



COVID – 19 Crisis

Emergency Funding Assistance for Early Learning/Child Care Providers

American Recovery Plan (ARP) Act

Supply Building Initiatives

OF INTEREST TO

The Division of Early Learning (DEL, the Division), Early Learning Coalitions and other subrecipients of DEL implementing federal and state early learning programs (ELCs, coalitions), such as the School Readiness (SR) Program and the Voluntary Prekindergarten Education (VPK) Program and private early learning/child care providers not contracted with a coalition (Providers).

SUMMARY

This program guidance addresses the methods for tracking costs associated with the COVID-19 crisis. It also provides coalitions and providers guidance about emergency funding assistance for early learning providers, their staff, and families affected by the Coronavirus Pandemic.

AUTHORITY

Related Federal Regulations/Authority

[Public Health Emergency Nationwide - COVID-19](#) and subsequent renewals

[American Rescue Plan \(ARP\) Act of 2021](#)

[CCDF ACF Info Memo 2017-02 CCDF Spending Flexibility during Federal or State Declared Emergency](#)

[Office of Child Care COVID-19 Resources](#)

[Child Care and Development Block Grant Act](#)

- Section 658E(c)(2)(I) Establishment of Health and Safety Requirements
- Section 658E(c)(2)(U) Disaster Preparedness

[45 CFR 98.56 Restriction on the Use of Funds](#)

- 45 CFR Part 98, Subpart E, § 98.41, Health and Safety Requirements
- 45 CFR Part 98, Subpart B, § 98.16, Plan Provisions

[CCDF-ACF-IM-2021-02](#), Child Care Stabilization Grants Appropriated in the ARP Act (Public Law 117-2)

Related Florida Statutes/Authority/Guidance

[DEM Order NO. 20-004, COVID-19 Public Health Emergency](#)

[Florida Department of Education Emergency Order #2020-EO-01](#)

[Florida Department of Education Press Release March 17, 2020](#)

[Section 252.34, Florida Statutes](#)

[Child Care and Development Fund State Plan for FY 19/21 \(effective 10/1/2018\)](#)

- Section 1.8 – Disaster Preparedness and Response Plan

[Division of Early Learning Program Guidance 240.20, Tracking Costs for Disasters](#)

Reference to any laws, rules, and regulations in this guidance document includes revisions to those laws and regulations made after the effective date of this guidance document.

BACKGROUND

The following guidelines should be used by coalitions, providers, and families in Florida during the COVID-19 state of emergency as declared by the President of the United States and the Governor of Florida for the ARP Act Build a World Class Workforce and Strengthen Adult-Child Interaction Initiatives.

Investments in high quality early care and education have an estimated return on investment (ROI) of 13.7 percent—an ROI that even surpasses investments in K12 and higher education¹. High-quality adult-child interactions create an environment where children can thrive. These positive interactions are the cornerstone of quality in early care and education and beginning in FY2022-23 the Classroom Assessment Scoring System (CLASS®) for program assessment, which measures these high-quality interactions around ten dimensions, is expanding from SR programs to include all VPK classrooms. DEL prioritized investments that will build the knowledge and skills that drive high-quality adult-child interactions. These investments extend from the newest teacher to the most experienced teachers and program directors. DEL's focus is both on training the current workforce and building training and coaching capacity to ensure that efforts to upskill Florida's early care and education workforce will be sustained long after these one-time investments have been expended.

¹https://heckmanequation.org/www/assets/2020/06/F_Heckman_Sharegraphic_ROIChart_2019-1.jpg. University of Chicago Professor and Nobel Laureate, James Heckman, estimates a rate of return of 13.7% for investments in high quality early care and education. Thus, every dollar invested yields a return of 7.3 dollars. See Jorge Luis García, James J. Heckman, Duncan Ermini Leaf and María José Prados, *Quantifying the Life-Cycle Benefits of an Influential Early-Childhood Program*, Journal of Political Economy 128 no.7 (July 2020) pp2502-2541: <https://www.journals.uchicago.edu/doi/10.1086/705718>

PROGRAM GUIDANCE

Recruit and Train New Teachers (OCA: ASRTT)

Coalitions received funding to provide financial supports for **ALL** early learning/child care providers to assist with recruiting new early learning educators (ELEs) to provide essential early learning services throughout the state. ELEs include owners/teachers of family child care homes (FCCHs), directors, preschool teachers, and assistants, before and after school teachers, assistants and substitutes. Bonuses are available for ELEs hired on or after July 1, 2022, and meeting the requirements of each bonus by June 30, 2023, unless otherwise notified by DEL. In addition to the specified bonuses below, funds provided through the Recruit and Train New Teachers initiative may be used to pay for the cost of first aid and CPR training.

Recruitment Bonus

ELEs may apply for a \$500 recruitment bonus upon completion of background screening and at least 120 hours of employment. Providers must attest to the completion of background screening and 120 hours of employment along with the bonus application. Providers selected for monitoring will be required to present proof of background screening and verification of 120 hours of employment, i.e. payroll records, timesheets, etc.

Health and Safety Bonus

ELEs may apply for a \$700 bonus upon completion of one of the required health & safety training from either the Department of Children and Families (DCF) or DEL SR approved, as applicable. ELEs will receive a completion certificate at the end of the training which must be provided with the bonus application.

CLASS® Bonus

PreK and/or Infant/Toddler ELEs may apply for a \$600 bonus upon completion of both CLASS®

Foundations for Teachers and MyTeachstone Learn Abouts. ELEs must complete all courses/videos for the PreK and/or Infant/Toddler described below to qualify for the PreK and/or Infant/Toddler bonus. ELEs may earn both CLASS® Bonuses as space allows. Priority enrollment will be for new teachers; existing teachers can access these trainings/videos if there are available spaces.

CLASS® Foundations for Teachers provides a foundation of knowledge to support ELEs in understanding CLASS® and applying effective interactions in classrooms. MyTeachstone Learn About CLASS® includes online video examples to assist ELEs learn about specific dimensions. All trainings/videos listed under the PreK or Infant/Toddler subheadings must be completed to qualify for the CLASS® Bonus. Upon completion of each Teachstone training course with a passing grade, ELEs will receive a certificate which may be requested by the coalition/RCMA for verification.

