



# EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

## Early Childhood Educator Pay Equity Fund

*Guide for Accessing and Understanding Quarterly Award Statements in the Division of Early Learning Licensing Tool (DELLT)*

Each quarter, facilities participating in the Early Childhood Educator Pay Equity Fund will receive a quarterly child development facility (CDF) payroll funding formula award statement (“award statement”). Award statements are designed to help facility leaders understand how their CDF payroll funding award is calculated. A facility may use their CDF payroll funding formula award to meet the minimum salary requirements for teachers and assistant teachers and for any other allowable uses under the Early Childhood Educator Pay Equity Fund. This guide provides information on how to access and understand a quarterly award statement.

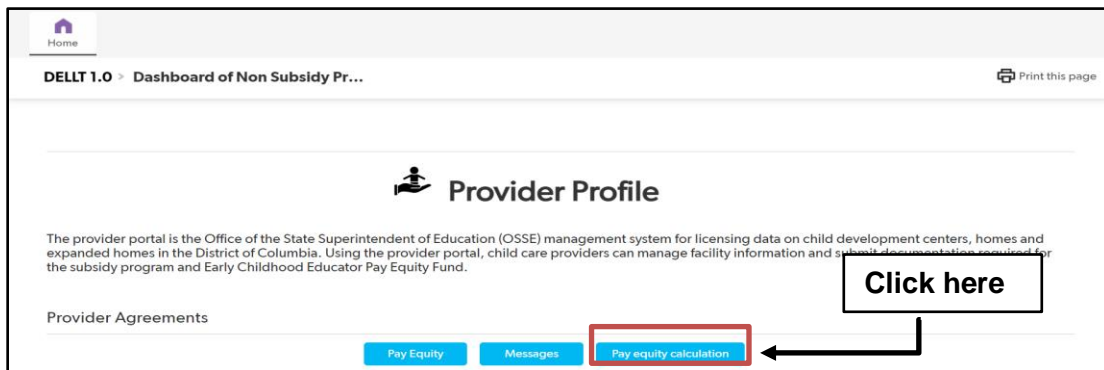
Please note:

- The CDF payroll funding formula is used by the Office of the State Superintendent of Education (OSSE) to calculate the amount of funds a facility receives. **The award statement is not a guide to how a facility must spend the award.**
- **Providers are not required to use funds from specific parts of the formula (like the base award or administrative enhancement) for specific costs (like educator salary or operational costs),** or account for how they spend individual parts of the formula.
- **The award statement does not tell a facility how much to pay any individual educator,** rather facilities are required to pay eligible educators salaries that meet or exceed the minimum salaries established by OSSE.

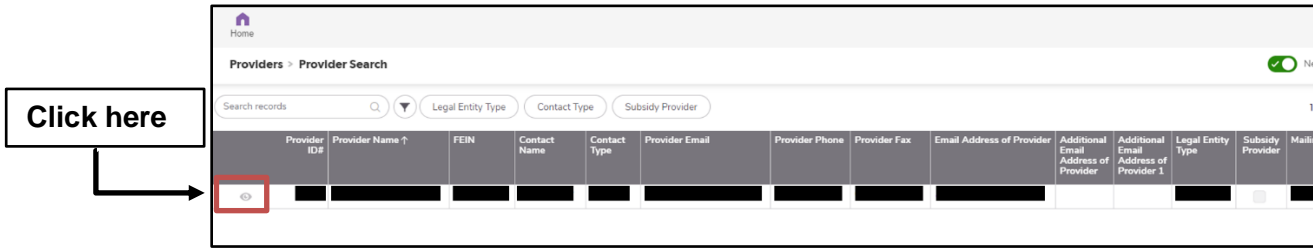
### Accessing Your Award Statement

Follow the steps below to access your quarterly award statement(s).

