



2024-25 Learn Well Stipend Frequently Asked Questions

1. Workforce Registry

- a. How do I update my profile information?
- b. What email should I use - personal or work?
- c. Why do I need to update my email address?
- d. What languages are available?
- e. What can I do if I have challenges with my Workforce Registry password or uploading documents?
- f. Who can I contact if I have questions?

3. Professional Learning Activities

- a. What is Professional Learning (PL)?
- b. Who determines which PL activities are allowable and accepted for this stipend?
- c. Where can I find PL activities?
- d. How many PL activities are required?
- e. Does taking one college course or training series meet the “ongoing” professional learning requirement?
- f. Where can I find my completed PL activities in the Workforce Registry?

5. W-9 Form Submission

- a. Who needs to submit a W-9 Form?
- b. How do I submit my W-9 Form?
- c. How do I update my W-9 Form?
- d. How do I know if you received my W-9 Form?
- e. Is a supplier request form needed this year?

2. Application Process

- a. What are the Learn Well Stipend deadlines?
- b. How do I apply and where can I find more support for completing the application?
- c. How can I find my submitted application and where do I check the status of my stipend application?
- d. How will I know if my application was submitted and approved?
- e. Can I edit my application after it's been submitted? If so, what is the process?
- f. What if I can't access the application?

4. Stipend Eligibility & Roles

- a. What stipend will I be eligible for?
- b. What if I have multiple roles? Can I qualify for multiple stipends?
- c. What if I work at multiple SDQPI programs? Can I qualify for multiple stipends?
- d. How do I know if I am the Site Leader?
- e. Would a site leader be eligible to receive a stipend if some of their staff members do not complete the required professional learning (PL) activities?
- f. If I applied for the Learn Well Stipend, can I also apply for the WPG and Retention Stipend?
- g. Am I eligible for a stipend if I go on leave during the year?

6. Employment Verification & Admin Access

- a. How do I update my employment and how do I know if my employment was verified?
- b. What if I am employed by two programs that participate in SDQPI?
- c. What if I can't find my employer on the list of employers?
- d. Why can't my employer find my information on the Workforce Registry?
- e. What if I'm an FFN provider and do not have an employer?
- f. How do I request admin access?
- g. What is the role of the person with Admin Access?

1. Workforce Registry

a. How do I update my profile information?

You can visit the [Registry Profile CA ECE](#) page for information on how to update your profile information.

b. What email should I use – personal or work?

This is an individual decision that each applicant should decide for themselves. When making this decision, it's important to keep in mind that all stipend related communication will be shared using the email address listed on the Workforce Registry.

c. Why do I need to update my mailing address and email address in the Workforce Registry?

The Learn Well Stipend Team will communicate with you using the mailing address and email address listed in the Workforce Registry. Please make sure your email address and mailing address are correct on the Workforce Registry.

d. What languages are available?

The Workforce Registry is available in English, Spanish, and Chinese. You can select the **LANGUAGE** drop down menu on the top right corner of the Workforce Registry webpage to choose a language.



e. What can I do if I have challenges with my Workforce Registry password or uploading documents?

For help with password reset, uploading documents, or other questions, visit the Workforce Registry Participant Resources at: [California Early Care & Education Workforce Registry](#)

f. Who can I contact if I have questions?

- If you have questions about your Workforce Registry account, please contact the Workforce Registry at: <https://info.caregistry.org/contact-us>.
- If you have questions about the Learn Well Stipend, please contact the Learn Well Stipend Team via email at LWStipend@sdcoe.net

2. Application Process

a. What are the Learn Well Stipend deadlines?

The stipend application and W-9 form must be completed by February 1, 2025. Then, employment verification and professional learning activities must be completed/submitted by April 30, 2025. Please visit the [Learn Well Stipend website](#) for details and resources related to these deadlines.

b. How do I apply and where can I find more support for completing the stipend application?

Here's how to apply and view your application status for a stipend in the Workforce Registry: [in English](#) | [in Spanish](#)

c. How can I find my submitted application and where do I check the status of my stipend application?

In the Workforce Registry, click Stipends & Pathways, My Stipend, and click View to review the application you submitted. Here's how to apply for and view your application status for a stipend in the Workforce Registry: [in English](#) | [in Spanish](#)

d. How will I know if my application was submitted and approved?

In the Workforce Registry, click Stipends & Pathways, My Stipend, and click View to review the application you submitted. Application statuses are defined as follows:

- **Applied:** A stipend application was received, and the Learn Well Stipend Team has not yet reviewed your application, required documents, or related tasks.
- **Accepted:** A stipend application and W-9 Form were submitted correctly by the required due date and verified by the Stipend Team.
- **Approved:** Eligibility is met, the required professional learning activities and the required program tasks have been completed.
- **Paid:** The Learn Well Stipend is being processed and will be mailed to you by July 31, 2025.
- **Withdrawn:** The application was withdrawn by request from the applicant, there was a duplicate application submitted, or the applicant no longer works in an eligible program.
- **Denied:** The applicant does not qualify for the stipend or did not submit all required documents or complete all required tasks by the established due date.

e. Can I edit my application after it's been submitted? If so, what is the process?

