

Rockingham County Partnership for Children, Inc.

Education Incentives Program Summary for 2018-2019

Education Incentives provides financial assistance to Rockingham County early educators working with children birth to age five (prior to Kindergarten entry), who complete college level coursework in a program of study in early childhood education, child development or birth-Kindergarten licensure. Programs of study can include a certificate, diploma, AA degree, BA/BS degree or Birth-Kindergarten licensure. Please note applicants may not receive Education Incentives for the completion of multiple certificates, diplomas, AA degrees or BA/BS degrees in the field.

Individual Bonus

The individual Education Incentive bonus is paid at a rate of \$50 per credit hour for courses completed with a grade of “B” or higher that are required as part of a program of study in early childhood education, child development, or Birth-Kindergarten licensure at an accredited institution of higher learning.

- ☞ To participate in the program, individuals must provide a completed application each semester which includes documentation they meet the following requirements:
 - Work at a regulated child care facility in Rockingham County at least 10 hours/week (time sheet signed by a supervisor or a check stub and documentation of license status required)
 - Have been employed by the facility at least 6 months (Statement of Eligibility with supervisor’s signature required)
 - Have declared a program of study in early childhood education, child development, or Birth-Kindergarten licensure at an accredited institution of higher learning (A copy of a current grade report or transcript indicating the approved program of study or a letter from an advisor is required)
 - Have completed courses required for the program with a grade of a “B” or higher (Grade report or transcript with current semester date and a list of degree requirements is required)
 - Documentation of the facility license status
 - Complete a W-9 tax form
 - Complete an enrollment survey about your plans for coursework for the next semester and a satisfaction survey about the program

Retention Bonus

Education Incentives offers a retention bonus designed to reduce the turnover of early childhood educators who complete a degree in early childhood education. Only educators who have graduated in the last three years are eligible for these bonuses. Retention bonuses are paid at the following rates:

- Continued employment for one year following completion of AA degree, BA/BS degree or B-K Licensure \$1,000
- Continued employment for two or three years following completion of AA degree, BA/BS degree or B-K Licensure \$1,250

- ☞ In order to be eligible to receive a retention bonus, the individual must meet the following requirements:
 - Continue employment at the same child care center/home where he or she was employed upon completion of the degree and work a minimum of 25 hours/week.
 - Submit a completed application each year in accordance with the deadlines below that fall closest to the anniversary date of their graduation (for example: May graduates must apply by the June 7th deadline). The following documentation should be submitted with the application to RCPC:
 - Recent timesheet signed by the supervisor or a recent check stub
 - Copy of the degree/diploma
 - Documentation of the facility license status
 - W-9 tax form

Application Deadlines and Requirements

Applications for the incentive must be submitted by the application deadline for the semester just completed. For the 2018-2019 fiscal year, the deadlines are:

Semester	Education Incentive Application Deadline
Summer 2018	August 24, 2018
Fall 2018	January 14, 2019
Spring 2019	June 7, 2019

Applications submitted after these deadlines will not be paid.

- It is the recipient’s responsibility to obtain the necessary documentation (completed Statement of Eligibility, timesheet, documentation of license status, W-9 form, satisfaction survey, etc.) to support their application for the incentive and submit it to RCPC for approval prior to the application deadline.
- Education Incentives applications must contain original signatures. Faxed copies will not be accepted.
- Incomplete applications will not be accepted and will be returned to the applicant for completion.
- In the event that information submitted is misrepresented or incorrect, the individual will be required to refund the bonus to the Partnership for Children.
- Education Incentive bonuses are paid on a first come, first served basis as long as funds are available. Meeting all program requirements does not guarantee receipt of the bonus.

Contact April Cox at RCPC at 342-9676 ext. 207 for more information about this program.

Rockingham County
Partnership for Children



Education Incentives Award - Statement of Eligibility

As the recipient of the Education Incentives award from the Rockingham County Partnership for Children, I (name) _____, attest that I work _____ hours per week and have been at my employer for the length of time required by the program.

My employment with _____ began on _____.

of children birth to 5 (prior to Kindergarten entry) in my classroom _____.

Award Amount \$ _____ **My position is** _____.

Semester Applied for (circle one): Fall Spring Summer **Year:** _____

Individual Bonus- Courses Taken:

Course Name	Grade Earned	Required for Degree? Yes or	

Please answer the following question:

1. Will you enroll in courses toward your degree/program next semester? Yes No

2. What is your anticipated graduation/completion date? _____

Graduating with AA degree Graduating with BA/BS degree B-K Licensure Add-On

Retention Bonus:

Year Applying For	Amount	Check appropriate box
Year 1	\$1,000	
Year 2	\$1,250	
Year 3	\$1,250	

Recipient's Signature Date

Facility Director/Supervisor's Signature Date

Early Education Services Coordinator's Signature Date

For Office Use Only

License Status of Facility	# Hours/Week	Position	# of children served	Degree Track
Semester Ended Date		Date App. Received		Award \$

Rockingham County
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**EDUCATION INCENTIVES MEMORANDUM OF UNDERSTANDING
between Rockingham County Partnership for Children &**

-----**(Participant Name)**

As a participant in the Education Incentives Program, sponsored by the Rockingham County Partnership for Children, Inc. (RCPC), I understand that I am responsible for supporting the following criteria/arrangements. I further understand that my failure to comply with the following criteria/arrangements will result in my removal from the program.

