

WORKFORCE PATHWAYS LA STIPEND PROGRAM

Fiscal Year 2023-2024

Submit
Applications
September 14
through
September 28



Do you:

- ✦ Work as a teacher in a child development center with a CDSS/CDE contract
- ✦ Serve children who receive a childcare subsidy (51% or more)
- ✦ Work in a Family Child Care Home that participates in CDSS/CDE

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)

 <https://childcare.lacounty.gov>

 (213) 639-6202



COUNTY OF LOS ANGELES
Public Health

DO NOT UPLOAD THESE INSTRUCTIONS TO YOUR WORKFORCE REGISTRY PROFILE

Workforce Pathways LA Stipend Program Fiscal Year 2023-2024

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 be accepted starting Thursday, September 14, 2023 and will close on Thursday, September 28, 2023.

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."

*****Only on-line applications will 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 a staff member is via e-mail



WORKFORCE PATHWAYS LA - STIPEND PROGRAM



BOARD OF SUPERVISORS

HILDA SOLIS
First District

HOLLY MITCHELL
Second District

LINDSEY HORVATH
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

DR. BARBARA FERRER
Director
Department of Public Health

DR. DEBORAH ALLEN
Deputy Director
Health Promotion Bureau

DEBRA COLMAN
Director
Office for the Advancement of Early Care and Education

Office for the Advancement of Early Care and Education
Department of Public Health
County of Los Angeles
600 S. Commonwealth Ave., Suite 800
Los Angeles, California 90005
Main office: (213) 639-6202
Fax: (213) 639-1034

WORKFORCE PATHWAYS LA - STIPEND PROGRAM
For Persons Working in Child Development Centers or Family Child Care Homes

FUNDING IS DEPENDENT ON THE AVAILABILITY OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES/CHILD CARE AND DEVELOPMENT DIVISION (CDSS/CDD).

KEY DATES

Applying to the Stipend Program is a Two-Phase Process

Phase 1 – Determines that you meet the employment eligibility criteria

Open Application	Thursday, September 14, 2023
Application Closes	Thursday, September 28, 2023
Step 1	Create or update your California Early Care and Education Workforce Registry profile
Step 2	Submit Application
Required documents due September 28, 2023	
Step 3	Employment verified electronically or on Employment Form
Step 4	Submit your Professional Growth Plan
Step 5 - for Family Child Care Homes and Licensed Child Care Centers	Upload Facility License
Step 6 - for Family Child Care Homes ONLY	Upload agency attendance forms for July, August, OR September 2023

Phase 2 - Verifies that you have met your professional growth plan and continue to meet the employment criteria

Verification deadline - Friday, February 9, 2024	
Documents due depending on your pathway selection <i>(To be uploaded to your Workforce Registry profile)</i>	<ol style="list-style-type: none"> 1. College transcripts 2. Initial child development permit 3. A degree (transcript showing conferral date) 4. 21 hours of professional development 5. W9 Form <i>(between January 29, 2024 - February 9, 2024)</i>
Stipends sent to qualifying applicants	Late June of 2024

Overview

Workforce Pathways LA is a comprehensive workforce development model that works in partnership with Quality Start Los Angeles (QSLA), the LA County 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 qualifying professional development, completing college courses, obtaining an initial 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 a guide for completing an application to the *Stipend Program*. It is important to 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 **2023-24**. **Applications that have missing information and/or missing documents will be considered incomplete and will be disqualified.**

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

STEP 1: Do You Qualify for the WPLA Stipend Program? ¹ (see note below)

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

1. **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**
2. **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; **AND**
3. **On-Going Employment**: Maintain employment at an eligible child development center located in the County of Los Angeles from **September 1, 2023 through February 9, 2024**

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 **20 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 **September 1, 2023 through February 9, 2024**

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 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 2023-24. Participants of the Workforce Pathways LA can choose the following professional growth pathways:

¹ State guidelines 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.

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****

STEP 3: Professional Growth Pathway Options

Each applicant must select **one professional growth pathway** to focus on during the current program year 2023-24. To earn a stipend, choose the appropriate professional growth pathway below and follow the criteria.