In the Workforce Registry, click Stipends & Pathways, My Stipend, and click Edit (Note: only applications that are still in 'applied' status can be edited). Click on View to review the application you submitted, including the Stipend Request Information and the Required Documents.

2. Application Process

f. What if I can't access the application?

You will need a CA ECE Workforce Registry Profile to apply for the Learn Well Stipend.

- Instruction in English to create a profile: [Instructions for Creating a User Account in 7 Easy Steps](#)
- Instructions in Spanish to create a profile: [Instrucciones para crear una cuenta de usuario en 7 simples pasos](#)
- Here's how to apply for and view your application status for a stipend in the Workforce Registry: [in English](#) | [in Spanish](#)

3. Professional Learning Activities

a. What is Professional Learning (PL)?

Professional learning (PL) is also known as professional development or professional growth. SDQPI participants may refer to pages 8 and 9 of the CA [Child Development Permit Professional Growth Manual](#) for a list of allowable PL activities.

b. Who determines which PL activities are allowable and accepted for this stipend?

- Allowable: SDQPI uses the Quality Counts California (QCC) Implementation Guide to define PL activities; and page 40 (within the glossary) of the QCC Implementation Guide refers to pages 8 and 9 of the CA [Child Development Permit Professional Growth Manual](#). Therefore, SDQPI uses this Professional Growth Manual to determine what is allowable for this stipend. Although all listed activities may be allowable, the SDQPI participant also needs to ensure that their PL is in alignment with the SDQPI Quality Improvement Plan (QIP).
- Accepted: To count towards the Learn Well Stipend, allowable PL activities (as listed in the [Child Development Permit Professional Growth Manual](#)) must be in alignment with the SDQPI site's Quality Improvement Plan (QIP). SDQPI participants should work with their supervisor to ensure their PL is in alignment with their SDQPI site's QIP. Site leaders may contact their assigned coach if they have questions about PL and QIP alignment.

c. How many PL activities are required?

At least four (4) hours of PL activities should be completed during the program year, between April 16, 2024 and April 30, 2025. Please visit the [Learn Well Stipend website](#) for details and resources.

d. Where can I find PL activities?

PL activities can be found on the following websites, by contacting your site leader, or if you are a site leader by contacting your coach.

- Workforce Registry (for online and in person training): <https://info.caregistry.org/find-a-training>
- SDQPI (for online and in person training): <https://www.sdcoe.net/special-populations/early-education/sdqpi-professional-learning-opportunities>
- YMCA CRS Resource and Referral Trainings (for online and in person training): <https://www.eventbrite.com/o/ymca-crs-rampr-training-12940936860>
- CECO (for online training): <https://www.caearlychildhoodonline.org>
- Child Development Training Consortium (for online ECE college courses): <https://www.childdevelopment.org/students-workforce/course-search>

3. Professional Learning Activities

e. Does taking one college course or one training series meet the “ongoing” PL requirement?

If the college course or training series includes at least 4 hours of training, then yes, it would meet the “ongoing” PL requirement.

f. Where can I find my completed PL activities in the Workforce Registry?

Here’s how to find your Education and Training Report, to ensure PL activities are verified in the Workforce Registry: [in English](#) | [in Spanish](#)

4. Stipend Eligibility & Roles

a. What stipend will I be eligible for?

The Learn Well Stipend Team will verify your role with your SDQPI site leader. Your SDQPI site leader will confirm your stipend eligibility and role (teacher, data representative, etc.) by April 30, 2025.

b. What if I have multiple roles? Can I qualify for multiple Learn Well stipends?

No, only one Learn Well Stipend will be allocated per person. However, the stipend amount will be determined by the type of role/s the applicant has. The Site Leader will verify the role/s of each applicant and the stipend amount will be calculated based on the role/s.

c. What if I work at multiple SDQPI sites? Can I qualify for multiple Learn Well stipends?

No, only one stipend will be allocated per person. The applicant will receive the highest stipend amount possible.

d. How do I know if I am the Site Leader?

Each SDQPI site leader has an assigned SDQPI coach. If you have an SDQPI coach, that is a good indication that you are a site leader. You may also refer to the [Learn Well Stipend Website](#) to review the responsibilities of the SDQPI Site Leader.

