



EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

Early Childhood Educator Pay Equity Fund

Guide for Completing Monitoring Review

Each quarter, child development facilities participating in the Early Childhood Educator Pay Equity Fund will be monitored by the Office of the State Superintendent of Education (OSSE) for compliance with [minimum salary requirements](#) established by OSSE and other requirements of the Early Childhood Educator Pay Equity Fund Provider Agreement.¹ OSSE will monitor the salaries and credentials of lead and assistant teachers (as defined in DC Code §4-401, including associate home caregivers) employed by the provider at least annually through review of payroll and/or related documents and staff records that provide evidence of salaries or wages paid to eligible early educators. The salaries of expanded home caregivers and home caregivers will not be monitored.

This guide outlines the steps child care providers must take to complete the monitoring process.

Required Monitoring Documentation

Fiscal Reporting

All child care providers participating in the Early Childhood Educator Pay Equity Fund are required to provide the following documentation for all teachers, assistant teachers and associate home caregivers employed by the provider during the period of its participation in the Early Childhood Educator Pay Equity Fund:

- Staff salaries or wages for each eligible early educator (*submitted via the Division of Early Learning Licensing Tool [DELLT]*)
- Staff offer/hire letter or contract (as applicable) for each eligible early educator, which must be signed, dated and include salary information (*uploaded in DELLT*)
- Supporting documents providing evidence of salaries or wages paid to staff (*submitted via Smartsheet*)

Child care providers with an approved waiver of the minimum salary requirements for the fiscal year being monitored must also submit the following documentation (*submitted via Smartsheet*):

- A salary schedule describing the wages or salaries paid to eligible teachers or assistant teachers following the receipt of the first quarterly award.
- Financial data and reports that demonstrate that quarterly awards were utilized solely for the following purposes:
 - Increasing wages or compensation of eligible teachers and assistant teachers, including associated payroll taxes.

¹ Providers with approved waivers will be monitored for compliance with program and waiver requirements but are not required to meet the minimum salaries established by OSSE.

- Covering administrative costs associated with implementing the salary scales and meeting OSSE requirements related to the Early Childhood Educator Pay Equity Fund as outlined in the Provider Agreement.
- Covering costs of health and other fringe benefits for early educators and other child development facility employees.

Non-Fiscal Reporting

All child care providers participating in the Early Childhood Educator Pay Equity Fund are required to provide data on enrollment and tuition, by age group (e.g., infant, toddler, preschool) (submitted via Smartsheet).

Employees Who Need to Be Included in Required Documentation Submission

Supporting documentation must be submitted for ALL early childhood educators employed in eligible staff types during the period covered by the monitoring review. Eligible staff types include:

- Teacher
- Assistant teacher
- Associate home caregiver

Providers must submit documentation for all eligible staff employed for any portion of the period covered by the monitoring review, regardless of whether they are included in the provider’s quarterly award statement(s).

Home providers and expanded home providers who are self-employed do not need to provide documentation of their own wages or salaries but do need to provide required documentation for any eligible employees (associate home caregivers).

Monitoring Timeline

All participating providers will be monitored for each fiscal year. The monitoring timeline will vary based on the timing of a provider’s entry into the program (e.g., quarter one, quarter two, quarter three, quarter four). The earliest a provider will be monitored is the quarter following receipt of their first quarterly award. Providers will be notified when to complete and upload all documentation required for monitoring.

Quarter	Award Payment Received	Reporting Timeframe
Quarter One	December 2024	Jan. 1-March 31, 2025
Quarter Two	March 2025	April 1-June 30, 2025
Quarter Three	June 2025	July 1- Sept. 30, 2025
Quarter Four	September 2025	Oct. 1-Dec. 31, 2025

Uploading Staff Hiring Letters and Updating Salary Types in DELLT

1. Log in to your Provider Profile in DELLT.
2. Click “No” if you do not have a dc.gov or k12.dc.gov email account.

Sign In

We need to know where to send you to sign in.

Do you have a OCTO (Office of the CTO, District of Columbia) corporate username and password?

Yes No

Please read the following prompt before signing into Quickbase.

Select "YES" in the box if you have a dc.gov or k12.dc.gov email account.

Select "NO" in the box if you don't have a dc.gov or k12.dc.gov email account.

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3. Enter your email address or username and password.
4. Click “Sign in.”

Email address or username

Password

Sign in

I forgot my password

Not a Quickbase user? Create a log-in.

