



Scholarship Recipient Policies and Procedures Manual

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, we have created this manual to include a detailed description of our policies and processes.

We want you to have a clear understanding of the T.E.A.C.H. Scholarship 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. staff directory and contact information. Please contact us with questions or concerns you may have. We are here to help and support you!

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. Scholarship Recipient Manual

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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. is a higher education scholarship program intended to help early childhood and school-age care educators 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® began as a program of Child Care Services Association (CCSA), located in North Carolina, in 1990 to improve the level of education of early childhood educators working with young children, while making the educational process affordable, increasing wages, and reducing turnover.

Over the past few 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® Program early childhood educators have completed on average 14 credits each year, turnover rates have decreased and salaries have increased. The program has expanded to many 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 <http://teachecnationalcenter.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 early childhood educators and sponsoring programs 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 the T.E.A.C.H. National Center. 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 programs 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 the support needed for early childhood educators 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, a nonprofit organization, administers T.E.A.C.H. Minnesota. Child Care Aware is dedicated to assisting families, educators, and communities with child care information and services. For more information about Child Care Aware visit <http://childcareawaremn.org/>. T.E.A.C.H. is funded largely through federal dollars but also receives some foundation support. T.E.A.C.H., the scholarship recipient, and the sponsoring program (when applicable) each pay a portion of educational costs.

Available Scholarships

- Associate Degree Scholarship
- Bachelor's Degree Scholarship
- CDA Training for College Credit
- Student Teaching Scholarship
 - This scholarship is available to early childhood and school-age care educators who are enrolled in Student Teaching and are able to work 10 hours per week while completing their student teaching requirements. Contact a counselor for more information about this scholarship.
- 3 to 8 Credit Scholarship
 - This flexible scholarship is designed to fill a variety of needs. It is for early childhood educators who are interested in beginning an associate or bachelor's 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 educators who are finishing a degree or want to take a few credits to complete their required Parent Aware training.
- Apprenticeship
 - The apprenticeship project combines an expanded traditional T.E.A.C.H. scholarship with one-on-one mentoring for a minimum of 2 years. Apprentices are required to meet additional standards and are strongly encouraged to complete their degree by the end of their apprenticeship. Ideal apprentice candidates are those who have worked in the early childhood field for less than 5 years, are intending to complete a degree, and are interested in working with a mentor to build their job skills.

All scholarship models are available to Minnesota early childhood and school-age care educators who work at least 20 hours per week 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

- Have a high school diploma or GED
- Be employed by a licensed early childhood or child care program, be a licensed family child care provider, be employed by a public prekindergarten program, or be an employee in a school-age program exempt from licensing in Minnesota or participating in Empower to Educate
- Be working at least 20 hours per week
- Be committed to continuing working at current place of employment for one year beyond the scholarship year
- Be accepted into a Child Development or Early Childhood Education degree program or be pursuing college credits for a national Child Development Associate Credential (CDA) at an approved, accredited college or university in Minnesota
- Have a Develop Individual Membership with verified employment
- Not currently receiving a REETAIN grant from Child Care Aware of Minnesota
- Have completed a FAFSA application, Dream Act application, or submit evidence of ineligibility (ex: an email from the college's financial aid department)

Role of the Counselor

T.E.A.C.H. counselors answer questions regarding scholarship contracts and policies/procedures and provide suggestions regarding scholarship options. They also provide suggestions for 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. a success for everyone.

T.E.A.C.H. Scholarship Process

Beginning a Scholarship Year

All scholarship recipients will receive an award packet at the beginning of each scholarship year, this packet contains the following items:

- **Contract:** Lists the responsibilities of the T.E.A.C.H., the recipient, and employer (if applicable) for the next 12 months, needs to be read, signed, and returned to the T.E.A.C.H. office.
- **Contract addendum:** Explains T.E.A.C.H. policies for repayment if a contract or commitment year is broken, needs to be signed by the recipient
- **Release of Information (ROI) Form:** Gives permission for the recipient's college to share information with T.E.A.C.H.
- **W-9 Tax Form:** It is required that everyone receiving money from T.E.A.C.H. complete this form each year.
- **Participant Checklist:** Summary of scholarship year schedule
- **Recipient Manual:** This document can be found on the [website under Resources and Forms](#).
- **Form C and Instructions (if eligible for release time):** Instructions and form for claiming release time.

First Step: Read and electronically sign: Contract, Contract Addendum, W-9, and School Release Form. (You will automatically receive signed copies.)

