



**T.E.A.C.H. Early Childhood®
MINNESOTA
Recipient Policies and Procedures Manual**

T.E.A.C.H. Early Childhood® MINNESOTA* is administered by:



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**T.E.A.C.H. Early Childhood® MINNESOTA is a licensed program of Child Care Services Association.*

Dear Scholarship Recipient,

Welcome to the T.E.A.C.H. Early Childhood® MINNESOTA scholarship program! We are very excited that you have accepted the challenge of continuing your education while working in the early childhood education and/or school-age care field. To ensure that you have a successful experience in our scholarship program, you are receiving this manual as part of your award packet.

Please carefully read through each section of this manual before signing your contract; we want you to have a clear understanding of T.E.A.C.H. MINNESOTA and our expectations. Each section is designed to provide you with specific information about how the program works. At the end of the manual we have included a T.E.A.C.H. MINNESOTA staff directory and contact information. Please contact us with questions or concerns you may have. We are here to help you have a successful experience.

After reading this manual, please sign and return an original contract and the contract addendum. Both of these documents must be mailed to us; we need your original signature on file. We will not authorize or disperse any funds on your behalf until we have received both of these documents.

We wish you the best and look forward to working with you as you pursue your educational goals.

Sincerely,

T.E.A.C.H. MINNESOTA scholarship program staff

T.E.A.C.H. MINNESOTA

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T.E.A.C.H. MINNESOTA

Introduction and Program Overview

What is the Recipient Manual?

This manual is the Recipient Policies and Procedures Manual of Child Care Aware of Minnesota's T.E.A.C.H. Early Childhood® MINNESOTA program (**hereafter referred to as T.E.A.C.H.**). The Recipient Manual is referred to in and supplements the separate contract between Child Care Aware of Minnesota (**hereafter referred to as Child Care Aware**) and each individual scholarship recipient. Child Care Aware reserves the right to change, add to, eliminate or modify any of the policies and procedures in this Recipient Manual at its discretion, with or without notice. The most updated version of the manual will always be available on the T.E.A.C.H. website.

What is the T.E.A.C.H. Early Childhood® Program?

T.E.A.C.H. MINNESOTA is a higher education scholarship program intended to help early childhood and school-age care professionals increase their levels of education, compensation and commitment to the field.

History of the T.E.A.C.H. Early Childhood® Program

The Teacher Education And Compensation Helps (T.E.A.C.H.) Early Childhood® Project began as a program of Child Care Services Association (CCSA), located in North Carolina, in 1990 to improve the level of education of providers working with young children, while making the educational process affordable, increasing wages and reducing turnover.

Over the past two decades, the program has received national attention as one of the first to link teacher education and compensation. Because of the T.E.A.C.H. Early Childhood® Project child care professionals have completed on average 14 credits each year, turnover rates have decreased and salaries have increased. The program has expanded to more than 20 states across the nation. For more information on the creation of T.E.A.C.H. in North Carolina and states that currently administer the program, visit www.childcareservices.org.

History of T.E.A.C.H. Early Childhood® MINNESOTA

T.E.A.C.H. MINNESOTA, a program of Child Care Aware of Minnesota, began in 2002. In its first year, T.E.A.C.H. served a select portion of Minnesota only, offering the CDA assessment fee and associate degree scholarship options. During the fall of 2003, T.E.A.C.H. awarded its first bachelor's degree scholarship. Currently T.E.A.C.H. serves child care providers and sponsoring centers statewide, and it focuses solely on scholarships that cover higher education expenses. The CDA assessment fee is now covered by another program of Child Care Aware.

As the licensee agency, Child Care Aware sets the policies and procedures for operating the T.E.A.C.H. program in the state of Minnesota within the guidelines established by CCSA, the license holder of T.E.A.C.H. Early Childhood®. When making decisions that may impact the T.E.A.C.H. program, Child Care Aware utilizes input from the T.E.A.C.H. Advisory Committee and other key early care and education stakeholders.

To continue operating a successful program, T.E.A.C.H. annually surveys scholarship recipients and sponsoring centers to better understand their experience with the program and to make necessary changes for

improvement. Additionally, T.E.A.C.H. regularly surveys higher education staff and faculty to learn their perspectives of the program.

T.E.A.C.H. MINNESOTA's Mission Statement

The mission of T.E.A.C.H. is to promote and provide support needed for child care professionals to increase their level of education, retention and compensation, while ensuring that it is economically and professionally feasible for individuals to stay in the field.

