are not sure it is a prerequisite or transferable class.

4. If you are taking classes at a community college with the goal of transferring to a California State University (CSU) or University of California (UC) school, your educational program should indicate the AA-T or AS-T degree, whichever the school offers. This degree will insure that the classes you take are transferrable and will give you preferred enrollment at some colleges. You should check with an academic advisor at your college to make sure you are enrolled in the correct program and that your classes fit the requirements for your degree. Acceptable degrees for the Investing in Early Educators Stipend Program include: Early Childhood Education, Early Special Education, Child Psychology and Child Development.

5. If you have a BA/BS or higher, you should take college or university classes that are directly related to your work with children and families in a child development program. Sample topics include: special needs children, diversity, dual language learners, parent relations, adult supervision, program evaluation, and advanced child development. Unit bearing extension or continuing education courses can be counted as eligible only for individuals who already hold a BA/BS or higher.

If you meet the eligibility criteria **and** understand the educational requirements continue to Step 3.

STEP 3: Completing the Application

Be sure you have the correct application:

- If you work in a **child development center**, complete the application for **Cycle 20A.**
- If you work in a **family child care home**, complete the application for **Cycle 20B** (see separate instructions and application for **Cycle 20B**).

Section 1. Applicant Information

- When completing this application, fill in circles and boxes like this: ● ■ Not like this: ✓ ✗ ✓
  - Print one character per box using CAPS like this: 3 A T N 8
  - **If the information is not applicable, leave blank.**

- **Enter your nine-digit Workforce Registry ID number.**

- Enter your social security number (SSN) exactly as it appears on your card. All SSNs are verified with the Internal Revenue Service so accuracy is critical.

- Enter your full name in the appropriate box, exactly as it appears on your social security card and on the top of each page of your application.

- Enter **all** telephone numbers where we can reach you from 9:00 a.m. to 5:00 p.m. Monday through Friday.

- Enter your personal e-mail address. If you do not have an e-mail address, leave blank.

- Indicate if you have participated in the Stipend Program in previous cycles (Cycles 1 – 19) and whether your name and/or address have changed. **Stipend checks are not forwarded. Failure to keep a current address on file will result in significant delays in receiving your check.** If there has been a change in your name and/or address, you will need to submit certain documents as follows:

  - **Name change:** Submit a copy of the W-9 Form, Request for Taxpayer Identification Number and Certification (available for download from the Internal Revenue Service website at http://www.irs.gov/pub/irs-pdf/fw9.pdf).

  - **Address change:** You must complete and submit an Address Change Notification and W-9 Form. Contact the Office for the Advancement of Early Care and Education at (213) 639-6400 to request forms. A W-9 Form, Request for Taxpayer Identification Number and Certification (is also available for download from the Internal Revenue Service website at http://www.irs.gov/pub/irs-pdf/fw9.pdf).

Section 2. Applicant Employment Information

- Your **Job Title** must have the word "teacher" in it, such as Preschool Teacher, Assistant Teacher, Associate Teacher, or Substitute Teacher. If your job title is "coordinator", "supervisor, or "director", you probably do not qualify for a stipend. However, job titles such as "teacher/director" are permissible. **If you work in a California State Preschool Program (CSPP) Part Day, add "CSPP-PD" to your title.**

- For **Name of the Child Development Center**, enter the name of the site where you work.

- For **Administered by,** enter the agency name, school district or company.

- The **Program Manager** is the manager overseeing the child development program, NOT the site supervisor. **Be sure to attach the Program Manager's business card to your application.**

Section 3. Applicant Salary Information

- Complete information for your gross annual salary or gross monthly salary, whichever you can most accurately calculate.

Section 4. Program Manager's Certification

- It is your responsibility as the applicant to make sure that your Program Manager of the child development program completes this section, signs and dates it and matches the name that you entered in Section 2. **Be sure the Program Manager provides you with their business card to attach to your application.**

- There are two options to this section, depending on whether or not your program has a CDE/EESD-contract. Be sure your Child Development Program Manager completes only one portion of this section:

    - For CDE/EESD-contracted programs, **OR**
    - For programs that do not hold a contract with the CDE/EESD

Special instructions for programs that do not hold a contract with the CDE/EESD:

- *Enter the total number of children currently enrolled and of those children, the total number of **subsidized** children.*
- ***Attach** to the application a copy of the most current agency provided attendance form for each subsidized child enrolled in your program. The attendance form should have both the agency's name and child's name on it. Write the stipend applicant's name on the upper right hand side of the document(s).*
- ***Attach** to the application a copy of the facility license.*

Section 5. Applicant Certification and Signature

- Read and initial each of the seven statements of certification.

- Be sure to sign and date this section.

