



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**POLICY GUIDANCE:**

**Child Care Staff Eligibility, Payment Amounts and Distribution Schedule  
for the Early Childhood Educator Pay Equity Fund**

**Fiscal Year 2023 (FY23)**

**Aug. 15, 2022**

**Background, Authority and Purpose of this Policy**

[The Early Childhood Educator Equitable Compensation Task Force Temporary Amendment Act](#) authorized the Office of the State Superintendent of Education (OSSE) to disburse pay equity funds, through an intermediary, to support pay parity for early childhood educators in accordance with the recommendations of the [Early Childhood Educator Equitable Compensation Task Force](#). The [Fiscal Year 23 \(FY23\) Budget Support Act of 2022](#) subsequently authorized OSSE to continue to disburse pay equity funds directly to early childhood educators through FY23.

In FY22, OSSE is working with AidKit, a social impact company specializing in administering efficient and secure direct cash aid programs at scale, to administer the [Early Childhood Educator Pay Equity Fund](#). In FY23, consistent with the FY23 Budget Support Act, OSSE and AidKit will continue to distribute supplemental payments directly to early childhood educators. This document outlines the distribution timeline, payment amounts and eligibility policy for FY23 payments to eligible early childhood educators.

Starting in FY24, OSSE will transition to a system that will distribute funds to child development facilities that are licensed by OSSE and agree to pay their staff in accordance with a parity compensation scale established by OSSE. Additional details of the system and compensation scale will be shared with child development facilities and other stakeholders in spring 2023.

**FY23 Payment Distribution Timeline**

In FY23, OSSE and AidKit will distribute supplemental payments in four, quarterly installments, according to the following schedule:

- Quarterly Payment 1: December 2022
- Quarterly Payment 2: March 2023
- Quarterly Payment 3: June 2023
- Quarterly Payment 4: September 2023

In general, quarterly payments will be distributed after the 15<sup>th</sup> day and no later than the last day of the month in which they are distributed. OSSE and AidKit will share further details with eligible early childhood educators for when they can expect to receive payment prior to distribution of each quarterly payment.

Early childhood educators who meet the eligibility criteria (see “FY23 Eligibility Policy,” below) at the time a quarterly payment is distributed will receive a payment for that quarter. Early childhood educators who enter or leave employment during the course of FY23 may receive payment only for those quarters in which they meet eligibility criteria.

### **FY23 Payment Amounts**

The total payment amount an eligible early childhood educator may receive in FY23 is based on the employee’s “Staff Type” listed in the Division of Early Learning Licensing Tool (DELLT) and full- or part-time employment status, as reported in the supplemental payment application.

The total payment amount will be divided into four equal payments, which will be distributed quarterly.

Table 1 provides the total payment amount and quarterly payment for which an eligible early childhood educator qualifies in FY23, based on “Staff Type” and full- or part-time status.

**Table 1: FY23 Total Maximum and Quarterly Payment Amounts**

<b>Staff Type</b>	<b>Time Status</b>	
	<b>Full-Time</b>	<b>Part-Time</b>
ECE I: <ul style="list-style-type: none"> <li>● Assistant Teacher</li> <li>● Associate Caregiver</li> <li>● Montessori Assistant Teacher</li> </ul>	Total Payment: \$10,000  Quarterly Payment: \$2,500	Total Payment: \$5,000  Quarterly Payment: \$1,250
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>	Total Payment: \$14,000  Quarterly Payment: \$3,500	Total Payment: \$7,000  Quarterly Payment: \$1,750

### **FY23 Eligibility Policy**

In order to be eligible to receive supplemental distribution from the Early Childhood Educator Pay Equity Fund for FY23, an individual must meet all of the following requirements:

1. Be **employed** in a **child development facility licensed by OSSE**
  - a. Employment confirmed through staff record in DELLT
2. Have **employment start date** on or before the first day of the month prior to the month in which payment is distributed (See Table 2 Below)
  - a. Employment start date is based on the staff record in DELLT
3. Be employed in an **eligible role** (See Table 3 Below)
  - a. Eligibility is determined based on the “Staff Type” listed in DELLT
4. Have an approved **supplemental payment application** submitted to AidKit
  - a. Newly hired or newly eligible staff must submit an application in order to receive funds
  - b. Early childhood educators who received a prior payment through AidKit and remain employed in an eligible “Staff Type” in a child development facility licensed by OSSE do not need to submit another application to receive future payments (See “FY23 Distribution Process and Deadlines” below for further details)

