

Infant-Toddler Educator AWARD\$ Application

Please complete this four-page application and sign on page 3.



Application Checklist

<p><input type="radio"/> Eligibility review</p>	<p><i>To be eligible for Infant-Toddler Educator AWARD\$, applicants must:*</i></p> <ul style="list-style-type: none"> <input type="radio"/> Work at least 35 hours/week with infants, ones or twos. <input type="radio"/> Earn at or below \$18 per hour. Bonuses received from the employer will be included in calculations to determine hourly rate. <input type="radio"/> Work in a licensed child care program with at least three stars. <input type="radio"/> Have an Associate Degree in Early Childhood Education or higher. <p>*If you cannot check every box, you are not eligible for AWARD\$ at this time.</p>
<p><input type="radio"/> Complete application</p>	<ul style="list-style-type: none"> <input type="radio"/> All questions must be answered. <input type="radio"/> Applicant must complete pages 1-3. <input type="radio"/> Page 4 must be completed by the director, owner or person authorized to provide employment verifications.
<p><input type="radio"/> Official transcripts</p> <p><i>Supplements are based on the education documents submitted with your application. Be sure to include official transcripts for ALL college coursework completed at a regionally accredited college or university. Copies of degrees and unofficial transcripts are not accepted. Internet transcripts cannot be accepted unless obtained by the AWARD\$ staff. Workshops and training hours are not acceptable documentation.</i></p>	<p>Pick the option that best applies to your application:</p> <ul style="list-style-type: none"> <input type="radio"/> Official transcripts are already on file with the Child Care WAGE\$® Program and no additional education has been completed. <input type="radio"/> Official transcripts are on file with Early Educator Certification and no additional education has been completed. <input type="radio"/> Transcripts are enclosed. <input type="radio"/> Transcripts are being sent directly from college(s). List colleges sending transcripts here: _____ <p>_____</p> <p>_____</p> <p><i>You will be processed based on the education submitted. If you do not indicate the colleges sending transcripts, you may be awarded at the wrong level. Remember you must ask the college to send us your transcripts.</i></p>
<p><input type="radio"/> Income verification</p> <p><i>See Section 3, "Ownership Status," for details.</i></p>	<p>Pick the option that best applies to your application:</p> <ul style="list-style-type: none"> <input type="radio"/> Current pay stub (if employee). Pay stub should accurately reflect normal schedule. <input type="radio"/> Income worksheet (single small child care center owner). <input type="radio"/> Most recent tax documentation (if center owner); submit 1040 and all supporting documents.
<p><input type="radio"/> Read the Participant Agreement and sign the Statement of Affirmation</p>	<p>See page 3 of this application.</p>

Applicant's Name _____



1. Applicant Information

Indicate correct options with a check. ✓

Date of application		County of residence		Social Security number	
First name		Middle name		Last name	
Mailing address		City		State	Zip
Home phone ()		Cell phone ()		Email address	
Date of birth / /		Gender <input type="radio"/> Male <input type="radio"/> Female			
Ethnicity (optional)		<input type="radio"/> Black/African American		<input type="radio"/> Asian American/Pacific Islander	
		<input type="radio"/> White/European American		<input type="radio"/> American Indian	
		<input type="radio"/> Hispanic American/Latino/Latina		<input type="radio"/> Biracial	
				<input type="radio"/> Other	

2. Educational Background*

*Note: You must have an Associate Degree in Early Childhood Education or higher to be eligible for an AWARD\$ supplement.

Degrees earned (check all that apply)	Major	Colleges attended	Year graduated
<input type="radio"/> AA/AAS			
<input type="radio"/> BA/BS			
<input type="radio"/> MA/MS			
<input type="radio"/> EdD/PhD			

Have you earned any college credits that are not listed above? Yes No If yes, please list:

.....

.....

.....

3. Ownership Status

All applicants: please mark the box of the ownership category which best reflects your current situation and follow the instructions listed for the category you choose. Income from ownership and wages will be considered to determine eligibility.

<input type="radio"/> Single Small Child Care Center (Licensed for fewer than 13 children per shift)	I own my child care center and work as director/teacher or I am listed as an office holder of the incorporated business and work as director/teacher. I do not own or hold an office in any other child care facility. Verify your income by completing the Family Child Care Provider Income Worksheet. Date you became owner
<input type="radio"/> Single Child Care Center	I own my child care center and work as director/teacher or I am listed as an office holder of the incorporated business and work as director/teacher. I do not own or hold an office in any other child care facility. Please supply your most recent 1040 Tax Form, all supporting schedules and the W2 Form (if you file jointly, the W2 Forms from both parties must be submitted). Additional business tax documentation may be requested if necessary. Date you became owner
<input type="radio"/> Multiple Site Ownership	I own more than one child care center or home, and have listed them below. Please supply your most recent 1040 Tax Form, all supporting schedules and the W2 Form (if you file jointly, the W2 Forms from both parties must be submitted). Additional business tax documentation may be requested if necessary. Date you became owner Please list site names here:
<input type="radio"/> No Ownership	I am employed by my child care program. I do not own any child care facility. If you are not an owner, please supply documentation of your pay rate such as a pay stub or employer wage statement to verify income.