PreK

CLASS® Foundation for Teachers Trainings (all 4 must be taken)

1. A CLASS® Primer for Teachers – online¹ or facilitated¹, 3 hours/0.3 CEUs
2. Emotional Support for Teachers – 6 hours virtual/0.6 CEUs
3. Classroom Organization for Teachers – 6 hours virtual/0.6 CEUs
4. Instructional Support for Teachers – 6 hours virtual/0.6 CEUs

MyTeachstone Learn About CLASS® Videos³ (all 10 must be taken, 15 mins each)

1. Learn about Positive Climate
2. Learn about Negative Climate
3. Learn about Teacher Sensitivity
4. Learn about Regard for Student Perspectives
5. Learn about Behavior Management
6. Learn about Productivity
7. Learn about Instructional Learning Formats
8. Learn about Concept Development
9. Learn about Quality of Feedback
10. Learn about Language Modeling

¹Classes are available in English or Spanish

²Classes are available in English, Spanish or French

³Varies, contains both English and Spanish

Infant/Toddler

CLASS® Foundation for Teachers Trainings (must complete a total of 21 hours)

1. A CLASS® Primer for Teachers – online or facilitated¹, 3 hours/0.3 CEUs
2. Thinking & Thriving: Interactions for Early Learning¹ – 4 hours virtual facilitated/0.4 CEUs
3. CLASS® Support Kits for Infant/Toddler
 - Cognitive
 - Social Emotional

- Transfer to Practice Webinar: Implementing the ideas in the support kits (2 hours per webinar, no CEUs)
- 4. Introduction to the CLASS® Tool Training²– Facilitated, 4.8 hours in person or virtual; requires participation kit
- 5. Responding with Developmentally Appropriate Practice (30 min.)
- 6. Your Favorite Teacher and CLASS® (15 min.)
- 7. Observing Children’s Cues (15 min.)
- 8. Nurturing Attachment with Teacher Sensitivity (20 min.)
- 9. Interactions at the Core: The Life-Changing Power of Interactions in any setting (60 min.)
- 10. Interactions at the Heart of Healing¹: Trauma-Informed Professional Development Series, virtual, (6 hrs/0.6 CEUs)

The modules listed in 5-10 are not specific to infants and toddler teachers and can also be taken by PreK teachers if needed.

[MyTeachstone Learn About CLASS® Videos³ \(all 12 must be taken, 15 mins each\)](#)

Infant

1. Learn about Relational Climate
2. Learn about Teacher Sensitivity
3. Learn about Facilitated Exploration
4. Learn about Early Language Support

Toddler

1. Learn about Positive Climate
2. Learn about Negative Climate
3. Learn about Teacher Sensitivity
4. Learn about Regard for Child Perspectives
5. Learn about Behavior Guidance
6. Learn About Facilitation of Learning and Development
7. Learn About Quality of Feedback
8. Learn About Language Modeling

¹Classes are available in English or Spanish

²Classes are available in English, Spanish or French

³Varies, contains both English and Spanish

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL’s sole source contract (SR977) with Teachstone until all inventories have been exhausted. At that point, coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057 F.S. to issue a sole source contract, with DEL’s prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL’s contracted inventories are depleted.

Coalitions/RCMA may also choose to provide the CLASS® Dictionary and CLASS® Strategy Cards to participants. These items are not available in DEL’s contract SR977, therefore coalitions/RCMA will

need to follow its purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL’s prior approval, for these Teachstone materials.

Provider Eligibility

Sponsoring early learning/child care providers must meet each of the following eligibility criteria for its ELEs to apply for bonuses:

- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

Application Submission and Documentation

Submission and documentation requirements for bonus process are described as follows:

- Early learning/child care provider location submits application to attest to each eligibility factor (Attachment 2, *ARPA Provider Eligibility Application*);
- ELC/RCMA approves initial provider applications and maintains documentation;
- ELE and qualifying provider submit a completed application form (Attachment 1, *ARPA Early Learning Educator/Director Bonus Application*) and related training completion certificate/other documentation, as requested by coalition/RCMA local process;
 - **Providers submit applications to their “home” coalition.** Early learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition).
- ELC/RCMA confirms bonus eligibility requirements have been fulfilled, as applicable;
- ELC/RCMA approves each bonus application, issues payment to eligible providers and/or ELEs, depending on local coalition practices and maintains documentation; and
- For each accepted application and bonus payments from OCA ASRTT, ELC/RCMA will submit reimbursement request as part of its monthly invoice to DEL.

Documentation of completion must be provided to the ELCs, along with Attachments 1, *ARPA Bonus Application*, for payment:

- For Health and Safety and CLASS® bonuses, certificates of completion for applicable trainings

Early learning/child care providers submit Attachment 2, *ARPA Provider Eligibility Application*, for all bonuses. All applications must be submitted by July 15, 2023, unless otherwise notified by DEL. ELEs may submit one application for all eligible bonuses or separate applications as needed. Early learning coalitions may establish additional processes/forms from ELEs and/or early learning/child care providers before issuing payments to meet local needs.

Application Approval

ELC/RCMA must review all ELE applications for accuracy and completeness, and confirming:

- The ELE’s employer/provider submitted an approved Attachment 2, *ARPA Provider Eligibility Application*
- For Recruitment Bonus, provider attestation the background screening and 120 hours of employment are complete
- For Health and Safety Bonus – completion certificate must be submitted with application
- For CLASS® Bonus, verification of trainings completed – ELC/RCMA may develop a process dependent on local needs. Possible verification ways include:
 - Collecting training certificates with applications
 - Documenting “Non-myTeachstone subscription” professional development, via Teachstone report of ELEs by coalition/RCMA with the training completion date.
 - Documenting myTeachstone subscription trainings by accessing each ELE’s records and exporting the information for download and saving or by printing.
- The ELE has not been previously paid for bonus(es) selected
- The coalition is the “home” coalition for the early learning/child care provider

All applications must be paid within 30 days of submission.

Upskill Directors (OCA: ASPUD)

Coalitions received funding to provide incentives for **ALL** early learning directors (ELDs) to promote high quality adult-child interactions by providing intensive trainings. ELDs completing 29 hours of CLASS® foundational content may apply for a \$750 bonus. Bonuses are available for any ELDs completing the requirements from July 1, 2022, to the end of funding availability and/or application deadlines. ELDs employed by providers participating in the Child Success Grants are ineligible for this bonus.

Required Training (all ELDs must take)

A CLASS® Primer for Leaders – 2 hours virtual/0.2 CEUs

Additional Training

The following classes are available to choose from to comprise the remaining 27 hours required for the Upskill Directors Bonus:

1. CLASS® Group Coaching Training¹ (formerly MMCI) – 21 hours virtual or face to face/2.4 CEUs
2. Instructional Support Essentials Training for Teachers 6 or 8 hr option
3. Instructional Support Strategies Training for Coaches - 6.5 hours, virtual or face to face
4. Feedback Training for Coaches - 6.5 hours, virtual or face to face
5. CLASS® Master Coaching – 50 hours total
 - Orientation 1 hour
 - 2-day workshop - 8:30am to 5:00pm - 17 hours
 - 8 modules in the 4 units - 8 x 4 hours - 32 hours minimum
6. CLASS® Observation Support: Settings with Dual Language Learners – virtual, 2 hrs/0.2 CEUs
7. CLASS® Observation Support: Settings Serving Children with Disabilities – virtual, 2 hrs/0.2 CEUs
8. Interactions at the Heart of Healing¹: Trauma-Informed Professional Development Series – virtual, 6 hrs/0.6 CEUs

¹Classes are available in English or Spanish

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all available inventories for A CLASS® Primer for Leaders and CLASS® Group Coaching have been exhausted. At that point, and for CLASS® Master Coaching, which is not included in DEL contract SR977, coalitions/RCMA will need to follow their purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria for its ELDs to apply for the Upskill Director bonus:

- Early learning/child care provider must have a current year SR and/or VPK contract with its local early learning coalition; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and directdeposit forms (as required by coalition), if not previously submitted.

