

CARES 3.0 Frequently Asked Questions

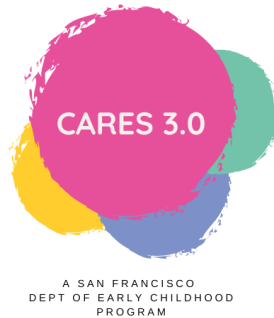


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ELIGIBILITY

Who is eligible for CARES 3.0?

Educators working directly with children for **at least 20 hours** a week in an eligible program. A list of eligible CARES 3.0 programs can be found [here](#). Educators must hold a position title that is in the classroom. The CARES 3.0 Team may ask employers to verify hours and position title by submitting payroll.

What is considered full-time?

30+ hours a week is considered full-time for CARES 3.0. Employers may be asked to verify these hours through payroll.

How is payroll defined and why is it needed?

Payroll is defined as the system that an employer uses to pay their employees for their work. It includes keeping track of the hours worked by employees, calculating their wages, and issuing paychecks or direct deposits. In the context of receiving stipends funded by public funds, payroll is needed to ensure that all educators receiving the stipend are on the employer's official payroll and are paid through a formal payment system. This is necessary because the use of public funds for the stipends is subject to strict requirements and regular audits by the city, which require proper documentation and accountability. Eligible staff are those who are paid through a formal payment system and there is documentation to support it. Failure to comply with these requirements may result in disqualification from receiving the stipend.

How much am I eligible to receive?

The stipend amount you receive is based on your program's tier (the percentage of subsidy children served), your title/position, education/early education units, permit level, and how many hours you work a week. [Click my here](#) to view a table of the stipend ranges with some examples of educators. Your stipend amount is determined by what is verified on the Registry by the end of the stipend application (Last day of October for Fall and last day of April for Spring). It's the responsibility of the employer to verify employment including hours and position title by the application deadline.

How are program tiers determined?

SPRING 2023: Tiers are based on the enrollment info provided in the Redetermination Application. This application period ends March 30, 2023 and is mandatory for each sites/provider to complete before the Spring 2023 round of CARES.

All FCC staff will remain eligible for the stipend this round, however they may move up or down a tier.

All Center staff will remain eligible this round however, they may move up or down a tier. If a center is determined eligible for green tier, qualified center staff will still be eligible for the Spring 2023 CARES round in the blue tier. Once enrollment is verified, centers moving to the green tier will receive an Early Educator Salary Support Grant for July 1 that will be disseminated by the program.

Only one application is required per FCC and Center which can be found here: [English](#), [Spanish](#), [Chinese](#). (Deadline March 30, 2023)

New programs entering the Early Learning SF (ELS) system after March 3, 2023 are all designated at **orange tier**. There will be an opportunity before the October 2023 CARES 3.0 round to reapply to determine your tier at that time.

FALL 2022: Tiers are based on the enrollment info provided with the RFA (Request for Applications) for existing programs. This application period ended May 31, 2022. New programs entering the Early Learning SF (ELS) Program after that application period are all designated at orange tier. There will be an opportunity before the April 2023 CARES 3.0 round to reapply to determine your tier at that time.

What if I don't have any ECE units? Am I still eligible?

Yes. All educators who meet the baseline eligibility of working in an eligible CARES 3.0 program for at least 20 hours a week in the classroom are still eligible for receiving stipends.

I received an estimate for my stipend level but based on my current degree/units earned, and permit level, I believe I am eligible for a higher stipend. How do I get a higher stipend amount?

The estimated and final stipend amounts are based on what is verified on the CA ECE Workforce Registry. It is critical to have the documents and information in your registry profile reflect the most up-to-date information by the deadline. It is the responsibility of each applicant to upload documentation and keep personal, education, and other information up to date. Any information updated after the stipend application deadline (Last day of October for Fall and last day of April for Spring) will NOT be used to determine the stipend amount. It takes about 2 weeks for the Registry to verify any documents uploaded. Please be mindful of the processing time.

I earned a degree outside of the United States, how can I have that degree counted toward my stipend?

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts. This includes any early education units obtained outside of the United States. For more information on transcript evaluation visit the [Commission on Teaching Credentialing Website](#).

What if I have ECE units from an unaccredited institution?