Administering Organization

Child Care Aware of Minnesota, nonprofit corporation, administers T.E.A.C.H. MINNESOTA. Child Care Aware is dedicated to assisting families, providers and communities with child care information and services. For more information about Child Care Aware visit <http://childcareawaremn.org/>.

Funding

T.E.A.C.H. MINNESOTA is funded largely through federal dollars but also receives some foundation support. In December 2011 Minnesota received a federal Race to the Top Early Learning Challenge Grant, which will increase the amount of federal dollars available for higher education awards. T.E.A.C.H., the scholarship recipient and the sponsoring child care sponsoring center (when applicable) each pay a portion of educational costs.

Available Scholarships

- **Associate Degree Scholarship**
 - This scholarship is for child care and school-age care professionals who are taking classes towards a two year degree in Early Childhood Education, Early Childhood Special Education or Child Development.
- **Bachelor Degree Scholarship**
 - This scholarship is for child care and school-age care professionals who are taking credits towards a four year degree in Early Childhood Education, Early Childhood Special Education or Child Development.
- **CDA Training for College Credit**
 - This scholarship helps cover college credits designed to meet the 120 hour training requirement for the National Child Development Associate (CDA) Credential. Visit the T.E.A.C.H. MINNESOTA website for a list of colleges that currently provide credits for this credential.
- **Director/Assistant Director Scholarship**
 - Center directors, assistant directors, education specialists and other support staff who do not work directly with children or spend limited time with children are eligible for this scholarship. Center-based staff can work toward an associate, bachelor or graduate certificate in early childhood, child development, early childhood administration or early childhood special education.
- **Judy Lindman Memorial Scholar Forgivable Loan Program**
 - This forgivable loan is available to high school seniors who want to pursue a two year degree in an approved higher education program.

- **Student Teaching Scholarship**
 - This scholarship is available to child care and school-age care professionals who are enrolled in Student Teaching and are able to work 10 hours per week while completing their student teaching requirements. We do not provide the application for the student teaching stipend on our website; you must contact a counselor for more information about this award.
- **3 to 8 Credit Scholarship**
 - This flexible scholarship is designed to fill a variety of needs. It is for child care professionals who are interested in beginning an associate or bachelor degree program but want to build their confidence by easing into a higher education setting can use this scholarship to take a few classes. It is also intended for providers or teachers who are finishing a degree or want to take a few credits to complete their required Parent Aware training.

With the exception of the Judy Lindman Memorial award, all scholarship models are available to Minnesota early childhood and school-age care professionals who work full-time or part-time in a legally regulated or licensed child care/school-age care program or operate a licensed family child care program and meet the eligibility requirements.

In some rare cases it is possible that a scholarship recipient may have more than one scholarship at a time. To learn more about this possibility, please speak with a T.E.A.C.H. MINNESOTA program counselor.

Eligibility Requirements*

- Work in a licensed or legally regulated child care or school-age care program in Minnesota
- Teachers, assistant teachers, aides and family child care providers:** work directly with children at least 20 hours per week
- Directors and other program administrators:** work for the program at least 30 hours per week
- Be employed by your current program or working under your current family child care license for at least the past six months at the time of application
- Be accepted into Minnesota accredited college or university with an early childhood education, early childhood special education or child development degree program **or** be pursuing a National Child Development Associate (CDA) Credential through a higher education CDA program
- Agree to continue working at least one additional year beyond your contract year at your current child care or school-age care program (i.e. commitment year)
- Have joined Develop, Minnesota's registry tool

***These eligibility requirements do not apply to the Judy Lindman award; see website for more information.**

Role of the Counselor

T.E.A.C.H. MINNESOTA counselors answer questions regarding scholarship contracts and policies/procedures and provide suggestions regarding scholarship options. They also provide suggestions of college options for potential applicants or current recipients planning to change schools or degree programs. The counselor communicates on behalf of recipients with participating colleges and universities to ensure prompt payment for approved classes. Counselors are an important component of the program; they help make T.E.A.C.H. MINNESOTA a success for everyone.

