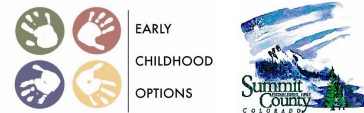




Right Start Project
Salary Supplement Program Application Packet
Families United/FIRC Parent Educator
2010



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 transcripts**
- Copy of a valid identification (e.g., Driver's license, 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-Parent Educator-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 designed to increase recruitment and retention of early childhood professionals, including parent educators.

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 parent educators by supplementing their income based on education.
- Salary Supplement Program supplements are paid directly to the individual on a six month schedule based on his/her continued employment at the same agency.
- Salary Supplement Program is intended to help early care and learning agencies maintain employees, therefore increasing quality and consistent care to the children and families served.
- Salary Supplement Program builds on and complements the Apple Tree Fund. The Apple Tree Fund assists early childhood professionals with attaining more education. If you are interested in obtaining information about the 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 learning program.
- The Right Start Project Salary Supplement Scale determines parent educators' eligibility based on educational attainment and eligible position.

SALARY SUPPLEMENT-Parent Educator- ELIGIBILITY REQUIREMENTS

Salary Supplements may be awarded to qualified early care and education professionals (i.e., parent educators) 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 parent educator serving Summit County families. Parent educators must be employed by a Right Start partner agency.

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- b. Participants must meet eligibility requirements set forth on the Right Start Project Salary Supplement Scale, as amended. The Salary Supplement Scale establishes eligibility based on educational attainment.
- c. Participant's salary may not exceed \$18 per hour, which amount shall not include any Salary Supplement award amount. Salaries of Managers may not exceed \$21 per hour.
- d. Applicants/Participants must adhere to all program specific policies and procedures provided in the Salary Supplement Application Packet.
- 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. If and when a Colorado Credential is created for Parent Educators, it is anticipated that participants will need to participate in the state-wide credentialing system. The Salary Supplement Scale is subject to changes.

SALARY SUPPLEMENT-Parent Educator-FACT SHEET

What is the Salary Supplement Program?

The Salary Supplement Program provides education-based salary supplements to parent educators working with children between the ages of 0-8 years. The program is offered in Summit County, is locally funded and is managed by Early Childhood Options. There is a separate application for early childhood professionals working in a licensed child care program.

Why do we have the Salary Supplement Program for Parent Educators?

The Salary Supplement Program is designed to reduce turnover and increase education and training among parent educators so that young children have access to developmentally appropriate activities which will enable them to start school ready to learn.

Who is eligible to participate?

Eligible participants include parent educators who work with children ages 0-8 years and work more than 20 hours per week in a Right Start Project partner program. Participants must not exceed the maximum wage cap of \$18 per hour, calculated prior to the receipt of a salary supplement. Salaries of managers may not exceed \$21 per hour.

How much will I receive?

Salary supplements are based on educational attainment. 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?

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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.

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

Interested parent educators must complete an application and provide verification of current employment in a partner agency, current wages, copy of transcripts, 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.

How are salary supplements received?

Qualifying early childhood professionals may receive a check every six months from Early Childhood Options. 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. 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. 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 program?

No, the Salary Supplement Program is designed to increase retention of well-trained staff serving as parent educators.

What is my employer's responsibility?

Your employer 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. Your employer is not responsible for providing salary supplements should funds no longer be available through Summit County Government.

I work as a Parent Educator serving children birth-eight years old, but I am not employed by the Family & Intercultural Resource Center, may I apply?

No, not at this time.

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

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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 Project 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 Project Salary Supplement Scale for Parent Educators

Parent Educator

Professional Development Level	Description	1st Semi-Annual Award (6 months)	2nd Semi-Annual Award (6 months)
Level I	<ul style="list-style-type: none"> • Parents as Teachers Born to Learn Training (prenatal -3 & 3 years-kindergarten) AND • Minimum of 1 year experience working with children and/or families in one or more of the following models: Home visitation, Parenting education, Licensed child care, Paraprofessional or teacher for the school district 	\$350	\$350
Level II	<ul style="list-style-type: none"> • Completion of Family Supports Curriculum or approved Family Studies courses with equivalent hours 	\$450	\$450
Level III	<ul style="list-style-type: none"> • Associate Degree in one of the following areas: Early Childhood and Education, Early Childhood Technology, Education, Nursing, Family Studies, Social Work, Counseling 	\$550	\$550
Level IV	<ul style="list-style-type: none"> • Bachelor Degree in one of the following areas: Health & Human Services, Early Care and Education, Psychology, Education, Teaching, Nursing, Families Studies 	\$675	\$675
Level V	<ul style="list-style-type: none"> • Master Degree in one of the following areas: Health & Human Services, Early Childhood Education, Psychology, Education, Teaching, Nursing, Family Studies, Social Work, Counseling 	\$775	\$775



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Application

Date: _____

Name: _____

Current Right Start Salary Supplement Parent Educator Level: _____

Job Title: _____

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:

Associate Degree: (indicate field) _____

Bachelor's Degree: (indicate field) _____

Advanced Degree: (indicate field) _____

Apple Tree Fund participant? _____

Employment Information

Current Position Title: (circle one)

- (a) Parent Educator
- (b) Assistant Manager
- (c) Manager

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

Hourly Pay (must not exceed \$18/hr, managers 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 PROJECT 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
(ph) 970-513-1170 x305
(fax) 970-468-7923
elowe@earlychildhoodoptions.org

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Early Learning Program Information – To be completed by Program Director

Agency/Business Name: _____

Manager: _____

Work Site Address: _____

Work Phone: _____ Work Fax: _____

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 agency, 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: _____