↪ Education Incentives provides financial assistance to Rockingham County early educators working with children birth to age five (prior to Kindergarten entry), who complete college level coursework in a program of study in early childhood education, child development or birth-Kindergarten licensure. Programs of study can include a certificate, diploma, AA degree, BA/BS degree or Birth-Kindergarten licensure. **Please note applicants may not receive Education Incentives for the completion of multiple certificates, diplomas, AA degrees or BA/BS degrees in the field.**

↪ The Individual Education Incentives Program will pay a bonus of \$50 per credit hour for courses required to complete a course of study in early childhood education, child development or Birth-Kindergarten licensure with a grade of a B or higher.

↪ In order to participate in the **Individual Bonus** program, individuals must provide the following documentation:

(Please check each box for all documents required for application)

- Completed Statement of Eligibility with all signatures
- Signed Memorandum of Understanding
- Timesheet signed by supervisor or check stub (within the last month)
- Copy of facility license
- Transcript, Profile Page or a letter signed from advisor with early childhood, child development, or B-K licensure major declared
- Grade report or transcript with current semester date (Ex. Spring 2019)
- List of courses required for declared major (Ex. Course catalog or degree audit)
- Completed Federal W-9 form (signed and dated)
- Completed Satisfaction Survey
- Completed Participant Enrollment Form

↪ In order to reduce the turnover rate of early childhood educators who complete an Associate's degree, a Bachelor's degree or Birth-Kindergarten licensure in early childhood education, RCPC will provide annual retention bonuses for three years after the completion of the degree. To be eligible for this reward, an early educator must continue employment with the same facility where they were employed at the time of graduation and work a minimum of 25 hours/week. These retention bonuses will be awarded in the amount of \$1,000 the first year following graduation and \$1,250 the second and third years.

↪ To apply for the **Retention Bonus**, an individual must submit the following documentation to RCPC according to the deadline that falls closest to the anniversary date of their graduation (for example, May graduates must apply by the June 7th deadline): **(Please check each box for all documents required for application)**

- Completed Statement of Eligibility with all signatures
- Signed Memorandum of Understanding
- Time sheet signed by supervisor or check stub (within the last month)
- Copy of the facility license
- Copy of AA degree, BA/BS degree or B-K License
- Completed Federal W-9 form (signed and dated)
- Completed Satisfaction Survey

↪ Applications for the incentive must be submitted by the deadlines listed on the program summary included in the application packet. **Applications submitted after the deadline for the respective semester will not be paid.**

↪ It is the applicant's responsibility to obtain the required documentation to support their application for the incentive. **Incomplete applications will not be accepted and will be returned to the applicant for completion.**

↪ In the event that information submitted is misrepresented or incorrect, the individual will be required to refund the bonus to the Partnership for Children.

↪ **Education Incentive bonuses are paid on a first come, first served basis as long as funds are available. Meeting all requirements does not guarantee receipt of the bonus.**

Education Incentives Participant Date

Early Education Services Coordinator Date

Executive Director Date

Rockingham County Partnership for Children Education Incentives Participant Enrollment Survey

In order to help us plan our budget for Education Incentives for the remainder of the year, please answer the following questions.

Participant Name: _____

Employer: _____

1. In the coming semester (circle one – fall, spring, summer), I will will not be enrolled in courses towards a degree in the early childhood field. *Please indicate the upcoming semester and your plans for enrollment.*

2. If you will be enrolled in courses next semester, please indicate at which college you will be enrolled.

- Rockingham Community College
- University of North Carolina at Greensboro
- Greensboro College
- Guilford Technical Community College
- Forsyth Technical Community College
- Haywood Community College
- Stanley Community College
- Other, please indicate _____

3. List the courses and the number of credit hours for which you will be enrolled in the coming semester.

	<u>Course</u>	<u>Credit Hours</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

4. Will you be graduating at the conclusion of the next semester? Yes No

If Yes, AA degree BA/BS degree B-K Licensure

Rockingham County Partnership for Children, Inc. Education Incentives Award Satisfaction Survey 2018-2019

Please rate your response to the following questions on a scale of one (strongly disagree) to five (strongly agree). Feel free to share any comments that will help in the evaluation of the effectiveness of this program.

1. The Education Incentives program makes it easier for me to continue or complete my education in the early childhood education field and/or remain with my employer.

☺ Strongly Agree Somewhat Agree ☹ Agree Somewhat Disagree ☹ Strongly Disagree
 5 4 3 2 1

Please explain: _____

2. I understand the link between the education level of teachers and the quality of teaching practices and this understanding has influenced my interest in continuing my education.

☺ Strongly Agree Somewhat Agree ☹ Agree Somewhat Disagree ☹ Strongly Disagree
 5 4 3 2 1

Please explain: _____

3. Continued eligibility to participate in the Education Incentives program has contributed to my decision to remain with my current employer.

☺ Strongly Agree Somewhat Agree ☹ Agree Somewhat Disagree ☹ Strongly Disagree
 5 4 3 2 1

Please explain: _____

4. I am satisfied with the Education Incentives program as a bonus for continuing my education in the early childhood field and/or remain with my employer.

☺ Strongly Agree Somewhat Agree ☹ Agree Somewhat Disagree ☹ Strongly Disagree
 5 4 3 2 1

Please explain: _____

5. I feel I have a positive relationship with the Partnership for Children and I will continue to use the services available to me as well as refer others to the Partnership for services.

☺ Strongly Agree Somewhat Agree ☹ Agree Somewhat Disagree ☹ Strongly Disagree
 5 4 3 2 1

Please explain: _____

Please tell us a little about yourself:

How long have you been in the early childhood education field? _____

How long have you been with your current employer? _____

What is your ultimate educational goal? _____

If you completed your degree this semester, please tell us a little about your journey to achieve a college degree and how this program may have contributed to your success.

Any additional comments or suggestions: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exempt payee code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-					-				
or									
Employer identification number									
-					-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.