

# PROFESSIONAL DEVELOPMENT / PROGRAM IMPROVEMENT FUND GUIDELINES & REQUIREMENTS (July 2009 – June 2010)



## 4-C: Community Coordinated Child Care

Based on available funding, 4-C: Community Coordinated Child Care is offering funds to support individual pursuit of professional development and program improvement in early care and education and is supported through the Federal Child Care & Development Block Grant (CCDBG), administered through the Illinois Department of Human Services.

### 1. WHO CAN APPLY?

- Individual practitioners employed by center based programs and family home programs (including child care center directors, early childhood teachers/assistant teachers, school age teachers/assistant teachers, family home providers and their assistants) who currently provide care as defined by the Illinois Department of Children and Family Services (IDCFS) and are listed on the CCR&R database. Funds may also be used for support staff (driver, cook, janitor) when appropriate (e.g., food sanitation, CPR/First Aid courses).
- Center Directors, Association and Network leaders on behalf of child care practitioners.
- Practitioners who apply must currently provide services in Carroll, DeKalb, Lee, McHenry, Ogle, or Whiteside counties.

**Priority will be given to programs currently caring for children whose care is paid for by the IDHS Child Care Assistance Program (subsidy), with a greater priority to those with 25% or more of their enrollment consisting of IDHS funded children. However, you do not have to serve IDHS funded children to apply.**

### 2. HOW CAN I APPLY?

Please submit one application per request. Request(s) can be made from the 6 underlined areas listed below. To ensure funding pre-approval is highly recommended.

- **Individuals** can request funds for: Tuition, Workshop/Conference/Off-Site Training, Credentialing, and Assessment by completing and submitting a **Professional Development/Program Improvement Funds Application** in its entirety, according to the instructions, and provide all required documentation. (Relates to Application, Pages 2 & 3, Step 3, A-C).
- **Programs/Agencies** can request funds for Accreditation or Assessment by completing and submitting a **Professional Development/Program Improvement Funds Application** in its entirety, according to the instructions, and provide all required documentation. (Relates to Application, Page 3, Step 3, D-E).
- Directors and Association Leaders can request funding for On-Site/Group Trainer Fees on behalf of a **group**. Applying for On-Site/Group Training requires completing a **Professional Development/Program Improvement Funds Application**. In addition, **each individual attendee must complete and submit a Professional Development/Improvement Funds Participant Form** in its entirety, according to the instructions, and provide all required documentation. (Relates to Application, Page 3, Step 3, F).

**\*\*Application submission does not guarantee that funds will be awarded\*\***

### 3. WHAT CAN I REQUEST FUNDING FOR?

Individuals may apply for a maximum of \$1000 per fiscal year.

- A. Tuition** (Relates to Application, Page 2, Step 3, A). Individual applicants may apply for funds to be used toward tuition for one undergraduate or graduate level Early Childhood Education or Child Development course per semester and/or books/software for the course. Funds will only be awarded for expenses that are **not** covered by the **Gateways Scholarship** program.

Payment for tuition can be made directly to the educational institution named in Step 4 Payment Information section of your application.

After funding approval, copies of course work completion must be submitted with a grade "C" or better to the CCR&R Program in order to be eligible for future funding through 4-C: Community Coordinated Child Care.



Tuition Funding	Maximum
Cost of tuition for one undergraduate or graduate level course in Early Childhood Education or Child Development per semester	\$500
Books/software required for course	\$150

**B. Credentialing Programs** (Relates to Application, Page 2, Step 3, B). Individual applicants may apply for funds to be used toward CDA, CCP, IDC, Gateways ECE Credential, Gateways Infant/Toddler Credential, CARE Courses, and Credential Advisor. Please attach a written timeline that best describes how you will reach your goal of credential.

For more information on **CDA** call 1-800-424-4310, **IDC** call 1-800-863-0499, **CCP** call 1-800-543-7161. For more information on the field of early care and education you may also visit [www.ilgateways.com](http://www.ilgateways.com).

After funding approval, you must submit proof of payment (cashier's check, cancelled check, invoice, etc.), along with proof the CDA Advisor meets the CDA Council eligibility criteria and if applicable, documentation from your Credential Advisor for hours spent providing consultation services. Documentation must be sent to 4-C: Community Coordinated Child Care to be eligible for future funding.