5. Click "Facility Profile."

The screenshot shows the 'Provider Profile' dashboard. At the top, there is a 'Home' button and the title 'DELLT 1.0 Dashboard of Subsidy Provider, Facility profile and Pay equity'. Below this, the main heading is 'Provider Profile' with a person icon. A descriptive paragraph follows: 'The provider portal is the Office of the State Superintendent of Education (OSSE) management system for licensing data on child development centers, homes and expanded homes in the District of Columbia. The provider portal is used for documentation required for the subsidy program and Early Childhood Educator Pay Equity Fund.' Below the text, there is a 'Facility Profile' section with a blue button labeled 'Facility Profile' highlighted by a red box. A callout box on the right says 'Click on Facility Profile' with an arrow pointing to the button. At the bottom, there are three buttons: 'Subsidy Renewal & Pay Equity Agreements', 'Messages', and 'Pay equity calculation'.

7. Select the facility to update using the pencil icon.

The screenshot shows a table titled 'Facility Profile Provider Profile Dashboard report'. It has a search bar and filters for 'Facility - Inspector Assigned' and 'Facility Name'. The table has four columns: 'Facility Name', 'Facility - DELLT License Number', 'Facility - Point of Contact', and 'Facility Users List'. A callout box on the left says 'Click the pencil icon' with an arrow pointing to a pencil icon in the first row. The first row contains the following data: '*Not Listed/Unknown/Unlicensed Facility', 'CDC-102535', 'test contact', and 'adtquickbase1@gmail.com'.

Facility Name	Facility - DELLT License Number	Facility - Point of Contact	Facility Users List
*Not Listed/Unknown/Unlicensed Facility	CDC-102535	test contact	adtquickbase1@gmail.com

8. Click "Staff" tab.

The screenshot shows the 'Facility Profile' page for 'Profile #644'. The page contains various fields for facility information, including Facility Name, License Number, Issue Date, Expiration Date, Address, Inspector Assigned, Point of Contact, Phone, and Email. Below these fields is a navigation bar with several tabs: Messages, Documents to Providers, Facility Documents, Staff, Monitoring Inspection, Annual Inspection, Renewal Inspection, Initial Application, and Compliance Docs. The 'Staff' tab is highlighted with a red box, and a callout box labeled 'Staff Tab' with an arrow points to it. Below the navigation bar is an 'Add Message' button and a table with columns: Subject, Send to, Profile - Related Facility, Profile - Facility Name, Date Created, and username to email. The table currently shows 'No Message records found'.

9. In the Staff tab, click the pencil icon to edit an existing staff record.

This screenshot shows the 'Facility Profile' page with the 'Staff' tab selected. A callout box on the left says 'Click the pencil icon next to the staff record you want to update' with an arrow pointing to a pencil icon in a table. The table has columns: Record ID, Staff Name, Staff Type, Other, Birth Date, Date of Hire, COVID-19 Vaccination Status, Status, and Infant Toddler CDA Expiration. There are three rows of placeholder data. Below the table is an 'Add Staff' button and instructions: 'Click the Add Staff button to add a new staff record. Click the Pencil icon to update a staff record.'

10. Scroll down to the Attachments section and click “Browse.” Upload the staff hire letter or staff contract. Documentation must be uploaded as a PDF. File names must be clear and indicate their content (e.g., “John_Doe_Offer_Letter.pdf”). Fields with a **red asterisk (*)** are required to be completed.

Click “Browse” and upload Staff Hire Letter or Contract

Attachments

COVID-19 Vaccination Document * No file selected.

Staff Qualification Checklist with Supporting Documents * No file selected.

Qualification Document Description

Educational Qualification (degrees, certificates, credentials, transcripts etc.) * No file selected.

Professional development No file selected.

11. Scroll to the Compensation section and select the correct salary type (e.g., annual, hourly) and enter the staff’s email address. Fields with a **red asterisk (*)** are required to be completed.