4. Participant Agreement

Child Care Services Association agrees to:

- A. Provide salary supplements to eligible infant-toddler teachers as a special initiative to better compensate and retain well educated teachers working with our youngest children.
- B. Provide IRS-1099 forms at the end of the year to recipients as mandated by current tax law.

The Infant-Toddler Educator AWARD\$ Recipient agrees to:

- A. Acknowledge that receiving the full annual supplement is contingent upon completion of two six-month periods. A payment will be issued after each period, based on the education level and the work schedule of the recipient over the six-month period completed. No portion of the award will be issued if the participant leaves her/his program prior to completing the entire six-month commitment period. Time out for leave, summer breaks, or more than two weeks worked at less than 35 hours with infants, ones or twos cannot be counted toward the completion of a commitment period. New applicants need to be employed at the time of the employment confirmation. Employment is verified after a commitment period is complete and when funding is available. The time of confirmations may be delayed due to funding issues, but the applicant must still be employed when money is available in order to be eligible.
- B. Continue employment in a licensed program with at least three stars for the entire commitment period and notify Infant-Toddler Educator AWARD\$ of any change in licensure. AWARD\$ only funds sites with at least three stars. If the license status falls below a three-star during a six-month commitment period, participation and supplement amount may be impacted.
- C. Allow her/his employer to release employment information including date of employment, position in center, age level of children in care, current salary or hourly rate (including bonuses received) and the number of hours worked each week.
- D. Allow Infant-Toddler AWARD\$ staff to release information about participation, including education, to director and/or owner.
- E. Acknowledge that the funding for this project is provided by the Division of Child Development and Early Education. Payments will depend on available funding and the recipient's employer is not responsible for providing the supplement should funds no longer be available.
- F. Report and pay any personal income taxes due on annual supplements as required by current tax law.
- G. Acknowledge that Child Care Services Association reserves the right to adjust commitment periods and policies based on administration and/or fiscal needs.
- H. Acknowledge that reimbursement to Infant-Toddler Educator AWARD\$ will be required by the recipient should a salary supplement be issued incorrectly for any reason.
- I. Acknowledge that falsifying application information or documentation may result in the inability to be a participant on this program and the recipient consents to employer and program funder notification if participation is terminated due to failure to comply with documentation requirements.

5. Statement of Affirmation

I,(applicant's name), attest that the information provided on this application and the supporting documentation is true to the best of my knowledge. I have read and understand the Participant Agreement.


I understand that I am requesting to be considered for AWARD\$ and acknowledge that I must continue to meet the eligibility requirements of that program in order to receive ongoing supplements. I acknowledge that I may only participate in **one** salary supplement initiative for my early childhood position. I understand that if I am participating in WAGE\$ or another local program, my current program administrator will be notified that I have applied to AWARD\$. I acknowledge that supplement amounts may be higher or lower than those offered by WAGE\$ or another local program in my county. By submitting this application, I am choosing to participate only in AWARD\$ if I am eligible. (Note to applicant: If you are on the WAGE\$ waiting list for your county, you will be moved to AWARD\$ following program policy. If you are currently receiving WAGE\$ or a local supplement and a waiting list exists for AWARD\$, you may continue to be paid by your current program until funding is available for AWARD\$. If your current initiative provides higher payments, consider continuing on that program.)

To be considered for an AWARD\$ supplement, I understand that my contact and participation information may be released to the Division of Child Development and Early Education, Smart Start partnerships or other partners. Information may also be shared with the T.E.A.C.H. Early Childhood® Scholarship Program and/or Early Educator Certification as needed to support my participation in any of the programs listed. I authorize and consent to the release and sharing of such information by Child Care Services Association to the third parties described. I hereby release Child Care Services Association from any liability or damages that may result from the release or sharing of such information, including possible inaccuracies, errors or omissions.

Signature Date

Printed name County where you work

Send your completed application and required documentation to:

 **Infant-Toddler Educator AWARD\$**
 Child Care Services Association
 P.O. Box 901
 Chapel Hill, NC 27514

Phone 919-967-3272
 Fax 919-967-2945
 www.childcareservices.org



6. Employment Information and Verification

This section must be completed by the director, owner or person authorized to provide employment verifications. A signature confirming the information's validity is required.

