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 fiscal year 2024 (FY24) minimum salary requirements 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. The minimum wages or salaries paid to teachers and assistant teachers must exceed those paid as of Sept. 30, 2023.
- Financial data and reports that demonstrate that quarterly awards were utilized solely for the following purposes:

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[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.

- Increasing wages or compensation of eligible teachers and assistant teachers, including associated payroll taxes.
- 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).
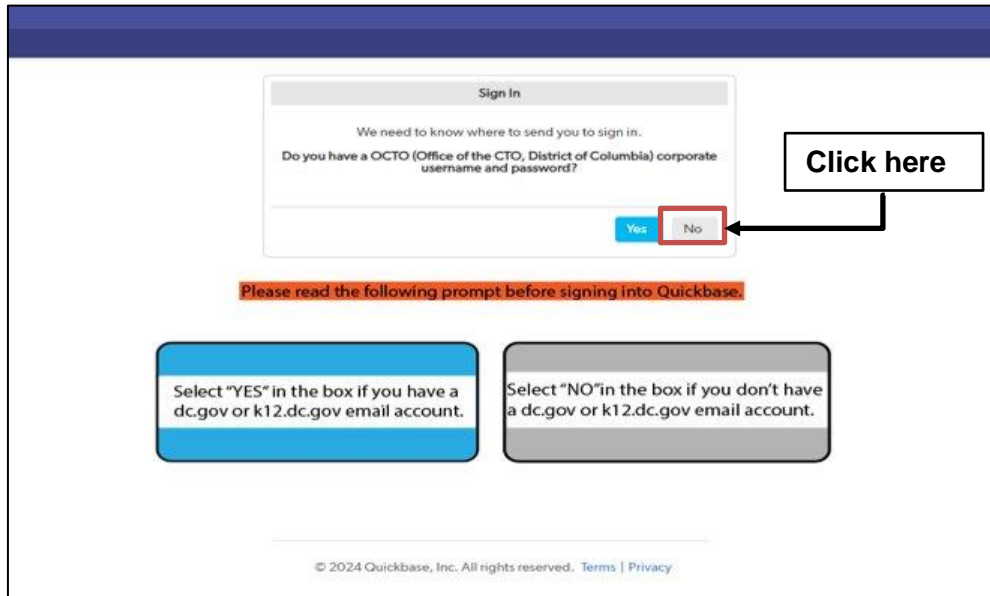
Monitoring Timeline
All participating providers will be monitored for each fiscal year. The monitoring timeline will vary based on the timing of a provider's entry into the program (e.g., quarter one, quarter two, quarter three, quarter four). The earliest a provider will be monitored is the quarter following receipt of their first quarterly award. Providers will be given 30 days' notice to complete and upload all documentation required for monitoring.

Quarter	Award Payment Received	Reporting Timeframe
Quarter One	December 2023	Jan. 1-March 30, 2024
Quarter Two	March 2024	April 1-June 30, 2024
Quarter Three	June 2024	July 1- Sept. 30, 2024
Quarter Four	September 2024	Oct. 1-Dec. 31, 2024

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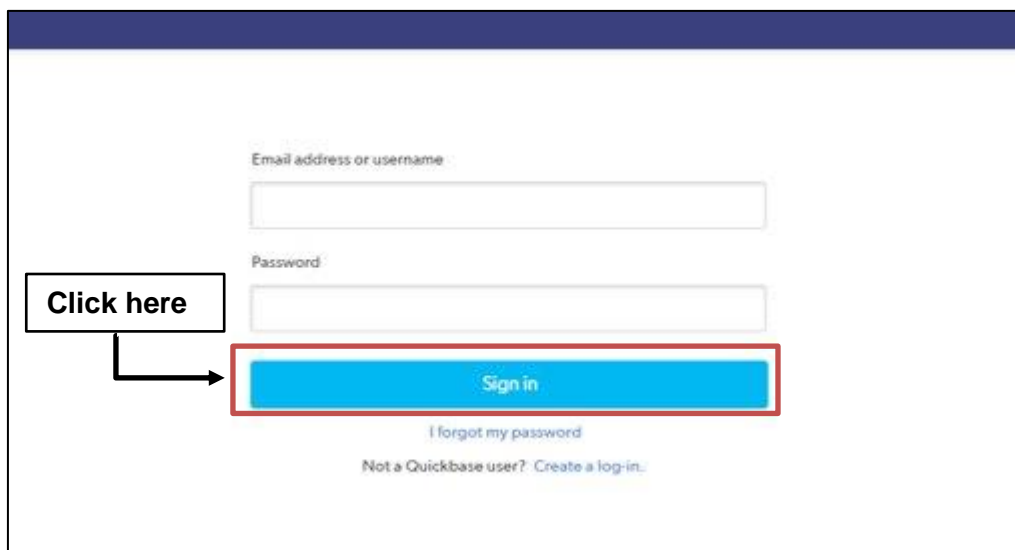# Uploading Staff Hiring Letters and Updating Salary Types in DELLT

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.

