# Investing in Early Educators Stipend Program

# Cycle 21A

# 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 21A 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, OCTOBER 24, 2019

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

Claudia Valle - (213) 639-6495 <u>clvalle@ph.lacounty.gov</u> (Bilingual – Spanish Speaking) Elizabeth Casprowitz - (213) 639-6452 <u>ecasprowitz@ph.lacounty.gov</u> (Bilingual – Spanish Speaking)

> Renatta Cooper (Educational Requirement Questions) (213) 639-6464 - <u>rcooper@ph.lacounty.gov</u>

KEEP THESE INSTRUCTIONS FOR YOUR INFORMATION OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION

# **INVESTING IN EARLY EDUCATORS STIPEND PROGRAM**



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#### INVESTING IN EARLY EDUCATORS STIPEND PROGRAM – CYCLE 21A For Persons Working in Child Development Centers

#### FUNDING FOR CYCLE 21 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 21								
Applications with supporting documents due:	Mail in: Thursday, October 24, 2019							
Application Disqualification Letters mailed by:	Friday, January 3, 2020							
Appeal Letters for Application Disqualification due:	Wednesday, January 15, 2020							
Verification Forms mailed to eligible applicants by:	Friday, February 7, 2020							
Verification Forms with supporting documents due:	Mail in: Thursday, March 19, 2020 (postmarked)							
Verification Disqualification Letters mailed by:	Thursday, May 7, 2020							
Appeal Letters for Verification Disqualification due:	Monday, May 18, 2020							
Stipends sent to qualifying applicants:	June/July 2020							

**R**EAD 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 state funded 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.



#### **STEP 1: Determining Eligibility**<sup>1</sup> (see note below)

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

- 1. Create or **update** your ECE Workforce Registry profile. For questions regarding CA ECE Workforce Registry, please contact (888) 922-4453 or e-mail CARegistry@ccala.net. To register go to <u>www.caregistry.org</u> *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, 2019 through March 19, 2020; AND
- 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 <u>Eligible Coursework</u> 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, 2019 and before March 31, 2020; 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) 639-6464.** 

<sup>&</sup>lt;sup>1</sup> 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 <u>www.ctc.ca.gov</u>. 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 <u>www.childdevelopment.org</u>.

- 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 21A**.
- If you work in a family child care home, complete the application for Cycle 21B (see separate instructions and application for Cycle 21B).



#### Section 1. Applicant Information

- - 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 20) 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 <u>http://www.irs.gov/pub/irs-pdf/fw9.pdf</u>).
  - Address change: You must complete and submit an Address Change Notification and W-9 Form (available for download from the Office for the Advancement of Early Care and Education website at <u>www.childcare.lacounty.gov</u>) or call (213) 639-6202 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 <u>http://www.irs.gov/pub/irs-pdf/fw9.pdf</u>).

#### 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 *a*gency 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, by U.S. mail, certified mail or Domestic Return Receipt, to:

Investing in Early Educators Stipend Program – Cycle 21A 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 by mail: Thursday, October 24, 2019

## DO NOT WAIT UNTIL THE DEADLINE TO APPLY!

- Applicants are encouraged to **apply early**.
- We strongly encourage you to mail your application by Certified Mail or Domestic Return Receipt.
- Make a copy of your completed application, including supporting documents, for your records.
- 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 *Friday, February 7, 2020.* If you do not receive a Verification Form by **mid-February 2020**, contact the Office for the Advancement of Early Care and Education at (213) 639-6202.
- 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 2020**. 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

Visit the Investing in Early Educators Stipend Program page on the Office for the Advancement of Early Care and Education website at <u>www.childcare.lacounty.gov</u>. to download a sample letter of appeal. 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 *Wednesday, January 15, 2020* to:

Investing in Early Educators Stipend Program – Cycle 21A 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.





## APPLICATION INVESTING IN EARLY EDUCATORS STIPEND PROGRAM – CYCLE 21A For Persons Working in Child Development Centers

## CYCLE 21 IS DEPENDENT ON THE AVAILABILITY OF FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION/EARLY EDUCATION AND SUPPORT DIVISION (CDE/EESD).

