2023-2024 San Mateo County
Early Learning and Care
Teacher Stipend Program Guide

Program Year: July 1, 2023 - June 30, 2024
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INTRODUCTION TO THE STIPEND PROGRAM

The San Mateo County Office of Education (SMCOE) and Quality Counts San Mateo County are excited to partner with the California Department of Social Services to offer the San Mateo County Early Learning and Care Career Development Initiative’s 2023-24 Stipend Program.

The goal of the program is to support early learning and care (ELC) professionals, including both those who work in center-based and home-based settings, as they advance along career pathways through degree and Child Development Permit attainment, and build their skills through continuous professional growth and development activities. By providing stipends, the ELC Career Development Initiative seeks to incentivize ongoing, intentional professional growth, and to reward professionals who stay in the field of ELC.

SMCOE works in close partnership with the San Mateo County Child Care Partnership Council, San Mateo County Community College District, the Child Care Coordinating Council, First 5 San Mateo County, and other local partners to leverage workforce development supports.

ELC professionals, who work in eligible programs for at least 15 hours a week with children ages 0-12, are eligible for stipends in the following areas: College Coursework (including completion of units and meeting Educational Milestones), Trainings (including stipends for 5+ hours of professional growth activities).

The ELC Stipend Program is funded through a grant from the California Department of Social Services (CDSS), with supplemental support from First 5 California, the California Department of Education, and First 5 San Mateo County. **The stipend amounts listed in this guide are estimated based on the available funding** – final stipend amounts are based on the available funding and the number of participants who complete stipend program requirements.
ELC STIPEND PROGRAM AT-A-GLANCE

This chart is intended to help Early Learning and Care (ELC) professionals determine if they may be eligible for a “College Coursework” or “Training” Pathway Stipend in the 2023-24 Program Year (July 2023 – June 2024). Further details are provided in this Stipend Program Guide.

**Do you work at least 15 hours a week with children in one of these settings?**
- State Preschool
- State-funded Child Care or After School Care
- Quality Counts San Mateo Participating Program
- Childcare provider receiving payment through 4Cs vouchers
- Parent-fee center-based program
- Family Child Care program
- Alternative Settings (Nannies, Friends, Family & Neighbors (FFN), Home Visiting Programs)

**YES**

Will you take coursework toward a Child Development Permit, a Certificate of Achievement, an Associate’s Degree, or a Bachelor’s Degree in ECE during the 2023-24 year?

**NO**

Do you plan on advancing your professional development by going to workshops or trainings during the 2023-24 year?

**NO**

You are **NOT eligible** for an ELC Stipend

**YES**

You may be eligible for a “College Coursework” Stipend if you complete unit-bearing coursework by May 2024.

**NO**

You may be eligible for a “Training” Stipend if you complete 5+ hours of approved Professional Development trainings.
ELIGIBILITY CRITERIA

To apply for an ELC Stipend, applicants must meet Criteria #1-3:

1. Be at least 18 years of age and have a Social Security Number or Tax ID Number.

2. Work in the field of early childhood education/childcare in San Mateo County for at least six (6) months during the program year, between 07/01/2023 – 05/31/2024. Eligible programs include:
   a. Licensed Family Child Care
   b. Licensed infant/toddler, preschool, or school age centers
   c. License-exempt home-based childcare providers
   d. License-exempt childcare centers
   e. Alternative Settings (Nannies, Friends, Family & Neighbors (FFN), Home Visiting Programs).