Applicant name		County	
DCDEE facility license number		Child care program name	
Program mailing address			
Program phone		Program email address	
Position of employment	<input type="radio"/> Assistant Teacher/Aide <input type="radio"/> Assistant Director <input type="radio"/> Owner/Director <input type="radio"/> Teacher/Lead Teacher <input type="radio"/> Director <input type="radio"/> Other (please give full position title): <i>*If the applicant fulfills duties of more than one position, please specify this.</i>		
Ages of children in care of this applicant (if applicable): <input type="radio"/> Infants <input type="radio"/> Ones <input type="radio"/> Twos <input type="radio"/> Other: (If not working 35 or more hours with infants, ones or twos, you will not be eligible for AWARD\$ supplements.)			
Applicant start date/...../.....		Date started working with infants, ones or twos?/...../.....	
Total hours worked per week		How many hours per week are spent directly with infants, ones or twos?	
If the applicant fulfills duties of more than one position, please state how many hours are worked in each.		Does the applicant work in an Early Head Start classroom? <input type="radio"/> Yes <input type="radio"/> No	
Months per year your program is in operation <input type="radio"/> 12 months <input type="radio"/> 10 months <input type="radio"/> Other			
How often is the applicant paid? <input type="radio"/> weekly <input type="radio"/> biweekly (every two weeks) <input type="radio"/> semi-monthly (two times a month) <input type="radio"/> monthly (10 months) <input type="radio"/> monthly (12 months) How many months per year is the applicant paid? <input type="radio"/> 9 months/year <input type="radio"/> 10 months/year <input type="radio"/> 12 months/year <input type="radio"/> Other How many months per year does the applicant work? <input type="radio"/> 9 months/year <input type="radio"/> 10 months/year <input type="radio"/> 12 months/year <input type="radio"/> Other			
Current annual gross salary		Current hourly rate	
Star rating (circle one) 3 4 5	Date became three-star or higher/...../.....		

In addition to the employment verification above, please verify that you have read and understand the expectations below. Your signature on this application indicates your agreement to:

- Provide Child Care Services Association with information on teachers and directors employed who have applied for a salary supplement. This information shall include: date employment began, employee's position in center, status of employee (full or part-time, permanent or temporary), age level of children in employee's care, the employee's current salary or hourly pay rate and the number of hours worked each week.
- Continue to give all staff any regularly scheduled raises regardless of whether or not they receive a salary supplement. Infant-Toddler Educator AWARD\$ will not be used as the reason to withhold an otherwise scheduled raise.

I am authorized to provide employment verification; the information provided on this form is true and accurate to the best of my knowledge:

Signature of director, owner or person authorized to provide employment verifications

Printed name Position Date

Infant-Toddler Educator AWARD\$ Fact Sheet

Infant-Toddler Educator AWARD\$

What is the Infant-Toddler Educator AWARD\$ program?

Infant-Toddler Educator AWARD\$ (AWARD\$) provides education-based salary supplements to low-paid teachers working full-time in infant-toddler classrooms in North Carolina. The program is designed to better compensate and retain well-educated teachers working with our youngest children. AWARD\$ is funded by the Division of Child Development and Early Education (DCDEE).

Who is eligible to receive a salary supplement?

To be eligible for AWARD\$, applicants must:

- work at least 35 hours per week with infants, ones or twos.
- earn at or below \$18 per hour. Bonuses from the employer will be included in calculations to determine hourly rate.
- work in a licensed child care program with at least three stars.
- have an Associate Degree in Early Childhood Education or higher (see the AWARD\$ supplement scale for more information).

How much will I receive?

Salary supplements are tied to the recipient's level of education. The scale shows annual award amounts for full-time eligibility. Awards are issued in two six-month payments, each after the participant completes an assigned six-month commitment period in the same child care program.

What do I have to do to participate in AWARD\$?

Infant-toddler teachers must submit the AWARD\$ application, pay documentation and official transcripts. See application for details.

How are supplements received?

Checks are issued following commitment period completion to eligible participants who have met the requirements. Commitment periods run from mid-month to mid-month and are established by Child Care Services Association (CCSA) for each individual participant using application date, start date and education documentation. Payments are based on half of the annual award amount and are contingent upon funding availability. Program staff must verify that participants have worked in their child care programs during the preceding six months before checks can be issued. Payments are mailed after CCSA has received the necessary funding from DCDEE. Once approved for an award, participants who remain in the same child care program do not need to reapply in order to receive future payments.