T.E.A.C.H. MINNESOTA Scholarship Recipient Procedures and Policies

Beginning a Contract

Once a completed application has been received by the T.E.A.C.H. counselors and a decision to award a scholarship has been made an award packet will be sent out to each recipient. To help individuals understand the paperwork required for our program, T.E.A.C.H. MINNESOTA scholarship recipients receive a packet or binder including their contract, a recipient handbook and other forms used during the contract year. In all scholarship award mailings, each T.E.A.C.H. recipient receives two copies of the scholarship contract that outlines the agreement and each participant's responsibilities. The contract is the most important document of the scholarship process because without it, none of the scholarship components can be achieved. It's important to note the start and end dates of your scholarship. The contract runs for a full calendar year from the term that it is awarded (e.g. September 2014 through August 2015). All contracts must be signed by a T.E.A.C.H. MINNESOTA staff person, you and your sponsoring center (if applicable). You are required to mail in one of the signed contracts to T.E.A.C.H. MINNESOTA; this must be mailed with the original signature on it (not a copy). The remaining contract is for you. Sponsoring centers are encouraged to make a copy of the contract to keep on file. Please read your contract carefully before signing in order to understand your responsibilities. In addition to the contract, you must sign and return the **Addendum to the Contract** and the **Student Consent to Release Information** form. The Consent form allows the college to share information with T.E.A.C.H. counselors regarding your financial aid status.

It is essential that you read your contract and this manual very carefully. Once a contract is signed, an account will be set up for you that will record what the T.E.A.C.H. MINNESOTA program has paid for you and what you owe the program. You will be responsible for the things that you agreed to in your contract and for complying with the contents of this manual. If you have questions regarding the terms listed in your contract or with the content of this handbook, you should contact the T.E.A.C.H. MINNESOTA office before you sign and send in the contract.

At the beginning of your first contract, you'll be asked to complete an **Individual Professional Development Plan (IPDP)** listing your short term goals for the length of your scholarship year as well as long term goals for your career. If you choose to reapply for more scholarships then you will be sent an update form as well as the copy of your first IPD plan in order to provide updated information to the T.E.A.C.H. counselors. A completed IPDP or update form is included with your award packet, fill it out and return it with the signed contract and other materials listed above.

Beginning a New Term

At the start of each term the following paperwork is required (these forms may be mail, faxed or emailed):

- Pre-Authorization Form
- Form B
- Book Receipt(s)

- Course Registration

The **Pre-Authorization form** is where you will list your classes and college for each term. The T.E.A.C.H. counselors use this information in order to set up a third party billing arrangement with the college.

Pre-Authorization request forms need to be submitted by the specified deadlines.

- **Fall semester/quarter – July 30**
- **Spring semester/Winter quarter – November 30**
- **Spring quarter – February 28**
- **Summer semester/quarter – April 30**

The program counselor will confirm the courses that have been approved based on how many credits you have left until you reach the credit limit for your contract (see your contract for details). You may register for the classes before or after submitting the pre-authorization request form. However, we need your pre-authorization form to let the college know what credits we are covering prior to the school's third party billing deadline. If you submit your form late, you may be responsible for paying the school first and then being reimbursed by T.E.A.C.H. MINNESOTA.

The **Form B** is used to track the amount you spent on books for each approved class every term. T.E.A.C.H. will only cover books for approved classes. Please list each of the books and prices on the form and include copies of each receipt. It's not possible to charge books to T.E.A.C.H., they must be purchased upfront and receipts submitted for an 85 percent reimbursement of the cost of the books (no reimbursement for sales tax, shipping costs and/or school supplies such as notebooks, calculators, pens/pencils, etc.). As soon as books are purchased, you should complete a Form B, attach a copy of the book receipt and email, fax or mail the information to a T.E.A.C.H. program counselor. If you purchase books throughout the semester, you can submit a new Form B and copy of book receipts for any new books.

Once you register for classes you will be able to access your **course registration**. This will show the course codes, titles and dates of the semester. Submit a copy of this along with your completed Form B and copy of book receipt(s). **T.E.A.C.H. will not pay your tuition bill until all these required documents are on file.**

Adding or Dropping a Class

If at any time you change your classes please fill out a new pre-authorization form and submit it to a T.E.A.C.H. counselor. You must drop or withdraw from a class before the school's drop/add deadline in order to avoid paying tuition charges.

Withdrawing from or Failing a Class

This policy affects all classes dropped **after** your college's final add/drop deadline. Classes dropped before the deadline do not apply but will still need to be communicated to your T.E.A.C.H. counselor. All withdrawn classes must be reported to your T.E.A.C.H. counselor immediately upon withdrawing from the class. It is recommended that you be in touch with your counselor long before you consider withdrawing. The T.E.A.C.H. staff is knowledgeable about resources that might help you to avoid withdrawing from a class and the associated consequences.