Staff Edit Staff #

Compensation

Staff no longer works here

Salary Type

Email *

Health Benefits

Home Address

Search for an address

Street 1

Street 2

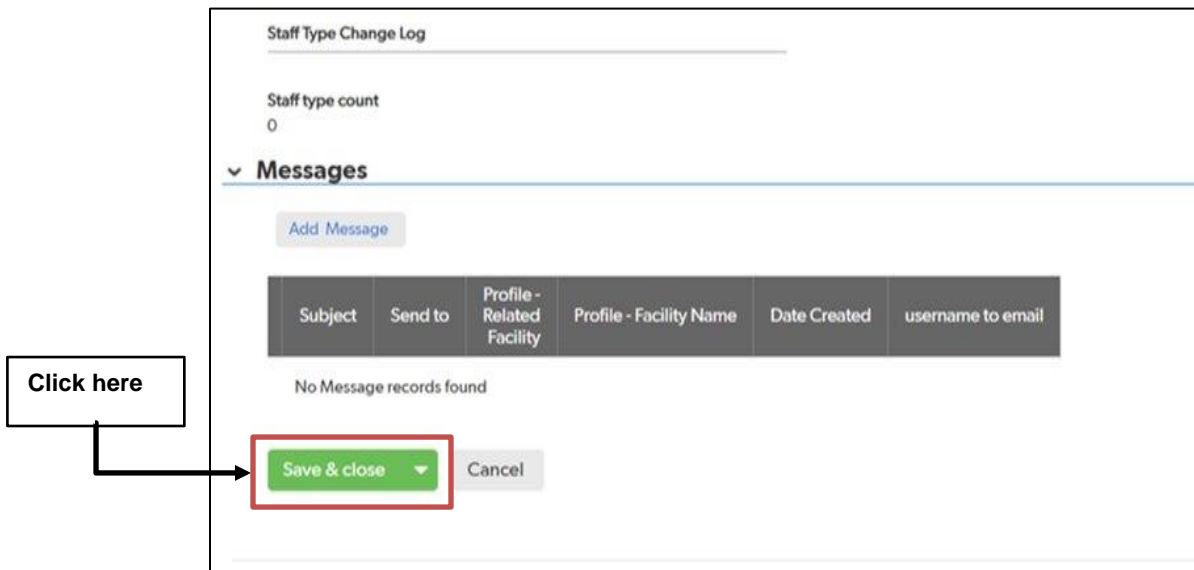
City

Select a State/Region...

Postal Code

Select Salary Type and enter email address

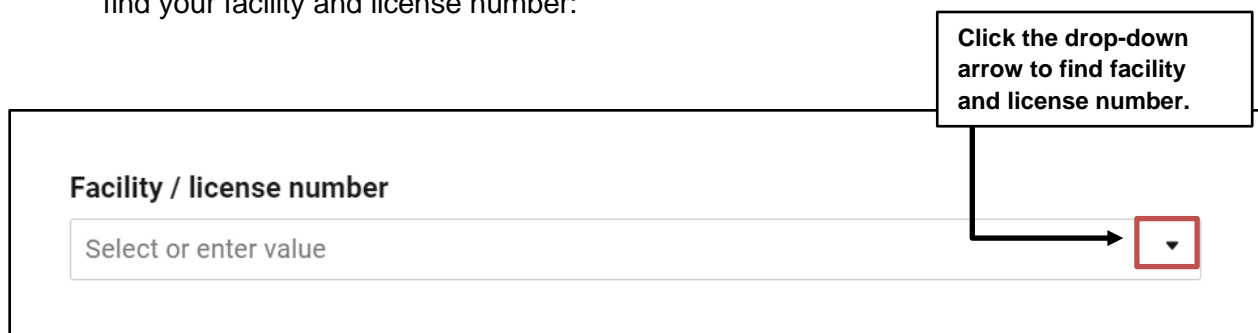
12. Scroll to the bottom of the page. Click “Save & close.” If you need to make updates after clicking save and close, please contact osse.childcarelicensing@dc.gov and specify the record you want to update.



Uploading Documentation of Enrollment, Tuition and Supporting Payroll Documentation of Wages and Salaries Paid in the Smartsheet

Please follow the instructions below for submitting required Enrollment, Tuition and Supporting Payroll Documentation of Wages and Salaries Paid documentation via Smartsheet.

1. Access the [Smartsheet link](#).
2. Scroll down to the Facility / license number section and choose the drop-down arrow to find your facility and license number:




3. Select the drop-down arrow and choose the applicable month for the enrollment data you're submitting. Enter enrollment data for the first month of each quarter the facility has been enrolled in the Early Childhood Educator Pay Equity Fund for the fiscal year being monitored. Enter data for all months that apply to the facility.

Enrollment

Please enter enrollment data for the first month of each quarter this facility has been enrolled in the fund for FY25 (e.g., October, January, April, July). If your facility was enrolled in the Early Childhood Educator Pay Equity Fund for quarter one, the first month of that quarter would be October 2024, and you should report enrollment for that quarter.

Enrollment month



- October 2024
- January 2025
- April 2025
- July 2025

Click the drop-down arrow to select the applicable month.

4. Enter the enrollment data for each of the following age groups that are applicable to your facility: infant enrollment, toddler enrollment and/or preschool enrollment. List the number of children enrolled for the selected quarter by age group. If you do not serve one of the groups, you are not required to enter information into this group's field and should leave it blank.

