

## Educational Stipend Project Roles and Responsibilities 10/9/09

### Colorado Office of Professional Development (COPD)

1. Hire a coordinator
2. Establish policies and procedures for the project
3. Determine, with input from the Advisory Board, stipend allocations for each Early Childhood Council
4. Develop a tool to help Councils in deciding how to determine educational stipend targets
5. Create a provider eligibility form for Councils' use
6. Provide career counseling to child care workers
7. Build a database of individuals who are part of the project
8. Publish and disseminate project marketing materials
9. Provide technical assistance to Early Childhood Councils – including training on how to access their community participants in COPD's database
10. Develop and disseminate sample salary schedules and a sample letter that family child care providers can send to parents about fee increases
11. Track individual's educational progress
12. Redistribute any "extra" stipend funds if necessary
13. Issue Credentials
14. Process, issue and mail educational stipends
15. Evaluate the project
16. Seek other funding to support educational stipends
17. Periodic file reviews with Early Childhood Councils
18. Reports to funders

### Early Childhood Councils (ECC)

1. Determine how the educational stipends will be targeted in each Council community (e.g., targeting entry level workers, or those pursuing an associate degree or spreading out the stipends at all levels of education). COPD will provide the councils with an Excel tool to help them decide the determinations.

2. Identify participants for the Educational Stipend Project. Applicants must be working at least 20 hours a week in license child care centers, homes, or before and after school programs, and be willing to take appropriate college classes. Only classes with a grade of C or higher will be accepted as meeting stipend requirements.

Up to 25% of the participants not currently involved in quality improvement efforts will be eligible for a one-time Entry Level Stipend requiring preparation for college course work such as, basic skills assessment test or developmental classes.

3. Have the candidates fill out a credential application either online or paper and send to the Colorado Office of Professional Development.

4. Verify that applicants are TANF eligible which means they must meet all the following criteria:

- a) Have care and control of a dependent child under the age of 18 in the home;
- b) Have a total family income of below \$75,000;

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c) Have a verifiable lawful presence.

*Please note that the verification can be a self-certification by the participants on a form provided by COPD.*

5. Work with participants to fill out the eligibility form provided by COPD and a W-9 form; fax both to COPD, 303-333-6020.

6. Keep files on participants, and a waiting list in case of redistribution of stipend funds. Councils will be able to access their community participants in COPD's database.

7. Ensure that the licensed child care centers and before- and after-school programs with employees in the Educational Stipend Project have an existing salary schedule, and not use the educational stipend to supplant wages that would typically be paid by the employer.

8. Report to COPD if any of the stipend allocation for their community will not be used.

9. Assist the Colorado Office of Professional Development with marketing the project to providers, help in the collection of evaluation information.

10. Sign a confidentiality agreement regarding the handling of participant personal and professional information:

The Colorado Office of Professional Development takes personal privacy and the protection of information about individual participants seriously. We are committed to maintaining the security of that information. The Colorado Office of Professional Development is a public entity and will protect the confidentiality of personal information to the extent permitted under state and federal law. Group data reports are compiled and released to community, state, and national agencies to aid efforts aimed at increasing the quality and services of the early education community. Additionally, we share information with the Early Childhood Council Coordinators to compile group data reports and to recognize individual's educational achievements.

I agree to abide by the COPD confidentiality agreement

I understand the roles and responsibilities of Early Childhood Councils and the Colorado Office of Professional Development and agree to this partnership on the Child Care Workers Educational Stipend Project. I understand the current length of the project is 22 months and ends on June 30, 2011.

\_\_\_\_\_ (Print Name of Council)

\_\_\_\_\_ (Signature of Council Representative and Date)