



EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

Application Check List

Do you work at a child development facility in DC? You may be [eligible](#) for up to four payments of up to \$3,500 between October 2022 and September 2023 through the [Early Childhood Educator Pay Equity Fund!](#)

To receive supplemental payments, you'll need to [complete and submit an application](#).

Early childhood educators who received a supplemental payment through AidKit in fiscal year 2022 (FY22) and remain employed in an eligible Staff Type in a child development facility licensed by OSSE do not need to submit an additional application to receive supplemental payments in FY23. Eligible early childhood educators approved for any FY23 supplemental payment do not need to complete additional applications.

To make the application process as quick and easy as possible, gather the following information in advance of completing your application:

- Government-issued photo ID (US or foreign)**
The ID must be government issued and include a photo of your face and your full legal name. Expired and unexpired IDs are OK to use.
- Headshot/selfie**
Snap a picture of yourself or use a picture you already have to help us verify your identity.
- Child development facility license number**
This is the license number of the facility where you are employed. All license numbers start with CDC, CDX or CDH, followed by a hyphen and six numerical digits. Your facility's license number is printed on the child care license displayed in your facility. You can also search for it using OSSE's [child development facility listing report](#) or email OSSE.DELCommunications@dc.gov for support.
- Payment information**
You can receive your payment via direct deposit or debit card. If you select direct deposit, you'll need to know if it is a checking or savings account and have the bank routing number and bank account number on hand. The best place to find your bank routing number/account number is a check, your bank statement, your online bank account, or by calling your bank directly. The bank account must be tied to your name.
- Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)**
You will need to share your SSN or ITIN.
- W-9 form**
[Download this W-9 form](#), complete the required sections on first page and save it as a PDF. You can also print a copy of the W-9 form, fill it out and save a picture on your phone.

If you require support or technical assistance to complete your application, please email support@ecepayequity.aidkit.org or call (202) 831-9298.