Credentialing Programs	Maximum
Child Development Associate (CDA)	
• Assessment	\$325
• Second Setting	\$225
Illinois Director Credential (IDC)	
Gateways ECE Credential (circle level) 2 3 4 5	
Gateways Infant / Toddler Credential (circle level) 2 3 4 5	
• Application Fee	\$75
• Transcript Evaluation/Review Fee	\$350
• Portfolios Assessment/Evaluation Fee	\$150
• Level Advancement Fee	\$75
Certified Child Care Professional (CCP)	
• Assessment Fee	\$495
Credential Renewal Fee	\$75
Credentialing Information Packet	\$23
Credential Advisor (Max. of 5 hours) (Max. \$50 per hour) (documentation needed from your Advisor for hours spent providing consultation services)	\$250
CARE Courses	\$400

**C. Workshop/Conference/Off-Site Training** (Relates to Application, Page 2, Step 3, C). Individual applicants may apply for funds to be used toward training and/or lodging.

Workshops, conferences or off-site training must be related to early care and education or management. You may not request Professional Development Funds to attend a workshop, conference or off-site training in which 4-C: Community Coordinated Child Care is the fiscal agent (i.e., registration fees are collected by the CCR&R). Fees will only be funded at the early bird rate. Partial funding may be awarded. Number of nights awarded may be based on the distance from the conference.

After funding approval, receipts and a copy of the training certificate for the workshop(s) you were approved must be submitted within 30 days after the event as proof of agreed upon expenses to be eligible for future funding through 4-C: Community Coordinated Child Care.

Workshop/Conference/Off-Site Funding	Maximum
Workshop/Conference/Off-Site Training registration fees (Please attach a copy of the conference announcement and/or outline and description of the conference)	Min \$75 Max \$400
Lodging (3 night maximum)	\$100 per night

**D. Accreditation** (Relates to Application, Page 3, Step 3, D). Agencies/Programs may apply for funding to be used toward fees for NAFCC, NAEYC, NECPA, COA or NAC Accreditation. Please attach a written timeline that best describes how you will reach your goal of accreditation. Itemized list of equipment and/or materials required for accreditation mini grant.

For more information on Accreditation log onto each program's website: [www.nafcc.org](http://www.nafcc.org), [www.naeyc.org](http://www.naeyc.org), [www.necpa.net](http://www.necpa.net), [www.coaafterschool.org](http://www.coaafterschool.org), [www.naccp.org](http://www.naccp.org).

After funding approval, submit proof of payment (cashier's check, cancelled check, invoice, etc.) within 30 days of payment to 4-C: Community Coordinated Child Care to be eligible for future funding.

<b>Accreditation Agencies</b>		<b>Maximum</b>
<b>NAFCC</b> - National Association for Family Child Care		
• Self Study Step		\$300
• Application Step		\$500
• Re-Accreditation Step		\$500
<b>NAEYC</b> - National Association for the Education of Young Children		
• Step 1: Enrolling in Self Study	Program Capacity: _____	\$775
• Step 2: Becoming an applicant	Program Capacity: _____	\$425
• Step 3: Becoming a candidate	Program Capacity: _____	\$1150
<b>NECPA</b> National Early Childhood Program Accreditation		
• Application		\$500
• Verification Fee		\$1350
<b>COA</b> Council on Accreditation (School Age Accreditation)		
• Application Fee		\$250
• Accreditation Fee		\$2400
• Site Visit Fee		\$1800
<b>NACCP</b> National Accreditation Commission for Early Care & Education		
• Application		\$350
• Validation Fee		\$1400
Accreditation Mini-Grant (equipment & materials)		\$500
Accreditation Annual Report Fee		\$450
Accreditation Advisor (documentation needed from your Advisor for hours spent providing consultation services) (Max. of 5 hours) (Max. \$50 per hour)		\$250

**E. Assessment Tools** (Relates to Application, Page 3, Step 3, E). Agencies/Programs may apply for funding to be used toward Assessment tools, ERS resource materials (itemized list required) and/or advisors including:

