

READ THESE INSTRUCTIONS FOR YOUR INFORMATION
DO NOT UPLOAD THESE INSTRUCTIONS TO YOUR WORKFORCE REGISTRY PROFILE

Workforce Pathways LA Stipend Program Fiscal Year 2022-2023

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 Social Services/Child Care and Development Division (CDSS/CDD)

Applications will only be accepted on-line starting September 16, 2022 and will close on September 30, 2022. Due to funding, there will be limited stipends awarded in the 2022-2023 program year.

To apply, login to the CA ECE Workforce Registry ([click here](#)). Review your profile; update and save all changes. Now begin the online application. Select, "Stipends and Pathways." On the drop-down menu, click on "Application."

Required documents can be accessed at <https://childcare.lacounty.gov>

*****Applications mailed will not be accepted*****

For questions, please contact an OAECE staff member:

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

*****Please note*****

The best way to reach us is by e-mail



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 SOCIAL SERVICES/CHILD CARE AND DEVELOPMENT DIVISION (CDSS/CDD).

Schedule for Stipend Program

Open Application	Friday, September 16, 2022
Application Closes	Deadline: Friday, September 30, 2022
Employment to be verified electronically or on Employment Verification Form. Complete a Professional Growth Plan Workforce Pathways LA 2022-23	Deadline: Must immediately complete after submitting application
Verification documents to be uploaded (i.e. college transcripts, initial child development permit, a degree, or 21 hours of professional development recorded on "Participants Education and Training Report")	Deadline: Friday, February 10, 2023
Stipends sent to qualifying applicants	Friday, June 30, 2023

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

Overview

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) 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 Social Services/California Department of Education (CDSS/CDE).

The instructions serve as your guide for completing your application to the *Stipend Program*. It is 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 required documents for program Fiscal Year **2022-23**. **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.

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 technical questions regarding CA ECE Workforce Registry, please contact (323) 645-2631 or toll free (855) 645-0826. For instructions on how to register, go to "[Creating a User Account](#)" **AND**
2. **Submit FY 2022-23 Application:** To apply for the Workforce Pathways LA – Stipend Program, go to the CA ECE Workforce Registry at www.caregistry.org . For instructions on how to apply, go to "[How to Apply for a Stipend Video](#)" **AND**
3. **Work with Children Receiving Subsidy:** Work in child development center with contract from CDSS/CDE **OR** work in a licensed center in which the majority (51% or more) of the children receive a child care subsidy from a CDSS/CDE-contracted agency at the time you submit your application; **AND**
4. **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**
5. **On-Going Employment:** Maintain employment at an eligible child development center located in the County of Los Angeles from **August 1, 2022 through February 10, 2023.**

For Persons Working in a Family Child Care Home (Provider/Assistant):

- Work in a family child care home that participates in a California Department of Social Services/Child Care and Development Division (CDSS/CDE)-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 CDSS/CDE-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, 2022 through February 10, 2023**

STEP 2: Setting a Professional Growth Goal (Selecting a Pathway)

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 pathway (on the on-line application) you would like to achieve during the program period 2022-23. Participants of the Workforce Pathways LA can choose the following professional growth pathways:

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's degree

****Stipend payment is based on the successful completion of the selected pathway****

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

STEP 3: Meeting the Stipend Requirements

Each applicant must select **one professional growth pathway** to focus on during the current program year 2022-23. To earn a stipend, choose the appropriate professional growth pathway below and follow the criteria.

1. **For Pathway Type Professional Development**

- a. If the applicant's selected pathway 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 between March 31, 2022 – January 31, 2023**
- b. **This pathway type is ONLY available for early educators who have not completed a bachelor's degree.**
- c. Trainings conducted by your organization of employment or Infrastructure Certifications with expiration dates are not accepted for stipend credit. Please refer to the ["Training Organizations on the Registry"](#) to see a list of approved training sponsors.
- d. The professional development trainings should be related to the participant's day to day work with children.
- e. If the professional development training is not recorded on **"Participants Education & Training Report,"** you then must upload the certificate to your CA ECE Workforce Registry profile, in "My Documents" with the number of hours of the training by February 10, 2023. To view your report, log in to the Registry and go to the left-hand tool bar "My Tools & Settings" and click on "My Education & Training Report" or ["Click here for Video."](#)

2. **For Pathway Type College Credits**

- a. If the applicant selected pathway is college coursework, then participants 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) **between March 31, 2022 – January 31, 2023; AND**
- c. Pass the class(es) with a grade of "C" or better; **AND**
- d. Upload transcript(s) or grade reports by **February 10, 2023. All transcripts to be considered must be uploaded during the program period year 2022-23.**