3. Work a minimum of 15 hours per week directly with a group of children 12 years or younger.

- Note: If stipend funds are limited, priority will be given to providers working in a Quality Counts San Mateo program (https://smcqualitycounts.org/), or in a program that has enrolled children receiving a subsidy either through a state-contract (CCTR or CSPP) or through a 4Cs voucher (APP or CalWORKs), and teachers working in one of the San Mateo County Child Care Partnership Council Priority 1 Zip Codes (Full-Day and Part-Day State Preschool (CSPP), Infant-Toddler Full-Day (CCTR), School-Aged (CCTR)).
# PROGRAM REQUIREMENTS

To participate and remain eligible for an ELC Stipend, you must meet Requirements #1-3:

<table>
<thead>
<tr>
<th>Requirement 1</th>
<th>Have a complete ECE Workforce Registry Profile and Registry ID Number.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The California ECE Workforce Registry is a state, regional and local collaboration designed to centrally track and promote the education, training, and experience of the ECE workforce.</td>
</tr>
<tr>
<td></td>
<td><strong>Instructions:</strong> An ECE Workforce Registry ID Number is required for participation in the stipend program. If you do not have a Registry ID, follow the instructions below to create a profile. Your Registry ID is necessary to register for and to attend trainings, professional events, and to apply for the stipend program.</td>
</tr>
<tr>
<td></td>
<td><strong>INSTRUCTIONS FOR NEW ACCOUNTS (“How to Apply for a Stipend” Resource Video)</strong></td>
</tr>
<tr>
<td></td>
<td>1. Go to <a href="http://www.caregistry.org">www.caregistry.org</a> and click “CREATE A PROFILE.”</td>
</tr>
<tr>
<td></td>
<td>2. Once registered, you will receive an email with a link to activate your account.</td>
</tr>
<tr>
<td></td>
<td>3. Click this link and log in. <strong>You must log in to activate your Registry account.</strong></td>
</tr>
<tr>
<td></td>
<td>4. Keep your Registry ID number stored in your cell phone contacts for easy reference. You will need this number when you register for trainings.</td>
</tr>
<tr>
<td>Requirement 2</td>
<td>Have a valid email account.</td>
</tr>
<tr>
<td></td>
<td>Email is the primary method of communication for the ELC Stipend Program. Please add <a href="mailto:ELCstipend@smcoe.org">ELCstipend@smcoe.org</a> to your email contacts to make sure you receive email messages from the SMCOE stipend program staff. Should your email change, please inform your College Advisor and SMCOE stipend program staff immediately.</td>
</tr>
<tr>
<td>Requirement 3</td>
<td>Have a 2023-2024 ELC Teacher Stipend Program Education Plan OR Professional Growth Plan and upload your Plan to the California Workforce Registry.</td>
</tr>
<tr>
<td></td>
<td>Meet with your College Advisor to complete or update a 2023-2024 Education Plan or schedule a time with an ELC Stipend Professional Growth Advisor to create or update a 2023-2024 Professional Growth Plan and upload your Plan to the California Workforce Registry.</td>
</tr>
</tbody>
</table>
|               | * License-exempt providers (Family/Friend/Neighbor childcare providers) who are only completing 16 hours of Health and Safety Trainings do not need a Professional Growth Plan to be eligible for a training stipend.
APPLICATION PROCESS

1. **ALL APPLICANTS** - Read this ELC Stipend Guide thoroughly.

2. **ALL APPLICANTS** - Complete the online ELC Teacher Stipend Application by December 18, 2023, through the Stipend Module in the Workforce Registry ("How to Apply for a Stipend” Resource Video)
   
   1) Login to your Registry Profile ([www.caregistry.org](http://www.caregistry.org))
   2) Select Stipends & Pathways ➔ Click Application ➔ 1) Update your profile
   3) Click Confirm and Continue ➔ 2) Select San Mateo: Early Learning and Care Teacher Stipend Program
   4) Complete the 2023-2024 Application (a new application is required every year)
   5) Complete, Sign and Upload a 2023-2024 W9 form (a new W9 is required every year)
   6) Upload 2023-2024 Supplemental Forms (Permits, Transcripts, Professional Growth Plans / Ed Plans, Training Certificates) to the Workforce Registry.