4. Stipend Eligibility & Roles

e. **Would a site leader be eligible to receive a stipend if some of their staff members do not complete the required PL activities?**

Yes, the Site Leader could receive a stipend if some of their staff do not complete the required PL activities. However, the site leader should be prepared to demonstrate how they shared information with their staff and the steps they took to support their staff in obtaining PL tied to the SDQPI QIP. Ultimately, it is the responsibility of the participant to attend the required training, with the support of their site leader.

f. **If I applied for the Learn Well Stipend, can I also apply for the WPG and Retention Stipend?**

Applicants can receive either the Learn Well Stipend OR the WPG Stipend. You are not eligible to receive both stipend amounts. You can however, apply for both the Learn Well Stipend and the Retention Stipend.

g. **Am I eligible for the stipend if I go on leave during the year?**

In order to be eligible for the Learn Well stipend, you must be an active employee working with children and families at the time of role confirmation in May. In addition, you must have been actively employed and working with children and families throughout the program year.

5. W-9 Form Submission

a. **Who needs to submit a W-9 Form?**

If you have a changed addresses, changed your name or you are a new applicant to the Learn Well stipend, you will need to complete a W-9 form through. If you already have a current W9 in the Work Force Registry and your information has not changed, you do not need to submit a new W9.

b. **How do I submit my W-9 Form?**

Please read these instructions on how to complete and upload your W-9 into the Workforce Registry: [in English](#) | [in Spanish](#)
Here's how to upload a document on the Workforce Registry: [in English](#) | [in Spanish](#)

c. **How do I update my W-9 Form?**

If you move or change your name after submitting your W-9 Form, please inform us via email: LWStipend@sdcoe.net and complete a new W-9 Form and upload to the Workforce Registry. The Learn Well Stipend Team will use the W-9 Form that was most recently submitted.

5. W-9 Form Submission

d. How do I know if you received my W-9 Form?

You can check your status on the Work Force Registry. If the W-9 Form was completed correctly and on time, there will be a check mark in the box next to the Required Documents section of your application within the Workforce Registry. Please allow 4 weeks after submission for the LW stipend team to review your W-9.

Required Documents: San Diego County Learn Well Stipend

Completed W-9

e. Is a supplier request form needed this year?

No, a supplier request form is not needed this year.

6. Employment Verification & Administrative Access

a. How do I update my employment and how do I know if my employment was verified?

- Here's how to update your employment within the Workforce Registry: [in English](#) | [in Spanish](#)
- Here's how to find out if your employment was verified within the Workforce Registry: [in English](#) | [in Spanish](#)

b. What if I am employed by two programs that participate in SDQPI?

Both employment records should be listed on your Workforce Registry account. Both employers may verify your employment. The Learn Well Stipend with the highest amount eligible will be offered.

c. What if I can't find my employer on the list of employers?

Here are some instructions on what to do if you cannot find your employer within the Workforce Registry: [in English](#) | [in Spanish](#)

d. Why can't my employer find my information on the Workforce Registry, to verify my employment?

A Workforce Registry user must update their employment to include the correct agency and site information for their employer to verify their employment. The employer must have administrative access to find and verify employment for their staff members. Workforce Registry users may [contact the Workforce Registry](#) for further support with this topic as needed.

6. Employment Verification & Administrative Access

e. What if I'm an FFN provider and do not have an employer?

The Learn Well Stipend Team will not require employment verification for FFN providers. FFN providers should indicate that they are an FFN by selecting "License-Exempt Caregiver" from the drop-down menu within their employment record when asked "Which of the following best describes your primary involvement in the early care field?" The 'Job Title' will then become "License-Exempt Caregiver."

Employer Name:	***Test Program*** do not use
Address:	790 Test Way Sacramento, CA
Job Title:	License-Exempt Caregiver
Primary Age Group:	Mixed Ages of Children
Start Date:	09/01/2022
End Date:	Current

f. How do I request admin access?

Each site leader has an SDQPI assigned Technical Assistant (TA) to support them with obtaining administrative access on the Workforce Registry. For larger programs with multiple sites, the site leader should consult with their employer/supervisor to determine who has administrative access within their agency. Single-site center-based and family childcare providers may reach out to their coach to get in contact with their SDQPI Assigned Workforce Registry TA for help with obtaining administrative access.

g. What is the role of the person with Admin Access?

According to the Workforce Registry Employer Admin Access Request Instructions document: "Administrative Access helps to ensure that the Registry has current and accurate information about ECE programs and their staff. It also helps to streamline reporting to state agencies and other funders." Please refer to this document for more details: [Employer Administrative Access Request Submission](#).

Resources

- The Learn Well Stipend Website: <https://www.sdqpi.org/early-care-providers/learn-well-stipend>
- The Learn Well Stipend Team email address: LWStipend@sdcoe.net
- California Early Care & Education Workforce Registry: [Workforce Registry](#)
- CA Workforce Registry Resources Page: [CA ECE Workforce Registry Story](#)
- CA Workforce Registry Participant Resources: [California Early Care & Education Workforce Registry](#)

- Email Workforce Registry Support: [Submit a Request](#)
- CA ECE Workforce Registry Phone (toll free): 855-645-0826, phone support is available Monday - Friday, 9 a.m. to 5 p.m. (except holidays).