APPLICATIONS WITH SUPPORTING DOCUMENTS ARE DUE: BY MAIL: THURSDAY, OCTOBER 24, 2019 (Postmarked)

\*\*IMPORTANT: Eligibility and education requirements, how to complete the application and <u>timelines</u> are in the instructions included with this application, and also available at <u>www.childcare.lacounty.gov</u> or by calling (213) 639-6202

Section 1.	Appli	cant	Info	rma	tior	۱																		
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Section 3. Applicant Salary Information (NOTE: The information in this section is being collected for statis	tical purposes only.)										
<b>Gross Annual Salary (Not including benefits):</b> To calculate: Multiply your gross monthly salary by the # of months worked per year OR multiply your weekly salary by the # of weeks you worked Example: \$1,000 every 2 weeks x 2 = \$2,000 per month, x 9 months = \$18,000 per year.	. To	<b>Gross Hourly Wage (Not including benefits):</b> To calculate: Divide your gross weekly or monthly wage by the number of hours you worked. Example: \$500 weekly salary ÷ 40 hours per week = \$12.50/hour.									
\$, per year This information will not affect your stipend award.	\$ Th	his information	tion will no		per hou <b>your sti</b> f		ırd.				
Section 4. Program Manager's Certification	– Please select t	he appr	opriate	optior	າ.						
A. For CDE/EESD-contracted programs											
I certify the applicant is an employee of is currently working directly with children in a classr		t and con	tinual ba	isis at l	east 20	hours a					
15 hours a week if an aide, assistant or working in a the requirements of participation in Cycle 21A of the <b>the stipend he/she receives is in addition to his/</b> <b>advancement will not be negatively affected by</b> <i>For CDE/EESD-contracted programs: The applicant is emp</i>	e Investing in Early I her annual salary, this incentive.	Educators and I cei	s Stipend rtify that	l Progra currer	am. Iu ntsalar	ndersta y and s	and that				
Child Care and Development Center (CCTR)	CDE Contract #										
CA State Preschool Program (CSPP) Full-Day	CDE Contract #										
CA State Preschool Program (CSPP) Part-Day	CDE Contract #										
CA School Age Families Education (Cal-SAFE)	CDE Contract #										
I declare under penalty of perjury that the above sta	atements are true ar	nd correct	t to the b	est of n	ny knov	vledge a	and belief.				
				/	/						
Child Development Program Manager's Signatur	re	(	Date	·			<b>·</b>				