How can I increase the level of the supplement I receive?

Participants in AWARD\$ may increase their supplement amounts by gaining more education. The T.E.A.C.H. Early Childhood® Scholarship Program offers scholarships to early care and education professionals who want to earn course credits toward specific early childhood credentials or degrees. Contact the T.E.A.C.H. Early Childhood® Scholarship Program at CCSA (919-967-3272) for more information. Participants are encouraged to send AWARD\$ an updated official transcript after the completion of any formal coursework so staff can determine the highest possible award.

Do I have to pay taxes on the supplement I receive?

The salary supplement is income. Participants will receive an IRS-1099 form at the end of the year if they received \$600 or more from CCSA during the calendar year. Recipients are responsible for reporting and paying any personal income taxes due.

Will I receive a supplement if I move to another child care program?

Checks are issued to participants after each eligible six-month period in the same child care program. If a participant moves to another licensed child care program and works with infants, ones or twos, then the commitment period must be reset based on re-application and the employment date at the new site. This policy is designed to encourage more stability for the children in care.

If I work in a child care center, what is the center's responsibility?

A child care center must agree to provide verification of an applicant's employment status and income and agree not to use participation in the program to offset normal pay increases. The center is not responsible for providing the salary supplement should funding no longer be available.

What is the Child Care WAGE\$® Program and how is it different from Infant-Toddler Educator AWARD\$?

The Child Care WAGE\$® Program (WAGE\$) is an education-based salary supplement program designed to increase the retention, education and compensation of low-paid teachers, directors and family child care providers working with children ages birth to five. WAGE\$ is an option for all Smart Start partnerships and is available in counties that have elected to fund the program. While WAGE\$ funds eligible positions working with children ages birth to five, AWARD\$ funds full-time infant-toddler teachers.

Why does the AWARD\$ scale start with Level 8?

The AWARD\$ scale is based on the WAGE\$ scale, which includes education levels below an Associate Degree in Early Childhood Education. WAGE\$ funds those levels temporarily as participants continue their educational pursuits. AWARD\$ is designed to better compensate infant-toddler teachers with the highest levels of education on the scale.

Can I participate on both AWARD\$ and WAGE\$ (or a local supplement program)?

Interested infant-toddler teachers may apply to participate on AWARD\$, but individuals can only participate on one salary supplement program. If you are currently receiving WAGE\$ or a local supplement and a waiting list exists for AWARD\$, you may continue to be paid by your current program until funding is available for AWARD\$. If your current initiative provides higher payments, consider continuing with that program. If you are unsure which supplement program is most beneficial to you, contact an AWARD\$ Counselor at 919-967-3272.



Infant-Toddler Educator AWARD\$

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Chapel Hill, NC 27514
Phone 919-967-3272
Fax 919-967-2945
www.childcareservices.org

Infant-Toddler Educator AWARD\$ Salary Supplement Scale

Infant-Toddler Educator AWARD\$

Level	Education Required	Annual Supplement
13	Doctorate degree plus or including at least 18 birth-5 focused* semester hours	\$4,000
12 12	Doctorate degree plus or including at least 12 birth-5 focused semester hours or Master's degree plus or including at least 18 birth-5 focused semester hours	\$4,000
11 11	Master's degree plus or including at least 12 birth-5 focused semester hours or Bachelor's degree plus or including at least 18 birth-5 focused semester hours	\$4,000
10 10	Bachelor's degree plus or including at least 12 birth-5 focused semester hours or 90 semester hours toward a bachelor's degree, including at least 18 birth-5 focused semester hours	\$3,000
9 9 9	Doctorate degree plus or including at least 6 birth-5 focused semester hours or Master's degree plus or including at least 6 birth-5 focused semester hours or Bachelor's degree plus or including at least 6 birth-5 focused semester hours	\$2,500
8	Associate degree plus or including at least 24 birth-5 focused semester hours	\$2,000

The AWARD\$ scale is based on a copyrighted document, the Child Care WAGE\$® scale, which includes education levels below an Associate Degree in Early Childhood Education. AWARD\$ funding begins with level 8.

Supplement totals shown represent annual awards for full-time eligibility.

*“Focus” *generally* means coursework with extensive content related to children ages birth-5 years old.

To be eligible for at least one six-month payment during the fiscal year, applicants must:

- work at least 35 hours per week with infants, ones or twos
- work in a facility with at least three stars
- earn at or below \$18/hour
- have one of the education levels listed above (from regionally accredited schools)
- work at least six months in the same child care program
- be employed at this same child care program when funding is available and a final confirmation has been completed

For more information, call 919-967-3272 or visit our website at www.childcareservices.org.



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