All coursework must be **unit-bearing** and fulfill the requirements for a degree in child development, this includes extension and continuing education courses. 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. **For Pathway Type First CA Child Development Permit Acquired**

- a. If the applicant's selected pathway is to obtain an **initial** Child Development Permit, then it **MUST** be **Issued between March 31, 2022 – January 31, 2023**. For information on how to obtain a Child Development Permit, visit the ["California Commission on Teacher Credentialing"](#) (CTC), click on "Credential Information," then click on "Apply for a New Document," and follow the instructions for obtaining 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.
- 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. To qualify for a stipend, participants will need to upload a copy of their initial permit by **February 10, 2023**.

4. **For Pathway Type Associates/Bachelor's Degree Attainment**

- a. If the applicant's pathway is to achieve a degree, participants must complete the degree between **March 31, 2022 – January 31, 2023**.
- 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 transcript showing degree has been conferred. To qualify for the stipend, participants will need to upload a copy of their transcript with degree conferral date by **February 10, 2023**. 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 – follow the instructions below (see screen shots to help guide you)

a. **How to Apply:**

To apply for the Workforce Pathways LA - Stipend Program, go to the CA ECE Workforce Registry at www.caregistry.org. For instructions on how to apply, go to ["How to Apply for a Stipend Video"](#)

- a. If you have a registry profile, enter your email address and your registry password.
- b. Before you apply, review your registry profile, update and save any changes. Go to **My tools & Settings**, then click on **My Profile**.
- c. If you do not have a registry profile, create one.
- d. Once in the ECE Registry, make sure to click on **"Stipends and Pathways."**
- e. Once in **"Stipends and Pathways,"** click on **Application**.

b. **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. **Please note, you must complete a new application every year.** You must have a current mailing address on file to be able to apply for a stipend. **Stipend checks are not forwarded. Failure to keep a current address on your Workforce Registry profile will result in**

significant delays in receiving your check. Please verify the accuracy of your Personal Information and if necessary, update **before** moving forward with your application. See below screenshot to help guide you.

Early Care & Education Workforce Registry

Application

Update Information

If any of the information below is incorrect, please click the link to your [Registry Profile](#) and correct information before continuing to the next page. The accuracy of this information will determine eligibility criteria for stipend applications. You must have a mailing address on file to be able to apply for a stipend.

NOTE: If you need to update your profile, you will restart the application process by going to the Stipends and Pathways link then click Application. If you know your Employment Profile needs to be updated, update it from your Registry Profile and then proceed to the Stipends and Pathways link, then click Apply to begin the application process.

Personal Information

Name: Legal first name Legal last name

Residential Address: 1111 Test Ave, Highland, CA, 92346

Residential County: San Bernardino

Mailing Address: 1111 Test Ave, Rocklin, CA, 95677

Mailing County: Placer

Daytime Phone: (777) 777-7777

Evening Phone: (777) 777-7778

Cell Phone:

Self-Reported Highest Level of Education: Associate's Degree

(To view your verified education, download your [Education & Training Report](#).)

Employment Information

Listed below is your current employment information. If any of the information below is incorrect, please click the link to your [Employment Profile](#) and correct information before continuing to the next page. If no employment is listed, please go to your Employment Profile and add your current employer. The accuracy of this information will determine eligibility criteria for stipend applications.

NOTE: If updating employment information, you will need to go back to Stipends and Pathways and [click](#) the Application link to restart the application process.

Employer	Job Title	Start Date	Ages Served
Currently Unemployed	Unemployed		

Confirm and Continue

a. Employment Information

i. Employer

1. Verify the agency name and the name of the site where you work. For instructions on how to edit employment, go to ["Update your Employer Video"](#)

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.

b. 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**.

c. Select the **Los Angeles: Workforce Pathways LA** – Online Application:

Request Stipend

Below are Stipend Programs with applications available on the CA ECE Workforce Registry. In most cases, stipend programs are limited to individuals employed within a specific county with additional eligibility criteria.