Application Submission and Documentation

Submission and documentation requirements for bonus process are described as follows:

- Early learning/child care provider location submits application to attest to each eligibility factor (Attachment 2 *ARPA Provider Eligibility Application*);
- ELC/RCMA approves initial provider applications and maintains documentation;
- ELD and qualifying provider submit a completed application form (Attachment 1, *ARPA Early Learning Educator/Director Bonus Application*) and related training completion certificate/other documentation as determined by coalition/RCMA local process;
 - **Providers submit applications to their “home” coalition.** Early Learning/child care providers that contract with multiple coalitions will be paid by the coalition where the provider is physically located (“home” coalition).
- ELC/RCMA confirms training requirements have been met, as applicable;
- ELC/RCMA approves each bonus application, issues payment to eligible providers and/or ELDs, depending on local coalition practices and maintains documentation; and
- For each accepted application and bonus payments from OCA ASPUD, ELC/RCMA will submit reimbursement request as part of its monthly invoice to DEL.

Completion certificates may be requested, along with Attachments 1, *ARPA Bonus Application*, for payment, according to the ELC/RCMA local process. Early learning/child care providers need only submit one Attachment 2, *ARPA Provider Eligibility Application*, for all bonuses. All trainings must be completed by June 30, 2023, and applications must be submitted by July 15, 2023, unless otherwise notified by DEL. Early learning coalitions may request additional vendor paperwork from ELDs and/or

early learning/child care providers before issuing payments.

Application Approval

Coalitions must review all ELD applications for accuracy and completeness, and confirming:

- The ELD’s employer/provider submitted an approved Attachment 2, *ARPA Provider Eligibility Application*
- Verification of completion for required trainings or completion certificates are submitted as required by local coalition/RCMA process.
- The ELD has not been previously paid for bonus(es) selected
- The coalition is the “home” coalition for the early learning/child care provider

All applications must be paid within 30 days of submission.

Elevate Florida’s Early Learning Workforce (OCAs: Multiple, see individual initiative for OCA)

Coalitions/RCMA received additional funding to positively affect outcomes for children at scale by improving teacher-child interactions through training early learning teachers, staff, and administrators to support CLASS® implementation at SR and/or VPK contracted providers.

Child Success Grants (OCA: ASCSG)

Contracted SR and/or VPK providers at sites with a CLASS® composite score below a 5 on the most recent assessment or without a CLASS® composite score, may apply for a grant to reward early learning employees and ELDs for completing up to two 24-hour segments of DEL-approved trainings on adult-child interactions. The ELD must participate in the training along with staff, so the entire program benefits from the same preparation, work with a coach, and support of weekly goals. All Child Success Grants are available for providers completing the requirements from July 1, 2022, to June 30, 2023. All trainings must be completed by June 30, 2023, unless notified otherwise by DEL.

Approved Trainings

The following trainings may be taken in any combination to meet 24-hour requirement for Segments 1 and 2. Trainings taken in Segment 1 cannot be repeated in Segment 2.

1. A CLASS® Primer for Leaders – 2 hours online/0.2 CEUs
2. CLASS® Group Coaching Training¹ (formerly MMCI)– 21 hours virtual or face to face/2.4 CEUs - Group Coaching is available in two age groups—Infant/Toddler and Pre-K.
3. Instructional Support Essentials Training for Teachers – 6 or 8-hr option.
4. Instructional Support Strategies Training for Coaches – 6.5 hours, virtual or face to face
5. Feedback Training for Coaches – 6.5 hours, virtual or face to face
6. CLASS® Master Coaching – 50 hours total
 - Orientation 1 hour
 - 2-day workshop - 8:30am to 5:00pm - 17 hours
 - 8 modules in the 4 units - 8 x 4 hours - 32 hours minimum
7. CLASS® Observation Support: Settings Serving Children with Disabilities – virtual, 2 hrs/0.2 CEUs
8. CLASS® Observation Support: Settings with Dual Language Learners– virtual, 2 hrs/0.2 CEUs
9. Interactions at the Heart of Healing¹: Trauma-Informed Professional Development Series virtual, 6 hrs/0.6 CEUs

¹Classes are available in English or Spanish

Professional Development Bonus - *Segment 1*

Early learning employees will receive a \$500 bonus and ELDs will receive an \$600 bonus for completing the first 24-hour segment.

Professional Development Bonus - *Segment 2*

Early learning employees will receive a \$700 bonus and ELDs will receive an \$800 bonus for completing the second 24-hour segment.

Performance Bonus

Early learning employees and ELDs who receive a professional development bonus through the child success grant are eligible for a performance bonus if the provider achieves a CLASS® composite score of 5 or higher or where the CLASS® composite score improves by 0.5 or more on its next scheduled, annual assessment per Rule 6M-4.740 (SR) or 6M-8.621 (VPK). Early learning employees will receive a \$500 bonus and ELDs will receive a \$600 bonus.

If a provider is due for its regularly scheduled annual assessment during the training and it achieves a CLASS® composite score of 5.0 or higher or increase its score by .05 or more, early learning employees and ELDS would be eligible for the performance bonus. In this instance, the Professional Development Bonus (completion bonus) and the Performance Bonus would be paid at the same time once the training is completed.

Subject to the availability of funding, coalitions may elect to pay the Performance Bonus for providers not due for an annual assessment during the ARP Act Supply Building funding availability period out of SR quality dollars.

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all inventories have been exhausted. At that point, coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057 F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Coalitions/RCMA may also choose to provide the CLASS® Dictionary and CLASS® Strategy Cards to participants. These items are not available in DEL's contract SR977, therefore coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL's prior approval, for these Teachstone materials.

