



Right Start Project

Salary Supplement Program Application Packet

2011



CHECK LIST

Before you send in your application, make sure that you have included all the required items! Incomplete applications will result in a delay in potential awards.

- Completed application (all questions are answered!)**
- Applicant signature**
- Employer/Agency signature and completed program information**
- Pay stubs and/or W-2 to verify your wage**
- Copy of your Colorado Early Childhood Credential. As of January 1, 2010 new applicants must have their Colorado Early Childhood Credential to apply for a Right Start Salary Supplement.**
- Copy of a valid identification (e.g., Driver's license, Colorado Identification card, US Military care, US Military dependent's identification card, US Coast Guard Merchant Mariner card, or a Native American Tribal document.)**
- Completed affidavit**
- Completed W-9**

Please call us at 970-513-1170 x305 with any questions.

Applications may be emailed to elowe@earlychildhoodoptions; mailed to Early Childhood Options, PO Box 3355, Dillon, CO 80435; or faxed to 970-468-7923. If you do send a fax, please call our office to let us know so we can make sure all the pages have been received.

The Right Start Project is a tax-funded program of Summit County Government designed to improve the quality, availability and affordability of early care and learning for Summit County families. The Salary Supplement Program is administered by Summit County Government through a contract with Early Childhood Options.

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SALARY SUPPLEMENT PROGRAM OVERVIEW

The Right Start Project is a tax-funded program of Summit County Government designed to improve the quality, availability and affordability of early care and learning for Summit County families. The Salary Supplement Program is one component of the Right Start Project that is intended to improve children's developmental and educational outcomes by encouraging increased professional preparation and retention of child care personnel in licensed centers, preschools and homes through the payment of salary supplements to qualified early care and learning providers.

Qualified early childhood professionals who meet the eligibility guidelines will need to submit an application and verification documents to Early Childhood Options. All program participants are required to adhere to the policies and procedures outlined in this application packet.

Program Specifics

- Salary Supplement Program rewards early childhood care professionals by supplementing their income based on education attained beyond Colorado licensing standards.
- Salary Supplement Program wage supplements are paid directly to the individual on a six month schedule based on his/her continued employment at the same center/program. Wage supplements for school district and/or school age professionals working in a licensed program are paid directly to the individual on a nine month and/or three month schedule.*
- Salary Supplement Program is intended to help early care and learning agencies maintain employees, therefore increasing quality and consistent care to the children served, without raising parent fees.
- Salary Supplement Program builds on and complements the T.E.A.C.H. Early Childhood Project and the Apple Tree Fund. T.E.A.C.H and the Apple Tree Fund assist early childhood professionals with attaining more education. If you are interested in obtaining information about T.E.A.C.H. and Apple Tree Fund contact Early Childhood Options (513-1170 x305).
- Salary Supplement Program is intended to reward early childhood professionals who have already attained relevant education and remain employed at the same early care and education program.
- The Right Start Salary Supplement Scale determines teachers' eligibility based on educational attainment and eligible position.

*Programs operating on the school year calendar are also eligible to apply for a nine month award.

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SALARY SUPPLEMENT ELIGIBILITY REQUIREMENTS

Salary Supplements may be awarded to qualified early care and education professionals (i.e., directors, teachers, teacher assistants, and providers) working with children between the ages of birth through age eight. Additional eligibility criteria include:

- a. Six months of completed, continuous, legal employment 20 hours or more per week, verified by the Applicant's employer (except program approved vacation, maternity, medical and holiday leave) as a director, teacher, teacher assistant or provider in a single local center or home licensed to provide child care by the Colorado Department of Human Services, Division of Child Care. Salary supplements for school district and/or school age professionals working in a licensed program are paid directly to the individual on a nine month and/or three month schedule.
- b. Participants must meet eligibility requirements set forth on the Right Start Salary Supplement Scale, as amended. The Salary Supplement Scale establishes eligibility based on educational attainment and job description.
- c. Participant's salary may not exceed \$18 per hour, which amount shall not include any Salary Supplement award amount. Salaries of Directors may not exceed \$21 per hour.** There is no income cap for the Child Care Health Liaison award.
- d. Applicants/Participants must adhere to all program specific policies and procedures provided in the Salary Supplement Application Packet, as amended.
- e. Participants must demonstrate lawful presence in the United States in accordance with Title 24 Article 76.5 Colorado Revised Statutes and the "Emergency Rules for Evidence of Lawful Presence" promulgated by the Colorado Department of Revenue as a result of the passage of House Bill 06S-1023, as such rules may be amended.
- f. As of January 1, 2010, new participants in the program must have their Colorado Early Childhood Credential to apply to the Salary Supplement Program. Participants must keep their Credential current in order to remain active in the Salary Supplement Program. If you can verify by transcripts that you are at a credential level and have applied for your credential, we can grant a salary supplement for an initial six months. You must submit a copy of your credential for the following award period.