Most scholarships provide the following benefits each term (check your contract for details):

- Book reimbursements (90% of the cost)
- Travel/internet stipend (\$60/semester or \$45/quarter)
- Paid release time or sub reimbursement (directors/assistant directors are not eligible for release time)
- 85 percent of the tuition and fees are covered by T.E.A.C.H. (Check your contract to see what portion you are responsible for).
- Bonus or raise (if minimum credits are completed by the end of the scholarship year)

Beginning a Term

At the start of each term the following forms are required: (these forms are online and can be found on the website.)

- **Pre-Authorization Form:** Listing the classes you want T.E.A.C.H. to pay for during the next semester/quarter
- **Book Reimbursement Form:** To request a reimbursement for your book costs
- **Book Receipt(s):** Must be uploaded to the Book Reimbursement Form or emailed in order to receive a reimbursement

The Pre-Authorization form is where you will list your classes and college(s) for each term. The T.E.A.C.H. counselors use this information in order to set up payment with the college(s). Pre-Authorization forms need to be submitted by the specified deadlines. **If you were awarded a scholarship after the deadline listed below then send in your pre-authorization form as soon as your classes have been confirmed by your college. Otherwise, submit by the following deadlines:**

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

Next Step: Check your contract to see how many credits T.E.A.C.H. will help cover for the next year and plan how many credits you want T.E.A.C.H. to cover each term. Then complete a Pre-Authorization Form with the classes you want T.E.A.C.H. to pay for the next semester/quarter. Note: Book Reimbursement Form can be submitted after classes start.

If your classes change at any point, please let a T.E.A.C.H. counselor know and complete a new Pre-Authorization Form.

The T.E.A.C.H. counselor will confirm the courses that have been approved for payment based on how many credits you have left until you reach the credit limit for your contract (see your contract for details). If you submit your form too late, you may be responsible for paying the school first and then being reimbursed by T.E.A.C.H.

Adding or Dropping a Class

If at any time you change a class please fill out a new pre-authorization form. You must drop or withdraw from a class before the college's drop/add deadline in order to avoid paying tuition charges.

The Book Reimbursement Form 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. It's not possible to charge books to T.E.A.C.H., they must be purchased and receipts submitted for reimbursement of the cost of the books (no reimbursement for school supplies such as notebooks, calculators, pens/pencils, etc.). If you purchase more books throughout the semester, you can submit a new Book Reimbursement Form and a copy of book receipts for any new books. If your books are included in the price of tuition then you don't need to complete a Book Reimbursement Form.

Next Step: As soon as books are purchased, complete a Book Reimbursement Form on the T.E.A.C.H. website and upload a copy of the book receipt(s). **T.E.A.C.H. will not pay your tuition bill until all the documents have been received.**

Tuition Payment

The process of paying for tuition happens in the following steps:

1. T.E.A.C.H. counselor receives the pre-authorization form and confirms there are enough credits to cover the classes listed.
2. T.E.A.C.H. counselor emails a letter to the college(s) letting them know to bill T.E.A.C.H. for the full cost of tuition and fees for the listed classes.
3. Recipient receives a confirmation email from a T.E.A.C.H. counselor listing the classes T.E.A.C.H. expects to be billed for as well as reminders for missing paperwork.
4. Approximately one month after classes begin the college sends a tuition bill to T.E.A.C.H.
5. T.E.A.C.H. pays the bill and then sends a bill or check to the recipient.

Recipients who have reached their credit limit for their scholarship year and have decided to take classes beyond that limit will be responsible for tuition and book costs for those classes.

Financial Aid

Since filling out a FAFSA is required to complete a scholarship application, if you are not Financial Aid eligible due to non-citizenship status, you must fill out the [MN State Grant application](#) instead. If you are not eligible for the MN State/Dream Act grant then it is recommended to reach out to the Financial Aid offices of your college for assistance and submit a copy of an email from the financial aid department stating that you are not eligible for any grants.

If you receive federal or state grants (excluding loans), those dollars will first be applied toward the credits covered by T.E.A.C.H. This allows our dollars to support more early childhood educators, 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. If you have past defaulted loans or unpaid child support, that could put holds on your account for aid to be released you should be work with their county agency or college to resolve all Financial Aid issues.

Note: If you receive an overage check or direct deposit from the college due to Pell or MN State grants, please contact us to make sure the college did not make an error in its billing.