Application Requirements

Providers will be required to complete/submit Appendix D – Attachment 3, *ARPA Child Success and CLASS® Observer Grant Application*, which includes the following requirements –

- Provider demographics
- Pre and Post CLASS® Composite Scores, if applicable
- List of early learning staff and director eligible for each bonus

- Certification all completion documentation for each early learning staff and ELD, as required by coalition/RCMA's local process

Application Submission and Approval

Providers will submit ARPA Child Success and CLASS® Observer Grant applications (attachment 3, part A) to its local early learning coalition for review/approval and applications must be submitted no later than April 30, 2023, unless notified otherwise by DEL. Coalitions may develop additional procedures for submitting applications to meet local needs/processes. Upon completion of required trainings, providers must submit ARPA Child Success and CLASS® Observer Grant applications (attachment 3, part B) by July 15, 2023, for reimbursement. Coalition/RCMA must verify each employee listed has completed required trainings according to its local processes and payments must be made within 30 days of application submission.

CLASS® Observer Director Training Grant (OCA: ASDTG)

CLASS® Observation Trainings helps build capacity to collect CLASS® teaching assessment data, which is the first step on an organization's journey to improving the quality of teacher-student interactions in the classroom. The trainings are designed for instructional leaders of all types (coaches, mentors, administrators) and includes all required materials.

Providers may apply for grants to pay VPK program directors or SR contracted directors with a CLASS® composite score below a 5, a \$1,200 bonus for completing CLASS® PreK and/or Infant/Toddler Observer trainings. ELDs are not required to take/pass reliability test(s) to qualify. All CLASS® Observer Director Training Grants are available for providers completing the requirements from July 1, 2022, to June 30, 2023. All observer trainings must be completed by June 30, 2023, unless notified otherwise by DEL.

1. CLASS® Infant Observer Training - 14 hours over 2 days (virtual)/1.4 CEUs
2. CLASS® Toddler Observer Training - 14 hours over 2 days (virtual)/1.4 CEUs
3. CLASS® PreK Observer Training – 14 hours over 2 days (virtual)/1.4 CEUs
4. CLASS® Infant/Toddler Observer Training – 22 hours over 4 half-days (virtual)/2.4 CEUs

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria to apply for CLASS® Observer Director Training Grants:

- Early learning/child care provider must have a current year SR and/or VPK contract with its local early learning coalition; and
- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and directdeposit forms (as required by coalition), if not previously submitted.

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all available inventories for CLASS® Infant, Toddler and PreK Observer trainings have been exhausted. At that point, and for Infant/Toddler Combo Observer training, which is not included in DEL contract SR977, coalitions/RCMA will need to follow their purchasing policies and procedures and in accordance with 287.057, F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Application Requirements

Providers will be required to complete/submit Appendix D – Attachment 3, *ARPA Child Success and CLASS® Observer Grant Application*, which includes the following requirements –

- Provider demographics
- List of directors completing training
- Documentation of completion for each director, as required by coalition/RCMA's local process

Application Submission and Approval

Providers will submit *ARPA Child Success and CLASS® Observer Grant Applications* (attachment 3, part A) to their local early learning coalition for review/approval and applications must be submitted no later than April 30, 2023, unless notified otherwise by DEL. Coalitions may develop additional procedures for submitting applications to meet local needs/processes. Upon completion of required trainings, providers must submit *ARPA Child Success and CLASS® Observer Grant Applications* (attachment 3, part B) by July 15, 2023, for reimbursement. Coalition/RCMA must verify each employee listed has completed required trainings according to its local processes and payments must be made within 30 days of application, attachment 3, part B submission.

Continuous Quality Improvement Grants (OCA: ASQIG)

Contracted SR and/or VPK providers with a most recent CLASS® composite score of 5 or higher may apply for a grant of up to \$19,800 to develop/implement a program to strengthen practices that support effective interactions, strengthen business and leadership practices, support child assessment and screening with reliability, or other local priorities. A program must provide a minimum of 24 hours of training time including live coaching, live instruction, virtual instruction, individual and group instruction, and other competency-based skill development exercises. The director must participate in the training along with staff, so the entire program benefits from the same preparation, work with a coach, and support of weekly goals. Funds can be used to cover any program costs, including compensating employees for their training time. Programs must be completed by June 30, 2023, unless otherwise notified by DEL.

Provider Eligibility

Early learning/child care providers must meet each of the following eligibility criteria to apply for Continuous Quality Improvement Grants:

- Early learning/child care provider must have a current year SR and/or VPK contract with its local early learning coalition; and

- Early learning/child care provider did not have a contract with the early learning coalition that was terminated **and** eligibility revoked within the past five years; and
- Early learning/child care provider is not under investigation or has been convicted of child care fraud; and
- Early learning/child care provider is not included on the Florida Child Care Food Program (CCFP) USDA Disqualified List; and
- Early learning/child care provider submits an IRS Form W-9 for payment and direct deposit forms (as required by coalition), if not previously submitted.

CLASS® Materials/Trainings

Coalitions/RCMA received funding to pay for the cost of trainings. Coalitions may purchase from DEL's sole source contract (SR977) with Teachstone until all inventories have been exhausted. At that point, coalitions/RCMA will need to follow its purchasing policies and procedures and in accordance with 287.057 F.S. to issue a sole source contract, with DEL's prior approval, for Teachstone materials and services. DEL and Teachstone will assist coalitions in determining when DEL's contracted inventories are depleted.

Application Requirements

Providers will be required to complete/submit Appendix D – Attachment 4, *ARPA Continuous Quality Improvement Grant Application*, which includes the following requirements –

- Current CLASS® Composite Score Information
- Training Plan, including details for 24 training hours
- List of training director(s) and participant(s)
- Draft budget

Application Submission and Approval

Continuous Quality Improvement Grant Applications, Attachment 4, should be submitted to a provider's local early learning coalition for review/approval and must be submitted by June 30, 2023, unless notified otherwise by DEL. Coalitions may develop an approved trainings list for grant and procedures for submitting and approving applications to meet local needs/processes. Coalition/RCMA should determine the grant award based on the elements within each provider's application, considering the types/costs of training(s), provider type/size/employee count, etc. Applications must be approved within 30 days of application submission and payments must be made within 30 days of approval.

End of Program Requirements

Within 15 days of the training plan's end date, a provider must submit the following –

- Completion certificates for all non-CLASS® trainings for all participants
- List of employees completing CLASS® trainings, as applicable¹
- Expenditure of funds in alignment with grant application budget

Providers not meeting training required by the training plan end date will be required to repay all funds received for the Continuous Quality Improvement Grants.

¹Coalition/RCMA must verify completion of all CLASS® trainings according to its local process, which may include collection of completion certificates.

Coalition Workforce Initiatives for Early Educators (OCAs: AWIEE, ACWIQ)

Coalitions/RCMA may extend approved Workforce Initiatives for Early Educator (WIEE) grant initiatives to utilize ARP Act funding. All Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funding must be fully spent/invoiced before any ARP Act funding is utilized. Note: elements contained in original WIEE applications cannot be removed if the coalition/RCMA has expended any funds under the element.