If you withdraw from or fail a class after T.E.A.C.H. has already paid for the class, you will be issued a warning. Your scholarship will continue but T.E.A.C.H. will not pay for the withdrawn/failed class when you re-take it. T.E.A.C.H. can only pay for a class one time. The **second** time you withdraw from or fail a class you will be required to repay T.E.A.C.H. for the cost of tuition and fees that were spent on your behalf. You will still be able to finish your current contract but will be required to pay your portion of tuition and fees for each term before payment for more classes will be approved. You must repay the cost of the withdrawn or failed class before the end of your current contract. The **third** time you withdraw from or fail a class you will be required to repay T.E.A.C.H. for the cost of tuition and fees that were spent on your behalf and your scholarship will be terminated at that point. You will be ineligible for a new scholarship as long as you owe a balance to the T.E.A.C.H. program.

Information Collection Process

If you fail to submit all information and documents required for participation by the deadlines established (e.g. grade reports, program forms, information update forms, and other requested documents), a T.E.A.C.H. counselor will attempt to collect necessary information and documents by emailing, calling and/or mailing letters to you. After three unsuccessful contacts, T.E.A.C.H. may rescind the scholarship contract. In that case, you will be responsible for repaying all monies expended on your behalf for your scholarship and will forfeit your bonus. You may also be ineligible for future scholarships.

The general process by which counselors notify scholarship recipients of outstanding grade reports and other paperwork needed is as follows:

1. Email or phone call reminder
2. Second notice reminder by email or phone call
3. Final notice by email, phone call or letter
4. Rescind scholarship letter

Third Party Billing

After approving the courses from the pre-authorization form the counselor will notify the college or university and give permission for your tuition to be billed to T.E.A.C.H. Once the letter has been emailed to the college, the T.E.A.C.H. counselor will send you an email summarizing the classes that have been approved and requesting any missing paperwork. After the college has received T.E.A.C.H. MINNESOTA's third party billing authorization letter, the college will apply the letter as "payment" to your student account balance. The college usually bills T.E.A.C.H. one to two weeks after the college's drop/add deadline. (Some schools differ.)

T.E.A.C.H. will pay for tuition costs and related fees for any approved credits, but will NOT cover non-related fees such as: parking permits, graduation fees, transcript requests or dropped course fees. If you have reached your credit limit for your contract and have decided to take classes beyond that limit, you will be responsible for tuition and book costs for those classes.

If you receive a federal or state grant or other scholarship funds (excluding loans), those dollars will first be applied toward the maximum numbers of credits covered by T.E.A.C.H. MINNESOTA. This allows our dollars to support more child care professionals, many of whom do not receive other financial aid in the form of scholarships or grants.

While loans are an option for students, we encourage recipients to attend school at a pace that allows them to complete a degree program without loans.

Note: *If you receive an overage check from the college due to Pell or state grants, please contact us before cashing that check to make sure the college did not make an error in its billing system.*

While it does sometimes take time for T.E.A.C.H. payments to be reflected in your student account it is unusual for recipients to receive bills from the college unless they have exceeded their credit limit for the contract year. If you receive bills that indicate your classes may be dropped, you should contact a T.E.A.C.H. counselor immediately.

Paying for Your Tuition

Once T.E.A.C.H. receives a tuition bill, it will be paid to the college in full and then you will receive a bill or check from T.E.A.C.H. once the benefits have been factored in. Each “active” quarter or semester (meaning at least one credit is approved by T.E.A.C.H. MINNESOTA), you are responsible for paying a portion of tuition and books. **Any outstanding balance owed for your tuition and books must be paid before T.E.A.C.H. will authorize payment for a new semester or quarter.** Your scholarship provides the following benefits: book reimbursement, a travel stipend and paid release time (if eligible). 85 percent of the tuition and fees is covered by T.E.A.C.H. (check your contract to see what portion you are responsible for). For each active term you will receive the following:

Book reimbursement: T.E.A.C.H. will reimburse you for 85 percent of the cost of your books for any approved classes.

Travel stipend: You will receive a \$60 per semester (\$45 per quarter) travel stipend.

Release Time: see below.

