

PROFESSIONAL DEVELOPMENT / PROGRAM IMPROVEMENT FUND GUIDELINES & REQUIREMENTS (July 2008 – June 2009)



Child Care Resource + Referral Program



children's home + aid

Based on available funding, Children's Home + Aid CCR+R 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 Bond, Clinton, Madison, Monroe, Randolph, St. Clair or Washington 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 .

- **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).
- 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 compete 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 4, Step 3, F)

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

3. WHAT CAN I REQUEST FUNDING FOR?

A. **Tuition** (Relates to Application, Page 2, Step 3, A). Individual applicants may apply for funds to be used toward:

Tuition Funding	Maximum
Cost of tuition for one undergraduate or graduate level course per semester	
Courses in <u>Early Childhood, Child Development, or Child Care Services</u> only, and/or courses related to computer applications, i.e. excel, word, access, etc.	One course per semester
Courses through the following institutions: Kaskaskia, SWIC, Lewis & Clark, SIUE, SIUC, Kendall, National Louis (other Illinois Institutions)	

Tuition pre-payment is sent directly to the institution named in Step 4 payment information. **Tuition reimbursement** is sent to an individual after the completion of the course. For a list of approved coursework, please call 1-800-467-9200, ext. 135. After funding approval, a transcript 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.

B. Credentialing Programs (Relates to Application, Page 3, Step 3, B). Individual applicants may apply for funds to be used toward:

Credentialing Programs	Maximum
Child Development Associate (CDA)	
• Assessment	\$300
• Second Setting	\$200
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	\$25
• Transcript Evaluation/Review Fee	\$200
• Portfolios Assessment/Evaluation Fee	\$300
• Level Advancement Fee	\$50
Certified Child Care Professional (CCP)	
• Assessment Fee	\$400
Credential Renewal Fee	\$50
Credentialing Information Packet	\$20
Credential Advisor (documentation needed from your Advisor for hours spent providing consultation services)	\$200
CARE Courses	\$300
Membership Fee (limited to CDA renewal candidates)	\$50

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. For a list of **CDA Advisors**, please call 1-800-467-9200, ext. 135.

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 within 30 days to the CCR+R Program to be eligible for future funding.

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

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)	\$500 per fiscal year
Lodging (Maximum)	
Mileage _____ (round trip miles)	
Transportation (air/train/bus)	
Substitute Fees	

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 the Children's home and Aid CCR+R Program is the fiscal agent (i.e., registration fees are collected by the CCR+R).

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.

D. Accreditation (Relates to Application, Page 3, Step 3, D). Agencies/Programs may apply for funding (approximately 80% of fees) to be used toward:

Accreditation Agencies	Maximum
NAFCC - National Association for Family Child Care	
• Self Study Step	\$240
• Accreditation Step	\$400
• Re-Accreditation Step	\$480
NAEYC - National Association for the Education of Young Children	
• Step 1: Enrolling in Self Study	Program Capacity: _____ 420
• Step 2: Becoming an applicant	Program Capacity: _____ 220
• Step 3: Becoming a candidate	Program Capacity: _____ 600

NECPA National Early Childhood Program Accreditation		
• Application		280
• Verification Fee	Program Capacity: _____	600
NAA National AfterSchool Association		
• Intent to Submit Fee		\$600
• Application, Submission, Review & Processing Fee		\$240
• Endorsement Visit, Report Review & Procession Fee		\$360
NAC National Accreditation Commission for Early Care & Education		
• Application	Program Capacity: _____	\$280
• Validation Fee	Program Capacity: _____	\$600
Accreditation Mini-Grant (equipment & materials)		\$500
Accreditation Annual Report /Renewal Fee		\$150

For more information on Accreditation log onto each programs website: www.nafcc.org, www.naeyc.org, www.necpa.net, www.naaweb.org, www.naccp.org.

After funding approval, submit proof of payment (cashier's check, cancelled check, invoice, etc.) within 30 days of payment to be eligible for future funding.

- 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, and/or advisors including:

Assessment Tools	Maximum
Family Child Care Environment Rating Scale (FCCERS-R)	\$15
Infant/Toddler Environment Rating Scale – Revised Edition (ITERS-R)	\$15
Early Childhood Environment Rating Scale – Revised Edition (ECERS-R)	\$15
School Age Care Environment Rating Scale (SACERS)	\$15
Program Administration Scale (PAS)	\$15
Business Administration Scale (BAS)	\$15
ERS Resource Materials (books, VHS/DVD)	\$100

- F. On-Site In-Service/Group Trainer Fee** (Relates to Application, Page 4, 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:

On-Site In-Service/Group Trainer Fee	Maximum
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	\$500 per fiscal year

After funding approval, submit proof of payment for the presenter/consultant, a Professional Development Funds/Program Improvement Funds Participant Form, 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.

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

Payments will be made and mailed directly to 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. You will be notified in writing if your application has been approved or denied, the amount in which your request was funded and to whom the professional development check(s) were issued.

- 5. WHAT IF I HAVE QUESTIONS?**

Need more information, contact Janice at 1-800-467-9200, ext. 135 or jmoenste@childrenshomeandaid.org. Additional copies of the application and guidelines may be downloaded at www.chasiccrr.org

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 Gateways Scholarship does not cover or items that Gateways 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 funded grant/program.
- Faxed applications will not be accepted.
- 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 will be reviewed the first Friday of each month.
- Submit your application to:

**Children's Home + Aid CCR+R
Attn: Janice
2133 Johnson Road
Granite City, Il 62040**

7. BEFORE YOU SUBMIT YOUR APPLICATION:

- Step 1: _____ Complete all areas of the current application and W-9. If a question was not applicable I inserted 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: _____ If requesting reimbursement, include a copy of all receipts, grade report or certificate of attendance/completion.

Complete applications will be reviewed the first Friday of each month.

Award/Denial letters will be mailed following the review process.

**Funds will be awarded on a first come-first serve basis, until all funds are spent.
Application submission does not guarantee that funds will be awarded**

To expedite payment please submit a W-9 www.irs.gov for prompt payment.

**Questions
1-800-467-9200, ext. 135**