

# Child Care WAGES® Project **Application**



Please complete this 4-page application and sign on page 3.

## Application Checklist



<input type="radio"/> <b>Complete application</b>	<input type="radio"/> All questions must be answered. <input type="radio"/> Pages 1 - 3 must be completed by the applicant. <input type="radio"/> Page 4 must be completed by the director, owner or person authorized to provide employment verifications.
<input type="radio"/> <b>Official transcripts</b> <i>Supplements are based on the education documents submitted with your application. Be sure to include <u>official transcripts</u> for ALL college coursework completed at a regionally accredited college or university. Copies of degrees and unofficial transcripts are not accepted. Internet transcripts cannot be accepted unless obtained by the WAGES staff. Workshops and training hours are not acceptable documentation.</i>	<input type="radio"/> Official transcripts are already on file with WAGES and no additional education has been completed. <input type="radio"/> Official transcripts are on file with Early Educator Certification. <input type="radio"/> Transcripts are enclosed. <input type="radio"/> Transcripts are being sent directly from college(s). <i>List colleges sending transcripts here:</i> ..... ..... <i>*You will be processed based on the education submitted. If you do not indicate the colleges sending transcripts, you may be awarded at the wrong level. Remember you must ask the college to send us your transcripts.</i>
<input type="radio"/> <b>Income verification</b> <i>See Section 3, "Ownership Status", for details.</i>	<input type="radio"/> Income worksheet ( <i>if home provider</i> ) <input type="radio"/> Current pay stub ( <i>if employee</i> ): <i>pay stub should accurately reflect normal schedule.</i> <input type="radio"/> Most recent tax documentation ( <i>if center owner</i> ): <i>please submit 1040 and all supporting documents.</i>
<input type="radio"/> <b>Read the Participant Agreement and sign the Statement of Affirmation</b>	See page 3 of this application.
<input type="radio"/> <b>Return the application</b>	Send your completed application and required documentation to: Child Care WAGES® Project, Child Care Services Association, PO Box 901, Chapel Hill, NC, 27514 <b>Need help? Contact a WAGES Counselor at 919-967-3272.</b>

### 1. Applicant Information

Indicate correct options with a check.

Date of application		County of residence		Social Security number	
First name		Middle name		Last name	
				Maiden name (if applicable)	
Mailing address				City	
		State		Zip	
Home phone ( )		Cell phone ( )		Email address	
Date of birth ..... / ..... / .....			Gender <input type="radio"/> Male <input type="radio"/> Female		
Ethnicity (optional)					
<input type="radio"/> Black/African American <input type="radio"/> White/European American		<input type="radio"/> Asian American/Pacific Islander <input type="radio"/> Hispanic American/Latino/Latina		<input type="radio"/> American Indian <input type="radio"/> Biracial <input type="radio"/> Other	



## 2. Educational Background

Degrees earned (check all that apply)	Major	Colleges attended	Year graduated
<input type="radio"/> Coursework completed but no degree earned			N/A
<input type="radio"/> AA/AAS			
<input type="radio"/> BA/BS			
<input type="radio"/> MA/MS			

Have you earned any college credits that are not listed above?  Yes  No *If yes, please list:*

.....

.....

.....

## 3. Ownership Status

All applicants: please mark the box of the ownership category which best reflects your current situation and follow the instructions listed for the category you choose. Income from ownership and wages will be considered to determine eligibility.