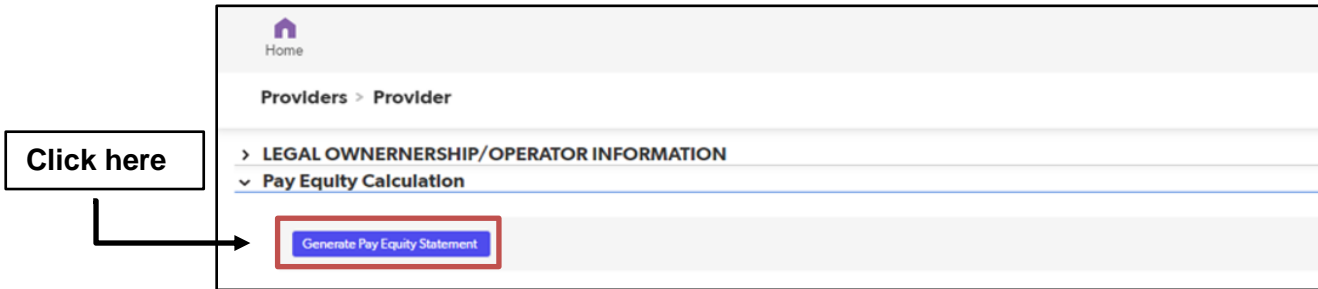
1. Log in to your Provider Profile in DELLT.
2. Click Pay equity calculation.



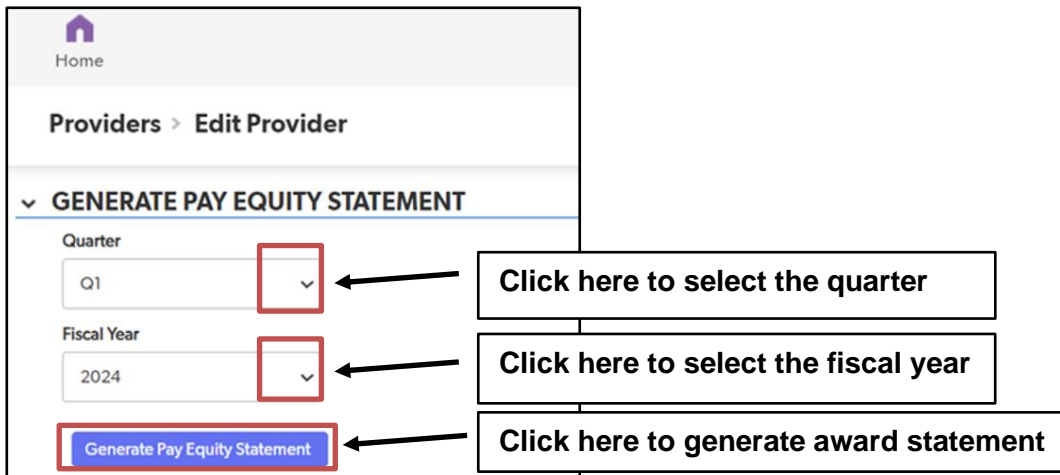
3. Click the eye icon.