Sponsoring Center Teacher Release Time (teachers and assistant teachers only)

As part of the T.E.A.C.H. Early Childhood[®] MINNESOTA scholarship agreement with child care center programs, teachers and assistant teachers are eligible for up to three hours of paid release time per week for **up to 36 hours per quarter/48 hours per semester for terms with at least one college credit covered by T.E.A.C.H.** Release time is a required component of the T.E.A.C.H. contract for teachers and assistant teachers, **please check your contract to see if you are eligible.** Teachers can use paid release time to attend class, study or handle personal needs. Recipients and their directors should meet before the start of each semester or quarter to ensure that the center can provide release time during work hours that are convenient (such as for a class or daytime study hours). Release time is tracked on Form C, which T.E.A.C.H. MINNESOTA sends to the sponsoring center director along with the award letter. The sponsoring center should claim release time on Form C. All release time reimbursements are issued to the sponsoring center to help subsidize the cost for release time paid to teachers and/or for substitute(s). You should NOT sign Form C if you are not receiving release time. During a normal 16 week semester, teachers receive up to 3 hours of paid release time (at their current hourly rate) each week they are taking courses. T.E.A.C.H. MINNESOTA will reimburse sponsoring centers for up to 36 hours per quarter or 48 hours per semester for a maximum of 144 hours per year. Sponsoring centers are reimbursed at a rate of \$7.50 per hour. **Note: you are NOT eligible for release time if you have reached your maximum credit limit and T.E.A.C.H. is not paying for tuition costs for that semester/quarter. Center directors and assistant directors are NOT eligible for release time.**

Family Child Care Provider Release Time

Family child care providers can use paid release time to attend class, study or handle personal needs. All release time hours should be taken during the normal operating hours of the program. T.E.A.C.H. MINNESOTA

issues the release time reimbursement directly to the family child care provider; the release time reimbursement may be used to cover the cost of a substitute if necessary. Family child care providers do not submit release time claims. T.E.A.C.H. automatically grants 16 hours of release time per semester or 12 hours of release time per quarter. **Note: you are NOT eligible for release time if you have reached your maximum credit limit and T.E.A.C.H. is not paying for tuition costs for that semester/quarter.**

Tax Information

Scholarship funds paid by T.E.A.C.H. for the cost of tuition, fees, travel and book reimbursements **are not** taxable income to you. Scholarship funds paid for release time and bonuses **are** taxable income to you. Family child care providers who exceed the maximum threshold of \$600 in a calendar year for release time and bonuses will be issued a 1099-Misc. Form, and T.E.A.C.H. will be reporting it to the IRS. Every scholarship recipient who receives or pays money to T.E.A.C.H. will receive a Yearly Education Expense Memo. You are responsible for determining the tax consequences of all scholarship funds paid to you and for paying any taxes incurred by you on all such funds.

Reimbursement of Tuition

If you pay for tuition directly, you must send T.E.A.C.H. MINNESOTA a copy of proof of payment (e.g. copy of card statement, cancelled check), along with a completed Form B, a copy of the current college class schedule, a copy of the billing statement showing the tuition/fee charges and copies of any book receipts. After T.E.A.C.H. MINNESOTA receives all these documents, T.E.A.C.H. will reimburse you for all approved courses.

Completing Your Term

Grades

You must submit a copy of your grades to T.E.A.C.H. upon completion of your courses. If you receive an **"F"** for a course(s) you may be held responsible for repaying to T.E.A.C.H. all tuition and fee charges paid on your behalf, unless you provide documentation of a medical reason or other extenuating circumstance. (see failure policy) Your repayment obligation includes only tuition and fee charges for the failed class. You must submit grade reports to T.E.A.C.H. no later than three weeks after each semester/quarter ends. Because not all colleges or universities issue hard copies of grade reports, you are responsible for retrieving your grade report from the school's website or requesting an unofficial transcript from your school and submitting it to T.E.A.C.H. If you need help accessing grade reports from the website, you can contact your college faculty advisor.

If you do not submit grade reports by this deadline, you may be removed from the third party billing authorization letter that T.E.A.C.H. provides to the college/university and may be responsible to pay all tuition charges to your college/university. Additionally, if you do not submit grade reports by the end of the contract period, you will not be eligible to receive the bonus and/or raise as stipulated in the T.E.A.C.H. contract until all grade reports and additional paperwork are received.

Once you are able to register for the next term, you should submit the pre-authorization form for your future classes (see deadlines above).