3. Enter your email address or username and password.

4. Click "Sign in."

5. Click "Facility Profile."

Click on Facility Profile

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

Click the pencil icon

7. Click "Staff" tab.

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

9. 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

10. 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.

Select Salary Type and enter email address

11. 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.

Click here
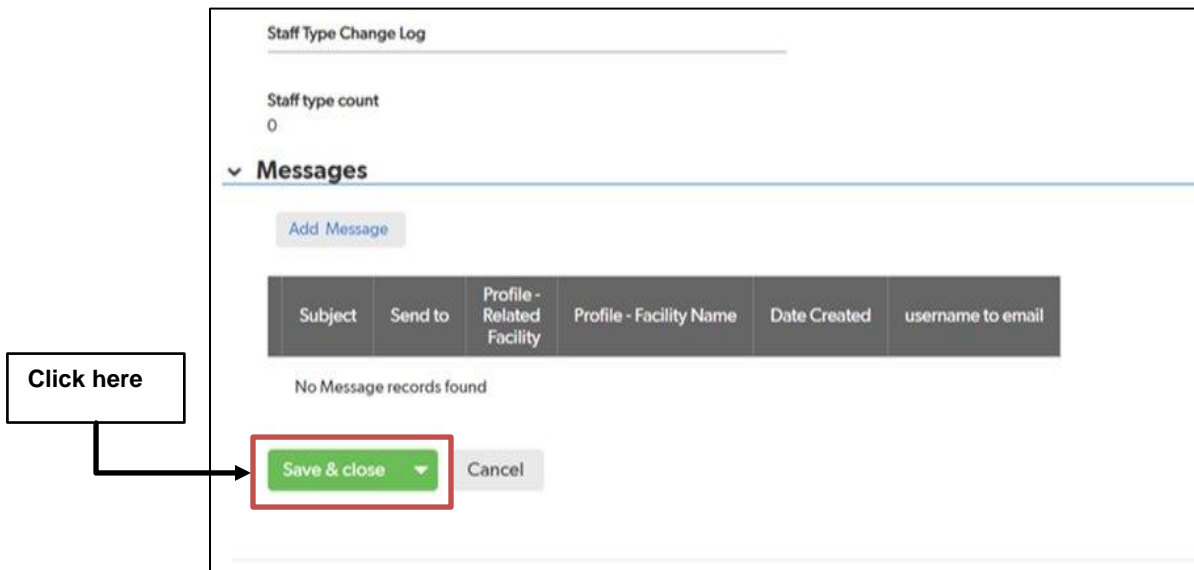
Uploading Documentation of Enrollment, Tuition and Supporting Payroll Documentation of Wages and Salaries Paid in the SmartSheet

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 form.
2. Scroll down to the Facility / license number section and choose the drop-down arrow to find your facility and license number:

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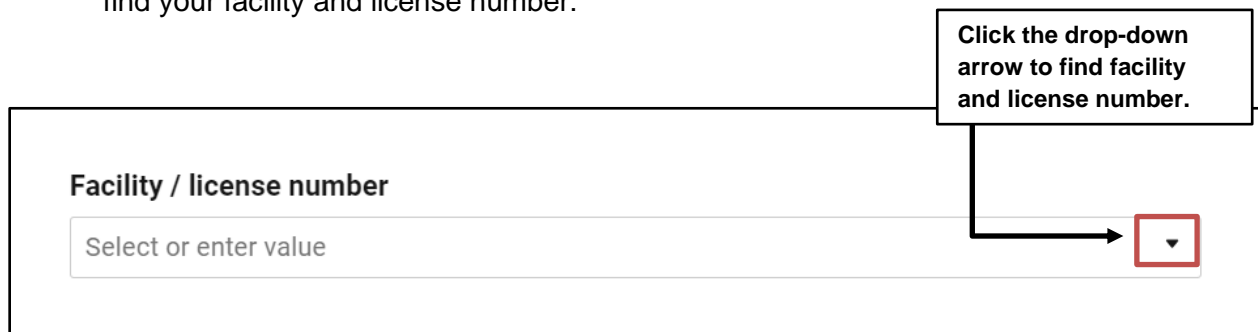
3. Select the drop-down arrow and choose the applicable month for the enrollment data you're submitting. Enter enrollment data for the first month of each quarter the facility has been enrolled in the Early Childhood Educator Pay Equity Fund to date. Enter data for all months that apply to the facility.

Facilities that do not track enrollment data by month or do not have enrollment data for prior months available can indicate that in the form and will not be penalized but are required to report the current month enrollment and will be required to report quarterly enrollment in future years.

