



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**Policy: Child Care Staff Eligibility and Payment Amounts for Early  
Childhood Educator Pay Equity Fund  
Fiscal Year 2022 (FY22)  
May 16, 2022**

**Eligibility Policy**

In order to be eligible to receive a supplemental payment distribution from the Early Childhood Educator Pay Equity Fund for FY22, an individual must meet the following requirements:

1. Be **employed** in a **child development facility licensed by the Office of the State Superintendent of Education (OSSE)**:
  - a. Employment confirmed through staff record in Division of Early Learning Licensing Tool (DELLT)
  - b. Must have employment start date on or before May 16, 2022
  - c. Must be employed on the date the individual submits a request for supplemental payment to AidKit

Note: Staff in facilities not licensed by OSSE are not eligible
2. Be **employed** in an **eligible role**:
  - a. Eligibility is determined based on “Staff Type” listed in DELLT for an individual
  - b. “Staff Type” in DELLT must be one of the following:
    - i. Teacher
    - ii. Assistant Teacher
    - iii. Associate Caregiver
    - iv. Expanded Home Provider
    - v. Home Provider
    - vi. Montessori Assistant Teacher
    - vii. Montessori Teacher
  - c. The following are not eligible:
    - i. Directors
    - ii. Lead Teachers in Pre-K Enhancement and Expansion Program (PKEEP) classrooms
    - iii. Out of School Time program Group Leaders and Assistants
    - iv. Aides and Substitutes
    - v. Teachers in District of Columbia Public Schools (DCPS) and public charter schools

3. **Submit supplemental payment request** to AidKit
  - a. In order to receive funds, eligible child care staff must submit a payment request through AidKit's platform that includes all required information:
    - i. Photo ID
    - ii. Headshot/selfie
    - iii. Payment Information (*note: payment options for both banked and unbanked*)
      1. **Direct Bank Deposit:** If you choose to be paid via direct deposit, the following information is required to complete the payment:
        - a. Bank name
        - b. Routing number
        - c. Account number
      2. **Debit Card:** If you choose to be paid via a debit card, the following information is required to complete the payment:
        - a. Home address
          - i. Note: The debit card will be mailed to this address
    - iv. Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)
    - v. W-9 form
  - b. Requestor must **affirm** the following:
    - i. **Intend to remain employed** in a licensed child development facility through at least Dec. 31, 2022
    - ii. **Regularly work** in the licensed child development facility on a **full- or part-time** basis:
      1. Full-time: At least 30 hours a week on average or has worked at least 240 hours in the past eight weeks
      2. Part-time: At least 10 hours a week on average or has worked at least 80 hours in the past eight weeks
  - c. Payment will only be issued after all required information is provided and the payment request is approved

**Payment Amounts**

Payment amounts for child care staff eligible to receive a supplemental payment distribution from the Early Childhood Educator Pay Equity Fund for FY22 will be determined based on the following:

1. **“Staff Type”**
  - a. Payment amount is determined based on “Staff Type” listed in DELLT for an individual
  - b. The following “Staff Types” qualify for “ECE I” Payment Level:
    - i. Assistant Teacher
    - ii. Montessori Assistant Teacher
    - iii. Associate Caregiver
  - c. The following “Staff Types” qualify for “ECE II” Payment Level:
    - i. Teacher
    - ii. Expanded Home Provider
    - iii. Home Provider
    - iv. Montessori Teacher
2. **Full- or Part-Time** Employment Status
  - a. Full- or part-time status is determined based on self-validation in the supplemental payment request form
  - b. Individuals requesting supplemental payment must select one of the following:
    - i. Full-time: Work an average of 30 hours a week in the licensed child development facility, or at least 240 hours over the past eight weeks
    - ii. Part-time: Work an average of 10-30 hours a week in the licensed child development facility, or at least 80 hours over the past eight weeks
    - iii. Less than part-time: Work an average of less than 10 hours a week in the licensed child development facility, and have not worked at least 80 hours over the past eight weeks
3. Payments will be determined based on the combination of staff type and full- or part-time status, based on the table below:

Staff Type	Time Status	
	Full-Time	Part-Time
ECE I: <ul style="list-style-type: none"> <li>● Assistant Teacher</li> <li>● Associate Caregiver</li> <li>● Montessori Assistant Teacher</li> </ul>	\$10,000	\$5,000

ECE II: <ul style="list-style-type: none"><li>● Teacher</li><li>● Expanded Home Provider</li><li>● Home Provider</li><li>● Montessori Teacher</li></ul>	\$14,000	\$7,000
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