Finishing Your Contract

You must successfully complete a minimum number of credits within the contract year to be eligible for the bonus or raise, but T.E.A.C.H. MINNESOTA will cover up to a maximum number of credits (see individual contract for details). (Authorized credits covered by the Pell Grant or other outside funds do count toward the credit maximum.) If you met your credit limit before the end of your contract year you will need to wait until the end of the contract to apply for another scholarship. In order for T.E.A.C.H. to issue a bonus to you and/or a compensation letter to the sponsoring center, you must submit all required grade reports and paperwork to your T.E.A.C.H. MINNESOTA counselor. You must also not owe any money to T.E.A.C.H.

Contract Renewal or Completion

If you are interested in applying for another T.E.A.C.H. MINNESOTA scholarship, complete the Information Update and Reapplication Form and return it with the required documents to a T.E.A.C.H. counselor. Failure to reapply by the end of your current contract (see deadlines below) may jeopardize your ability to receive another T.E.A.C.H. scholarship. If you are not interested in applying for another scholarship, you must still complete the information update form and send in other required documents in order to close out the contract and receive a bonus from T.E.A.C.H. (provided you are eligible). Counselors track compensation through the application or the information update form and proof of income. Your failure to return the paperwork that is required to close out the contract will delay or stop payment of the bonus (if applicable). Although T.E.A.C.H. accepts applications at any time it is recommended that you turn in your renewal application by the following deadlines in order to ensure a smooth continuation of your scholarship:

August 15th for a fall semester start

December 15th for a spring semester start

May 15th for a summer semester start

Graduating

If you graduate or complete a national CDA credential through college courses, you must send T.E.A.C.H. a copy of your certificate or diploma. If you fail to send a copy of your certificate or diploma, the completed information update, and proof of income (current Schedule C for family child care providers and recent pay stub for child care center employees), T.E.A.C.H. will not send you your bonus (if applicable).

Bonus and/or Raise

Sponsoring Center Staff Compensation

Upon successful completion of the contract, at the end of the term of the contract, if you have completed the required amount of credits you will receive a bonus payment from T.E.A.C.H. as a recognition of your academic achievement. Additionally, scholarship recipients working for a child care sponsoring center program will receive a bonus or raise six months later from their employer (with the exception of those scholarship recipients who work under a union contract in which case T.E.A.C.H. will pay a larger bonus and may or may not reimburse the sponsoring center program for release time). The sponsoring center compensation in the form of a bonus or raise is in addition to any other annual raise or bonus the sponsoring center pays you. T.E.A.C.H. will notify the sponsoring center director approximately six months following the end of the term of the contract to award compensation to you as outlined in the contract. T.E.A.C.H. will not be responsible for any delay or failure by the sponsoring center to pay any compensation to you regardless of the form, purpose or nature of the compensation. T.E.A.C.H. will not send a reminder letter to the sponsoring center if your file

is incomplete. (For example, if you have failed to provide grades or closing contract paperwork.) If you are not sure if your file is complete, you should contact a T.E.A.C.H. counselor.

Bonus Payments

The sponsoring center will pay you a bonus approximately six months after you have successfully completed your contract. The bonus is issued in addition to any other bonus or raise paid by the sponsoring center to you in that year.

Raise Payments

The sponsoring center will pay you a raise (as stipulated in the scholarship contract) approximately six months after you have successfully completed your contract. The raise is in addition to your normal raise schedule.

If you choose to terminate your employment at the sponsoring center before you have successfully completed your contract or before you have successfully completed the commitment year, you will forfeit all future bonus and raise payments, if any, and may be responsible to repay to T.E.A.C.H. all tuition charges and reimbursements (such as travel stipend and book payments) made on your behalf.

Family Provider Bonus

Upon your successful completion of the contract, if you have completed the required number of credits to be eligible for a bonus, you will receive compensation from T.E.A.C.H. MINNESOTA. You will not receive this compensation if your file is incomplete. (For example, if you have failed to provide any grades, information update or wage information.) You will also not receive this compensation if you owe T.E.A.C.H. any money. If you are not sure if your file is complete, you should contact your counselor. If you choose not to work under your current family child care program license before you complete the commitment year, you will forfeit all future bonus and raise payments, if any, and will be responsible to repay to T.E.A.C.H. all tuition charges and reimbursements (such as travel stipend and book payments) made on your behalf.

