

Workforce Pathways LA Stipend Program Fiscal Year 2020-2021

Instructions for Persons Working in
Child Development Centers or Family Child Care Homes

Administered by the Office for the Advancement of Early Care and Education (OAECE)
in Partnership with Quality Start LA
Funded by the California Department of Education/Early Learning and Care Division (CDE/ELCD)

APPLICATION DUE DATE:
FRIDAY, DECEMBER 4, 2020

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

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*Renatta Cooper
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**READ THESE INSTRUCTIONS
FOR YOUR INFORMATION**



WORKFORCE PATHWAYS LA - STIPEND PROGRAM



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WORKFORCE PATHWAYS LA - STIPEND PROGRAM

For Persons Working in Child Development Centers or Family Child Care Homes

Instructions

FUNDING IS DEPENDENT ON THE AVAILABILITY OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF EDUCATION/EARLY LEARNING AND CARE DIVISION (CDE/ELCD).

Schedule for Stipend Program

Applications with supporting documents due:	Friday, December 4, 2020
Application Disqualification Letters sent by:	Monday, January 4, 2021
Appeal Letters for Application Disqualification due:	Wednesday, January 13, 2021
E-mail notices to eligible applicants to submit transcripts to issue payment by:	Friday, January 15, 2021
Verification Forms with supporting documents due:	Wednesday, March 31, 2021
Verification Disqualification Letters sent by:	Thursday, April 15, 2021
Appeal Letters for Verification Disqualification due:	Tuesday, April 27, 2021
Stipends sent to qualifying applicants:	June 2021

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

Overview

Based on the legacy of the Investing in Early Educators Stipend Program (AB 212), Workforce Pathways LA is a comprehensive workforce development model that works in partnership with Quality Start Los Angeles (QSLA), the County-wide quality improvement consortium. The Workforce Pathways LA Stipend Program (Stipend Program) provides financial incentives (stipends) to early educators for achieving professional milestones like attending 21 hours of California Department of Education (CDE) professional development, completing college courses, obtaining their first Child Development Permit, or achieving a college degree. Stipends are available for LA County early educators who work in center-based care or family child care homes where most of the children are subsidized by the California Department of Education/Early Learning and Care Division (CDE/ELCD).

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 program period is separate; therefore, you must submit all supporting documents requested for this program period. **Applications that have missing information and/or missing documents will be considered incomplete and will be disqualified.**

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 your professional growth plan and continue to meet the employment criteria. **See Step 2, item 2 under Eligible Coursework for information.**

STEP 1: Determining Eligibility¹ (see note below)

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

1. **Create a Registry Profile:** Create or **update** your California Early Care and Education Workforce Registry (CA ECE Workforce Registry) profile. For questions regarding CA ECE Workforce Registry, please contact (888) 922-4453 or e-mail CARegistry@ccla.net. To register, go to www.caregistry.org. *Applications without Registry ID numbers will be disqualified; AND*
2. **Work with Children Receiving Subsidy:** Work in child development center with contract from CDE/ELCD **OR** work in a licensed center in which the majority (51% or more) of the children receive a child care subsidy from a CDE/ELCD-contracted agency at the time you submit your application; **AND**
3. **Work Directly with Children:** 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 a California State Preschool Program, you must work directly teaching children at least 15 hours per week; **AND**
4. **On-Going Employment:** Maintain employment at an eligible child development center located in the County of Los Angeles from **August 1, 2020 through March 1, 2021**.

For Persons Working in a Family Child Care Home:

- Work in a family child care home that participates in a California Department of Education/Early Learning and Care Division (CDE/ELCD)-contracted family Child Care Home Education Network (FCCHEN) certified by Network Program Coordinator/Administration, **OR**
- Work in a licensed family child care home in which the majority (51% or more) of the children receive a child care subsidy from a CDE/ELCD-contracted agency at the time you submit your application; **AND**
- Work directly teaching children on a consistent and continual basis at least 15 hours per week; **AND**
- Have been licensed and operating for one year or employed in a family child care home in the County of Los Angeles from **August 1, 2020 through March 1, 2021**

STEP 2: Setting a Professional Growth Goal

A professional growth plan is a document that an early educator creates, reviews often and updates as needed to guide your future professional growth. As a part of Workforce Pathways LA, applicants will be asked to select **one professional growth goal** you would like to achieve during the program period. The professional growth goals for Workforce Pathways LA that participants can choose from include:

1. Completing 21 hours of professional development
2. Completing college course (only unit bearing courses are applicable)
3. Obtaining an initial Child Development Permit
4. Achieving an associate or bachelor degree

As part of the Workforce Pathways LA application, all applicants must complete and upload a Professional Growth Plan and **select one goal for the current program year**.