<b>Assessment Tools</b>	<b>Maximum</b>
Family Child Care Environment Rating Scale (FCCERS-R)	\$26
Infant/Toddler Environment Rating Scale – Revised Edition (ITERS-R)	\$26
Early Childhood Environment Rating Scale – Revised Edition (ECERS-R)	\$26
School Age Care Environment Rating Scale (SACERS)	\$26
Program Administration Scale (PAS)	\$26
Business Administration Scale (BAS)	\$26
ERS Resource Materials (books, VHS/DVD)	\$65
Assessment Advisor (Max. of 5 hours) (Max \$50 per hour) (documentation needed from your Advisor for hours spent providing consultation services)	\$250

**F. On-Site In-Service/Group Trainer Fee** (Relates to Application, Page 3, Step 3, F).

For this request, Directors or Association Leaders must submit a Professional Development/Program Improvement Funds Application – including goals, objectives and an outline for the training – on behalf of the group. In addition, upon completion of the event each individual attending must complete a Professional Development/Program Improvement Funds Participant Form. Applicants may apply for funds to be used toward:

- A presenter and/or consultant to provide on-site training and/or technical assistance to staff or association members. Funds are not available for a staff member to present within their own program. (Maximum \$450)

After funding approval, submit proof of payment for the presenter/consultant, Professional Development Funds/Program Improvement Funds Participant Forms, and a participant sign-in sheet within 30 days after the completion of the On-Site In-Service/Group Training to be eligible for future funding through 4-C: Community Coordinated Child Care.

**4. HOW IS PAYMENT MADE?** (Relates to Application, Page 4, Step 4)

Payments will be made and mailed directly to applicants for the educational institutions, councils, associations, individuals or early care and education programs named in Step 4 Payment Information section of your application. Individuals/programs that receive payment will be responsible for *W-9* documentation and taxes. Individuals have the option to be reimbursed for conference fees, tuition, or on-site trainings after required documentation has been received. Receipt for approved book(s) must be submitted before payment can be made. Conference fees will only be funded at the early bird rate. Lodging fees will be paid by reimbursement only. All credential and accreditation fees will be paid directly to the council or accrediting body. Assessment materials and fees will be paid directly to the vendor or advisor. You will be notified in writing if your application has been approved or denied and the amount for which your request was funded. It is the individual's responsibility to inform 4-C: Community Coordinated Child Care of any changes that might impact the funding awarded.

**5. WHAT IF I HAVE QUESTIONS?**

For more information, contact Kim at (815) 758-8149 ext. 226 in DeKalb or Katrina at (815) 344-5510 ext. 16 in McHenry.

**6. WHAT ELSE DO I NEED TO KNOW?**

- **Only complete applications will be considered.**
- Priority will be given to applicants that serve 25% or more IDHS funded children.
- Applications will be considered on a first come, first serve basis, as funds are available.
- Funds cannot be used for the percentage that the Gateways Scholarship does not cover or items that the Gateways Scholarship is currently funding.
- Out-of-State requests for travel and/or conference fees are limited to within 50 miles of any Illinois state border.
- Funding will only be considered for applicants who have provided required documentation/receipts for any previous 4-C: Community Coordinated Child Care funded grant/program.
- Faxed applications will not be accepted.
- Partial funding may be awarded.
- Funding is limited and not guaranteed.
- **Pre-payment cannot be made until a complete application is received and/or payment for reimbursement cannot be made until all required documents are received.**
- Applications must be received by **Friday, November 13, 2009**

Submit to:

<p><b><i>Carroll, DeKalb, Lee, Ogle, Whiteside Counties</i></b>          Kim Sciacero          155 N. Third St., Suite 300          DeKalb, IL 60115          (815) 758-8149 ext. 226</p>	<p><b><i>McHenry County</i></b>          Katrina Gofron-Ellison          667 Ridgeview Drive          McHenry, IL 60050          (815) 344-5510 ext. 16</p>
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**7. BEFORE YOU SUBMIT YOUR APPLICATION:**

- Step 1: \_\_\_\_\_ Complete all areas of the current application. If a question was not applicable insert N/A.
- Step 2: \_\_\_\_\_ Sign and date the application.
- Step 3: \_\_\_\_\_ Make sure the payment information you have submitted is correct.
- Step 4: \_\_\_\_\_ Complete and attach your narrative responses.
- Step 5: \_\_\_\_\_ Include a copy of all receipts and certificate of completion (if applicable).