<input type="radio"/> <b>Single Family Child Care Home</b>	I own my child care home and work as teacher/operator. I do not own any other child care facility or home. <i>Verify your income by completing the Family Child Care Provider Income Worksheet.</i> <b>Date you became owner</b> ..... / ..... / .....
<input type="radio"/> <b>Single Small Child Care Center</b> <i>(Licensed for fewer than 13 children per shift)</i>	I own my child care center and work as director/teacher or I am listed as an office holder of the incorporated business and work as director/teacher. I do not own or hold an office in any other child care facility. <i>Verify your income by completing the Family Child Care Provider Income Worksheet.</i> <b>Date you became owner</b> ..... / ..... / .....
<input type="radio"/> <b>Single Child Care Center</b>	I own my child care center and work as director/teacher or I am listed as an office holder of the incorporated business and work as director/teacher. I do not own or hold an office in any other child care facility. <i>Please supply your most recent 1040 Tax Form, all supporting schedules and the W2 Form (if you file jointly, the W2 Forms from both parties must be submitted). Additional business tax documentation may be requested if necessary.</i> <b>Date you became owner</b> ..... / ..... / .....
<input type="radio"/> <b>Multiple Site Ownership</b>	I own or am affiliated with more than one child care center or home, and have listed them below. <i>Please supply your most recent 1040 Tax Form, all supporting schedules and the W2 Form (if you file jointly, the W2 Forms from both parties must be submitted). Additional business tax documentation may be requested if necessary.</i> <b>Please list site names here:</b> ..... <b>Date you became owner</b> ..... / ..... / ..... ..... .....
<input type="radio"/> <b>No Ownership</b>	I am employed by my child care program. I do not own any child care facility. <i>If you are not an owner, please supply documentation of your pay rate such as a pay stub or employer wage statement to verify income.</i>

If this is your first time applying, please help us be more effective in our outreach and let us know how you learned about the Child Care WAGES® Project. Please check all answers that apply.

- |  |  |
|--|--|
| <input type="radio"/> I received information at a WAGES outreach table.              | <input type="radio"/> I heard from a coworker.   |
| <input type="radio"/> I attended a presentation by WAGES staff.                      | <input type="radio"/> I saw a WAGES flyer / poster.  |
| <input type="radio"/> I received information directly from the WAGES Project.        | <input type="radio"/> I read a WAGES Facebook post.  |
| <input type="radio"/> I was encouraged to apply by my local Smart Start partnership. | <input type="radio"/> I learned about it from a community partner such as a child care resource and referral staff, child care consultant or community college instructor. |
| <input type="radio"/> I learned about it from my director.                           |  |
| <input type="radio"/> Other: _____   |  |

## 4. Participant Agreement

### Child Care Services Association agrees to:

- A. Provide wage supplements to eligible early educators as a special initiative to reward teacher education and continuity of care, thereby providing children ages birth to five more stable relationships with better educated teachers.
- B. Provide IRS-1099 forms at the end of the year to recipients as mandated by current tax law.

### The Child Care WAGE\$® Recipient agrees to:

- A. Acknowledge that receiving the full annual supplement is contingent upon completion of two six-month periods. An installment will be issued after each period, based on the education level and the work schedule of the recipient over the six-month period completed. No portion of the award will be issued if the participant leaves her/his program prior to completing the entire six-month commitment period. Time out for leave or summer breaks cannot be counted toward the completion of a commitment period. New applicants need to be employed at the time of the employment confirmation. Employment is verified after a commitment period is complete and when funding is available. *The time of confirmations may be delayed due to funding issues, but the applicant must still be employed when money is available in order to be eligible.*
- B. Continue employment in a licensed program that meets the county-specific eligibility requirement for star rating (if applicable) for the entire commitment period and notify the Child Care WAGE\$® Project of any change in licensure. Smart Start partnerships have the **option** of funding only those participants working in sites with at least three stars. If the license status falls below a three star during a six-month commitment period, participation and supplement amount may be impacted.
- C. Allow her/his employer to release employment information including date of employment, position in center, age level of children in care, current salary or hourly rate (including bonuses received) and the number of hours worked each week.
- D. Allow WAGE\$ staff to release information about participation, including education, to director and/or owner.
- E. Acknowledge that individual application and participation information may be shared with funders (Smart Start and the Division of Child Development and Early Education) or their designees and that name and place of employment may be shared with local resource and referral offices or community colleges if needed.
- F. Acknowledge that the funding for this project is provided from the local Smart Start partnership and the Division of Child Development and Early Education. The amount allocated by the local partnership will determine the amount available for supplements in the county. Payments will depend upon available funding and the recipient's employer is not responsible for providing the supplement should funds no longer be available.
- G. Report and pay any personal income taxes due on annual supplements as required by current tax law.
- H. Acknowledge that Child Care Services Association reserves the right to adjust commitment periods and policies based on administration and/or fiscal needs.
- I. Acknowledge that reimbursement to the Child Care WAGE\$® Project will be required by the recipient should a salary supplement be issued incorrectly for any reason.
- J. Acknowledge that falsifying application information or documentation may result in the inability to be a participant on this program and the recipient consents to employer and program funder notification if participation is terminated due to failure to comply with documentation requirements.