We recommend reaching out to [City College of San Francisco](#) to obtain a permit since the CARES 3.0 stipend is aligned with the CA commission of Teaching Credentialing Child Development Permit. It is the Workforce Registry's policy to be aligned with the CA Commission so we wouldn't be able to make exceptions for your units to be verified. It is CARES policy to only use verified information to be used to determine stipend amounts, therefore since the registry does not verify units from an accredited institution, they will not be used to determine your stipend amount.

How do I apply for a Child Development Permit?

City College of San Francisco (CCSF) is available to help students and non-CCSF students with the ECE Permit process.

For information, workshops, and ECE permit appointments, please contact the CCSF Child Development and Family Studies Department at: (415) 452-5605 or cdev@ccsf.edu. CCSF Ocean Campus, 50 Frida Kahlo Way, MUB 249, San Francisco, 94112 or visit [their website](#).

For the quickest response please call (415) 452-5605 or email cdev@ccsf.edu address.

What if I change my employment after I apply?

If your employment status changes (you leave your employer, your hours change, your role changes) during the processing period for the stipend round please notify the CARES team immediately. Your employer is asked to verify employment just before checks are sent to confirm that staff are still eligible.

Can I apply to CARES 3.0 if I'm on leave?

Educators on leave are welcome to apply for CARES 3.0 but it will be at the discretion of their employer to verify their employment. The educator must still be on payroll and an employee. The employer should only approve employment for educators who have been consistently working with children for 20 hours a week within that year of applying for CARES.

The stipend amounts are also higher for this iteration, so we strongly suggest checking in with human resources and EDD to ensure that the stipend won't negatively impact benefits received and check-in with a tax advisor to mitigate any negative tax implications.

Green Tier Centers

Green Tier Centers are not eligible for CARES 3.0 stipends. Lead and Assistant Teachers in Green Tier centers will be receiving wage enhancements through the Early Educator Salary Support Grant awarded to their employer.

AA's, AS's and Transfer Degrees

Whether it is an AA or an AS depends on the school issuing the degree. Both are Associates Degrees one is issued from an Arts while the other is from Sciences. Sometimes they are called ASTs. The Transferrable usually has fewer requirements than a standalone AA or AS which is better and more cost effective for the individual pursuing a higher degree from a California State University.

The AA or AS degrees categorized by an institution as “for transfer” degrees hold the same “weight” as a degree in any other category. The only distinguishable difference is that the CSU system treats these a bit differently for students transferring from a community college to a university in the CSU system. Essentially, an AA or AS degree in ECE or Child Development would be fundamentally no different than an AA or AS for transfer in the same areas of study.

Additionally, as long as a participant uploads a transcript, once verified, that will show on the Education & Training Report.

THE CA ECE WORKFORCE REGISTRY

How do I apply to CARES 3.0 on the registry?

Application guides for how to apply for CARES 3.0 can be found on the CARES 3.0 Webpage in English, Spanish, and Chinese. You must apply and upload documents through the Registry. For Fall 2022, we advise all documents be uploaded by October 1st to ensure an accurate stipend amount is developed based on all verified information from the Registry. The application itself takes about 15-25 minutes to complete. The Registry takes about 2 weeks to verify any documents uploaded.

How do I review and make updates to my registry profile?

Please visit the [CA ECE Workforce Registry Resource](#) page for a list of guides and tutorials on how to make updates to your profile and navigate the registry.

How do I view what documents have been verified on the registry?

There are two ways to review verified documents on your account:

1. Login to your CA Workforce Registry profile
 - a. Option 1-From the “Home” page go to “My Documents” to view a list of all uploaded documents and their status.
 - b. Option 2- From the “Homepage to “View Education and Training Report (PDF)” to obtain a record of verified degree, coursework, and permit information.

What if I've applied for a permit but it will take longer than the application to receive the official permit?

We are aware that the process to get your permit takes time. While you wait for the official permit to arrive, please upload all transcripts that you need to apply for your permit, as well as your permit application confirmation or receipt to the CA ECE Workforce Registry.

The permit application confirmation should be uploaded under file type "Misc." with a file description of "CARES 3.0 Permit Application Confirmation" and an email should be sent to the ecestipend@sfgov.org email notifying the CARES 3.0 team you have completed the upload of the permit application confirmation and the permit level you applied for.