****Family Child Care Providers may also be considered Directors.**

SALARY SUPPLEMENT FACT SHEET

What is the Salary Supplement Program?

The Salary Supplement Program provides education-based salary supplements to teachers, directors and family child care providers working with children between the ages of 0 and 8 years. The program is offered in Summit County, is locally funded and is managed by Early Childhood Options.

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Why do we have the Salary Supplement Program?

Research indicates that the single most significant factor in promoting safe, quality care and education for children is the availability of consistent and well-trained teachers. Low wages are often what cause teachers to leave the field. Lack of resources and an effort to maintain affordability for parents make it difficult for individual early care and education programs to reward teacher education and training through salaries. The Salary Supplement Program is designed to reduce turnover and increase education and training among early childhood staff, so that young children have access to continuity of quality care and education.

Who is eligible to participate?

Eligible participants include directors, teachers, teacher assistants and child care providers who work with children ages 0-8 years and work more than 20 hours per week in an early education program licensed by the Colorado Department of Human Services, Division of Child Care. Participants must not exceed the maximum wage cap of \$18 per hour, calculated prior to the receipt of a salary supplement. Salaries of Directors may not exceed \$21 per hour. Staff serving as the Child Care Health Liaison may apply for this award regardless of income.

How much will I receive?

Salary supplements are based on educational attainment and job description. See the attached salary supplement scale for details.

I work for a program that is open year round, when does my six month pay period begin?

Your six month pay period will begin the 1st day of the month following your actual start date. For example, if you start working at a program January 15th, your Right Start Salary Supplement Program start date will be February 1st.

I work for the school district and/or a school age child care program, when does my nine month or three month pay period begin?

Your nine month pay period will begin on September 1st. If you are hired to work in a school district program after that date, you are eligible to apply for a six month salary supplement. If you are working at a summer program, your three month pay period will begin on June 1st.

What do I have to do to participate in the Salary Supplement Program?

Interested early childhood professionals must complete an application and provide verification of current employment in a licensed program, current wages, copy of your Colorado Credential, signed W-9 forms and affidavit. Please refer to the application check list for details. Applicants must also agree to participate in all aspects of the program evaluation.

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How are salary supplements received?

Qualifying early childhood professionals may receive a check every six months from Early Childhood Options. Early childhood professionals working for the school district and/or for a licensed school age program may receive a check every nine months and/or three months. All payments are contingent on funding availability from Summit County Government. Early Childhood Options must verify that participants have worked in their early care and education program during the preceding six months, nine months and/or three months before checks can be issued. Participants are responsible for reporting increased education levels or changes in job status.

How can I increase the level of supplements I receive?

Participants may increase their salary supplement amounts by gaining more education (see attached wage supplement scale for details). A limited number of educational scholarships are available through the Apple Tree Fund or through the Colorado T.E.A.C.H. Program. For additional scholarship information, or for further details, please contact Early Childhood Options.

Do I pay taxes on the supplements I receive?

Yes. The salary supplements are income. Participants who earn more than \$600 will receive an IRS-1099 form at the end of the calendar year. Participants are responsible for reporting and paying any personal income taxes due.

Will I receive a supplement if I move to another early education program?

No, the Salary Supplement Program is designed to promote continuity of care and learning for children. Salary supplements are issued after each six month period in a licensed program. Salary supplements for school district and/or school age professionals working in a licensed program are paid directly to the individual on a nine month and/or three month schedule. If the participant moves to another Summit County program within the six months, nine months and/or three months, then the commitment period will be re-set based on his/her employment date at the new site.

If I work in a licensed early childhood center, what is the center's responsibility?

The center must agree to provide verification of an applicant's employment status and wages and agree not to use participation in the Salary Supplement Program to offset normal wage increases. The center is not responsible for providing salary supplements should funds no longer be available through Summit County Government.