Coalitions/RCMA must submit attachment 5, *ARPA Coalition Workforce Initiatives for Early Educators (AWIEE)* when choosing the workforce initiatives option. The AWIEE application may contain all the elements as the CRRSA WIEE application, or a subset of elements, or include additional as described in the paragraph above. All application initiatives must end by June 30, 2023, unless otherwise notified by DEL.

These funds can also be used to respond to unique local needs such as strategies to support family needs, quality improvements investments, and/or partnerships with local stakeholders, as well as to reimburse providers for background screenings and fingerprinting costs paid outside of the [Recruit and Train New Teachers](#) initiative described earlier in this program guidance. Expenditures in these categories can be charged to OCA: ACWIQ.

INVOICING/OCA CODING INSTRUCTIONS, ARP ACT FUNDED

Coalitions are encouraged to arrange and fund trainings in their local service area for all ARP Act Supply Building initiatives. All bonuses, training, and materials costs must be coded to the OCAs as described in the initiative's description (also referenced below) and included in the coalition/RCMA's monthly early learning (EL) invoice. **Coalition expenditures related to administering all ARP Act Supply Building activities must be coded to OCA: ARPSB.** Please refer to DEL Program Guidance 250.01, Appendix D, COVID-19 Disaster Relief OCA Working Definitions for further OCA information or contact your grant manager with questions or requests for assistance.

OCA	DESCRIPTION
ARP Act Supply Building OCAs ¹	
ACWIQ	ARP COALITION WORKFORCE INITIATIVE QUALITY
ASCSG	ARP SUPPLY BUILDING: CHILD SUCCESS GRANTS
ASDTG	ARP SUPPLY BUILDING: DIRECTOR TRAINING GRANTS
ASPUD	ARP SUPPLY BUILDING: UPSKILLING DIRECTORS
ASQIG	ARP SUPPLY BUILDING: CONTINUOUS QUALITY IMPROVEMENT GRANTS
ASRTT	ARP SUPPLY BUILDING: RECRUIT/TRAIN NEW TEACHERS
AWIEE	ARP COALITION WORKFORCE INITIATIVE FOR EARLY EDUCATORS

¹ Additional ARP OCAs are included in Appendix C, ARP Initiatives

FLEXIBILITY IN EXPENDITURES ACROSS OCAS

Coalitions are authorized to transfer budget across the respective ARP Act Supply Building OCAs to meet the local needs. Funds allocated for the ARP Act Coalition Workforce Initiatives for Early Educators may not be utilized until all CRRSA program funds for the same program (OCAs: RWIEE and RCWIQ) are expended. Funds allocated for ARP Act Supply Building OCAs may not be utilized for any SR, CARES or VPK program or grant.

EFFECTIVE DATE

Issuance of this guidance represents approval by DEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance listed below.

HISTORY

Original guidance issued November 7, 2022.

ATTACHMENTS

Attachment 1 – ARPA Early Learning Educator/Director Bonus Application

Attachment 2 – ARPA Provider Eligibility Application

Attachment 3 – ARPA Child Success and CLASS® Observer Grant Application

Attachment 4 – ARPA Continuous Quality Improvement Grant Application

Attachment 5 – ARPA Coalition Workforce Initiatives for Early Educators

If you have questions, contact OEL.questions@del.fldoe.org



Early Learning Educator/Director Bonus Application

Program Year 2022 - 2023

Please print and fill out completely.

Early Learning Educator/Director Application

1. Applicant Information – **Completed by provider teacher/staff member**

Legal Name:

First Name

Middle I

Last Name

Home Mailing Address: _____

City/State/Zip: _____, FL County _____

Phone (Cell): _____ Phone (Work): _____ Email: _____

Name of provider where you work: _____

Position/Title: _____ Start Date: _____

What age group(s) do you teach? *(please check all that apply)*

☐ Infants (0-12 months) ☐ Toddlers (13-36 months) ☐ Preschool (37 months–PreK) ☐ School age

How long have you worked in the field of early childhood?

☐ Less 2 years ☐ 2 – 5 years ☐ 6 – 10 years ☐ +10 years

2. Select Bonus – **More than one bonus can be submitted on each application form.**

Please note: *More than one bonus can be submitted on each application form.*

- ☐ Recruitment Bonus (\$500)¹
- ☐ Health and Safety Bonus (\$700)²
- ☐ CLASS® Bonus – PreK (\$600)³
- ☐ CLASS® Bonus – Infant/Toddler (\$600)³
- ☐ Upskill Director Bonus (\$750)³

\$ _____ **Total requested** *(sum of all bonuses selected)*

Tracking for Bonus Requests – maximum of five (5) available for qualifying individuals

☐ 1st request ☐ 2nd request ☐ 3rd request ☐ 4th request ☐ 5th request

¹Sponsoring provider must certify completion of requirements

²Applicant must submit training/completion certificate required for course

³ELC/RCMA must verify completion of required trainings and may require completion certificates to be submitted according to its local process.

3. Applicant's Affirmation Statement – ***Please read carefully before submitting***

I am applying to receive funds for each bonus selected and I understand I am responsible for completing the eligibility requirements for each bonus submitted for reimbursement. I attest to the fact that the information I have provided in this application is true and complete.

Applicant Signature: _____ Date: _____

Print Name: _____ Email: _____

Contact Phone: _____

☐ I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

4. Provider Information ***Completed by applicant's early learning / child care provider***

Legal Name of Provider: _____

P.O. Box/Mailing Address: _____

City: _____, FL Zip: _____ County: _____

Contact Name: _____ License/License Exempt #: _____

Contact Phone: _____ Contact Email: _____

5. Sponsoring Provider's Affirmation Statement – ***Please read carefully before submitting***

Does the applicant meet the following eligibility criteria requirement for all bonuses?

☐ Yes ☐ No Is applicant a Florida resident?

☐ Yes ☐ No Does applicant have the sponsorship of your early learning/child care program?

☐ Yes ☐ No Is the applicant still employed at your early learning/child care program?

If no, applicant does not qualify for any bonus.

Does the applicant meet the following eligibility requirements for the Recruitment Bonus?

☐ Yes ☐ No ☐ N/A Has the applicant completed a background screening?

☐ Yes ☐ No ☐ N/A Has the applicant completed 120 hours of employment?

If all responses are yes, individual is eligible for the Recruitment Bonus.

I am sponsoring this applicant to receive the selected bonuses and for confirming the eligibility requirements for each bonus submitted for reimbursement. ***I understand all bonus monies received by me or my provider location will be given to the applicant*** for completing the selected bonus(es). I attest to the fact that the information I have provided in this application is true and complete.