   *This “Help” article provides more details on using the Registry to apply for a stipend.*

3. **COURSEWORK TRACK PARTICIPANTS** ➔ Meet with an ELC Stipend Program College Advisor to complete an Education Plan or Professional Growth Plan by March 31, 2024, and upload your Education Plan or Professional Growth Plan to the California Workforce Registry. *Advising Services available through March 11, 2024, for SMCCCD Students. Schedule a time with your advisor now!*

4. **ALL APPLICANTS** - On May 15, 2024, SMCOE staff will verify participants’ employment directly with respective employers.

5. **ALL APPLICANTS** - By May 31, 2024, upload copies of Child Development permits to the ECE Workforce Registry (if applicable).

6. **ALL APPLICANTS** - By June 10, 2024, upload copies of transcripts and degrees to the ECE Workforce Registry.
ELC STIPEND PROGRAM CONTACTS
For College Advising and Education Plans OR Professional Growth Plans
(Only required for Coursework Track Participants)
Advising for Child Development Permits, college certificates, and CD/ECE Associate’s degree
- Please schedule a meeting with your college advisor
- Advising Services available Now through March 10, 2024, for SMCCCD Students. Schedule a time with your advisor below

<table>
<thead>
<tr>
<th>Advisor Name</th>
<th>Program Name</th>
<th>Support Available To:</th>
<th>Support Languages Available</th>
<th>Advisor Zip Code</th>
<th>Advisor Email</th>
<th>Advisor Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Hui</td>
<td>Cañada College Program Services Coordinator</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td>English</td>
<td>94014</td>
<td><a href="mailto:hjuij@smccd.edu">hjuij@smccd.edu</a></td>
<td>(650) 306-3404</td>
</tr>
<tr>
<td>Michelle Amaral</td>
<td>Skyline College Program Services Coordinator</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td></td>
<td></td>
<td><a href="mailto:amaralm@smccd.edu">amaralm@smccd.edu</a></td>
<td>(650) 738-4304</td>
</tr>
</tbody>
</table>

SMCCCD students can schedule appointments with an academic counselor online
- Counseling Center: https://canadacollege.edu/counselingcenter/

Professional Growth Advising for Annual PD Hours and Child Development Permits

<table>
<thead>
<tr>
<th>Advisor Name</th>
<th>Program Name</th>
<th>Support Available To:</th>
<th>Support Languages Available</th>
<th>Advisor Zip Code</th>
<th>Advisor Email</th>
<th>Advisor Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Zimiga</td>
<td>Jefferson Elementary School District</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td>English</td>
<td>94014</td>
<td><a href="mailto:lzimiga@jeffersonesd.org">lzimiga@jeffersonesd.org</a></td>
<td>(650) 991-1258</td>
</tr>
<tr>
<td>Kyra Pamela De Guzman</td>
<td>Little Bloom Child Development Center</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td>English, Tagalog</td>
<td>94403</td>
<td><a href="mailto:littlebloomcdc@gmail.com">littlebloomcdc@gmail.com</a></td>
<td>(650) 638-9300</td>
</tr>
<tr>
<td>Brigidan Bogni-</td>
<td>Millbrae Nursery School</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td>English (Assistance in Spanish or Korean may also be available)</td>
<td>94030</td>
<td><a href="mailto:millbraenursery@sbcglobal.net">millbraenursery@sbcglobal.net</a></td>
<td>(650) 589-3028</td>
</tr>
<tr>
<td>Rodriguez</td>
<td>San Bruno Park School District</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td>English</td>
<td>94066</td>
<td><a href="mailto:pmcginn@sbpsd.k12.ca.us">pmcginn@sbpsd.k12.ca.us</a></td>
<td>(650) 624-3158 Ext.4</td>
</tr>
<tr>
<td>Anne Señores</td>
<td>YMCA of San Francisco</td>
<td>AVAILABLE TO ALL APPLICANTS</td>
<td>English, Tagalog</td>
<td>94080</td>
<td><a href="mailto:ASenores@ymcasf.org">ASenores@ymcasf.org</a></td>
<td>(415) 452-7582</td>
</tr>
</tbody>
</table>
# 2023-24 ELC STIPEND PROGRAM GUIDE

