



**T.E.A.C.H. MINNESOTA
Sponsoring Program Manual**

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



Child Care Aware of Minnesota

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

T.E.A.C.H. MINNESOTA Scholarship Introduction & Program Overview

What is the Sponsoring Program Manual?

This manual is considered an extension of the contract signed by the scholarship recipient, the sponsoring program and T.E.A.C.H. MINNESOTA. Child Care Aware reserves the right to change, add to, eliminate or modify any of the procedures in this 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. MINNESOTA website (www.childcareawaremn.org/teach).

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

T.E.A.C.H. Early Childhood® 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 was started by the Child Care Services Association (CCSA) in North Carolina in 1990 to upgrade the level of education of the teachers 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, teachers nationally have completed on average 14 college credits per year, turnover rates have decreased and salaries have increased. The program has since 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. Early Childhood® MINNESOTA, a program of Child Care Aware of Minnesota, began in 2002. During the first year of T.E.A.C.H., the program served a select portion of Minnesota only, offering the CDA and associate degree scholarship options. During the fall of 2003, T.E.A.C.H. MINNESOTA awarded its first bachelor's degree scholarship. T.E.A.C.H. MINNESOTA now serves early childhood and school-age care professionals statewide, offering a variety of scholarship models to meet providers' needs.

As a licensee agency, Child Care Aware of Minnesota sets Minnesota's policies and procedures for operating the T.E.A.C.H. program within the guidelines established by CCSA, the license holder of the T.E.A.C.H. Early Childhood® project. In making decisions that impact T.E.A.C.H., Child Care Aware of Minnesota 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. MINNESOTA also surveys recipients and sponsoring programs on an annual basis to better understand their experience with the program and to make necessary changes for improvement.

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

Funding

T.E.A.C.H. Early Childhood® MINNESOTA is funded largely through federal dollars but also receives some foundation support. T.E.A.C.H., the scholarship recipient and the sponsoring child care program (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**
 - Program 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.

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 a 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

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 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, the scholarship recipient and the sponsoring program. The scholarship recipient is required to mail in one of the signed contracts to T.E.A.C.H. MINNESOTA. Sponsoring programs are encouraged to make a copy of the contract to keep on file. Please read the contract carefully before signing in order to understand your program's responsibilities.

Once a contract is signed, an account will be set up for the sponsoring program that will record what the T.E.A.C.H. MINNESOTA program has paid for and what is owed. The sponsoring program will be responsible for the things agreed to in the contract. If you have questions regarding the terms listed in the contract or with the content of this handbook, you can contact the T.E.A.C.H. MINNESOTA office before you sign the contract.

Beginning a New Term

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

- Pre-Authorization Form – lists the classes the recipient will take each term
- Form B – lists the books the recipient purchased for each class
- Book Receipt(s)
- Course Registration

The **Pre-Authorization form** is where the recipient will list their 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 semester deadlines. The program counselor will confirm the courses that have been approved based on how many credits the recipient has left until they reach the credit limit for their contract (see the contract for limits). The sponsoring program should review and sign the pre-authorization form as it is part of the requirements that a sponsoring program contribute toward the cost of tuition and books.

If a scholarship recipient fails 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 them. After three unsuccessful contacts, T.E.A.C.H. may rescind the scholarship contract. In that case, the scholarship recipient will be responsible for repaying all monies expended on your behalf for their scholarship and will forfeit their bonus.

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

1. Email, phone call or letter reminder
2. Second notice reminder by email, phone call or letter
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 tuition to be billed to T.E.A.C.H. 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 the student's 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 the scholarship recipient has reached their credit limit for their contract and has decided to take classes beyond that limit they will be responsible for tuition and book costs for those classes.

T.E.A.C.H. requires federal or state grant or other scholarship funds (excluding loans), to 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.

Paying for Tuition and Books

Once T.E.A.C.H. receives a tuition bill, it will be paid to the college in full and then the sponsoring program's invoice will be held until the end of the semester. At this time an invoice will be sent and the program will have an opportunity to claim reimbursement for the scholarship recipient's paid time off in order to offset the amount owed for tuition and books.

