



Dear Early Learning Program Professional,

We are excited to announce that the application for Jeannette Watson Wage Supplement Project is now open. This program is funded by the City of Austin, Travis County, and the Workforce Solutions Capital Area Workforce Board and aims to supplement salaries of qualifying Early Childhood Education (ECE) professionals who have advanced their education and/or work with children from low-income families in high-quality childcare centers.

Please read this letter in its entirety to ensure you understand the full application process and eligibility requirements.

Key Information:

- **Award Amounts:**
The wage supplement amount will be determined based on available funding after applications are processed. Please note that receiving an award in previous years does not guarantee future payments.
- **Application Deadline:**
All required materials must be submitted by **Friday, February 28, 2025, at 5:00 PM**. You will receive a confirmation email once your application is processed. Please check your inbox regularly for updates or requests for missing items.

How to Apply:

1. Review the [required documents checklist](#) to ensure you have everything needed for your application.
2. Log in to **TECPDS** and upload all necessary materials **before** submitting your application.
3. Access the application by clicking [here](#).
4. Submit your application by the deadline: **Friday, February 28, 2025, at 5:00 PM**.
5. After submission, check your inbox for a confirmation email and further updates.

Payment Information:

If you are selected to receive an award, you must submit the following documents to process your payment:

- A completed **W9 form**
- A completed **Direct Deposit Authorization Form** (please note: checks will not be mailed)
- One of the following:
 - A **voided check** (preferred), or
 - A **direct deposit authorization letter** from your financial institution (contact your bank for assistance)



Further instructions will be provided if you are selected for an award.

Eligibility Requirements: *Review the criteria below to determine which program you qualify for.*

Program 1: Premium Pay Wage Stipend for ECE Professionals with Credentials

To qualify, applicants must meet the following criteria:

1. Work at least **32 hours per week** in a childcare program.
2. Hold a **master's, bachelor's, or associate's degree** in child development, early childhood education, or a related field, or possess a current **Child Development Associate (CDA) credential**. (See the checklist for a list of related degrees.)
3. Be employed at a **licensed early learning program** within **Travis County**.
4. Earn **\$21.00 or less per hour**.
5. Have worked at your current center since **September 1, 2024**.
6. Priority will be given to providers who care for a higher percentage of **CCS children**.

Program 2: Premium Pay Wage Stipend for ECE Professionals Without Credentials

To qualify, applicants must meet the following criteria:

1. Work in a **TRS 4-star** or **nationally accredited** childcare program.
2. Work at least **32 hours per week** in a childcare program.
3. **Do not** hold a **master's, bachelor's, or associate's degree** in child development, early childhood education, or a related field, or possess a current **CDA credential**.
4. Be employed at a **licensed early learning program** within **Travis County**.
5. Earn **\$21.00 or less per hour**.
6. Have worked at your current center since **September 1, 2024**.
7. **All staff**, including support staff, are eligible to apply if they meet the above criteria.
8. Priority will be given to providers with a higher percentage of **CCS children** and those with more tenure in the field.

Important Dates

Application Open	Application Deadline	Award Letters Sent	Payments Released
February 10, 2025	February 28, 2025	May 2025	Summer 2025

Important Reminder:

Submitting an application does not guarantee an award. Incomplete applications will **not** be considered. Award recipients will be notified by **email** by **May 2025**. To receive your payment, you must submit a completed **W9** and **Direct Deposit Form**. Payments will be distributed in **Summer 2025**.



If you have any questions, please don't hesitate to contact us at CCSJW@wfscapitalarea.com.

Thank you for your ongoing dedication to early childhood education!

Warm regards,

Heather Pate
Child Development and Early Education Supervisor
Workforce Solutions Child Care Services