Release Time (center teachers, assistant teachers, and aides only)

If you work for a child care program as a classroom teacher, assistant teacher, or aide, then you are eligible for 3 hours a week of paid release time which starts the first week of your classes. (Check your contract to confirm that you are eligible.) Work with your supervisor to set up a schedule for release time and track it on the Form C, which can be found on the [website under 'Resources and Forms'](#). See section on release time for further explanation.

Paying for Your Portion

Check your contract to confirm what portion of tuition/books you owe T.E.A.C.H. 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 (travel/books/sub time) have been factored in. Each “active” quarter or semester (meaning at least one credit is approved by T.E.A.C.H.), you are responsible for paying a portion of tuition and books. T.E.A.C.H. uses **Bill.com** to send and receive payments, you can sign up for direct deposit (request an Epay invitation from your counselor) and you will receive any invoices from T.E.A.C.H. via email. If you receive a bill, please mail a check to the T.E.A.C.H. office or follow the link in the emailed invoice you received to make an online payment via credit card or bank account. The Bill.com site we use to collect payments allows for partial payments and scheduling future payments. If you were late in submitting your book reimbursement form then you will have to pay your invoice before you can receive a reimbursement. **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.**

Computer/Laptop Reimbursement

Your scholarship includes the option once per degree (associate and/or bachelor's) to request a laptop or computer reimbursement for up to \$500. In order to request this reimbursement, go to the T.E.A.C.H. website and complete the **Book Reimbursement Form** – when the form asks for a book title enter “laptop/computer” instead and upload a copy of your receipt at the end of the form before submitting it. T.E.A.C.H. will not issue a reimbursement if you currently owe any amount, you must pay off any unpaid bills before you will receive the laptop reimbursement.

Completing a Term

You must email a copy of your grades to T.E.A.C.H. upon completion of your courses. If you fail any classes you may be held responsible for repaying to T.E.A.C.H. all tuition and fee charges paid on your behalf, (see failure policy). You must submit grade reports to T.E.A.C.H. no later than three weeks after each semester/quarter ends. Additionally, if you do not submit grade reports by the end of the scholarship year, 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 and all invoices have been paid.

Next Step: Once your classes are complete, email a copy of your official grades to a T.E.A.C.H. counselor, this doesn't need to be an official transcript but does need to show the letter grade for each class. Once you have confirmed your classes for the next term, submit the pre-authorization form for your future classes (see deadlines above). Also, have your supervisor sign your Form C (if applicable) and email/fax it to the T.E.A.C.H. office.

Finishing Your Scholarship Year

You must successfully complete a minimum number of credits within the scholarship year to be eligible for the bonus or raise (see individual contract for details). (Authorized credits covered by the Pell Grant or other outside funds do count toward the credit maximum.) **If you reach your credit limit before the end of your scholarship year you will need to wait until the end to apply for another scholarship; you cannot overlap a new scholarship with an existing one even if you run out of credits before the end of your scholarship year.** 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. counselor. You must also not owe any money to T.E.A.C.H. (See section on Bonus/Raise for more details)

Scholarship Renewal

If you plan to reapply for another scholarship, we recommend completing the Renewal Form (found on the T.E.A.C.H. website) 1-2 months before the end of your scholarship year. **Pay all balances to the T.E.A.C.H. Program before reapplying: new scholarships will not be awarded if there is an outstanding balance on your T.E.A.C.H. account.** Here are the steps to renew your scholarship:

1. Complete the Renewal Form ([available on the T.E.A.C.H. website](#))
2. Upload or email the required documentation, this usually includes:
 - a. Signed Participation Agreement
 - b. Paycheck stub or Schedule C
 - c. FAFSA confirmation for the next school year or why a FAFSA can't be completed
 - d. Grades for all classes taken during the scholarship year
3. Once all documents have been received and all invoices have been paid, T.E.A.C.H. will award a new scholarship, send out an award packet and mail your bonus check (if applicable).

Completion/Graduation

If you are graduating or do not plan to reapply for another scholarship please follow the steps to complete your scholarship:

1. Complete the Exit Form ([available on the T.E.A.C.H. website](#)).
2. Upload/Email the required documentation, this usually includes:
 - a. Paycheck stub or Schedule C
 - b. Grades for all classes taken during the scholarship year
3. Once the paperwork has been received and all invoices have been paid we will mail out your bonus check (if applicable).

Please let your T.E.A.C.H. counselor know if you are graduating, we like celebrating our graduates!

Next Step: Complete and submit the paperwork required to renew or close out your scholarship.