4. Click Generate Pay Equity Statement.

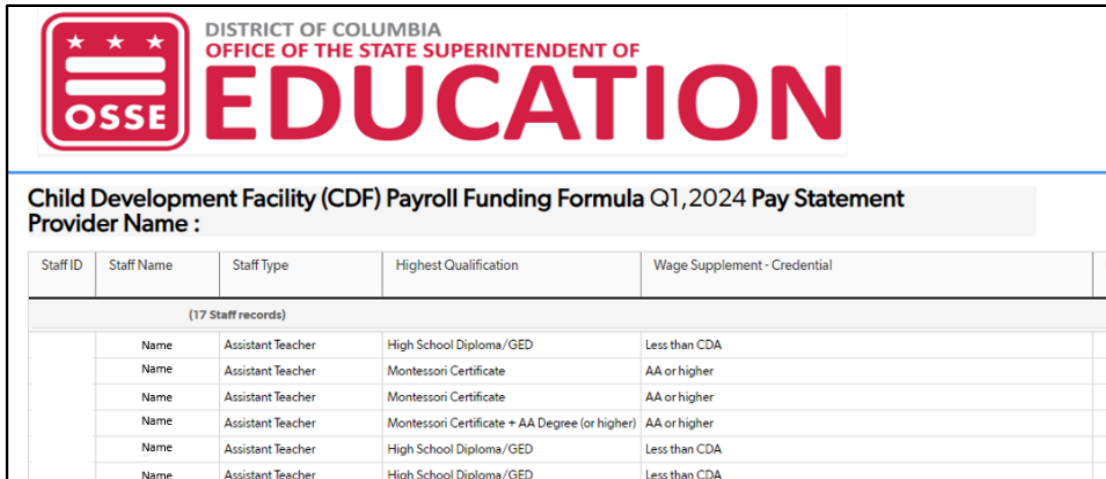


5. Select the Quarter and Fiscal Year for which you would like to generate your award statement. Then click Generate Pay Equity Statement.



**Note:** Award statements are only available for quarters for which a facility's CDF payroll funding formula award has been calculated.

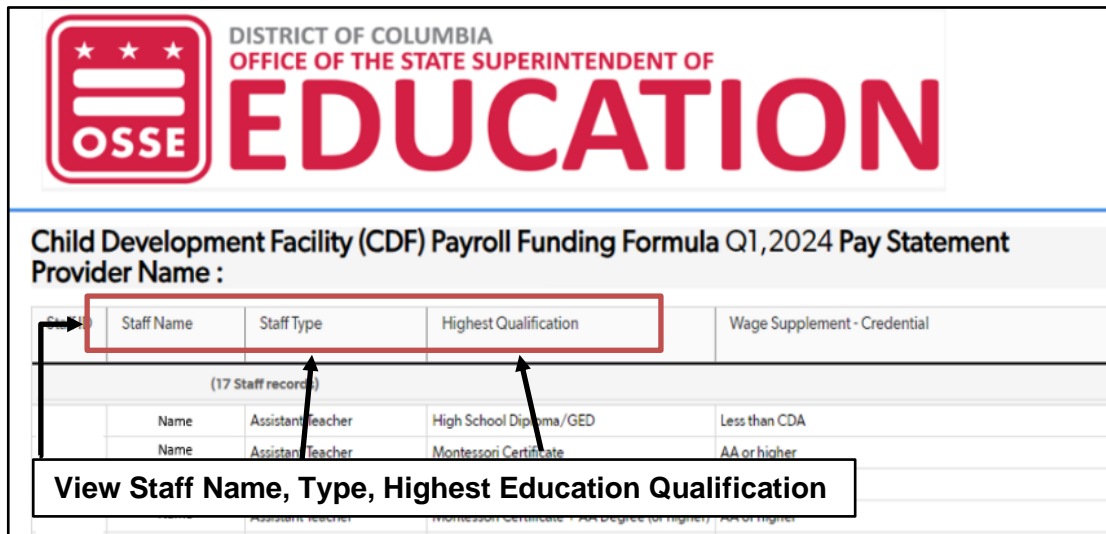
- A new window will appear with the award statement for the quarter and fiscal year selected. A pop-up will also appear with instructions to print and/or save the award statement as a PDF.



Staff ID	Staff Name	Staff Type	Highest Qualification	Wage Supplement - Credential
(17 Staff records)				
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA
	Name	Assistant Teacher	Montessori Certificate	AA or higher
	Name	Assistant Teacher	Montessori Certificate	AA or higher
	Name	Assistant Teacher	Montessori Certificate + AA Degree (or higher)	AA or higher
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA

## Understanding Your Award Statement

- The statement will list the **Staff Name and Staff Type**<sup>1</sup> for all eligible staff members included in the quarterly CDF payroll funding formula award. The column, **Highest Qualification**, displays the highest degree or credential an educator currently holds based on information documented, reviewed and approved in DELLT.