1. For Pathway Type Professional Development

- a. This pathway type is **ONLY** available for early educators who have **not** completed a bachelor's degree.
- b. If the applicant's selected pathway is to attend professional development, participants must complete 21 hours of approved professional development (i.e., West Ed training, Family Child Care at Its Best Training, etc.) or Care Courses within the program period **complete between February 1, 2023 – January 31, 2024**.
- 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 Workforce 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 9, 2024**. Please note that all certificates must have the participants name, the name of the training organization, the name of the training, and the number of professional development hours completed in this training. 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
 - Tier I- 6 semester units or more (9 quarter units or more) or
 - Tier II- 3-5 semester units (4.5-7.5 quarter units)
 of eligible coursework at a community college, college, or university; **AND**
- b. Complete the class(es) **between February 1, 2023– January 31, 2024; AND**
- c. Pass the class(es) with a grade of "C" or better; **AND**
- d. Upload transcript(s) or grade reports by **February 9, 2024. All transcripts to be considered must be uploaded during the program period year 2023-24.**

All coursework must be **unit-bearing** and fulfill the requirements for a degree in Early Childhood Education, Early Special Education, Child Psychology, Child Development, and Human Development. Eligible coursework is limited to the following six 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. To see a list of LA County college advisors, visit (insert OAECE website link to list).
- 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 Initial 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 February 1, 2023– January 31, 2024**. 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 9, 2024**.

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 **February 1, 2023 – January 31, 2024**.
- b. Associate and bachelor's degrees will be accepted for the Degree Pathway 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 9, 2024**. 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 for the Workforce Pathways LA – Stipend Program:

- 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 “](#) or use [Workforce Registry Resource Website](#) **AND;**
- 2. Submit FY 2023-24 Application:** 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”](#) Or follow instructions below:
 - 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. Once in the ECE Registry, make sure to click on **“Stipends and Pathways.”**
 - d. 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

CONTACT US

COVID-19: Response & Program Updates

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 that your **Job Title** has 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 most likely do not qualify for a stipend. However, job titles such as "teacher/director" are permissible

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](#)
- [Los Angeles: Workforce Pathway LA](#)
- [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](#)

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

You may only CHOOSE ONE FROM THIS LIST.

- 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 Math/English Classes toward a degree
- Obtain a Bachelor's Degree in ECE
- Obtain a Child Development Permit/Renew a Permit
- Obtain an Associate's Degree in ECE

e. Select the Stipend Period for **Fall 2023**

2. Please select the stipend period: *

Please Select a Period

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

f. 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, 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, 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.

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

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.

iii. For Pathway, 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

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 #

Enter the issued date mm/dd/yyyy you are planning on acquiring your First CA Child Development Permit.

iv. For Pathway, 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.

Enter the level of degree and name of college.

Enter your student ID for the college in attendance.

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information, if applicable
Degree Attainment	Enter Degree Completed and College/University Name	mm/dd/yyyy	Conferral Date	Student ID

Enter the date your degree was conferred.
If you have not graduated, enter the date 02/10/2024

- g. **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. Please note that you have completed the first phase of the application and you must submit the required documents in Step 5 to complete your application.

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 submit Employment in Los Angeles County Verification

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.
- For more information click "[Employer Administrative Access Request Submission](#)" or "[Requesting Employer/Program Administrative Access Help Sheet](#)"

2. All applicants must complete and submit a "**Professional Growth Plan Workforce Pathways LA 2023-2024.**" For more information, contact a staff member of Workforce Pathways LA. A hyperlink will only be sent to participants that have applied. Please make sure to click "submit" after completing the document. You will receive an e-mail confirmation of your Professional Growth Plan submission. **DO NOT SHARE HYPERLINK**
3. All approved applicants must complete and upload a current W9 Form to their profile **between January 29, 2024 - February 9, 2024.**

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 Home 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. To qualify for a stipend, at least 51% of the children in the program **must** receive a child care subsidy at the time of application submission. All agency attendance forms must be in the same month (**July, August, OR September 2023 are accepted**); **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. To qualify for a stipend, at least 51% of the children in the program **must** receive a child care subsidy at the time of application submission. All agency attendance forms must be in the same month (**July, August, OR September 2023 are accepted**); **AND**
 - Upload a copy of the Child Development Center Facility License to your profile.

Please note, if your job title is "Director/Teacher" or "Site Supervisor/Teacher," you must upload Employment Verification form signed by a program manager.

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

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 5 business days**. Applications that have missing information and/or missing supporting documents will be disqualified.
2. If you are eligible and do not receive an e-mail notice from a Stipend Administrator by **January 20, 2024**, contact the Office for the Advancement of Early Care and Education staff 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 **January 2024**. 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 Meliza Hernandez mhernandez@ph.lacounty.gov within **5 business days** 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**