Please select a stipend program from the list below:

- [Alameda Quality Counts Professional Growth Stipend Program](#)
- [Del Norte Workforce Pathways-Early Education and Empowerment Stipend](#)
- [El Dorado: Quality Counts El Dorado Scholarship](#)
- [Humboldt Quality Counts](#)
- [Los Angeles - Family, Friends and Neighbors \(FFN\) Workforce Pathways](#)
- [Monterey, 2020-2021 Higher Education Stipend Program](#)
- [Nevada: Quality Counts California Professional Development Stipend](#)
- [Plumas ECE Professional Development Support Program](#)
- [Riverside: QCC Workforce Pathways Stipend](#)
- [San Bernardino: QCC Workforce Pathways Grant](#)
- [San Diego County: QCC Stipend](#)

e. Please identify the qualification goal this stipend/reimbursement will help you attain.

ONLY CHOOSE ONE FROM THIS LIST.

1. Please identify which qualification goal(s) this stipend/reimbursement will help you attain? You may select up to two. *

- ☐ Complete 21 hours of Professional Development
- ☐ Complete Coursework Towards a Degree
- ☐ Complete Early Care and Education/Child Development (ECE/CD) classes toward a degree
- ☐ Complete General Education (GE) classes toward a degree
- ☐ Complete General Education Development (GED) classes
- ☐ Complete Math/English Classes toward a degree
- ☐ Obtain a Bachelors Degree in ECE
- ☐ Obtain a Child Development Permit/Renew a Permit
- ☐ Obtain an Associates Degree in ECE

f. Select the Stipend Period for **Fall 2022**

2. Please select the stipend period: *

Please Select a Period

Stipend payment is based on the successful completion of the selected pathway.

g. Provide details below for the pathway type for which you are applying. Please ensure the details match the professional goal you have selected above.

i. **For Pathway Type Professional Development:**

- Select Pathway Information, enter “various training organizations”, select Pathway Detail, enter 21 hours and make sure these hours are completed

throughout the stipend period for all professional development organizations. See screen shot below to help guide you.

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY, Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above: *

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information, if applicable
Professional Development - Clock Hours	Various Training Organizations	21	Hours	N/A

[Add Request](#)

ii. For Pathway Type College/University Credits:

- Select Pathway Information: **College Credit**. Enter name of college/university (if you completed credits at different locations, you may enter more than one), select Pathway Detail, enter total number of units enrolled/completed for stipend period, select Value Type “units” semester or quarter, select Additional Information, and enter your student identification number (ID) for the college/university.

If you are attending only one college, enter the college name. Attending more than one college, you need to include the name for all. See screen shot below to help guide you.

Enter college name or names.

Select quarter or semester. If a mix of both units convert all to semester units.

You must complete between 3.00 – 6.00 semester units or 4.5 -9.00 quarter units

Enter your student ID for the college in attendance.

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY, Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above: *

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information, if applicable
College Credit	Enter College/University Name	# Units	- Please Select -	Student ID

[Add Request](#)

iii. For Pathway Type First CA Child Development Permit Acquired:

- Select Pathway Information **CA Child Development Permit Acquired**, enter Child Development Permit name, select Pathway Detail, enter the issued date mm/dd/yyyy you are planning on acquiring your First CA Child Development Permit (***If you do not have one issued yet, enter 123456789***)

See screen shot below to help guide you.

Enter the name of the permit you are requesting/have been issued.

Enter your permit number. If you do not have one issued yet, enter 123456789

If you already have your FIRST issued permit, enter the issued date here.

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY, Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above: *

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information, if applicable
CA Child Development Permit Acquired	Enter Child Development Permit Name	mm/dd/yyyy	Issue Date	Document #

[Add Request](#)

iv. **For Pathway Type Degree Attainment:**

- Select Pathway Information **Degree Attainment**, enter degree level and name of college/university, select Pathway Detail and enter conferred date mm/dd/yyyy. *See screen shot below to help guide you.*

The screenshot shows a web form titled '3. Before completing this section, select the pathway(s) and complete the following information.' The form has five tabs: Pathway Type, Pathway Information, Pathway Detail, Value Type, and Additional Information, if applicable. The 'Pathway Type' tab is selected, showing a dropdown menu with 'Degree Attainment' and an 'Add Request' button. The 'Pathway Information' tab is also visible, showing a text input field for 'Enter Degree Completed and College/University Name'. The 'Pathway Detail' tab shows a date input field for 'mm/dd/yyyy'. The 'Value Type' tab shows a dropdown menu with 'Conferral Date'. The 'Additional Information, if applicable' tab shows a text input field for 'Student ID'. Three callout boxes provide instructions: 'Enter the level of degree and name of college.' points to the 'Degree Attainment' dropdown; 'Enter your student ID for the college in attendance.' points to the 'Student ID' field; and 'Enter the date your degree was conferred. If you have not graduated, enter the date 02/10/2023' points to the 'Conferral Date' dropdown.