Staff ID	Staff Name	Staff Type	Highest Qualification	Wage Supplement - Credential
(17 Staff records)				
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA
	Name	Assistant Teacher	Montessori Certificate	AA or higher

**View Staff Name, Type, Highest Education Qualification**

<sup>1</sup> For the Early Childhood Educator Pay Equity Fund, “Teacher” includes a teacher in a child development center, a Montessori teacher and a home or expanded home child care provider. “Assistant Teacher” includes an assistant teacher in a child development center and an associate caregiver in a child development home.

2. In the next column, **Wage Supplement - Credential**, you will find a description of the type of wage supplement that the facility is eligible to receive for the educator, based on the highest degree or credential held by an educator as documented in DELLT. The wage supplement is based on the following:

For lead teachers:

- To qualify for the “BA or higher” wage supplement, a teacher must have a bachelor’s degree (or higher) in early childhood education (ECE) or a bachelor’s degree in any field (or higher) with at least 24 credit hours in ECE.
- To qualify for the “AA” wage supplement, a teacher must have an associate degree in ECE or an associate degree in any field with at least 24 credit hours in ECE.
- To qualify for the “CDA” wage supplement, a teacher must have a Child Development Associate (CDA) or 48 credit hours with at least 15 hours in ECE.

For assistant teachers:

- To qualify for the “AA or higher” wage supplement, an assistant teacher must have an associate degree (or higher).
- To qualify for the “CDA” wage supplement, an assistant teacher must have a CDA.
- To qualify for the “less than CDA” wage supplement, an assistant teacher must have less than a CDA.

The criteria for these are outlined in DC Code [§ 4-410.02\(c\)\(1\)](#).

Staff ID	Staff Name	Staff Type	Highest Qualification	Wage Supplement - Credential
(17 Staff records)				
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA
	Name	Assistant Teacher	Montessori Certificate	AA or higher
	Name	Assistant Teacher	Montessori Certificate	
	Name	Assistant Teacher	Montessori Certificate + AA Degree	
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA
	Name	Assistant Teacher	High School Diploma/GED	Less than CDA

- In the next few columns, you will find the four components of the fiscal year 2024 (FY24) CDF payroll funding formula: **Base Award**, **Administrative Enhancement**, **Equity Adjustment** and **FY24 Supplement**.
- Each row in the **Base Award** column shows the wage supplement amount the facility can receive for each eligible educator based on their **Staff Type** and **Highest Qualification**. The sum of this column is the facility's total **Base Award**.

	Base Award	Administrative Enhancement	Equity Adjustment	FY24 Supplement	CDF Payroll Formula Quarterly Award
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
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	\$2329	\$349.35	\$0	200.88	\$870.47
han or equal to 24 credit hours in ECE	\$18079	\$2711.85	\$0	1559.31	\$6757.02
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	<b>\$177323</b>	<b>\$26598.45</b>	<b>\$0</b>	<b>15294.12</b>	<b>\$66274.51</b>

**Base Award**

- Each row in the **Administrative Enhancement** column is equal to 15 percent of that row's base award. The sum of this column is the facility's total **Administrative Enhancement**.

	Base Award	Administrative Enhancement	Equity Adjustment	FY24 Supplement	CDF Payroll Formula Quarterly Award
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
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**Administrative Enhancement**

6. Each row in the **Equity Adjustment** column is equal to that row's base award multiplied by the facility's subsidy enrollment, as a percent of its licensed capacity, multiplied by 60 percent. The sum of this column is the facility's total **Equity Adjustment**. If a facility does not enroll children in the child care subsidy program, the equity adjustment will be \$0.