STEP 3: Meeting the Stipend Requirements

Each applicant must select **one professional growth goal** to focus on during the program period. To earn a stipend, choose the appropriate professional growth goal below and follow the criteria.

¹ State law limits eligibility to the *Workforce Pathways LA - Stipend Program* to persons serving a majority of children receiving CDE/ELCD 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.

1. Professional Development

- a. If the applicant's selected goal is to attend professional development, participants must complete 21 hours of professional development funded by the CDE (i.e. West Ed training, Family Child Care at Its Best Training, etc.) or Care Courses within the program period (**complete after March 31, 2020 and before March 31, 2021**).
- b. The professional development should be related to the participant's day to day work with children.
- c. During the verification process, certificates of completion must be uploaded to the CA ECE Workforce Registry with the number of hours of the training to qualify for a stipend.

2. College Courses

- a. If the applicant selected college coursework as a goal, then you must 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**
- b. Complete the class(es) after **March 31, 2020 and before December 31, 2020**; **AND**
- c. Pass the class(es) with a grade of "C" or better; **AND**
- d. Upload your transcript(s) or grade reports during verification process.

All coursework must be unit-bearing and fulfill the requirements for a degree in child development, this includes extension and continuing education courses (Care Courses). 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. Eligible coursework is limited to the following five categories:

- 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.
- 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.
- 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.
- 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 ensure 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 Workforce Pathways LA - Stipend Program include: Early Childhood Education, Early Special Education, Child Psychology, Child Development and Human Development.
- If you are taking classes at a four-year university with the goal of obtaining a bachelor (BA/BS) degree, classes should be in General Education towards your degree or support a degree in child development or a related field
- 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.

3. Child Development Permit

- a. If the applicant's goal is to obtain an initial Child Development Permit during the program period (**completed by March 31, 2021**), contact the California Commission on Teacher Credentialing (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.
- b. A stipend will **only** be awarded for a participant's first Child Development Permit. Renewals or upgrades for Child Development permits are not eligible.
- c. During the verification process, participants will need to upload a copy of your permit to qualify for the stipend.

4. Associates/Bachelor's Degree

- a. If the applicant's goal is to achieve a degree, participants must complete the degree within the program period (**after March 31, 2020 and before March 31, 2021**).
- b. Associate and bachelor degrees will be accepted for the graduation stipend only if the degree has been completed and the applicant has a copy of their degree or transcript showing degree has been conferred. During the verification process, participants will need to upload a copy of their degree to qualify for the stipend. Acceptable degrees for the Workforce Pathways LA - Stipend Program include: Early Childhood Education, Early Special Education, Child Psychology, Child Development and Human Development.

If you meet the eligibility criteria **and** understand the stipend requirements continue to Step 4.

STEP 4: Completing the Application

1. How to Apply:

To apply for the Workforce Pathways LA - Stipend Program, go to the CA ECE Workforce Registry at www.caregistry.org.

- a. If you have a registry profile, enter your email address and your registry password.
- b. If you do not have a registry profile, create one.
- c. Once in the ECE Registry, click on **Stipends and Pathways**.
- d. Once in **Stipends and Pathways**, click on **Application**.

2. Completing the Application:

You are now on the first page of the application. It is very important to verify the information on this page, which comes from your Registry profile. The accuracy of this information will determine eligibility criteria for stipend applications. You must have a correct mailing address on file to be able to apply for a stipend. **Stipend checks are not forwarded. Failure to keep a current address on file will result in significant delays in receiving your check.** Please verify the accuracy of the following information and correct before moving forward with your application.

a. Personal Information

- i. Name
- ii. Residential Address
- iii. Residential County
- iv. Mailing Address
- v. Mailing County
- vi. Daytime Phone
- vii. Evening Phone
- viii. Cell Phone
- ix. Self-Reported Highest Level of Education

b. Employment Information

- i. Employer
 1. Verify the agency name and the name of the site where you work.
- ii. Job Title
 1. Verify your **Job Title** that 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.**
- iii. Start Date
 1. Enter the first day of employment at your current employment site.
- iv. Ages Served
 1. Enter the ages of children with which you work.

c. Confirm and Continue

- i. Click on **Confirm and Continue** to be directed to specific questions for the Workforce Pathways LA - Stipend Program.
- ii. Once you read about Workforce Pathways, click **Continue to On-Line Application**.