- h. **Statement of Understanding:** Once you read the Statement of Understanding and you agree to the terms and conditions, click **Submit Stipend Application**. Completion of the application is agreement to the terms and conditions listed on the Statement of Understanding. If you do not agree to the terms and conditions, the **CANCEL** button should be selected to return to the **home** page.

After you submit your application, an **APPLIED E-MAIL** is sent to the e-mail address on your CA ECE Workforce Registry Profile.

Information about Employment Verification Pop-up Box

- 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.
- If your employment has not been confirmed by your current employer via the access to the Registry, a pop-up employment verification box will appear. Enter the name of the individual who is responsible to verify your employment information and their email.
- 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 email address when the Employment Verification pop-up box appears. The Stipend Administrator will work/collaborate with local partners to support outreach to your employer.
- For more information click ["Employer Administrative Access Request Submission"](#)

STEP 5: Required Documents – follow the instructions below

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 complete the required documents.**

a. Required of all Applicants:

1. All applicants must complete and submit a ["Professional Growth Plan Workforce Pathways LA 2022-2023"](#). The hyperlink will direct you to the document. Please make sure to click "submit" after completing the document. You will receive an e-mail confirmation of your Professional Growth Plan submission.
2. All approved applicants must complete and upload a current W9 Form to their profile **after February 1, 2023**.

b. Required ONLY for Family Child Care Home Providers/Family Child Care Assistants:

1. If the Family Child Care Home is in a Family Child Care Home Education Network (FCCHEN), complete and upload a ["Family Child Care Education Network Verification Form"](#) **OR**
2. If the Family Child Care Home is **NOT** in Family Child Care Home Education Network (FCCHEN), upload ["Employment Verification Form for programs serving low-income children"](#) **AND**
 - You must **upload** a current agency attendance form for each subsidized child. At least 51% of the children in the program **must** be subsidized to qualify for a stipend; **AND**
 - Upload a copy of the Family Child Care Home Facility License to your profile.

c. Required ONLY for Persons Working in Child Development Centers):

1. Although on-line verification of your employment is preferred, you may upload to your registry profile an Employment Verification Form signed by your Program Manager. Complete and upload ["For programs that hold a California Department of Social Services/California Department of Education contract"](#) **OR**
2. Complete and upload ["For programs that do not hold a contract with the California Department of Social Services/California Department of Education."](#) Enter the total number of children currently enrolled and of those children, the total number of subsidized children; **AND**
 - 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; **AND**
 - Upload a copy of the Child Development Center Facility License

Ensure uploading your documents **separately** into **My Tools & Settings**, then click on **My Documents** on the **CA ECE Workforce Registry**. For technical support with the registry system, please call toll free (855) 645 – 0826; review the Help Desk Articles ([click here](#)) or go to ["How to upload documents on the Registry Video."](#)

STEP 6: Application Review

1. Upon receipt of your application, Workforce Pathways LA Stipend Administrators will screen it for completeness and ensure that you meet the eligibility criteria to participate. If we are unable to process your application, the Stipend Administrators will send an email and you **MUST** resolve the issue within **72 hours**. Applications that have missing information and/or missing supporting documents will be disqualified.
2. If you are eligible, an e-mail notice will be sent with instructions to you by **Friday, January 13, 2023**. If you do not receive an e-mail notice from a Stipend Administrator by **January 20, 2023**, contact an Office for the Advancement of Early Care and Education staff member at:

Claudia Valle - clvalle@ph.lacounty.gov (Bilingual – Spanish Speaking)
Elizabeth Casprowitz - ecasprowitz@ph.lacounty.gov (Bilingual – Spanish Speaking)

3. If your application is incomplete or you are not eligible, you will be notified with an Application Disqualification email notice in early **January 2023**. You may appeal this decision.

Note: Due to the anticipated number of applications, the review process can take several weeks. We ask for your patience through this process. For information to view your application status, go to ["Screen Shots for Editing or Viewing your Stipend Application Status."](#)

STEP 7: Submitting a Letter of Appeal

- If you are disqualified, you may submit a letter of appeal. Appeals must be submitted by **E-MAIL ONLY** to Elizabeth Casprowitz ecasprowitz@ph.lacounty.gov within 72 hours of receiving a disqualification email notice. An appeal is not the time to submit new information or supporting documents.
- Your 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
- 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**

