



Dear Child Care Professional,

The Jeannette Watson Wage Supplement Project, funded by The City of Austin, Travis County, and the Workforce Solutions Capital Area Workforce Board, is a salary supplement program administered by Workforce Solutions Child Care Services. The salary supplement is intended as a means of identifying professionals who have furthered their education in Early Childhood Education and work with children from low-income families. This is an effort towards helping our valuable Early Childhood teachers and directors continue to work in a field where wages are not commensurate with other skilled positions.

Teachers and directors are awarded based on experience in childcare and education. Award levels will be determined after applications are submitted. Supplements will be awarded based on available funding. Previous awards do not guarantee future payments.

Proof of continuing education will be determined using the following documents:

- Official college/university transcript(s)
- Unofficial college/university transcript(s), accompanied by a student ID (Transcripts printed online must have a student ID attached).
- Graduation documentation from a foreign college/university/secondary school, accompanied by translated documentation, including documented hours in birth to five. **If hours in ECE are not designated, it will be assumed that there are none.**

The following documents will **not** be sufficient, or accepted, in replacement of the above:

- CDA certificates
- Certificates of completion
- Clock hours
- Training certificates, orientation document, or training plans
- Copies of diplomas
- Untranslated transcripts

The application is now online! Please take note of a few changes.

- Prior to completing the application, please set up a TECPDS account and upload your transcript and paycheck stub. This must be done BEFORE your application is submitted.
- Center director needs to complete and sign section 2. Please coordinate with your director to sign and complete while you are completing your application. The applicant cannot sign this section.

Below is a list of the criteria currently in place:

1. The applicant must be working directly with children for at least 32 hours per week,
2. *The applicant must have a CDA or higher from an accredited school (this is a change from previous years)*
3. The applicant must work at a licensed child care center that is within Travis County;
4. The applicant must earn \$19.00 or less per hour;
5. The applicant must have worked at their current center for the past 6 consecutive months prior to the application;
6. **First priority will be given to applicants that are working in a child care program that serves a minimum of 10 low-income children and/or at least 20% of the enrollment serves low income families and working at a Texas Rising Star program.**



This supplement can also be awarded to directors and administrators. For these applicants to be considered, they must have teachers from their program apply. Directors and administrators are evaluated using a similar assessment procedure, but with varied supplement values. All applications will be verified through a director if they are a teacher, or an upper level department if they are in a management position.

Please note: Completing the paperwork does not mean you are awarded. Award recipients will be notified via e-mail in February and additional paperwork will be required at that time. Incomplete packets will not be considered.

Awards are made in two payments, one in March/ April and one in August/September. Awards are contingent upon available funding.

The overall goal for funding is to support the most highly qualified individuals working with our most vulnerable children. Please e-mail CCSJW@wfscapitalarea.com with any questions.

Respectfully,

Heather Pate
Quality Initiatives Coordinator
Workforce Solutions Child Care Services

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.