How can I gain administrative access on the registry to verify employees (for program administrators and FCC owners)?

Program administrators and FCC providers can gain administrative access to verify employment and review employee information by logging into their registry accounts and clicking "Employer Admin Request" and following the steps for their type of setting.

Who do I contact for help to navigate the CA ECE Workforce Registry?

For support with navigating the registry please reach out to the Help Desk at Children's Council.

Support@childrenscouncil.org or 415.343.4669

Based on your inquiry the Help Desk staff can help you directly or support you to elevate your inquiry to the CA Registry staff.

How do I update my position title and or working hours in the CA ECE Workforce Registry?

You can use this guide [here](#), to support you when updating your Registry profile.

APPLICATION PROCESS

How do I know if my application was successfully submitted?

There are a few ways to confirm you've successfully completed the CARES 3.0 application:

1. You will receive a confirmation email from the CA Registry confirming your application
2. If your email blocks these messages from the registry you can view them on your registry account by logging in and clicking the notifications button to the left of your name in the top right corner of your screen.

3. After logging in to the registry you can view the status of your submitted stipend by going to “Stipends & Pathways” in the left side navigation bar, and then clicking “My Stipends,” then confirm that the Fall 2022 request date and stipend period are reflected in that list.

If you still are unsure if your application was submitted, please contact the CARES 3.0 team via email and share your full name and registry ID so we can review our records for you.

How do I know how much I will get in the stipend?

Please review your program’s tier level and the appropriate stipend scale to determine your stipend amount. Note that the stipend amount is based on the information verified on your CA ECE Workforce Registry. It is each applicant’s responsibility to ensure that documents pertaining to permit level, transcripts, and other education are uploaded to the registry and verified by CA Registry staff.

How many hours are considered full-time?

For the purposes of the CARES 3.0 stipend full-time is considered 30+ hours a week.

Can I still apply after the deadline?

We are unable to accept late applications and there are no exceptions to the deadline.

The City follows strict procurement rules that determine policy for funding opportunities. This new iteration of CARES is extremely time sensitive which unfortunately does not give any flexibility for those that missed the deadline. We advise all administrators and past CARES applicants to be mindful of the deadline and to remind friends and colleagues.

If you have not received a confirmation email that states a successful application has been submitted within 24 hours and the email is not in your spam/junk inbox, please reach out to the CARES Team as soon as possible. We recommend saving your confirmation email and/or taking a screenshot of the confirmation webpage on the Registry for your records.

RECEIVING THE STIPEND

When will my stipend arrive?

Our current timeline for stipends to be sent via mail is by mid-December 2022. The stipends are sent to the preferred mailing address indicated in your registry profile. The estimated arrival date for your stipend will be shared via email. Our goal is to send out stipends all at once, but we can’t guarantee arrival dates as post office delivery times vary, especially around the holidays.

What if I don't receive my stipend within 30 days of the payment window?

The CARES 3.0 team will send out a re-issue request link to all approved applicants after the 30-day payment window has passed and applicants who have not received their stipend are encouraged to complete the form to have their stipends reissued.

If you have a complex situation that you feel warrants direct communication with our fiscal intermediary, please contact Children's Council Help Desk at Support@childrenscouncil.org or 415.343.4669.

What if I am moving or have a new mailing address?

Update your Registry profile information as soon as possible. Stipend checks will be sent to the mailing address on your Registry profile. W-9s must match your residential address and be the address you use to file taxes. Be sure to notify the CARES Team (ECEstipend@sfgov.org) and Children's Council (support@childrenscouncil.org) as soon as possible with the address you would like to receive your check and with an updated W-9 (if applicable).

TAX IMPLICATIONS (FINANCIAL RESOURCES AND ADVISING)

Do I have to claim my stipend in my taxes?

Yes. Children's Council will send 1099 tax forms for you to submit with your taxes. The stipends are untaxed income funds and are required to be claimed each year.

Can taxes be removed from my stipend before it is administered to me?

We are not your employer of record, so we are not able to remove taxes from your stipend.

How do I get support with filing taxes and better understanding of how accepting the stipend impacts my taxes?

We encourage you to reach out to a tax expert or financial advising office for more information about plans for tax season. Here is a link to some local community-based resources:

https://sfoece.org/wp-content/uploads/Financial-Supports-and-Resources_English.pdf