Commitment year

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

T.E.A.C.H. Scholarship Policies

The following are some important and key policies related to the scholarship (also refer to your contract or contact your T.E.A.C.H. counselor if you are unsure what may apply to you):

Scholarship and Commitment Year Completion

If you fail to complete a scholarship or commitment year:

- You may be asked to pay all or some portion of your scholarship back.
- You may not be eligible for future T.E.A.C.H. scholarships.
- 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 (or commitment year):

1. Failure of the Satisfactory Academic Progress policy which is a minimum of a 2.0 GPA and earning 67% of attempted credits.
2. Withdrawing or being expelled from college;

3. Failure to pay any sum owed to T.E.A.C.H. within three months of the date of the first invoice;
4. Choosing to leave your current work position or closing your family child care during the scholarship year or the commitment year;
5. Providing false information to the T.E.A.C.H. office
6. Conviction of a felony or misdemeanor that causes the termination of your job or FCC license
7. Declaring bankruptcy or insolvency while owing a debt to the T.E.A.C.H. program

Repayment

If you do not complete your scholarship 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 scholarship/commitment year. (You will be required to submit to T.E.A.C.H. a letter from your physician stating that medical reasons made it impossible for you to complete the terms of the scholarship/commitment year);
- You were terminated (or had your hours cut below 20) by your sponsoring center due to low enrollment, the closing of your sponsoring center, or other reasons out of your control;
- There are any other extenuating circumstances; you may write a letter to the T.E.A.C.H. team describing your situation and why you are requesting that you not have to repay your scholarship. The team will consider your situation and share it with the T.E.A.C.H. advisory committee before making a final decision.

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 choose to terminate your current employment at your sponsoring program during your scholarship or commitment year; or
- You stop offering child care under your family child care license during your scholarship 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 license. You must contact your T.E.A.C.H. counselor if your employment status changes. **See the Contract Addendum (included in your award packet) for specific repayment/collection policies.** If a recipient is required to repay their scholarship, a T.E.A.C.H. counselor will contact them to set up a payment plan, this will include an agreed on monthly payment amount. The counselor will ask the recipient to sign the payment plan agreement and then the recipient will receive monthly invoices emailed to them. If the recipient misses 2 or more payments they will receive a warning and failure to keep up with monthly payments may result in the debt being sent to collections. Bill.com has an option for paying online via credit card or bank account and allows recipients to set up automatic monthly payments.

When a recipient is required to repay their scholarship, T.E.A.C.H. decides how much must be repaid based on the following process:

1. If a recipient has had more than one scholarship year, the T.E.A.C.H. team determines if they have fulfilled the commitment year for the previous scholarship(s). Generally, recipients are required to repay funds based on the last scholarship year and current scholarship year but not going back further than 1 previous completed contract. If a recipient has completed at least half of their commitment year, their debt will be reduced by 50%.
2. The amount that must be repaid by the recipient is different based on whether or not they are going to continue being employed in the early childhood field. Choosing to leave the early childhood field completely will result in the recipient being required to repay the full amount of their scholarship.

The definition of “working in the early childhood field” is in a program that is licensed or legally regulated. The program must serve children birth-age 5 or be a school-age care program. Examples of programs in the early childhood field are: licensed child care centers, family child care programs, Head Starts, school based pre-k/school readiness programs, or school-age care programs. Working in an

unregulated or unlicensed program would **not** be considered staying in the field. (For example, nannying or family, friend or neighbor care.)

3. The amount owed by the recipient will be different depending on if they are a center staff person or family child care provider.
 - a. Center staff: If a center employee chooses to leave their sponsoring center before the end of their commitment year but stays in the field they will only be required to repay the portion their sponsoring program paid for their tuition/books (see your contract for your sponsor's portion). However, if the recipient leaves their sponsoring program and does not continue to work in the early childhood field, they will be required to repay their whole scholarship.
 - b. Family child care providers: If a provider chooses to close their family child care program but stays in the early childhood field they will not be required to repay their scholarship. However, if they leave the early childhood field they will be required to repay the full amount of their scholarship.

Appeal Process

If you are required to repay some or all of your scholarship but you feel that you have special circumstances that caused you to be unable to complete the terms of your T.E.A.C.H. contract, you can request to not be required to repay your scholarship. The steps in the T.E.A.C.H. appeal process are as follows:

1. Scholarship recipient writes an appeal letter explaining their situation and requesting that they not be required to repay scholarship money. The recipient emails/mails this letter to the T.E.A.C.H. office.
2. The T.E.A.C.H. team will submit the recipient's letter to the T.E.A.C.H. advisory committee who will consider the request and offer their decision.
3. A T.E.A.C.H. counselor will get in touch with the recipient to let them know the team and committee's decision.