## 5. Statement of Affirmation


I, .....(applicant's name), attest that the information provided on this application and the supporting documentation is true to the best of my knowledge. I have read and understand the Participant Agreement.

To be considered for a WAGE\$ supplement, I understand that my name, address, email, education level, supplement amount, employer name and employer address may be released to funders of the program or their designees. Information may also be shared with the T.E.A.C.H. Early Childhood® Scholarship Project and/or Early Educator Certification as needed to support my participation in any of the programs listed. I authorize and consent to the release and sharing of such information by Child Care Services Association to the third parties described. I hereby release Child Care Services Association from any liability or damages that may result from the release or sharing of such information, including possible inaccuracies, errors or omissions.

**Applicant Signature** ..... **Date** .....

Printed name ..... County where you work .....

Send your completed application and required documentation to:

 **Child Care WAGE\$® Project**  
 Child Care Services Association  
 P.O. Box 901  
 Chapel Hill, NC 27514

Phone 919-967-3272  
 Fax 919-967-2945  
[www.childcareservices.org/ps/wage.html](http://www.childcareservices.org/ps/wage.html)



## 6. Employment Information and Verification

This section must be completed by the director, owner or person authorized to provide employment verifications. A signature confirming the information's validity is required.

Applicant name		Child care program name	
County		Program email address	
Program mailing address			
Program phone ( )		Program fax ( )	
Position of Employment	<input type="radio"/> Family Child Care Provider <input type="radio"/> Assistant Director <input type="radio"/> Director <input type="radio"/> Assistant Teacher/Aide <input type="radio"/> Floater <input type="radio"/> Owner/Director <input type="radio"/> Teacher/Lead Teacher <input type="radio"/> Other (please give full position title) ..... <i>*If the applicant fulfills duties of more than one position, please specify this.</i>		
	Does the applicant work in an NC Pre-K classroom? <input type="radio"/> Yes <input type="radio"/> No		Does the applicant work in a Head Start classroom? <input type="radio"/> Yes <input type="radio"/> No
Ages of children in care of this applicant (if applicable) <input type="radio"/> Infants <input type="radio"/> Ones <input type="radio"/> Twos <input type="radio"/> Threes <input type="radio"/> Fours <input type="radio"/> Fives <input type="radio"/> Schoolage			
Total hours worked per week		How many hours per week are spent directly with children birth to five?	
If the applicant fulfills duties of more than one position, please state how many hours are worked in each.			Applicant start date ..... / ..... / .....
Months per year your program is in operation <input type="radio"/> 12 months <input type="radio"/> 10 months <input type="radio"/> Other .....			
How often is the applicant paid? <input type="radio"/> weekly <input type="radio"/> biweekly (every two weeks) <input type="radio"/> semi-monthly (two times a month) <input type="radio"/> monthly (10 months) <input type="radio"/> monthly (12 months)			
Over how many months is the applicant paid? <input type="radio"/> 9 months <input type="radio"/> 10 months <input type="radio"/> 12 months <input type="radio"/> Other .....			
How many months per year does the applicant work? <input type="radio"/> 9 months <input type="radio"/> 10 months <input type="radio"/> 12 months <input type="radio"/> Other .....			
Current annual gross salary		Current hourly rate	
DCDEE facility license number	Star Rating circle one    ①    ②    ③    ④    ⑤	Date became three-star or higher ..... / ..... / .....	

In addition to the employment verification above, please verify that you have read and understand the expectations below. Your signature on this application indicates your agreement to:

Provide Child Care Services Association with information on teachers and directors employed who have applied for a salary supplement. This information shall include: date employment began, employee's position in center, status of employee (full or part-time, permanent or temporary), age level of children in employee's care, the employee's current salary or hourly pay rate and the number of hours worked each week.

Continue to give all staff any regularly scheduled raises regardless of whether or not they receive a salary supplement. WAGES will not be used as the reason to withhold an otherwise scheduled raise.

*I am authorized to provide employment verification; the information provided on this form is true and accurate to the best of my knowledge:*

**Signature of director, owner or person authorized to provide employment verifications** .....

Printed name ..... Position ..... Date .....