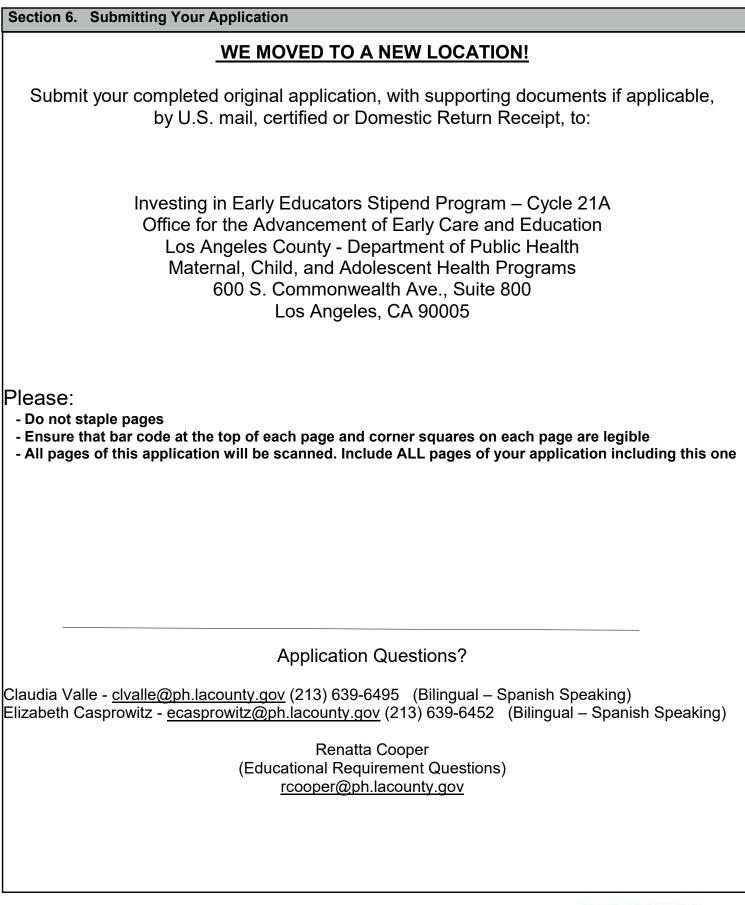
Section 4. Program Manager's Certification – Please select the appropriate option.(	(Continued)							
B. For programs that do not hold a California Department of Education/Early Education and Support Division (CL	DE/EESD) contract							
I certify the applicant is an employee of								
center/agency. I cer	rtify that the applicant							
is currently working directly with children in a classroom on a consistent and continual basis at least 15 hours a week if an aide or assistant). To the best of my knowledge, the applicant meets the requ								
participation in Cycle 21A of the Investing in Early Educators Stipend Program. I understand that t receives is in addition to his/her annual salary, and I certify that current salary and salary adv	he stipend he/she							
be negatively affected by this incentive.	ancement win not							
For programs that do not hold a CDE/EESD-contract:								
	hildren are subsidized							
(must be 51% or more to qualify for a stipend). I have attached the most current agency provided attendance form for from the following agencies (check all that apply):	each subsidized child							
□ Child Care Resource Center (CCRC)								
□ Children's Home Society of California (CHS)								
□ City of Norwalk								
Connections for Children								
Crystal Stairs, Inc.								
Department of Children and Family Services (DCFS)								
Drew Child Development Corporation								
☐ International Institute of Los Angeles								
Mexican American Opportunity Foundation (MAOF)								
□ Options for Learning								
□ Pathways								
Pomona USD Child Development								
I declare under penalty of perjury that the above statements are true and correct to the best of my k	knowledge and helief							
Child Development Program Manager's SignatureDate(attach your business card and copy of the facility license)Date								



Sec	tion 5.	Applican	t Certificat	ion and S	ignature					
Siç	<b>jn your</b> i	initials to e	ach stateme	ent and sig	n and date	where reque	sted.			
1.	this app	olication is tr	ue and corre	ect. I under	stand that fa		iny informa			on provided in ation may require
2.	lunders	stand that I	will be obliga	ited to decla	are any stipe	nd award I re	ceive on m	y 2020 tax	return.	(initial)
3.	County	of Los Ange		gust 1, 201		ous employm <b>Iarch 19, 202</b>				er located in the oursework
4.						e awarded a v to meet <u>all</u> o				
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7.	change docume	<b>es to my ad</b> entation as r	dress from t	he time of a Stipend che	application th ecks are not	rough June 3 forwarded.	<b>30, 2020</b> , ar	nd to provi	de informat	lucation of <b>any</b> ion and ess on file will
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8.	I underst	tand I must <b>u</b>	odate my infor	mation with	the ECE Work	force Registry		(initial)		
l de	eclare ur	nder penalty	of perjury th	at the abov	ve statement	s are true and	I correct to	the best o	f my knowle	edge and belief.
Ар	plicant's	s Signature					Da	/ /		











Cycle 21A For Office Use Only							
RECEIPT PROCESS							
Received/initially screened by:							
Date received/initially screened:							
Received Via: O Walk In O Certified or Domestic Return Receipt O U.S. Mail							
Received Status: O Complete O Incomplete							
Received Notes/Action:							
REVIEW PROCESS							
Reviewed by:							
Date Reviewed:							
Reviewed Status: O Pending O Rejected							
Scanned/Entered by:							
Reviewed Notes/Action:							

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