



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Teacher Incentive Payment Program Guidelines

The Teacher Incentive Payment Program is intended to promote longevity in the employment of early learning teachers and to promote teacher training.

The program is designed to provide stipends to eligible school readiness teachers¹. The stipends are based on the length of time a teacher is employed by a school readiness provider and the number of additional training hours², approved by the Coalition as eligible training hours³ completed by the teacher up to a maximum of eighteen (18) hours per fiscal year.

In order to participate in the program teachers must meet all of the following:

- Be employed for at least one continuous year at the same early learning provider
- Be employed by an early learning provider in Citrus, Dixie, Gilchrist, Levy, or Sumter County that holds an Agreement with the Early Learning Coalition of the Nature Coast to provide school readiness services during the teacher's participation in the Teacher Incentive Payment Program and for at least one year prior to the teacher's enrollment in the TIP Program.
- Meet the minimum educational requirements to be considered "credentialed" as determined by the Department of Children and Families.

Participants must complete the following steps to receive a stipend:

¹ Teacher is defined as any individual including the owner/director that works with children for more than 20 hours per week. This may include owners, directors, lead teachers, assistants, and cooks who work with children during meal times, etc.

² Additional Training Hours are defined as training hours achieved by a teacher that are in addition to the twelve (12) annual in-service training hours required by the Coalition.

³ Eligible Training Hours may be earned in a variety of ways such as participation in national, state, or local conferences relating to children, specialized workshops, or completion of additional modules from Part II of the courses offered by the Child Care Training Program, and are defined as training in any of the following areas:

- Health and safety, including universal precautions
- Cardiopulmonary Resuscitation (CPR)
- First Aid (this training may only be taken to meet the in-service requirement once every three years)
- Nutrition
- Child development – typical and atypical
- Behavior management
- Working with families
- Child abuse and neglect
- Child care for multilingual children
- Working with children with disabilities in child care
- Outdoor play safety
- Guidance and discipline
- Computer technology for educational settings
- Leadership development, program management, and staff supervision
- Age appropriate lesson planning
- Literacy
- Other course areas relating to child care, early education, or child care management

1. Complete and submit to the Coalition an **ELCNC-69: Training Prior Approval Form** and **ELCNC-108: W-9 Form** for each training at least two weeks prior to the training. Enclose a copy of the training flyer, agenda, or other documentation describing the training content. The Coalition will notify the applicant in writing if the training is approved.
2. Attend the approved training.
3. Complete and submit an **ELCNC-70: Stipend Request Form** attaching a copy of the training certificate or the **ELCNC-71: Verification of Completed Training Form** to the Coalition.

Note: Forms are available on the Coalition's website at www.elc-naturecoast.org .

Payments will be made based on the following matrix and on the availability of funds.

Stipend Awarded Per Training Hour

	Employed for 1 Year	Employed for 2 Years	Employed for 3 Years	Employed for 4 Years	Employed for 5 Years	Employed for 6 Years	Employed for 7 Years	Employed for 8 Years	Employed for 9 Years	Employed for 10 or more Years
Stipend per Additional Training Hour	8.00	9.00	10.00	11.00	12.00	13.00	15.00	20.00	21.00	22.00
Maximum Stipend Amount	\$144	\$162	\$180	\$198	\$216	\$234	\$270	\$360	\$378	\$396

The program will run through April 30th of each fiscal year. This will allow the Coalition to process payments and close the program budget before the close of the fiscal year. All **ELCNC-69: Training Prior Approval Forms** must be received by **April 30th** and all **ELCNC-70: Stipend Request Forms** must be received by **June 15th**.

All reimbursements made by the Early Learning Coalition of the Nature Coast are subject to the availability of funds. Any misappropriation of these funds will result in full re-payment of the allocated amount and the forfeiture of future funding opportunities.

The Early Learning Coalition of the Nature Coast (the "Coalition") collects social security numbers for legally authorized and required purposes, such as for withholding from and reporting of payments subject to income tax and social security deductions, payments to the federal government and completion of forms mandated by law (e.g. form 1099 or W-2). THIS POLICY IS TO BE DISTRIBUTED TO EACH PERSON WHO PROVIDES THE COALITION WITH HIS OR HER SOCIAL SECURITY NUMBER.