<table>
<thead>
<tr>
<th>ADVISOR NAME</th>
<th>PROGRAM NAME</th>
<th>SUPPORT AVAILABLE TO:</th>
<th>SUPPORT LANGUAGES AVAILABLE</th>
<th>ADVISOR ZIP CODE</th>
<th>ADVISOR EMAIL</th>
<th>ADVISOR PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Thomsen</td>
<td>All Five</td>
<td>ALL FIVE EMPLOYEES ONLY</td>
<td>English</td>
<td>94025</td>
<td><a href="mailto:carol@allfive.org">carol@allfive.org</a></td>
<td>(650) 387-8268</td>
</tr>
<tr>
<td>Tracy Gilbert</td>
<td>City of Pacifica</td>
<td>CITY OF PACIFICA EMPLOYEES ONLY</td>
<td>English and limited Spanish</td>
<td>94404</td>
<td>tgilbert@pacificagov</td>
<td>(650) 738-7388</td>
</tr>
<tr>
<td>Stephen Finn</td>
<td>Footsteps Child Care, Inc.</td>
<td>FOOTSTEPS EMPLOYEES ONLY</td>
<td>English</td>
<td>94002</td>
<td><a href="mailto:stephen.finn@footstepschildcare.org">stephen.finn@footstepschildcare.org</a></td>
<td>(650) 610-0715 Ext.104</td>
</tr>
<tr>
<td>Liz Morgan</td>
<td>La Honda-Pescadero Unified School District</td>
<td>LHPUSD EMPLOYEES ONLY</td>
<td>English</td>
<td>94060</td>
<td><a href="mailto:tmorgan@lhpusd.com">tmorgan@lhpusd.com</a></td>
<td>(707) 227-2169</td>
</tr>
<tr>
<td>Chana Stewart</td>
<td>Menlo Park City School District</td>
<td>MPCSD EMPLOYEES ONLY</td>
<td>English</td>
<td>94027</td>
<td><a href="mailto:cstewart@mpcsd.org">cstewart@mpcsd.org</a></td>
<td>(650) 463-1236 Ext.3</td>
</tr>
<tr>
<td>Jessica Bloom</td>
<td>Peninsula Family Service</td>
<td>PFS EMPLOYEES ONLY</td>
<td>English</td>
<td>94401</td>
<td><a href="mailto:jbloom@pfsf.org">jbloom@pfsf.org</a></td>
<td>(650) 403-4300 Ext.4704</td>
</tr>
<tr>
<td>Shamshad Khalil</td>
<td>South San Francisco Unified School District - Childrens Center</td>
<td>SSFUSD EMPLOYEES ONLY</td>
<td>Urdu, English, Hindi, Punjabi</td>
<td>94080</td>
<td><a href="mailto:skhalil@ssfusd.org">skhalil@ssfusd.org</a></td>
<td>(650) 827-8447</td>
</tr>
</tbody>
</table>

Please note that your site supervisor / Director may be your Professional Growth Advisor

For questions about Stipend Eligibility & Requirements, Application Process, or Payments

Edirle Menezes, Ph.D.                  Ian Johnson
Coordinator, Early Learning Quality Improvement Admin. Assistant, Early Learning Support Services
San Mateo County Office of Education San Mateo County Office of Education
elcstipend@smcoe.org                  elcstipend@smcoe.org
(650) 802-5443                         (650) 802-5344
# 2023-24 ELC STIPEND PROGRAM GUIDE