Commitment year

For each scholarship contract you complete, you commit to working at least one additional year at your sponsoring center or under your current family child care program license. A commitment year immediately follows the completion of the term of the contract. All scholarship models require a commitment period. A commitment year may be served at the same time as another scholarship contract.

Scholarship Contract and Commitment Year Completion

If you fail to complete a scholarship contract/commitment year:

- You may be asked to pay all or some portion of your scholarship back.
- T.E.A.C.H. MINNESOTA may not award future scholarship awards to you.
- Your eligibility with other programs supported by Child Care Aware (e.g. REETAIN) may be affected.

Any of the following situations may be considered a failure to complete your scholarship contract:

1. Failure to maintain the required GPA (2.0 over the course of one contract year);

2. Withdrawing from or terminating two or more contracts with T.E.A.C.H. MINNESOTA;
3. Dropping or withdrawing from two or more classes after the drop/add deadline without a medical reason or other extenuating circumstance;
4. Failure to pay any sum owed to T.E.A.C.H. within three months of the date of the invoice;
5. Withdrawal or expulsion from the college;
6. Failure to notify T.E.A.C.H. of a change in your school enrollment status;
7. Terminating your current work position during the term of the contract or during the commitment year;
8. Losing the ability to work/operate under your current child care program license and/or having a negative action on that license, defined as a conditional license, suspension or temporary immediate suspension or a maltreatment finding in which the program is responsible. Fines are not considered a negative action. A program may reapply for T.E.A.C.H. MINNESOTA after resolution of the negative action.
9. If at any time you provide false information to the T.E.A.C.H. office
10. Conviction of, or a plea of guilty by you, of a felony or misdemeanor, other than minor offenses such as traffic cases;
11. The bankruptcy or insolvency of you, the scholarship recipient.

Repayment

If you do not complete your contract or commitment year you may be required to repay some or all of the money T.E.A.C.H. paid on your behalf. You **will not** be required to repay to T.E.A.C.H. tuition charges and reimbursements (such as travel stipend and books) made on your behalf if:

- Medical reason(s) made it impossible for you to complete the terms of the contract/commitment year. (You will be required to submit to T.E.A.C.H. a letter from your physician stating that medical reasons (including the specific reasons) made it impossible for you to complete the terms of the contract/commitment year);
- You were terminated from your employment at your sponsoring center due to low enrollment, the closing of your sponsoring center, or other reasons out of your control; or
- There are any other extenuating circumstances that T.E.A.C.H. determines, in its sole and absolute discretion, are appropriate reasons not to require you to repay tuition charges and reimbursements (such as travel stipend and books) made on your behalf.

You **will be** required to repay to T.E.A.C.H. MINNESOTA tuition charges and reimbursements (such as travel stipend and books) made on your behalf by if:

- You terminate your current employment at your sponsoring center during your contract or commitment year; or
- You stop offering child care under your family child care license during your contract or commitment year

In the above situations, your scholarship contract will be terminated as of the last day of your employment with the sponsoring center or the last day you operated your family child care under your current family child care program license. You must contact your T.E.A.C.H. counselor if your employment status changes. You should contact a T.E.A.C.H. MINNESOTA counselor for more information regarding any of the above policies.

Communication

Ongoing communication between T.E.A.C.H. MINNESOTA counselors and scholarship recipients is critical. You must have updated contact information on file at all times to ensure that they receive important scholarship information, reminders and reimbursements. Email is the most frequent way counselors contact you, so you must ensure that the T.E.A.C.H. office has your most current email address on file, in addition to phone number and address.

T.E.A.C.H. MINNESOTA Website

Stay connected to T.E.A.C.H. information and resources online anytime. Please find application materials, program resources and announcements at: www.childcareawaremn.org/teach.

Contact Information

Child Care Aware of Minnesota
T.E.A.C.H. Early Childhood® MINNESOTA
10 River Park Plaza, Suite 820
Saint Paul, MN 55107
Phone: (651) 290-9704
Fax: (651) 209-1761
Website: www.childcareawaremn.org/teach
General email: teachmail@childcareawaremn.org

Erin Young, Program Counselor
eriny@childcareawaremn.org, x 200

Nghia Vang, Program Counselor
nghiav@childcareawaremn.org, x 106

Valerie Peterson, Director of Financial Supports
valeriep@childcareawaremn.org, x 107

Denise Kilgore, Bookkeeper
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