Authorized Provider Representative

Signature: _____ Date: _____

Contact Name: _____ Contact Phone: _____

Email: _____

☐ I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Sections below – *for ELC/RCMA use only*

6. Application Information Provided to/Processed by – ***completed by ELC/RCMA staff***

- ☐ Yes ☐ No Did you obtain/inspect the approved sponsoring provider form (Attachment 2)?
- ☐ Yes ☐ No Does the sponsoring provider meet the listed eligibility criteria (Attachment 2)?
- ☐ Yes ☐ No Is this form complete (i.e., are all applicant and provider responses shown)?
- ☐ Yes ☐ No Does the applicant meet the eligibility criteria requirements for each bonus selected (refer to DEL Program Guidance 240.21, Appendix D)?
- ☐ Yes ☐ No ☐ N/A Was the training/completion certificate for the health and safety bonus submitted?
- ☐ Yes ☐ No Have you verified the applicant completed all required trainings for the CLASS® bonus according to the coalition/RCMA local process?
- ☐ Yes ☐ No Have you verified your entity is the “home” coalition for this provider/applicant?

If all above responses are yes or N/A, this application form can be accepted.

Only one box below can be checked per application.

- ☐ ELC processed this payment as **payable directly to the participant?**¹
- ☐ ELC processed this payment as **payable directly to the provider?**²

¹If paid directly to the qualifying participant, the ELC must collect the individual’s Form W-9.

²If paid directly to the sponsoring provider, payment will be included in the provider’s annual Form 1099 for tax reporting purposes.

Name: _____ Date: _____

Contact Phone: _____ Email: _____

Contact Entity ☐ Early Learning Coalition ☐ RCMA ☐ Other _____

Early Learning/Child Care Provider Eligibility Application

Program Year 2022 - 2023

Indicate options for ARPA quality activities

Please print and fill out completely.

- ☐ a. Recruitment Bonus
- ☐ b. Health and Safety Bonus
- ☐ c. CLASS® Bonus - PreK
- ☐ d. CLASS® Bonus – Infant/Toddler
- ☐ e. Upskill Director Bonus

Early Learning/Child Care Provider

1. Provider Information

Legal Name of Provider and d/b/a Name: _____

P.O. Box/Mailing Address: _____

City/State/Zip: _____, FL _____ County: _____

Contact Person: _____ Phone: _____

Email: _____

License #: _____ Provider ID: _____

Provider Type (check all that apply):

- ☐ Licensed Family Home ☐ Licensed-Exempt Family Home
- ☐ Licensed Center ☐ Licensed-Exempt Center

2. Eligibility Criteria for each Early Learning/Child Care Provider

Does your program meet the following eligibility criteria requirements?

- ☐ Yes ☐ No Are you contracted with a local early learning coalition for SR and/or VPK services?
- ☐ Yes ☐ No Are you under investigation or been convicted of child care fraud?
- ☐ Yes ☐ No Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?
- ☐ Yes ☐ No Have you had a contract with an early learning coalition terminated **and** eligibility revoked within the past five years?
- ☐ Yes ☐ No Have you submitted W-9 and direct deposit forms for payment?

Date Previously Submitted _____

If all responses are yes, provider is eligible for any/all bonuses.

3. Provider Attestation – ***please read carefully before submitting***

Early Learning/Child Care Provider Attestations

I am submitting this application to qualify for and receive one or more of the ARPA Retention and Director Upskilling Bonuses and understand all monies received must be used for the bonuses awarded. I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it may be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative

Name: _____ Date: _____

Contact Phone: _____ Email: _____

☐ I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Section below – *for ELC/RCMA use only*

4. Application Information Provided to/Processed by – ***completed by ELC/RCMA staff***

- ☐ Yes ☐ No Is this application form complete?
- ☐ Yes ☐ No Have you verified the provider is not under investigation or been convicted of child care fraud?
- ☐ Yes ☐ No Have you verified that the provider is not on the Florida Child Care Food Program (CCFP) USDA Disqualified List?
- ☐ Yes ☐ No Have you verified your entity is the “home” coalition for this provider?

If all above responses are “yes,” this application form can be accepted.

Signature of Coalition/RCMA Representative

Signature: _____

Contact Name: _____ Date: _____

Contact Phone: _____ Email: _____

Contact Entity: ☐ Early Learning Coalition ☐ RCMA ☐ Other _____

Early Learning/Child Care Provider Child Success and CLASS® Observer Grant Application

Program Year 2022 - 2023

Indicate grant applying for:

Please print and fill out
completely.

Child Success Grant (mark all that apply) –

- ☐ Professional Development Bonus - Segment 1
- ☐ Professional Development Bonus - Segment 2
- ☐ Performance Bonus
- ☐ CLASS® Observer Director Training Grant

PART A – to be completed before trainings

Early Learning/Child Care Provider

1. Provider Information

Legal Name of Provider and d/b/a

Name: _____

P.O. Box/Mailing Address: _____

City/State/Zip: _____, FL _____ County: _____

Contact Person: _____ Contact Phone: _____

Contact Email: _____

Provider ID: _____ CLASS Composite Score¹: (Pre-Training) _____

¹ If no score or previously exempt, write "None"

2. Eligibility Criteria for each Early Learning/Child Care Provider

Does your program meet the following eligibility criteria requirements?

☐ Yes ☐ No Are you contracted with a local early learning coalition for SR and/or VPK services?

If no, provider is not eligible for any grants

☐ Yes ☐ No Are you under investigation or been convicted of child care fraud?

☐ Yes ☐ No Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?

☐ Yes ☐ No Have you had a contract with an early learning coalition terminated **and** eligibility revoked within the past five years?

☐ Yes ☐ No Have you submitted W-9 and direct deposit forms for payment?

Date Previously Submitted _____

3. Estimated Number of Employees Participating –

Please enter the estimated number of employees participating in each grant selected.

Child Success Grant:

Professional Development – Segment 1 (PD-1)

Directors _____

All Other Employees _____

Professional Development – Segment 2 (PD-2)

Directors _____

All Other Employees _____

Performance

Directors _____

All Other Employees _____

CLASS® Observer Grant:

Directors Infant/Toddler _____

Directors PreK _____

ELC/RCMA Use Only:

PD-1 Estimate

x \$600 \$ _____

x \$500 \$ _____

Total \$ _____

PD-2 Estimate

x \$800 \$ _____

x \$700 \$ _____

Total \$ _____

Performance

x \$600 \$ _____

x \$500 \$ _____

Total \$ _____

CLASS® Observer

x \$1200 \$ _____

x \$1200 \$ _____

Total \$ _____

4. Provider Attestation – ***Part A Please read carefully before submission***

I am submitting this application to qualify for above-listed ARP Child Success and CLASS® Observer Grant(s). I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it may be returned to me. ***I understand all bonus monies received by me or my provider location will be given to each employee*** for completing the selected bonus(es). I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative

Name: _____ Date: _____

Contact Phone: _____ Email: _____

☐ *I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.*

Sections below – *for ELC/RCMA use only*

5. Application Information Provided to/Processed by – ***completed by ELC/RCMA staff***

- ☐ Yes ☐ No Is this application form complete?
- ☐ Yes ☐ No Have you verified the provider has a current SR and/or VPK contract?
- ☐ Yes ☐ No Have you verified the providers current CLASS® score?
- ☐ Yes ☐ No Have you verified the provider is not under investigation or been convicted of child care fraud?
- ☐ Yes ☐ No Have you verified that the provider is not on the Florida Child Care Food Program (CCFP) USDA Disqualified List?
- ☐ Yes ☐ No Have you verified your entity is the “home” coalition for this provider?