## IMPORTANT ELC STIPEND PROGRAM TIMELINES

<table>
<thead>
<tr>
<th>ALL Participants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Due December 18, 2023</td>
<td>Complete online Application (<a href="http://www.caregistry.org/">www.caregistry.org/</a>)</td>
</tr>
<tr>
<td>Due December 18, 2023</td>
<td>Upload signed W9 to the Workforce Registry (<a href="http://www.caregistry.org/">http://www.caregistry.org/</a>)</td>
</tr>
<tr>
<td>Due by March 31, 2024</td>
<td>Upload copies of Child Development permits to the ECE Workforce Registry (<a href="http://www.caregistry.org/">www.caregistry.org/</a>)</td>
</tr>
<tr>
<td>Due by May 15, 2024</td>
<td>SMCOE staff will verify employment status with your employer. Employers must verify participants’ employment status for eligibility.</td>
</tr>
</tbody>
</table>

### COLLEGE COURSEWORK TRACK Participants

| July 1, 2023 - May 31, 2024 | Complete approved College Coursework with a passing grade of ‘C’ or higher Achieve Education Milestone (if applicable) |
| Due on or before March 31, 2024 (SMCCCD Students - Due on or before March 11, 2024) | Meet with Advisor to develop/update Education Plan and/or Professional Growth Plan, and upload your plan to the California Workforce Registry |
| Due by June 10, 2024 | Upload transcripts, degrees and permits in the ECE Workforce Registry |

### TRAINING Participants

| July 1, 2023 - May 31, 2024 | Complete 5-21+ hours of professional development trainings |

5-21 hours of Professional Development Trainings must be selected from one of the following sources:

- San Mateo County Office of Education – Early Learning Support Services, California Early Childhood Online (CECO), or San Mateo County 4Cs
- ECE Workforce Registry Training Calendar

### IMPORTANT: Training Track Stipends are calculated based on Workforce Registry Training Reports.

It is the applicant’s responsibility to review their Workforce Registry Training report often and ensure that all professional development hours are represented by May 31, 2024.

- SMCOE offerings that are eligible for PD hours will be represented in this report within 2 weeks of the final session of a training. If you have questions regarding your attendance or credit, please refer to the ELSS PD Policies ([English](English), [Spanish](Spanish)) or reach out to us at [ELSS@smcoe.org](mailto:ELSS@smcoe.org).
- CECO Trainings should automatically import to the California Workforce Registry. However, there have been inconsistencies. **It is the applicant’s responsibility to review their Workforce Registry Training Report often and verify that CECO hours are represented.**

  - If **CECO hours are not represented** or CECO hours are completed **after May 17, 2024**, applicants are required to **download** their CECO module certificates and **upload** unrepresented certificates to the California Workforce Registry by May 31, 2024 for consideration. Please also communicate this to us at [ELCStipend@smcoe.org](mailto:ELCStipend@smcoe.org).
COLLEGE COURSEWORK TRACK

New & Returning Participants

STIPEND: $800

Minimum of 6 units toward degree and/or permit (participants who complete less than 6 units will receive a prorated amount per unit, upon availability of funds).

If approved for the College Coursework component, you may be eligible for a Coursework Bonus for each additional unit (based on the availability of funds) you successfully complete with a ‘C’ or higher beyond the required pre-approved 6 unit-bearing college coursework. Coursework bonus will be disbursed based upon availability of funds.

The College Coursework component is designed to support ELC professionals pursuing an Associate’s or Bachelor’s degree in Early Childhood Education, Child Development (or equivalent), Human Development (Early Childhood Development or Child Development option), or taking coursework to obtain, renew, or upgrade a Child Development Permit.

Coursework required for the major is a priority over electives, unless approved by ELC Stipend Program College Advisor.

College Coursework Track participants cannot also receive a Training Track Stipend.

You must complete the following required activities to qualify for a College Coursework Track stipend:

- Meet with an ELC Stipend Program College Advisor or Professional Growth Advisor to complete/update an Education Plan or Professional Growth Plan, which includes coursework for current academic year, and upload your Education Plan to the California Workforce Registry.