	Base Award	Administrative Enhancement	Equity Adjustment	FY24 Supplement	CDF Payroll Formula Quarterly Award
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
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	<b>\$177323</b>	<b>\$26598.45</b>	<b>\$0</b>	<b>15294.12</b>	<b>\$66274.51</b>

**Note: In this scenario, the equity adjustment is \$0 because there are no children currently enrolled in the provider's program who are receiving child care subsidies.**

7. Each row in the **FY24 Supplement** column is the sum of that row's base award, administrative enhancement and equity adjustment, multiplied by 30 percent and divided by four. The sum of this column is the facility's *quarterly* **FY24 Supplement**.

	Base Award	Administrative Enhancement	Equity Adjustment	FY24 Supplement	CDF Payroll Formula Quarterly Award
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
	\$2329	\$349.35	\$0	200.88	\$870.47
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	\$2329	\$349.35	\$0	200.88	\$870.47
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**FY24 Supplement**

8. The column, **CDF Payroll Formula Quarterly Award** is the total payment to the facility for the quarter, calculated by adding the base award, administrative enhancement, equity adjustment and the quarterly FY24 Supplement. The sum of this column is the facility's CDF Payroll Formula Quarterly Award. The CDF Payroll Formula Quarterly Award listed in each row is the amount of money the facility will receive from the CDF payroll funding formula based on each educator. **It is NOT the amount of money that the facility is required to pay to the educator. Facilities must pay eligible educators' salaries that meet or exceed the minimum salaries required by OSSE (see Minimum Salaries Table below).** An educator's minimum salary should be based on their staff type and the credentials listed in the **Wage Supplement- Credential** column.

	Base Award	Administrative Enhancement	Equity Adjustment	FY24 Supplement	CDF Payroll Formula Quarterly Award
	\$2329	\$349.35	\$0	200.88	\$870.47
	\$12726	\$1908.90	\$0	1097.62	\$4756.35
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	<b>\$177323</b>	<b>\$26598.45</b>	<b>\$0</b>	<b>15294.12</b>	<b>\$66274.51</b>

**Total CDF Payroll  
Formula Quarterly Award**

To understand how to assign minimum salaries, see the [Guide for Determining an Educator's Salary](#).

### FY24 Minimum Salary Requirements

Role	Credentials	Minimum Salaries for FY24 (annual salary)	Minimum Salaries for FY24 (hourly wage)
Assistant Teacher or Associate Home Caregiver	Less than a CDA	\$43,865	\$21.09/hour
	CDA	\$51,006	\$24.52/hour
	Associate degree or higher	\$54,262	\$26.09/hour
Lead Teacher, Home Caregiver or Expanded Home Caregiver	CDA or 48 credit hours with greater than or equal to 15 credit hours in ECE	\$54,262	\$26.09/hour

	Associate degree in ECE <u>or</u> an associate degree with greater than or equal to 24 credit hours in ECE	\$63,838	\$30.69/hour
	Bachelor's degree (or higher) in ECE <u>or</u> a bachelor's degree (or higher) with greater than or equal to 24 credit hours in ECE	\$75,103	\$36.11/hour

9. Providers can use funds from their **CDF Payroll Funding Formula Quarterly Award** to pay the salaries of eligible lead and assistant teachers and for other allowable expenses. **The facility does not have to use specific parts of the funding (like the base award or administrative enhancement) for specific costs or staff members. The CDF payroll funding formula detailed in the award statement is not a guide for providers on how to spend the money.**
10. Provided that a facility meets the minimum salaries for all eligible educators, CDF payroll funding formula awards may be allocated toward any allowable expenses. Other allowable expenses include:
- Pay staff wages or compensation for additional early childhood educators and other child development facility employees.
  - Pay costs of health and other fringe benefits for early childhood educators and other child development facility employees.
  - Pay administrative costs associated with implementing the minimum salary requirements and/or meeting OSSE requirements related to the Early Childhood Educator Pay Equity Fund.
  - Pay direct operating expenses of the facility associated with providing care and early education services to children.

For questions or support accessing your quarter award statement(s), please contact [OSSE.ECEPayEquity@dc.gov](mailto:OSSE.ECEPayEquity@dc.gov).