Additional T.E.A.C.H. Policies

Withdrawing From or Failing a Class

This policy affects all classes dropped after your college's final add/drop deadline and after T.E.A.C.H. has paid for them. 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.

The first time you withdraw from or fail a class after T.E.A.C.H. has already paid, there will be no consequences. Your scholarship will continue but T.E.A.C.H. will not pay for the withdrawn/failed class when you re-take it during a future term. T.E.A.C.H. will 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.

Sponsoring Program Release Time (teachers, assistant teachers, and aides only)

As part of the T.E.A.C.H. scholarship agreement with child care programs, teachers, assistant teachers, and aides (directors and assistant directors are NOT eligible for release time) are eligible for three hours of paid release time for each week that class is in session 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 classroom staff, please check your contract to see if you are eligible. Recipients can use paid release time to attend class, study, or handle personal needs. Recipients and their supervisors 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 flexible and hours can be combined across more than one week to provide a recipient with a half day or full day off if needed, a recipient and their supervisor should work together to find the best schedule. If a program is closed during the summer then release time isn't required, however, the sponsoring program still needs to fulfill the requirement of paying a portion of tuition/books for the class(es) the recipient took during the summer.

Release time is tracked on Form C, which T.E.A.C.H. sends to the sponsoring program supervisor along with the award letter. The Form C is also available on the [website under Sponsoring a Recipient](#). 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 recipients and/or for substitute(s). During a normal 16 week semester, recipients receive 3 hours of paid release time (at their current hourly rate) each week they are taking courses. T.E.A.C.H. will reimburse sponsoring programs for up to 36 hours per quarter or 48 hours per semester for a maximum of 144 hours per year at a rate of \$12.00 per hour. Recipients should NOT sign Form C if they are not receiving release time. Release time forms must be submitted within 30 days of the end of a term in order for the sponsoring program to receive a reimbursement.

Note: Recipients are NOT eligible for release time if they have reached the 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 Educator Sub Reimbursement

T.E.A.C.H. issues the sub time reimbursement directly to the family child care educator; the reimbursement may be used to cover the cost of a substitute if necessary. Family child care educators do not submit release time claims, this benefit is always granted. T.E.A.C.H. automatically grants 16 hours of sub time per semester (\$200) or 12 hours of sub time per quarter (\$150). Note: Recipients are NOT eligible for a sub time reimbursement if they have reached the maximum credit limit and T.E.A.C.H. is not paying for tuition costs for that semester/quarter.

Requesting a Reimbursement of Tuition

In general, T.E.A.C.H. pays the college directly for your classes. However, if you were awarded a scholarship after the current term had already started and were required to pay the tuition you may request a reimbursement. **T.E.A.C.H. will not reimburse you for previously completed terms or for a balance owed to the college before the start of your scholarship year.** In order to request a reimbursement, contact a T.E.A.C.H. counselor for the Tuition Reimbursement Form. The counselor will determine if you are eligible for a tuition reimbursement. Complete the form and email it to the T.E.A.C.H. office along with proof of payment for your classes (e.g.; credit card statement or student account statement) and a copy of your course registration for the classes you are claiming the reimbursement. If you would like to also request a book reimbursement, complete the Book Reimbursement form on the website. After T.E.A.C.H. receives all these documents, you will receive your reimbursement check. The deadlines for receiving a tuition reimbursement for your current term are as follows:

- Fall Term: December 1st
- Winter Term: March 1st
- Spring Term: May 1st
- Summer Term: August 1st

Bonus and/or Raise

Child Care Program Staff Compensation

Upon successful completion of the scholarship year, at the end of the term of the contract, if you have completed the required amount of credits (see contract) and paid all your invoices, you will receive a bonus payment from T.E.A.C.H. as a recognition of your academic achievement. **Note: Your bonus will expire 60 days after the end of your scholarship year, therefore it is important to make sure your renewal or closing paperwork has been submitted as soon as possible.** Additionally, recipients working for a child care program will receive a bonus or raise within six months from

the end of their scholarship year from their employer (see contract for details). The sponsoring program 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 program director approximately six months after 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 program 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 if you have not completed and submitted all the documents required to complete or renew your scholarship. (For example, if you have failed to provide grades or renewal/exit paperwork.) If you are not sure if you have completed everything, contact a T.E.A.C.H. counselor.