- Complete a minimum of six (6) semester or nine (9) quarter units approved by your Advisor during the program year with a passing grade of ‘C’ or higher to earn a stipend. (Participants who complete less than 6 units will receive a prorated amount per unit, upon availability of funds).
  - Coursework must be completed between July 1, 2023 - May 31, 2024.

- If you are taking coursework toward an Associate’s degree, you must take classes at Skyline College, College of San Mateo, Cañada College, or at a college approved by your ELC Stipend Program College Advisor.

- If you are taking classes towards a Bachelor’s degree, you must complete coursework at a regionally accredited higher education institution and submit an approved Education Plan from your four-year institution(s) to your ELC Stipend Program College Advisor for approval.

- Upload transcripts to the ECE Workforce Registry by June 10, 2024.
Returning Participants

STIPEND: $300-$700

This component requires ELC Stipend Program College Advisor approval and is available to returning Stipend Program participants who are pursuing a degree and obtain a milestone by completing the last required course(s) during the 2023-2024 program year.

Only one Education Milestone stipend will be awarded per program year for the highest milestone achieved.

MILESTONE 1: First time application for a Child Development Permit
STIPEND $300

MILESTONE 2: Child Development Permit upgrade
STIPEND $400

MILESTONE 3: Associate’s Degree in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.
STIPEND $500

MILESTONE 4: Transfer Ready in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.
STIPEND $600

MILESTONE 5: Bachelor’s Degree in CD/ECE or a related field approved by your ELC Stipend Program College Advisor.
STIPEND $700

If completing an Education Milestone this program year, please notify elcstipend@smcoe.org and provide supporting documentation by or before June 10, 2024
TRAINING TRACK

New & Returning Participants

STIPEND: 5-10 Hours $100 / 11-20 Hours $250/ 21+ Hours $400
Minimum 5 professional development hours for the lowest award

This component provides stipends for professional development trainings.

If your program/worksite participates in Quality Counts San Mateo, ELC Stipend Program Trainings can be used to meet the 21 hours of professional development (PD) required annually for Lead Teachers, Program Directors, and FCC Owners/Directors.

*IMPORTANT*
You must select Trainings from these sources:
- San Mateo County Office of Education – Early Learning Support Services
- California Early Childhood Online (CECO)
- San Mateo County 4Cs
- ECE Workforce Registry Training Calendar

ONLY training offerings from the above sources are eligible for the ELC Stipend Program Training Track Stipend.

AND you must complete the following activities to qualify for a stipend:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due December 18, 2023</td>
<td>Complete online Application (<a href="http://www.caregistry.org/">www.caregistry.org/</a>)</td>
</tr>
<tr>
<td>Due December 18, 2023</td>
<td>Upload signed W9 to the Workforce Registry (<a href="http://www.caregistry.org/">www.caregistry.org/</a>)</td>
</tr>
<tr>
<td>July 1, 2023 – May 31, 2024</td>
<td>Complete at least 5 hours of approved training hours by May 31, 2024. Note: Repeated trainings are not eligible for a stipend</td>
</tr>
<tr>
<td>May 15, 2024</td>
<td>Continue to meet program eligibility requirements by:</td>
</tr>
<tr>
<td></td>
<td>• Working in the field of early childhood education/childcare in San Mateo County for at least six (6) months during the program year, between 07/01/2023 – 05/31/2024</td>
</tr>
<tr>
<td></td>
<td>• Please notify us if you change agency(ies) during the course of the stipend (07/01/2023 – 05/31/2024) at <a href="mailto:ELCStipend@smcoe.org">ELCStipend@smcoe.org</a>.</td>
</tr>
<tr>
<td></td>
<td>• Working a minimum of 15 hours per week directly with a group of children 12 years or younger. Work can be performed in-person or via Distance Learning.</td>
</tr>
</tbody>
</table>