Enrollment

Please enter enrollment data for the first month of each quarter this facility has been enrolled in the fund to date (e.g., October, January, April, July). If a provider was enrolled in the Early Childhood Educator Pay Equity Fund for quarter one, the first month of that quarter is October 2023, and should report enrollment for that quarter. Providers were not required to pay salaries at the start of October 2023, as quarter one award were not disbursed until December 2023. Child care providers who do not track enrollment data by month or do not have enrollment data for prior months available can indicate that in the Smartsheet and will not be penalized from a compliance perspective, but will be required to report June (current month) enrollment.

What is the first month of the first quarter this facility enrolled in the Early Childhood Pay Equity Fund?

Select ▾

October 2023

January 2024

April 2024

June 2024 - we do not have enrollment data for October 2023, January 2024 or April 2024

July 2024

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.

What is the first month of the first quarter this facility enrolled in the Early Childhood Pay Equity Fund?

January 2024 ▼

January 2024 infant enrollment (0-12 months)

XX

January 2024 toddler enrollment (12-36 months)

XX

January 2024 preschool enrollment (3-5 years)

XX

April 2024 infant enrollment (0-12 months)

XX

April 2024 toddler enrollment (12-36 months)

XX

April 2024 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 that do not track tuition rates or do not have data on tuition rates for prior months available can indicate that in the form and will not be penalized, but are required to report current tuition as of the date the monitoring data is submitted and will be required to report tuition on a quarterly basis in future fiscal years.

    Facilities are required to report the undiscounted tuition rate that would be charged for a newly enroll a child who is starting in the program the month the monitoring data is submitted (e.g., if you are submitting monitoring data for this facility in July, report the rate you would charge for a child enrolling in July). 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 <u>exclusively</u> 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 tuition rate that will be charged for a child enrolling at the next available enrollment opportunity.

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Tuition

Please enter the undiscounted tuition rate that your facility would charge for a newly enrolled child who is starting in the program the month the monitoring data for this facility is submitted (e.g., if you are submitting monitoring data in July, report the rate you would charge for a child enrolling in July). 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 program does not enroll children continuously throughout the year (e.g., because the program operates on a school-year basis), report the tuition rate that will be charged for a child enrolling at the next available enrollment opportunity.

What is the tuition rate for infants (0-12 months)?

What frequency does the above rate represent?

Select

What is the tuition rate for toddlers (12-36 months)?

What frequency does the above rate represent?

Select or enter value

What is the tuition rate for preschoolers (3-5 years)?

What frequency does the above rate represent?

Select or enter value

Enter tuition rate for each relevant groups served at facility.

Enter the frequency for each relevant groups served at facility.

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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
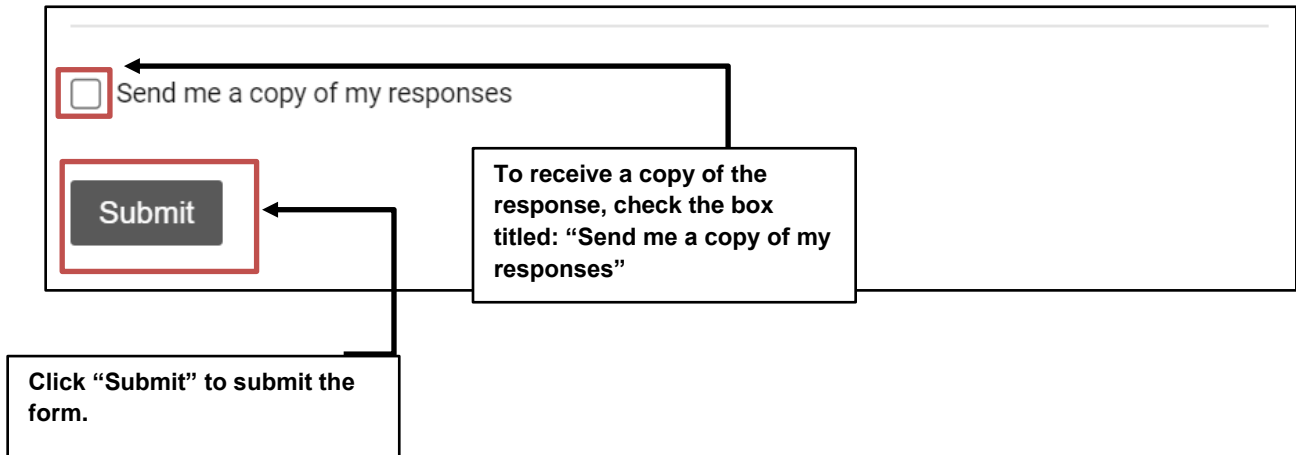
Providers with an approved waiver participating in the Early Childhood Educator Pay Equity Fund should upload staff salary schedules and other required documentation, including documentation that shows salaries were increased for eligible educators and funding was used only to increase wages and related 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

Drag and drop files here or browse files

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

Submit

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

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.