I work as the Child Care Health Liaison at my program and have completed the training, when will I receive this bonus?

You will receive this additional salary supplement when you receive your Right Start Salary Supplement. If you are new to the program, you will need to complete the required course work and serve in the Child Care Health Liaison role for six months to begin receiving this bonus.

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How do I apply for the Colorado Credential? Do you accept any other verification of educational attainment?

You can request a Credential application from the Colorado Office of Professional Development, or you can contact Early Childhood Options. The Colorado Credential is a statewide system of recording the development of early childhood professionals as they advance along a career ladder. As of January 1, 2010, applicants must have their Colorado Credential to apply. Participants must keep their Credential current in order to remain active in the Salary Supplement Program. If you can verify by transcripts that you are at a credential level and have applied for your credential, we can grant a salary supplement for an initial six months. You must submit a copy of your credential for the following award period.

I am interested in entering the early childhood workforce, either as a family child care provider or teacher at a center-based program. Am I eligible to participate in the Start Salary Supplement Program?

You are not eligible to receive salary supplements until after you have spent a continuous six month period in the same early childhood program. Salary supplements for school district and/or school age professionals working in a licensed program are paid directly to the individual on a nine month and/or three month schedule.

However, if you are interested in becoming an early childhood professional, please contact Early Childhood Options. If you are interested in becoming a licensed family childcare provider, please contact Breann VandenBrink, Summit County Department of Youth & Family Services, at 970-668-9186.

How do I demonstrate lawful presence in the United States in accordance with Title 24 Article 76.5 Colorado Revised Statutes and the “Emergency Rules for Evidence of Lawful Presence” promulgated by the Colorado Department of Revenue as a result of the passage of House Bill 06S-1023, as such rules may be amended.

Lawful presence in the United States in accordance with Title 24 Article 76.5 Colorado Revised Statutes is demonstrated by providing a type of identification described in C.R.S. 24-76.5-103(4)(a) AND executing an affidavit described in C.R.S. 24-76.5-103(4)(b). The types of identification described in C.R.S. 24-76.5-103(4)(a) include a valid Colorado Driver’s license, Colorado identification card, U.S. Military card, U.S. Military dependent’s identification card, U.S. Coast Guard Merchant Mariner card, or a Native American Tribal document. The form of affidavit necessary to satisfy C.R.S. 24-76.5-103(4)(b) is attached hereto.

For further details about the Right Start Salary Supplement Program, please contact Elizabeth Lowe, Early Childhood Options Child Care Resource & Referral Manager at 970-513-1170x305 or elowe@earlychildhoodoptions.org.

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Right Start Salary Supplement Scale

Colorado Early Childhood Professional Credential Level*/Equivalent	1 st Semi-Annual Award (6 months)	2 nd Semi-Annual Award (6 months)	School District & School Age Award (9 months) September-May	Summer School Age Award (3 months) June-August	Child Care Health Liaison
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Teacher Assistant

I	250	250	375	125	500
II	300	300	450	150	500
III	350	350	525	175	500
IV	375	375	563	188	500
V	400	400	600	200	500

Lead Teacher

I	350	350	525	175	500
II	450	450	675	225	500
III	550	550	825	275	500
IV	675	675	1013	338	500
V	775	775	1162	388	500

Program Manager/Assistant Director

I	350	350	525	175	500
II	450	450	675	225	500
III	650	650	975	325	500
IV	800	800	1200	400	500
V	975	975	1387	462	500

Director

I	300	300	450	150	500
II	400	400	600	200	500
III	800	800	1200	400	500
IV	975	975	1387	462	500
V	1050	1050	1575	525	500

Family Child Care Provider

One Time...

I	350	350	X	X	\$100
II	500	500	X	X	\$100
III	650	650	X	X	\$100
IV	750	750	X	X	\$100
V	850	850	X	X	\$100

*Legislation passed in 2000 established the *Colorado Early Childhood Professional Credential Office* to create a voluntary tiered system of credentials that recognizes increased knowledge and experience for those who care for and educate our youngest children. The Right Start Project Salary Supplement Scale uses the Colorado Credential as a basis for determining award amounts. To obtain a Colorado Early Childhood Professional Credential contact the Office of Professional Development at www.coloradoofficeofprofessionaldevelopment.org. For additional information, contact Elizabeth Lowe at 970-513-1170 x 305, elowe@earlychildhoodoptions.org.