**Table 2: Eligibility Cut-Off Date for Quarterly Supplemental Payments**

Quarterly Payment	Distributed in Month	Must have start date on or before
Quarterly Payment 1	December 2022	Nov. 1, 2022
Quarterly Payment 2	March 2023	Feb. 1, 2023
Quarterly Payment 3	June 2023	May 1, 2023
Quarterly Payment 4	September 2023	Aug. 1, 2023

**Table 3: Eligible and Ineligible “Staff Types”**

Eligible “Staff Types”	Ineligible “Staff Types” and Roles
<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Assistant Teacher</li> <li>• Associate Caregiver</li> <li>• Expanded Home Provider</li> <li>• Home Provider</li> <li>• Montessori Assistant Teacher</li> <li>• Montessori Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Directors</li> <li>• Lead Teachers in Pre-K Enhancement and Expansion Program classrooms</li> <li>• Out of School Time program Group Leaders and Assistants</li> <li>• Aides and Substitutes Teachers in District of Columbia Public Schools and Public Charter Schools</li> </ul>

**FY23 Distribution Process and Deadlines**

### *Early Childhood Educators Previously Approved for Payment*

Early childhood educators who receive a supplemental payment through AidKit in 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.

Prior to each payment distribution, AidKit will send a communication to early childhood educators who previously received funds, notifying them of the upcoming payment. The communication will include a link that eligible early childhood educators can use to review their payment information, update payment information if a change has occurred or decline to receive a payment. If the eligible early childhood educator takes no action, payment will automatically be sent via the same payment method through which prior payments were disbursed to the eligible early childhood educator; no further action is required.

AidKit will validate each previously approved early childhood educator’s continued employment in a child development facility licensed by OSSE and employment in an eligible “Staff Type” against staff records in DELLT prior to distributing a payment. Previously approved early childhood educators who are no longer eligible to receive supplemental payments will receive a notification. Child development facilities must regularly update staff records in DELLT (as required by 5-A DCMR § 131.1).

### *Newly Hired or Newly Eligible Early Childhood Educators*

Early childhood educators who are newly hired; who were hired after May 16, 2022 and did not qualify for FY22 supplemental payments or who transition from an ineligible “Staff Type” to an eligible “Staff Type” must submit an application to AidKit in order to receive a payment in FY23. Deadlines for submitting applications to receive a payment appear in Table 4 below.

**Table 4: Start Date and Application Deadlines for Receiving FY23 Pay Supplements**

<b>Quarterly Payment</b>	<b>Must Have Start Date on or Before</b>	<b>Application Deadline</b>
Quarterly Payment 1 (December 2022)	Nov.1, 2022	Nov.15, 2022
Quarterly Payment 2 (March 2022)	February 1, 2023	Feb. 15, 2023
Quarterly Payment 3 (June 2022)	May 1, 2023	May 15, 2023
Quarterly Payment 4 (September 2022)	Aug. 1, 2023	Aug. 15, 2023

The application portal for FY23 payments will open on Nov. 1, 2022 and remain open through Aug. 15, 2023. Eligible early childhood educators hired between May 16, 2022 and Nov. 1, 2022 must complete the application by Nov. 15, 2022 in order to receive a Quarter 1 payment. Early childhood educators hired after Nov. 15, 2022 are encouraged to complete

the supplemental payment application as part of their onboarding when they complete other new staff paperwork.

Once an eligible early childhood educator has been approved for any FY23 supplemental payment, they do not need to complete additional applications, but will automatically receive remaining FY23 quarterly payments as long as they remain employed in an eligible “Staff Type” in a child development facility licensed by OSSE.

### **Appeals**

If an early childhood educator believes they were erroneously determined ineligible for one or more FY23 supplemental payments, they may submit an appeal to OSSE’s Division of Early Learning (DEL) following the process outlined in the appeals process published by OSSE.

### **Recoupment of Disallowed Payments**

OSSE will seek recoupment of all disallowed payments, whether as a result of honest error; an individual’s intentional provision of materially misleading, fabricated or inaccurate information or any other just cause, following the process and policies outlined in [Policy: Disallowed Payments Under the Early Childhood Educator Pay Equity Fund](#).

### **Questions**

Questions regarding the Early Childhood Educator Pay Equity Fund in FY23 may be sent to [OSSE.DELCommunications@dc.gov](mailto:OSSE.DELCommunications@dc.gov). OSSE will publish share additional details about the fund in FY23 with early childhood educators, child development facilities and other stakeholders in the coming months and will update the Frequently Asked Questions document found on the Early Childhood Educator Pay Equity Fund [webpage](#) in response to questions received regarding implementation of the fund in FY23.