



EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

Early Childhood Educator Pay Equity Fund

How Staffing Changes Impact Child Development Facility (CDF) Payroll Funding Formula Awards

Child development facilities participating in the Early Childhood Educator Pay Equity Fund must pay all eligible lead teachers and assistant teachers¹ salaries that meet or exceed [minimum salaries](#) established by the Office of the State Superintendent of Education (OSSE).

Key Information About Early Childhood Educator Pay Equity Fund Minimum Salaries for Participating Facilities

The minimum salary requirement for an eligible early childhood educator is based on their role and highest credential as documented, reviewed and approved in the Division of Early Learning Licensing Tool (DELLT). Participating facilities (excluding those who have received an approved waiver) are required to meet the minimum salary requirements for all eligible employees after they receive their first quarterly CDF payroll funding formula award.

Once a facility has received their first CDF payroll funding formula award, the facility must pay salaries that meet or exceed the minimum salaries, by role and credential, to all early educators employed in eligible roles, regardless of the employee's date of hire, for the duration of the facility's participation in the program. After their staff record is approved in DELLT, newly hired lead teachers and assistant teachers should be paid salaries or wages that meet or exceed the minimum salary requirements applicable to their role and credential, unless the facility has an approved waiver.

Key Information about the CDF Payroll Funding Formula for Facilities

DEADLINES FOR UPDATING DELLT RECORDS FOR FISCAL YEAR 2025 (FY25)

QUARTER	DEADLINE	AWARD PAYMENT
Quarter one	Oct. 31, 2024	December 2024
Quarter two	Jan. 31, 2025	March 2025
Quarter three	April 30, 2025	June 2025
Quarter four	July 31, 2025	September 2025

Facilities that opt in to the Early Childhood Educator Pay Equity Fund receive quarterly payments calculated using the [CDF payroll funding formula](#). Award amounts are calculated quarterly to account for changes in staffing and/or subsidy enrollment that affect award amounts. Participating providers must review and update staff records in DELLT by the quarterly deadlines established by OSSE to ensure records are up-to-date, accurate and include all staff with required supporting documentation (see Table 1 above). Following each quarterly deadline for updating staff records in DELLT, OSSE will review newly uploaded documentation for approval prior to calculation of a facility's quarterly payment. If OSSE has questions or requires additional documentation, they will notify the facility. Facilities should respond promptly to staff record inquiries from OSSE; failure to do so may affect a facility's quarterly payment.

OSSE does not make adjustments to CDF payroll funding formula award payments during a quarter based on changes that occur between quarterly payments (including, but not limited to, changes in the number of lead teachers and assistant teachers, changes in credentials held by staff or changes in subsidy enrollment). Nor does OSSE expect facilities to return award funds if the facility experiences a staff departure or a decrease in subsidy enrollment during the quarter. All changes in a facility's staffing (including new hires, departures and changes in staff types or roles for existing staff) that are entered in a facility's DELLT records as of the established OSSE deadlines and approved by OSSE will be reflected in the next quarter's award calculation.

Facilities that experience fluctuations in staffing will need to manage funds they receive from the Early Childhood Educator Pay Equity Fund across quarters to enable them to pay eligible employees the minimum salaries, including potentially holding any excess funds in reserve to cover future obligations. It is at the facility's discretion how they will manage these funds to cover the minimum salaries for eligible employees.

¹ For purposes of the Early Childhood Educator Pay Equity Fund, DC Code §4-401 defines "Teacher" and "Assistant Teacher" more broadly than they are defined in OSSE licensing regulations. 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.

See below scenarios in Table 2 for examples of how staff changes may impact a facility’s responsibilities and award calculation:

SAMPLE STAFF CHANGE SCENARIOS		
SCENARIO	FACILITY RESPONSIBILITY	AWARD
An eligible employee leaves the facility...	<p>Facility must update staff record in DELLT to reflect the employee’s departure (e.g., separation date added to staff record, as well as updated hiring/separation forms uploaded to DELLT).</p> <p>The facility is not required to return any funds to OSSE.</p>	The facility’s next quarterly award will not include funds for any employee who has been separated in DELLT.
A new eligible employee is hired...	<p>Facility must create new staff record in DELLT to reflect the new hire, including all required supporting documentation.</p> <p>The facility should begin paying the employee the new minimum salary following OSSE approval of staff record in DELLT.</p>	The facility’s next quarterly award will include the newly hired employee, as long as all documentation was submitted in DELLT and approved by OSSE.
An eligible employee obtains a higher credential or degree (e.g., a teacher with an associate degree in early childhood education completes a bachelor’s degree in early childhood education)...	<p>Facility must update staff record in DELLT to reflect the new staff credential with supporting documentation.</p> <p>The facility should begin paying the employee the new minimum salary following OSSE approval of staff record in DELLT. Approved staff records will say “Approved” or have a blank status.</p>	The facility’s next quarterly award will reflect the change in staffing as in DELLT as approved by OSSE.
An eligible employee is assigned a new staff type (e.g., from assistant teacher to lead teacher)...	<p>Facility must update staff records in DELLT to reflect the new staff type with supporting documentation.</p> <p>The facility should begin paying the employee the new minimum salary following OSSE approval of staff record in DELLT.</p>	The facility’s next quarterly award will reflect the change in staffing in DELLT, as approved by OSSE.
An eligible employee is on temporary leave, such as paid family leave...	<p>The facility should maintain staff records in DELLT during the leave period and must maintain proper documentation on file at the facility indicating that the employee is on temporary leave.</p> <p>The facility should follow all rules related to leave programs, such as the Family and Medical Leave Act and DC Paid Family Leave.</p> <p>The facility is not required to pay an employee during a period of unpaid leave.</p> <p>The facility is not required to return any funds to OSSE.</p>	There is no change to the facility’s next quarterly award.



For questions relating to staff changes and the Early Childhood Educator Pay Equity Fund, please email OSSE.ECEPayEquity@dc.gov.