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Application

Date: _____

Name: _____

Current Colorado Credential Level: _____

Job Title (e.g., Teacher Assistant, Lead Teacher, Program Manager/Assistant Director, Director, Family Child Care Provider): _____

Personal Information

Mailing Address: _____

City: _____ Zip: _____

Social Security #: _____ US Citizen? Yes ___ No ___

Home Phone: _____ Legal Alien? Yes ___ No ___

Type of Identification Documenting Lawful Presence Provided: _____

Copy of Identification Documenting Lawful Presence Filed: Yes ___ No ___

Completed Affidavit of Lawful Presence Filed: Yes ___ No ___

Date of Birth: _____ E-mail: _____

Race (optional):

___ African American

___ Caucasian/White

___ Native American

___ Hispanic

___ Asian

___ Other

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Education – Enclose valid Credential with application.

Check all that apply:

Montessori Credential: _____ CDA: _____ Director Qualified: _____

Associate Degree: (indicate field) _____

Bachelor's Degree: (indicate field) _____

Advanced Degree: (indicate field) _____

Colorado T.E.A.C.H. participant? _____ Apple Tree Fund participant? _____

Employment Information

Current Position Title: (circle one)

- (a) Teacher Assistant
- (b) Lead Teacher
- (c) Program Manager/Assistant Director
- (d) Director
- (e) Family Child Care Provider

Start Date (at work site): _____ Start Date (current position): _____

Hourly Pay (must not exceed \$18/hr, Directors must not exceed \$21/hr): _____

Average hours worked per week: _____

Number of weeks worked per year: _____

Ages of children you work with: (circle one)

- (a) Combination
- (b) Infants/Toddlers
- (c) Preschoolers
- (d) School-age

Financial Information: Enclose copy of most recent pay stubs and W-2 forms (center staff) or IRS forms (family child care).

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Applicant Signature

I verify that all information provided is accurate. By signing below I understand and agree that Early Childhood Options will use my signature as authorization to verify any information and documents I have submitted. Early Childhood Options will report any wage supplement over \$600 to the Internal Revenue Service. I understand that Early Childhood Options may use my name and application information for research/evaluation purposes. I agree to notify Early Childhood Options immediately of any change in my work status, including leaves of absences beyond a 6-week period. I confirm that I have read, understand and agree to the requirements, policies and procedures outlined in this packet.

Applicant Signature: _____ *Date:* _____

Release of Information

By signing below, I grant Early Childhood Options permission to release my name and contact information to the media, public policy advocates, and others in recognition of my RIGHT START Salary Supplement Program award.

Applicant Signature: _____ *Date:* _____

Return completed application, including all required documentation to:

Elizabeth Lowe, Child Care Resource & Referral Manager
Early Childhood Options
PO Box 3355
Dillon, CO 80435
970-513-1170 x305
970-468-7923 (fax)

elowe@earlychildhoodoptions.org

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Early Learning Program Information – To be completed by Program Director

Agency/Business Name: _____

Director/Owner: _____

Work Site Address: _____

Work Phone: _____ Work Fax: _____

Is your program accredited? _____ If yes, by whom? _____

Is your program rated by Qualistar Early Learning? _____

Type of facility license: CC _____ FCH _____ LFCH _____

License ID#: _____

Licensed Capacity: _____ Current Enrollment: _____ Current CCCAP Enrollment: _____

Type of Program:

Head Start _____ Colorado Preschool Program _____ Tuition Based (parent fees) _____

Not-for-Profit _____ For-Profit _____ Other _____

Employer/Agency Signature

I verify that the above program and employment information is accurate. I certify that I will not withhold annual salary increases for the above-named staff member in order to maintain Salary Supplement Program eligibility. I also certify that I have not and will not manipulate wages or job titles in order for an employee to qualify. I acknowledge and agree that Early Childhood Options has the right to review my program's employment books and records as they pertain to the Salary Supplement Program compliance and eligibility. Early Childhood Options reserves the right to exclude from Salary Supplement Program participation any child care and learning provider, or employee thereof, who has submitted false information or otherwise failed to comply with the Salary Supplement Programs policies, procedures and requirements as determined by Early Childhood Options. I confirm that I have read, understand and agree to the requirements, policies and procedures outlined in this packet.

Authorized Signature: _____

Title: _____ Date: _____