Bonus Payments

The sponsoring program will pay you a bonus within six months after you have successfully completed your scholarship year. The bonus is issued in addition to any other bonus or raise paid by your employer to you in that year.

Raise Payments

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

If you choose to terminate your employment at the sponsoring program before you have successfully completed your scholarship year or before you have successfully completed the commitment year, you will forfeit all future bonus and raise payments, if any.

Family Child Care Educator Bonus

Upon your successful completion of the scholarship year, if you have completed the required number of credits to be eligible for a bonus and have paid all invoices, you will receive compensation from T.E.A.C.H. **Note: Your bonus will expire 60 days after the end of your scholarship year, therefore it is important to make sure your renewal or closing paperwork has been submitted as soon as possible.** Your bonus will only be sent if you have completed and submitted all the documents required to complete or renew your scholarship. If you are not sure if you have completed everything, contact a T.E.A.C.H. counselor. You will not receive your bonus if you have unpaid invoices, those must be paid first. If you choose to close your family child care program before you complete the scholarship or commitment year, you will forfeit your bonus.

Scholarship Start Date Change

Scholarship years start three times per year: January 1st, June 1st and September 1st. Recipients are assigned a start date closest to when they apply, if they apply after the start of their term and would like to use their scholarship for their current term, then their start date could be before they applied. T.E.A.C.H. will not pay for classes for a previous and completed term. If you are unable to take classes during the first term of your scholarship year you can request that your start date be moved. T.E.A.C.H. will only move a start date one time and only to the next start date forward (never the previous start date). For example, if your scholarship year starts June 1st but you are unable to take summer classes, you could request that your start date shifted to September 1st.

Scholarship Termination

There are only a few reasons why the T.E.A.C.H. staff would end a scholarship before the year was complete. Those reasons include:

- No activity for two terms in a row
- Lack of communication from the recipient (despite multiple attempts to connect)
- Recipient left their job before the end of the scholarship year
- Recipient left the college before the end scholarship year

In most cases, above the recipient would not have to repay any of their scholarship, except possibly in the case of a recipient leaving their job (see repayment policy for more details).

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, renewal/exit 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

Tax Information

Scholarship funds paid by T.E.A.C.H. for the cost of tuition, fees, and book reimbursements are not taxable income to you. Sub time (FCC only), travel, and bonuses are taxable income. Scholarship recipients who exceed the maximum threshold of \$600 in a calendar year will be issued a 1099-Misc. Form, and T.E.A.C.H. will be reporting it to the IRS. 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.

Requesting Additional Credits

In most cases, once a recipient has reached their maximum scholarship limit for the scholarship year, no more credits are available until the recipient is eligible to renew their scholarship. There are two options for requesting additional credits:

1. For recipients who are in their last semester or quarter before graduating and find they need additional credits in order to graduate on time can request that their scholarship cover up to 2 additional classes (up to 8 credits maximum) past their scholarship limit. This can be done via email to their T.E.A.C.H. counselor.
2. For recipients who are **not** in their last semester/quarter before graduation, they may complete the Additional Credits Request form for up to 10 additional credits per scholarship year. The form can be found on the T.E.A.C.H. website (go to the "Resources and Forms tab") as long as they meet the following:
 - a. Can show academic success for 1-2 previous semesters with a minimum of a 3.0 GPA.
 - b. Have completed (grades must be available) at least one semester on a T.E.A.C.H. scholarship.
 - c. Have their college advisor sign the request form stating that they are academically a good candidate to take additional classes/credits.
 - d. If applicable: have their employer sign the form as this will mean an extra expense for the employer. (child care center employees only)

Communication with T.E.A.C.H. Staff

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 you 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 your phone number and address. Please immediately contact your counselor regarding any changes in employment, college enrollment, or if you have moved.

T.E.A.C.H. Website

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

T.E.A.C.H. Recipient Facebook Group

There is an active Facebook group created especially for current T.E.A.C.H. recipients, consider joining in order to stay up to date on T.E.A.C.H. reminders and information as well as connect with other recipients. If you didn't receive an invitation to join, please contact a T.E.A.C.H. counselor.

Mailing Address/Phone/Fax Number

Child Care Aware of Minnesota
T.E.A.C.H. Early Childhood® Minnesota
10 River Park Plaza, Suite 820
Saint Paul, MN 55107

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Website: www.childcareawaremn.org/teach
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The T.E.A.C.H. Team

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