If all above responses are “yes,” this application form can be accepted.

Estimated Child Success Grant Amount:

- Professional Development – Segment 1 (PD-1) _____
 - Professional Development – Segment 2 (PD-2) _____
 - Performance _____
- Total _____

Estimated CLASS Observer Grant Amount: Total _____

Signature of ELC/RCMA Representative

Signature: _____

Contact Name: _____ Date: _____

Contact Phone: _____ Email: _____

Contact Entity: ☐ Early Learning Coalition ☐ RCMA ☐ Other _____

Provider Name as submitted on Part A application:

1. List of Early Learning Employees completing professional development

Please list each employee, employee type (director, all others) and select bonus(es) –

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Child Success Grant Calculator

Professional Development – Segment 1 (PD-1)

- 1) # Directors _____ x \$600 = _____
2) # All Other Employees _____ x \$500 = _____
PD-1 subtotal (1 + 2) _____ (A)

Professional Development – Segment 2 (PD-2)

- 3) # Directors _____ x \$800 = _____
4) # All Other Employees _____ x \$700 = _____
PD-2 subtotal (3 + 4) _____ (B)

Performance

- 5) # Directors _____ x \$600 = _____
6) # All Other Employees _____ x \$500 = _____
Performance subtotal (5 + 6) _____ (C)

TOTAL CHILD SUCCESS GRANT (A + B + C) (I)

CLASS Observer Grant Calculator (Directors Only)

- 1) # Directors Infant/Toddler _____ x \$1,200 = _____
2) # Directors PreK _____ x \$1,200 = _____

TOTAL CLASS OBSERVER GRANT (1 + 2) (II)

TOTAL DUE PROVIDER (I + II)

Early Learning/Child Care Provider Attestations

I am submitting this application to qualify for and receive one or more of the above-listed ARP Act Child Success and CLASS® Observer Grant(s) and ***I understand all monies received by me or my provider location will be given to staff as bonuses indicated in Section 3.*** I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it will be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative

Name: _____ Date: _____

Contact Phone: _____ Email: _____

☐ I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Sections below – *for ELC/RCMA use only*

2. Application Information Provided to/Processed by – ***completed by ELC/RCMA staff***

- ☐ Yes ☐ No Did the provider submit, or do you have a completed, up to date IRS Form W-9 on file?
- ☐ Yes ☐ No If application contains Child Success Grant – Performance Bonuses, is the provider's CLASS composite above 4.99 or did it increase 0.50 points?
- ☐ Yes ☐ No Did you verify all employees listed in Part B, section 1 completed the required trainings for bonus(es) selected according to local processes?

If all above responses are yes, this application form can be accepted.

Name: _____ Date: _____

Contact Phone: _____ Email: _____

Contact Entity: ☐ Early Learning Coalition ☐ RCMA ☐ Other _____

Child Success Grant Amount: \$ _____ (OCA: ASCSG)

CLASS® Observer Grant Amount: \$ _____ (OCA: ASDTG)



Continuous Quality Improvement Grant Provider Application

The purpose of this funding is intended to positively affect outcomes for children at scale by improving adult-child interactions through training early learning teachers, staff, and administrators to support CLASS implementation at SR and/or VPK contracted providers with a CLASS composite score of 5 or higher.

SR and/or VPK contracted providers will have the opportunity to apply for funding to develop/implement a program to:

- Support effective interactions, and/or
- Strengthen business and leadership practices, and/or
- Support child assessment and screening with reliability, and/or
- Support other local priorities.

Providers must strategically target these efforts to support the needs of their programs, families, and staff.

I. Provider Information

Name of Provider: _____ Provider ID: _____

City/State/Zip: _____

Director: _____ Email: _____ Phone: _____

Contact Person (if different from Director): _____

Phone: _____ Contact email address: _____

II. Eligibility Criteria

Please enter the requested information below:

CLASS Observation Date: _____ CLASS Composite Score: _____

III. Training Plan

Please provide a brief overview of your training plan, including priorities, weekly goals, and planned outcomes.

Programs must provide a minimum of 24 hours of training time for directors and staff. Training can include live coaching, live or virtual instruction, individual and group instruction, and other competency-based skill development exercises. Please provide the following information about the course/training(s) to be utilized in your training plan.

Course Title	Course Provider/ Vendor	Course Description	Training Format (Live Coaching, Live Instruction, Virtual Coaching, Virtual Instruction, etc.)	Course Cost	Hours
Total Number of Hours (must equal 24 or more hours of training)					

Training Plan Start Date: _____

Training Plan End Date: _____

IV. Training Participants

Please list the name(s) of the program directors* that will attend the training.

*Directors must participate to ensure the entire programs benefits from the same preparation, work, and support.

Please list the names and position of staff that will attend the training.

[illegible]

V. Supports

Please provide a proposed budget below. Funds can be used to cover any program costs, including compensating employees for their training time.

Budget Line Item	Description/Justification	Proposed Budget
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL		\$

VI. Provider Attestations:

I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Representative

Name: _____ Email: _____

Signature: _____ Date: _____

☐ *I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.*

VII. Application Information Provided to/Processed by – completed by ELC/RCMA staff:

- ☐ Yes ☐ No Is this application form complete?
- ☐ Yes ☐ No Have you verified the provider has a current SR and/or VPK contract?
- ☐ Yes ☐ No Have you verified the providers current CLASS® score?
- ☐ Yes ☐ No Have you verified the provider is not under investigation or been convicted of child care fraud?
- ☐ Yes ☐ No Have you verified that the provider is not on the Florida Child Care Food Program (CCFP) USDA Disqualified List?
- ☐ Yes ☐ No Have you verified your entity is the “home” coalition for this provider?

If all above responses are “yes,” this application form can be accepted.

Signature of ELC/RCMA Representative

Signature: _____

Contact Name: _____ Date: _____

Contact Phone: _____ Email: _____

Contact Entity: ☐ Early Learning Coalition ☐ RCMA ☐ Other _____

CQI Grant Amount \$ _____ (OCA: ASQIG)

Coalition Workforce Initiatives for Early Educators ELC/RCMA Project Application – ARP Act Funding

The purpose of this funding is to systematically recruit and upskill the early learning workforce to attract and retain increasingly qualified early childhood professionals, particularly in underserved communities. This initiative is funded via the American Recovery Plan (ARP) Act.

