



SAN MATEO
COUNTY
OFFICE OF
EDUCATION



QualityCounts

SAN MATEO COUNTY

Early Learning Excellence

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



Program Year: July 1, 2023 - June 30, 2024

(Updated 08/22/2023)

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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.

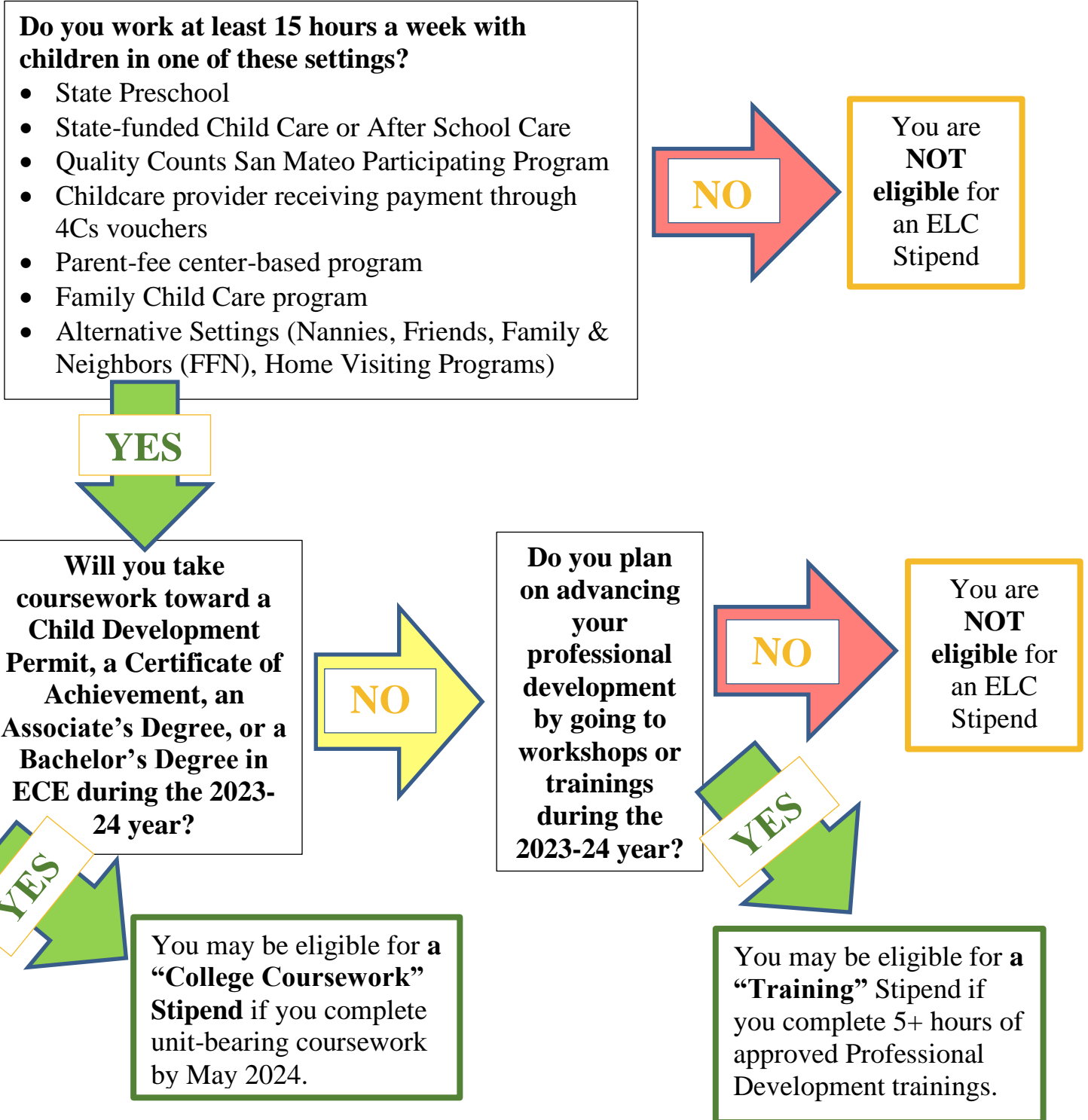
SMCOE works in close partnership with the San Mateo County Child Care Partnership Council, San Mateo County Community College District, the Child Care Coordinating Council, First 5 San Mateo County, and other local partners to leverage workforce development supports.

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.



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:

<p>Requirement 1</p>	<p>Have a complete ECE Workforce Registry Profile and Registry ID Number.</p> <p>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.</p> <p><u>Instructions:</u> 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.</p> <p>INSTRUCTIONS FOR NEW ACCOUNTS (“How to Apply for a Stipend” Resource Video)</p> <ol style="list-style-type: none"> 1. Go to www.caregistry.org and click “CREATE A PROFILE.” 2. Once registered, you will receive an email with a link to activate your account. 3. Click this link and log in. You must log in to activate your Registry account. 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. <p>UPDATING YOUR REGISTRY PROFILE</p> <p>Whenever your contact information or employment information changes, you should update your Registry profile.</p> <p>Visit www.caregistry.org for Frequently Asked Questions, a tutorial on how to use the Registry, and to access the Registry Help Desk.</p>
<p>Requirement 2</p>	<p>Have a valid email account.</p> <p>Email is the primary method of communication for the ELC Stipend Program. Please add ELCstipend@smcoe.org 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.</p>
<p>Requirement 3</p> <p>COLLEGE COURSEWORK PARTICIPANTS ONLY*</p>	<p>Have a 2023-2024 ELC Teacher Stipend Program Education Plan OR Professional Growth Plan and upload your Plan to the California Workforce Registry.</p> <p>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.</p> <p><i>* 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.</i></p>

