

LEARN WELL STIPEND

PROGRAM YEAR 2024-2025

STIPEND INTENT: Continuous Quality Improvement in an SDQPI participating program and professional growth, in early learning and care settings, requires additional time investment on the part of the early learning and care (ELC) workforce. This stipend is intended to promote the investments of additional time outside of the typical workday, made to improve quality, and promote professional growth, by offering a stipend for additional time investments.

EQUITABLE ACCESS: To ensure that the stipend-fund allotment is offered equitably throughout the SDQPI workforce, Transitional Kindergarten (TK) staff and Special Education teachers employed by school districts will not be eligible for this stipend. TK and Special Education, within school districts, are part of an education system that receives higher levels of funding, resources, and accessibility than infant, toddler, or preschool programs. An annual salary cap for each provider of \$98,244.84 will be additionally implemented, based on the [San Diego County Self-Sufficiency Standard Dashboard](#).

STIPEND CALCULATIONS: The stipend amount will depend on the total number of eligible applicants and will be established within the fourth quarter of the program year. One stipend will be allocated per person/applicant. The stipend amount may vary based on the role/s the applicant holds. The Site Leader will verify the role/s of each applicant and the stipend amount will be calculated accordingly.

STIPEND APPLICANTS MUST:

1. Demonstrate active employment working with children and families throughout the year and remain actively engaged in program quality improvement as determined by the site leader at the time of role confirmation in May 2025.
2. Complete all required tasks and role-specific responsibilities, including quarterly data submission, at an SDQPI participating program, verified within the Workforce Registry.
3. Keep Workforce Registry profile up to date, with information that includes but is not limited to employment, education, permits and/or credentials, and ongoing professional learning activities.
4. Have and share a social security number within the W-9 form. TIN or EIN numbers will not be accepted.
5. Serve in at least one of the following roles:
 - **ELC Staff**
 - Teacher/Lead Teacher/ Co-Teacher
 - Assistant Teacher/Instructional Assistant
 - Assistant Site Leader (one per site)
 - **FCC/FFN**
 - Family, Friend, and Neighbor Provider
 - Family Child Care Home Provider-Site Leader
 - Family Child Care Home Provider-Assistant
 - Max number per site allowed will be based on children enrolled
 - Data Reps will receive an additional percentage to their stipend for supporting data work
 - **Data Representative** (max one per site)
 - Center Based Only
 - **Site Leader** (one per site)
 - Site leaders receive an additional percentage for supporting stipend tasks
 - **Floaters** (at least 20 hours per week)
 - Substitutes are not eligible

Please Note: Substitutes, Home Based Providers, Special Education teachers employed by an LEA, cafeteria staff, administrative assistants or maintenance and operations staff are not eligible

REQUIRED TASKS FOR ELC/FCC/FFN & SITE LEADERS

PLEASE NOTE: To maintain contractual and funding mandates, required tasks will only be accepted within the timeframe below. **Tasks submitted outside of the timeframes established below will result in loss of stipend eligibility.** It is recommended that tasks are completed early, before the due date, to avoid issues that may arise from unforeseen emergencies, tech-related challenges, etcetera.

1

Complete Stipend Application

Workforce members must apply for the Stipend through the Workforce Registry by **February 1, 2025**. To submit an application, your employment must be up to date within your Registry profile.

2

Upload W-9 Form to the WFR

Complete W-9 through Adobe Sign and upload to the Workforce Registry by **February 1, 2025**. You do NOT need to complete this step if your name or address has not changed and you already have a current W-9 uploaded to the Workforce Registry.

3

Employment Verification

Applicants must have their employment verified on the Workforce Registry by **April 30, 2025**. This step does not apply to Family, Friends and Neighbor (FFN) applicants.

4

Attend QIP Orientation

Applicants must attend a Quality Improvement Plan (QIP) orientation with their site leader. Attendance will be verified through the site leader. Attendance must be verified by **April 30, 2025**. This requirement is not applicable to the data representative.

5

Professional Learning

Applicants must have at least 4 hours of PL activities, in alignment with the program's SDQPI quality improvement plan (QIP) uploaded and verified within the Workforce Registry by **April 30, 2025**. This requirement is not applicable to the Data Representative.

ADDITIONAL REQUIRED TASKS FOR SITE LEADERS

PLEASE NOTE: These ongoing responsibilities, (inclusive of quarterly data reporting for those responsible for data submission) must be completed **in addition** to the tasks required for ELC providers to maintain eligibility for the additional site leader percentage.

1

Review the SDQPI Contract

Site leaders must have knowledge and understanding of the SDQPI contract and its requirements.

2

Participate in SDQPI Coaching

Site leaders will participate in coaching through SDQPI to facilitate progress towards program quality improvement

3

Create a Site QIP

Site leaders will work with their assigned coach in development of their sites Quality Improvement Plan

4

Facilitate QIP Orientation

Site leaders will share QIP goals, action steps and aligned Professional Learning Opportunities with all site staff through a QIP Orientation. Task completion will be verified by the Site Leader through Vertical Change.

5

Verify Professional Learning

Site leaders will verify that all staff complete the required professional learning activities in alignment with the program's SDQPI quality improvement plan (QIP) evidenced within the Workforce Registry by April 30, 2025 (except for data reps)

6

Monitor Information on WFR

Site leaders will ensure all staff maintain updated profiles within the Workforce Registry

7

Verify Active Employment

Site leaders will verify all staff maintained active employment throughout year by the May agency report

REQUIRED TASKS FOR DATA REPRESENTATIVES

PLEASE NOTE: To maintain contractual and funding mandates, required tasks will only be accepted within the timeframe below. Tasks submitted outside of the timeframes established below will result in loss of stipend eligibility. It is recommended that tasks are completed early, before the due date, to avoid issues that may arise from unforeseen emergencies, tech-related challenges, etcetera.

1

Complete Stipend Application

Workforce members must apply for the Stipend through the [Workforce Registry](#) by **February 1, 2025**. To submit an application, your employment must be up to date within your Registry profile.

2

Complete a W-9 Form

Applicants must complete a W-9 through Adobe Sign and uploaded to the Workforce Registry by **February 1, 2025** with all required fields completed. You do NOT need to complete this step if your name or address has not changed and you already have a current W-9 uploaded to the [Workforce Registry](#).

3

Employment Verification

Applicants must have their employment verified on the [Workforce Registry](#) by **April 30, 2025**. This step does not apply to Friends Family Neighbor (FFN) applicants.

4

Submit Quarterly Data Reports

Applicants must submit data reporting by the SDQPI Data Reporting Timelines. Failure to do so will result in loss of stipend eligibility

Additional Information

- The above responsibilities must be completed to maintain eligibility for the Data Representative Stipend.
- SDQPI data submission is a requirement of the contract regardless of stipend eligibility.
- The use of Vertical Change data system is required to set up information about the program, site(s), session(s), staff assignments and aggregate student information. Data Representatives may contact their assigned SDQPI Data team member for questions regarding the bullets above.