d. Los Angeles: Workforce Pathways LA – Online Application

- i. Please identify the qualification goal this stipend/reimbursement will help you attain. **You may select only one goal.**
- ii. Provide details below for the stipend for which you are applying. Please make sure the details match the professional goal you have selected above.
 1. Professional Development:
 - a. If you are applying for a stipend for professional development, click on **Add Another Stipend Request** for each training program you are planning on attending.
 2. College Courses:
 - a. If you are applying for a stipend for college courses, click on **Add Another Stipend Request** for each college course you are planning on taking.
 3. First Child Development Permit:
 - a. If you are applying for a child development permit, please share the level of permit you are planning to obtain.
 4. Degree: If you will be completing a degree, please share the details of the degree you are completing.
- iii. Statement of Understanding: Once you read the Statement of Understanding, click Submit Stipend Application. Completion of the application is agreement to the terms and conditions listed above.

e. Complete and upload additional documents

- i. **Your application has been started, but it is not yet complete.** If you have successfully submitted the first part of your application, you will be on a page that says **Request Submitted**. **Please note, your application is not considered complete until you upload the supplemental forms.**
- ii. **Required of all Applicants:**
 1. All applicants must complete and submit the Professional Development Plan Form 2020-2021.
- iii. **Required for Family Child Care Homes:**
 1. If you work in a family child care home, please **upload** a Family Child Care Home Education Network Verification Form **or** your most recent attendance form for each subsidized child. At least 51% of the children in your program must be subsidized for you to qualify for a stipend.
 2. If you work for a family child care home, please **upload** a copy of Facility License to your application.

iv. **Submit, only if needed:**

1. If your employer is unable to verify your employment on-line:
 - a. Although on-line verification of your employment is preferred, you may upload an Electronic Employment Verification to your stipend application or email a paper copy of the Program Manager's Employment Verification Form **(for persons working in Child Development Centers) to the Office for the Advancement of Early Care and Education.**
2. If your employer does not have a contract with the California Department of Education:
 - a. If your employer does not have a contract with the California Department of Education, you must **upload** a current agency attendance form for each subsidized child. **At least 51% of children must receive a child care subsidy for you to qualify for a stipend**
- v. Once you have completed your supplemental forms, upload them into **My Documents** section of the application.

STEP 5: Program Manager Certification

1. Employment Verification Request
 - o Many early care and education employers have administrative access to the CA ECE Workforce Registry. If your Program Manager already has administrative access, they will automatically be sent an email asking them to verify your employment.
 - o If your employer does not have administrative access yet, you will be alerted and asked to enter the name of your Program Manager and their email address.
 - o If your employer is unable to verify your employment on-line, they can verify employment on a Program Manager's Employment Verification Form that can be found in Supplemental Forms. The completed Program Manager's Employment Verification Form can be uploaded to your application or emailed to the Office for the Advancement of Early Care and Education.
2. **It is your responsibility as the applicant to make sure that you provide the First and Last name of your director or principal and their e-mail address is in your Registry Profile.** The Stipend Administrator will work/collaborate with local partners to support outreach to your employer.
3. If your program does not hold a contract with the CDE/ELCD, please follow these special instructions:
 - o Download the Program Manager's Employment Verification form from <https://childcare.lacounty.gov>
 - o Enter the total number of children currently enrolled and of those children, the total number of **subsidized** children.
 - o Once completed, upload to the **My Documents** section of the application,
 - a copy of the facility license **AND**
 - a copy of the most current 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).

Workforce Pathways LA - Stipend Program
Office for the Advancement of Early Care and Education
Los Angeles County Department of Public Health
600 S. Commonwealth Ave., Suite 800
Los Angeles, CA. 90005

STEP 6: Application Review

1. Upon receipt of your application, Workforce Pathways LA staff will screen it for completeness. Only complete applications will be fully reviewed. Applications that have missing information and/or missing supporting documents will be disqualified.
2. Staff will review your complete application to ensure that you meet the eligibility criteria to participate.

3. If you are eligible, an email notice will be sent with instructions to you by **Friday, January 15, 2021**. If you do not receive an email notice by **January 22, 2021**, 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 in early **January 2021**. 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. You can view the status of your application in **My Stipends** in the **Stipends and Pathways** on the CA ECE Workforce Registry at www.caregistry.org.*

STEP 7: Submitting a Letter of Appeal

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

*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 Workforce Registry ID
 - 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

Visit the Workforce Pathways LA – Stipend Program page on the Office for the Advancement of Early Care and Education website at <https://childcare.lacounty.gov> to download a sample letter of appeal. The sample letter of appeal is provided to help guide you as you create your own letter.

- Letters of appeal are due by **Wednesday, January 13, 2021 to Renatta Cooper by e-mail at rcooper@ph.lacounty.gov.**
- 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 e-mail. **ALL DECISIONS ARE FINAL.**