STEP 4: Submitting Your Application

1. Be sure that you have completed every section of the application and your name is entered at the top of each page. **It is highly recommended that you have someone review your application for you before you submit it.**

2. Be sure that your name is included at the top of the supporting documents.

3. Check to make sure that your Program Manager has completed, signed, and dated Section 4 and attached their business card.

4. If you work in a program that does not hold a contract with the CDE/EESD, be sure that you have attached a copy of the facility license **and** the most current agency provided attendance form for each subsidized child enrolled in your program. The attendance form should have both the agency name and the child's name on it. You will **not** be eligible for a stipend without these supporting documents.

5. **Be sure that you entered a nine-digit Workforce Registry ID number. Applications without Registry ID numbers will be disqualified.**

6. **Make a copy of your completed application, including supporting documents, for your records.**

7. Submit your completed original application, with supporting documents if applicable, in person or by U.S. mail, certified mail or Domestic Return Receipt, to:

Investing in Early Educators Stipend Program – Cycle 20A
Office for the Advancement of Early Care and Education
Los Angeles County – Department of Public Health
Maternal, Child, and Adolescent Health Programs
600 S Commonwealth Ave., Suite 800
Los Angeles, CA. 90005

Office Hours: 8:00 a.m. – 5:00 p.m.

Application due date: Walk in and Mail in: Thursday, November 15, 2018

DO NOT WAIT UNTIL THE DEADLINE TO APPLY!

- *Applicants are encouraged to **apply early.** If you walk your application into the Office for the Advancement of Early Care and Education, you will need to make an appointment after **August 15, 2018** to receive a stamp-dated receipt with all documents noted on receipt.*
- *Persons submitting applications in person on behalf of several colleagues should request individual receipts per applicant.*
- ***Do not mail groups of applications in the same packet.***
- *If you choose to mail your application, send it certified mail or Domestic Return Receipt.*
- *Faxed, late, or incomplete applications will not be considered.*
- *Stipend Program staff will not call to remind you to send missing information. This is your responsibility.*

STEP 5: Application Review

1. Upon receipt of your application, *Stipend Program* staff will screen your application for completeness. Only complete applications will be fully reviewed. Applications that have missing information and/or missing supporting documents will not be reviewed.

2. Staff will review your complete application to ensure that you meet the eligibility criteria to participate.

3. If you are eligible, your information is entered into the *Stipend Program* database and a Verification Form with instructions will be sent to you by U.S. mail by **Thursday, February 7, 2019.** If you do not receive a Verification Form by **mid-February 2019**, contact the Office for the Advancement of Early Care and Education at (213) 639-6400.

4. If your application is incomplete or you are not eligible, you will be notified with an Application Disqualification Letter by U.S. mail in early **January 2019**. You may appeal this decision. Instructions for submitting a letter of appeal are outlined in Step 6 of these instructions.

***Note**: Due to the anticipated number of applications, the review process can take several weeks. Please **do not** call to ask about your application. Your Verification Form or letter of disqualification will serve as notice regarding your application.*

STEP 6: Submitting a Letter of Appeal

- If you are disqualified**,** you may submit a letter of appeal. **Appeals must be submitted in writing.**

*An appeal is **not** the time to submit new information or supporting documents. Rather, it is an opportunity to prove that your application was complete, included the required supporting documents, was submitted by the due date, and you meet the eligibility criteria based on your original application.*

- Your letter of appeal should include the following information:
  - The date your appeal letter is written
  - Your full name and social security number (SSN) as written on your application
  - Reference to the reason you were disqualified as indicated in the letter you received from the Office for the Advancement of Early Care and Education
  - A brief description of why you think the decision to disqualify your application is incorrect
  - A copy of your application and supporting documents **as submitted** by the due date
  - A copy of the receipt you were provided when you submitted your application in person or a copy of your certified mail receipt

We will send you electronically a sample letter of appeal by contacting the Office for the Advancement of Early Care and Education at (213) 639-6400. The sample letter of appeal is provided to help guide you as you create your own letter.

- Make a copy of your letter of appeal and supporting documents for your records.

- Letters of appeal with supporting documents are due by Thursday, January 17, 2019 to:

Investing in Early Educators Stipend Program – Cycle 20A
Office for the Advancement of Early Care and Education
Los Angeles County – Department of Public Health
Maternal, Child, and Adolescent Health Programs
600 S. Commonwealth Ave., Suite 800
Los Angeles, CA 90005

- The Office for the Advancement of Early Care and Education management team reviews appeals, including review of the original application. Decisions to grant or not grant the appeal, based on whether the applicant met the application requirements and deadlines, are made within two (2) weeks of receipt of the letter of appeal. The applicant will be notified of the decision by U.S. mail. **ALL DECISIONS ARE FINAL**.