ELCs/RCMA will have the opportunity to apply for funding to assist early learning providers with attracting and retaining highly qualified professionals and:

- **Recruit** new early educators and reward them with a financial incentive upon completion of targeted preparation,
- **Upskill** current early educators and reward professionals with a financial incentive for achieving key professional development goals, and/or
- **Retain** qualified professionals who have already achieved key professional development goals and remain employed for a specific period of time by providing financial incentives at determined benchmarks.

ELCs/RCMA must strategically target these efforts to support the needs of early educators and meet the needs in underserved communities, including communities where program assessment scores are lower and/or communities where child care access or staffing was disproportionately impacted by COVID-19.

For upskilling/rewarding achievement, ELCs/RCMA activities must be aligned with key professional development (i.e. CLASS® training, VPK emergent literacy training, Florida's Career Pathway, etc.) requirements with measurable professional development benchmarks and incentives that are appropriately tied to specific achievements.

I. Early Learning Coalition (ELC)/ Redlands Christian Migrant Association (RCMA) Information

Name of ELC/RCMA: _____

City/State/Zip: _____

Executive Director: _____ Email: _____ Phone: _____

Contact Person (if different from Executive Director): _____

Phone: _____ Contact email address: _____

II. Application Status

Please select your organization's application status for this project. Select one only:

- ☐ 1. Same as approved CRRSA WIEE application
 - Include a copy of approved CRRSA WIEE application
 - Skip Sections III – XI
 - Update Sections XII – XIV (required)
- ☐ 2. Approved CRRSA WIEE application, plus additional elements:
 - Include a copy of approved CRRSA WIEE application
 - Complete Updates:
 - o As needed: Sections III – VII
 - o Required: Sections VIII - XIV
- ☐ 3. New Workforce Initiative for Early Educators application, all sections required

III. Project Focus Areas – check here if no change ☐

Please select your organization's focus area(s) for this project. Check all that apply:

- ☐ Yes ☐ No Early educator recruitment
- ☐ Yes ☐ No Upskilling the early educator workforce
- ☐ Yes ☐ No Retention of qualified early educators

IV. Major Project Goals – check here if no change ☐

Please describe your organization's major project goals related to recruiting new professionals and upskilling and retaining current professionals.

V. Needs Assessment – check here if no change ☐

ELCs/RCMA shall conduct a local needs assessment (e.g., examine local needs, document available resources, and identify areas in which professional development financial incentives are most needed to stabilize and strengthen the early educator workforce, etc.).

Briefly provide the methodology used to determine the needs in your communities, key findings and/or gaps in services and supports, and how the findings tie to the Major Project Goals (section III).

VI. Early Educator Participant Criteria – check here if no change ☐

Please select the criteria your organization will use for identifying participants to receive a financial incentive. Check all that apply:

- ☐ Yes ☐ No The participant works for an early care and education program/family child care home.
- ☐ Yes ☐ No The participant is currently pursuing a designation consistent with the key professional development goals.
- ☐ Yes ☐ No The participant currently holds a CDA or AS/AA and is pursuing continuing education or a higher level of education degree.

Other: please describe

--

VII. Strategy for Recruitment of New Early Educators – check here if no change ☐

Briefly describe your organization's strategy for recruiting new early educators in your area. Please include:

Recruitment	
Community need for recruitment of new early educators and/or providers	
Method for addressing identified gaps in recruitment	
Criteria for participation for early educators (if applicable)	
Criteria for participation for providers (if applicable)	
Targeted geographic areas (if applicable)	
Targeted populations and/or care levels (if applicable)	
Financial incentive (bonus/stipend)	
Benchmarks for incentive	

If recruitment of new early educators is not a focus for your organization, indicate N/A.

VII. Strategy for Upskilling Early Educators – check here if no change ☐

Briefly describe your organization's strategy for upskilling early educators in your area. Please include:

Upskilling	
Community need for upskilling early educators and/or providers	
Method for addressing identified gaps in upskilling	
Criteria for participation for early educators (if applicable)	
Criteria for participation for providers (if applicable)	
Targeted geographic areas (if applicable)	
Targeted populations and/or care levels (if applicable)	
Financial incentive (bonus/stipend)	
Benchmarks for incentive	

If upskilling of early educators is not a focus for your organization, indicate N/A.

VIII. Strategy for Retaining Early Educators – check here if no change ☐

Briefly describe your organization's strategy for retaining early educators in your area. Please include:

Retention	
Community need for retaining early educators	
Method for addressing identified gaps in retaining staff	
Criteria for participation for early educators (if applicable)	
Criteria for participation for providers (if applicable)	
Targeted geographic areas (if applicable)	
Targeted populations and/or care levels (if applicable)	
Method for retaining	
Financial incentive (bonus/stipend)	
Benchmarks for incentive	

If retaining early educators is not a focus for your organization, indicate N/A.

X. Supports – check here if no change ☐

Please describe needed additional supports to achieve these recruitment and upskilling/retention goals (e.g., ELC/RCMA staff support, coaching for participating providers, partnerships with key community partners to support the recruitment strategies, or professional development delivery).

--

XI. Timelines - Required

Please outline 5-10 major activities, a general timeline, responsibilities, and anticipated outcomes.

Activity	Timeline	Responsibility	Anticipated Outcomes

XII. Evaluation - Required

To provide data for a project evaluation, ELCs/RCMA will be required to track and provide a brief narrative on the effectiveness of the project to include the following data points (at a minimum):

1. Total providers recruited by provider type;
2. Total professionals recruited;
3. Total professionals trained/awarded with retention bonuses;
4. Total professionals awarded professional development/upskilling stipends;
5. Total credentials, degrees obtained;
6. Documented progress toward credentials, degrees
(e.g., number of credit hours completed toward AAs, a higher degree, or continuing education);
7. Narrative description of services delivered;
8. Observed and/or measured outcomes;
9. Impact on CLASS® scores;
10. Fiscal expenditures; and
11. Retention rates among participating staff.

XIII. Budget - Required

Please provide a project budget to include the following cost categories as needed. ELCs/RCMA must track project costs for these categories, as applicable.

Category	Description	Budget
Operations		
Financial Incentives		
Training Expenses		
Technology/Equipment		
Materials/Supplies		
Other (List)		
Total		

XIV. ELC/RCMA Attestations - Required:

I have read this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized ELC/RCMA Representative

Exec. Director Name: _____ Email: _____

Signature: _____ Date: _____

☐ I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Please submit this document by uploading to the SharePoint Coalition Zone > Coalition Document Exchange > COVID-19 > Coalition Workforce Initiatives for Early Educators