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)
 - 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**

Jamie Hui
Program Services Coordinator
Cañada College
huij@smccd.edu
(650) 306-3404

Michelle Amaral
Program Services Coordinator
Skyline College
amaralm@smccd.edu
(650) 738-4304

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

ADVISOR NAME	PROGRAM NAME	SUPPORT AVAILABLE TO:	SUPPORT LANGUAGES AVAILABLE	ADVISOR ZIP CODE	ADVISOR EMAIL	ADVISOR PHONE
Lisa Zimiga	Jefferson Elementary School District	AVAILABLE TO ALL APPLICANTS	English	94014	lzimiga@jeffersonesd.org	(650) 991-1258
Kyra Pamela De Guzman	Little Bloom Child Development Center	AVAILABLE TO ALL APPLICANTS	English, Tagalog	94403	littlebloomcdc@gmail.com	(650) 638-9300
Brigidan Bogni-Rodriguez	Millbrae Nursery School	AVAILABLE TO ALL APPLICANTS	English (Assistance in Spanish or Korean may also be available)	94030	millbraenursery@sbglobal.net	(650) 589-3028
Pauahi McGinn	San Bruno Park School District	AVAILABLE TO ALL APPLICANTS	English	94066	pmcginn@sbpsd.k12.ca.us	(650) 624-3158 Ext.4
Anne Señores	YMCA of San Francisco	AVAILABLE TO ALL APPLICANTS	English, Tagalog	94080	ASenores@ymcasf.org	(415) 452-7582

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

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.
Coordinator, Early Learning Quality Improvement
San Mateo County Office of Education
elcstipend@smcoe.org
(650) 802-5443

Ian Johnson
Admin. Assistant, Early Learning Support Services
San Mateo County Office of Education
elcstipend@smcoe.org
(650) 802-5344

IMPORTANT ELC STIPEND PROGRAM TIMELINES

ALL Participants

Due December 18, 2023	Complete online Application (www.caregistry.org/)
Due December 18, 2023	Upload signed W9 to the Workforce Registry (http://www.caregistry.org/)
Due by March 31, 2024	Upload copies of Child Development permits to the ECE Workforce Registry (www.caregistry.org/)
Due by May 15, 2024	SMCOE staff will verify employment status with your employer. Employers must verify participants' employment status for eligibility.

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
<p>5-21 hours of Professional Development Trainings must be selected from one of the following sources:</p> <ul style="list-style-type: none"> ○ 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 <p>IMPORTANT: Training Track Stipends are calculated based on Workforce Registry Training Reports.</p> <p><u>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.</u></p> <ul style="list-style-type: none"> ● 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, Spanish) or reach out to us at ELSS@smcoe.org. ● CECO Trainings should automatically import to the California Workforce Registry. However, there have been inconsistencies. <u>It is the applicant's responsibility to review their Workforce Registry Training Report often and verify that CECO hours are represented.</u> <ul style="list-style-type: none"> ○ <u>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.</u> 	

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.**



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EDUCATION MILESTONES

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: **STIPEND \$300**

First time application for a Child Development Permit

MILESTONE 2: **STIPEND \$400**

Child Development Permit upgrade

MILESTONE 3: **STIPEND \$500**

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

MILESTONE 4: **STIPEND \$600**

Transfer Ready in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.

MILESTONE 5: **STIPEND \$700**

Bachelor’s Degree in CD/ECE or a related field approved by your ELC Stipend Program College Advisor.

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.

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

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:

Deadline	Activities
Due December 18, 2023	Complete online Application (www.caregistry.org/)
Due December 18, 2023	Upload signed W9 to the Workforce Registry (www.caregistry.org/)
July 1, 2023 – May 31, 2024	Complete at least 5 hours of approved training hours by May 31, 2024. <i>Note: Repeated trainings are not eligible for a stipend</i>
May 15, 2024	Continue to meet program eligibility requirements by: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Please notify us if you change agencies during the course of the stipend (07/01/2023 – 05/31/2024) at ELCStipend@smcoe.org. • 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.

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 SUMMARY CHART

COLLEGE COURSEWORK TRACK (page 11)		Stipend: \$800
Eligibility:	<p>New & Returning participants:</p> <ul style="list-style-type: none"> • 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) • Education Plan or Professional Development Plan completed by Advisor/Professional Growth Advisor and uploaded to California Workforce Registry by March 31, 2024 <ul style="list-style-type: none"> • <i>Advising Services available through March 11, 2024, for SMCCCD Students. Schedule a time with your advisor now!</i> • 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:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> EM1: New Child Development Permit - \$300 <ul style="list-style-type: none"> <i>Permit Renewals are not eligible for a stipend</i> 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
TRAINING TRACK (page 13)	<p>PD Hours Stipend 5-10 hours \$100</p> <p>PD Hours Stipend 11-20 hours \$250</p> <p>PD Hours Stipend 21+ hours \$400</p>
Eligibility:	<p>New & Returning participants</p> <ul style="list-style-type: none"> 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
Requirements:	<ul style="list-style-type: none"> ONLY trainings offered by SMCOE-ELSS, 4Cs, CECO, or included in the Registry Training Calendar are eligible for a Training Track stipend.

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 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/>

Call Toll Free - (855) 645-0826

Submit a Request Online ([CLICK HERE](#))