Sponsoring Program Staff Release Time

As part of the T.E.A.C.H. Early Childhood[®] MINNESOTA scholarship agreement with child care 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. 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 program 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 program director along with the award letter. The sponsoring program should claim release time on Form C. All release time reimbursements are issued to

the sponsoring program to help subsidize the cost for release time paid to teachers and/or for substitute(s). 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 programs for up to 36 hours per quarter or 48 hours per semester for a maximum of 144 hours per year. Sponsoring programs are reimbursed at a rate of \$7.50 per hour. **Note: staff are NOT eligible for release time if they have reached their maximum credit limit or if T.E.A.C.H. is not paying for tuition costs for that semester/quarter. Program directors and assistant directors are NOT eligible for release time.**

Commitment year

For each scholarship contract your employee completes, they commit to working at least one additional year at your program. 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.

Bonus and/or Raise

Sponsoring Program Staff Compensation

Upon successful completion of the contract, at the end of the term of the contract, if the scholarship recipient has completed the required amount of credits they are eligible to receive a bonus or a raise from the sponsoring program. Scholarship recipients working for a child care sponsoring program will receive a bonus or raise six months later from the 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 program for release time). The sponsoring program compensation in the form of a bonus or raise is in addition to any other annual raise or bonus the sponsoring program pays. T.E.A.C.H. will notify the sponsoring program director approximately six months following the end of the term of the contract to award compensation to the scholarship recipient as outlined in the contract. T.E.A.C.H. will not send a reminder letter to the sponsoring program if the scholarship recipient's file is incomplete. (For example, if they have failed to provide grades or closing contract paperwork.)

Bonus Payments

The sponsoring program will pay a bonus approximately six months after the scholarship recipient has successfully completed their contract. The bonus is issued in addition to any other bonus or raise paid by the sponsoring program in that year.

Raise Payments

The sponsoring program will pay a raise (as stipulated in the scholarship contract) approximately six months after the scholarship recipient has successfully completed their contract. The raise is in addition to your normal raise schedule.

If the scholarship recipient chooses to terminate their employment at the sponsoring program before they have successfully completed their contract or commitment year, they will forfeit all future bonus or raise payments. They may be responsible to repay to T.E.A.C.H. all tuition charges and reimbursements made on their behalf. The sponsoring program may receive a repayment of their contribution to tuition and book costs in this case.

Scholarship Contract and Commitment Year Completion

Any of the following situations may be considered a failure of the scholarship recipient to complete the scholarship contract or commitment year:

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 school enrollment status;
7. Terminating their current work position during the term of the contract or during the commitment year;
8. Any statement made by the scholarship recipient to T.E.A.C.H. at any time is incorrect or misleading in any way when made;
9. Conviction of, or a plea of guilty by the scholarship recipient, of a felony or misdemeanor, other than minor offenses such as traffic cases;
10. The bankruptcy or insolvency of the scholarship recipient.

Repayment

As a sponsoring program, you **will not** be required to pay back any of the money paid out by T.E.A.C.H. on behalf of the scholarship recipient. In the case where the scholarship recipient does not follow through on their responsibilities as outlined in the contract and is required to repay T.E.A.C.H. your program may receive a reimbursement of your contribution. The T.E.A.C.H. office takes responsibility for collecting any money from the scholarship recipient and will issue a check to the sponsoring program if appropriate. Please feel free to contact a T.E.A.C.H. MINNESOTA counselor for more information regarding any of the above policies.

Communications

Ongoing communication between T.E.A.C.H. MINNESOTA counselors and scholarship recipients is critical. Please notify the T.E.A.C.H. office about any changes in your program. Email is the most frequent way counselors contact you, so please ensure that the T.E.A.C.H. office has the 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 forms, program resources and announcements at: www.childcareawaremn.org/teach.

Contact Information

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