All training participants must also follow ELSS's updated PD policies (English, Spanish) to attend and receive credit for our trainings. To receive credit for a training series, attendees must attend all sessions of the series in full. Partial attendance will not be reflected in the Workforce Registry or applicable for a stipend.
2023-24 ELC STIPEND PROGRAM GUIDE

2023-24 ELC STIPEND PROGRAM SUMMARY CHART

COLLEGE COURSEWORK TRACK (page 11)            Stipend: $800

Eligibility: New & Returning participants:
- Application Submitted by **December 18, 2023**
- **A W9 form must be Uploaded to the Workforce Registry at the time of your application [(Link to W9 form)](Link to W9 form)**
- Education Plan or Professional Development Plan completed by Advisor/Professional Growth Advisor and uploaded to California Workforce Registry by **March 31, 2024**
  - *Advising Services available through March 11, 2024, for SMCCCD Students. Schedule a time with your advisor now!*
- Employment verified by employer by **May 15, 2024**
- Upload copies of Child Development permits to the ECE Workforce Registry by **May 31, 2024**
- Upload transcripts to the ECE Workforce Registry by or before **June 10, 2024**
- If completing an Education Milestone this program year, please notify elcstipend@smcoe.org and provide supporting documentation by or before **June 10, 2024**

Requirements:
- Six (6) semester or nine (9) quarter units completed with a ‘C’ or higher between 07/01/2023-05/31/2024 (Participants who complete less than 6 units may receive a prorated amount per unit, upon availability of funds.)
- If approved for the College Coursework component, you may be eligible for a Coursework Bonus for each additional unit you successfully complete with a ‘C’ or higher beyond the required pre-approved 6 unit-bearing college coursework (based on availability of funds).

EDUCATION MILESTONES (EM) 1 – 5 (page 12)            Stipend: $300-700

Eligibility: Recommendation from ELC Stipend Program College Advisor
- Milestone must be completed during the 2023-2024 Academic Year
- If completing an Education Milestone this program year, please notify elcstipend@smcoe.org and provide supporting documentation by or before **June 10, 2024**.
### Requirements:

- **EM1**: New Child Development Permit - **$300**
  - Permit Renewals are not eligible for a stipend
- **EM2**: Child Development Permit Upgrade - **$400**
- **EM3**: Associate’s Degree in CD/ECE or related field - **$500**
- **EM4**: Transfer Ready in CD/ECE or related field - **$600**
- **EM5**: Bachelor’s Degree in CD/ECE or related field - **$700**

### Eligibility:

- New & Returning participants
- Application Submitted by **December 18, 2023**
- **A W9 form must be Uploaded to the Workforce Registry at the time of your application** ([Link to W9 form](#))
- Upload other Supplemental Forms uploaded to the Workforce Registry by **May 31, 2024**
- Upload copies of Child Development permits to the ECE Workforce Registry by **May 31, 2024** (New Permits and Upgrades, not renewals)
- Employment verified by employer **in the Workforce Registry** by **May 15, 2024**

### STIPEND PAYMENT PROCESS

- **Stipend amounts are contingent upon the availability of funds.**
- Stipends must be declared as income and are subject to income tax regulations. For any participant who received total payments of more than $600 for the Program Year, a Tax Form 1099 for 2023 taxes will be mailed to participant’s home address by January 31, 2024.
- **Stipend payments are mailed in late July 2024 to participant’s home address as entered on the W-9 Form.**

**IMPORTANT:** If you have a change of address, you must upload a new W9 to the Workforce Registry and email [ELCstipend@smcoe.org](mailto:ELCstipend@smcoe.org) to notify us of this change.

### Questions or Concerns using the Workforce Registry?

For more Employee Resources please visit [https://info.caregistry.org/registry-profile/](https://info.caregistry.org/registry-profile/)

Call Toll Free - (855) 645-0826  
Submit a Request Online ([CLICK HERE](#))