

## Grow ECE Center Based Fact Sheet

### What is Grow ECE?

Grow ECE rewards teachers and directors in Wyandotte County caring for children between the ages of 0-5 by providing a salary supplement. Salary supplements are awarded to applicants who meet eligibility requirements and are based on the applicant's level of education and their commitment to their child care program. Salary Supplements are designed to provide children with continuity of care and by rewarding teachers. Grow ECE is a partnership between Start Young and Child Care Aware® of Kansas.

### Who is eligible to receive a salary supplement?

- Any teacher or director earning *less* than \$25.00 per hour/\$52,000 annual salary, caring for children between the ages of 0-5
- Any teacher or director working in a program enrolled in Start Young in Wyandotte County
- Any teacher or director working at least 20 hours per week
- Any teacher or director working at least **three** continuous months in the same child care program and employed at the time of employment verification
- Teacher or director must have some formal child care credential (Child Development Associate) or education in Early Childhood Education beyond a high school diploma.

### How much salary supplement will I receive?

Salary supplements are based on the education level, not position, of the recipient. The amount of the supplement increases as the level of education increases.

Level	Teacher/Assistant Teacher/Director	Salary Supplement	
		TIER ONE Less than \$15/hr.	TIER TWO \$15-\$25/hr. \$52,000/annually
1	Currently enrolled in a CDA program and/or college courses focused on ages 0-5.	\$250	\$125
2	Current CDA (Child Development Associate Credential™); Preschool (Center-Based), Infant/Toddler (Center-Based), Family Child Care (home-based), Home visitor. The CDA credential is valid for a period of three years and requires renewal to be current. or 9 college credit hours in ECE/CD	\$500	\$250
3	36 college credit hours including 12 college credits in ECE/CD	\$1000	\$500
4	AA/AAS in ECE/CD or 4 AA/AAS in related field + 18 credit hours in ECE/CD	\$1500	\$750
5	BA/BS Early Childhood Education or Child Development or 5 BA/BS in related field plus + 18 credit hours in ECE/CD	\$2000	\$1000

- Supplement payments will be paid out twice a year, December, and June.
- College credit must be Early Childhood Education focusing on children ages 0-5; documentation is required. College coursework requires a grade of "C" or above.
- Salary supplements are subject to change due to available funding amounts.

### I am enrolled in but have not completed my CDA. Can I still apply?

If you are currently enrolled in a CDA, you can apply for Grow ECE. Submit your enrollment paperwork with your application to be considered for the level 1 salary supplement.

### What do I need to complete towards my CDA to remain eligible?

- \*If coursework is required, courses must be completed at a minimum of 10 hours/month.
- \*Once coursework is complete, a portfolio must be completed within 6 months.

\*If coursework is not required, a portfolio must be completed within 6 months of the initial review by the CDA specialist.

### **How can I increase the level of annual supplement I receive?**

Documentation of additional education must be submitted to Grow ECE to qualify for a salary supplement increase. Participants are encouraged to send updated transcripts or grade report after any formal coursework is completed.

### **What do I do to receive the salary supplement in Grow ECE?**

- Complete the Grow ECE application.
- Provide documentation to verify employment, current wages, and college education or CDA certificate.
- Official or unofficial transcripts from regionally accredited college or university must be submitted to verify college coursework.
- In-service hours do not qualify.

### **When are applications and documentation due?**

Applications will be accepted anytime throughout the year and must be received by the postmark dates to receive the salary supplement. *The application along with required documents must be submitted via post mailed or faxed due to documents containing personal information. (banking information & Social Security number). Address & fax information listed below.*

- Application postmark Nov. 15<sup>th</sup>
- Application postmark May 15<sup>th</sup>
  - \*\*\* Applicants must have worked at least three continuous months in the same child care program and employed at the time of employment verification

### **When can I expect the salary supplements?**

Approved salary supplements will be mailed to applicants on:

- Applications postmarked Nov. 15<sup>th</sup>                                      Payments made Dec. 15<sup>th</sup>
- Applications postmarked May 15<sup>th</sup>                                      Payments made June 15<sup>th</sup>

Payments are contingent upon funding availability. Center director/Supervisor will be contacted one month prior to payment date to verify employment. Once verified, participants who remain employed at the same child care program, do not need to reapply as you will be eligible for the next cycle.

### **How will I receive my supplement payment?**

Payments are issued via direct deposit into the Grow ECE supplement participant's bank account. Participants must complete the Direct Deposit Authorization Form and submit it to Child Care Aware<sup>®</sup> of Kansas. *Due to the form containing personal information, fax or mail to the address below.*

If a participant does not have a banking account, physical checks can be issued. Contact Kris Nicholson if this option is needed.

### **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 Child Care Aware<sup>®</sup> of Kansas during the calendar year. Recipients are responsible for reporting and paying any income taxes due. Participants need to submit a W9 to Child Care Aware<sup>®</sup> of Kansas prior to receiving a salary supplement. It is important that if your addresses changes during the calendar year, you contact CCAKS with your updated address so when the 1099 is mailed, you will receive it in a timely manner.

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

If a participant moves to another licensed child care program in Wyandotte county, the participant must reapply. The commitment period will be reset based on her/his employment date at the new program.

### **As a Grow ECE participant, what are my responsibilities?**

- Submit additional education documents. (completion of CDA or degree, additional college hours)
- If a pay increase is received, submit documentation that reflects the new pay rate.
- Update contact information with CCAKS (phone number, email address, mailing address)
- Contact Kris Nicholson directly with any questions via email or phone, see contact information at the bottom of this document.

### **What is the center's responsibility?**

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

### **Where do I send the application and documentation?**

Submit the application with required documents *(recent pay information, education documents, W9 document (first page only) & the Direct Deposit Authorization)*. These forms need to be either mailed or faxed:

Mail: Child Care Aware of Kansas,  
Attention: Grow ECE  
P.O. Box 2294  
Salina, KS 67402-2294  
Fax: 785.823.3385

### **Who do I contact for additional questions regarding supplements?**

Contact Kris Nicholson at Child Care Aware® of Kansas  
Phone: 785.833.6576, Toll Free Phone 855-750-3343, [kris.nicholson@ks.childcareaware.org](mailto:kris.nicholson@ks.childcareaware.org)