Enrollment month

April 2025 x v

April 2025 infant enrollment (0-12 months)

XX

April 2025 toddler enrollment (12-36 months)

XX

April 2025 preschool enrollment (3-5 years)

XX

July 2025 infant enrollment (0-12 months)

XX

July 2025 toddler enrollment (12-36 months)

XX

July 2025 preschool enrollment (3-5 years)

XX

Enter enrollment data for relevant groups served at facility site.

5. Scroll down and enter tuition data for each applicable group that is served by the facility. Identify the frequency of the tuition rate reported for each group of children served at the facility (e.g., daily, weekly, monthly, by calendar year or by school year), based on how your facility typically charges families tuition. Complete each box highlighted below.

Facilities are required to report the undiscounted tuition rate that would be charged for a newly enrolled child as of October 2025. Providers monitored before Oct. 1, 2025, will be asked to report their current tuition rate if the October 2025 tuition date is unknown. This rate should not reflect sibling discounts, sliding fee scale application, lower rates continuing to be charged parents who enrolled prior to a rate increase, or other discounts the program provides to participating children/families. If the facility enrolls exclusively children whose parents are employed by a specific employer and charges a discounted rate for those children, report that rate. If the facility does not enroll children continuously throughout the year (e.g., because the program operates on a school-year basis), report the most recent tuition rate charged for a child enrolling for the 2025-26 school year.

Tuition

- Please enter the undiscounted tuition rate that your facility would charge for a child newly enrolling in your program as of Oct. 1, 2025.
- If you are filling out this form prior to Oct. 1, 2025 and do not know what your tuition will be for children enrolling on Oct. 1, 2025, enter the tuition rate in effect at the time of form completion.
- If the program does not enroll children continuously throughout the year (e.g., school year only), report the tuition rate for the most recent enrollment period (e.g., school year 2025-26).

Enter tuition rate for each relevant groups served at facility.

What is the tuition rate for infants (0-12 months)? Please enter numerical values only, without dollar signs or commas. If you do not provide for this age group, please type 0.

What frequency does the above rate represent?

What is the tuition rate for toddlers (12-36 months)? Please enter numerical values only, without dollar signs or commas. If you do not provide for this age group, please type 0.

What frequency does the above rate represent?

What is the tuition rate for preschoolers (3-5 years)? Please enter numerical values only, without dollar signs or commas. If you do not provide for this age group, please type 0.

What frequency does the above rate represent?

Any additional comments?

Enter the frequency for each relevant groups served at facility.

6. Upload payroll documentation. If your facility has an approved waiver, you must also upload additional fiscal and payroll documentation here. Multiple documents can be uploaded at the same time. Files can either be dragged and dropped into the Smartsheet or uploaded from the computer of the person submitting the documentation.

Payroll Documentation for All Providers

Below, please attach payroll records, which are required of all providers participating in the Early Childhood Educator Pay Equity Fund. Include the following:

- * Payroll or related documents, which must be submitted as a PDF.
- * If payroll records are not available, OSSE will review the following:
 - * A Form 941 (the quarterly tax filing to the US IRS) or Form UC-30 (the District's quarterly form);
 - * Bank statements or canceled checks (showing payments to employees); and
 - * Weekly timesheets.


Fiscal Documentation for Providers with an Approved Waiver

Providers with an approved waiver should upload an updated annual operating budget documentation showing how funds were expended.

Payroll Related Documentation for Providers with an Approved Waiver

Providers with an approved waiver participating in the Early Childhood Educator Pay Equity Fund should upload staff salary schedules and other required documentation, including documentation that shows funding was used only to increase wages and related costs. You may choose to submit a written narrative or document explaining how funds were used, but the narrative must be accompanied by evidence of the expenditures, such as receipts, bank statements, etc.

File Upload



Drop your files here

[Browse](#)

Drag and drop all relevant payroll and fiscal requirements OR browse for files and upload supporting payment and fiscal documentation.

7. Once all required data and documentation has been submitted, click “Submit” to submit the information to OSSE. If you want a copy of your response, you must select “Send me a copy of my responses.”

Send me a copy of my responses

To receive a copy of the response, check the box titled: “Send me a copy of my responses”

Email address *

Submit

Click “Submit” to submit the form.

If you operate multiple facilities participating in the Early Childhood Educator Pay Equity Fund, a form must be completed for each facility.

For questions or support uploading your monitoring documentation, please contact OSSE.ECEPayEquity@dc.gov. Do not send documentation or personal identifiable information via email.