



# EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

## Fiscal Year 2024 (FY24) Early Childhood Educator Pay Equity Fund

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

Child development facilities participating in fiscal year 2024 (FY24) of the Early Childhood Educator Pay Equity Fund must pay all eligible lead teachers and assistant teachers<sup>1</sup> 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. Facilities with the ability to meet or exceed minimum salary requirements prior to receiving funds may do so based on their funding availability.

**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. Newly hired lead teachers and assistant teachers should be paid salaries or wages that meet or exceed the minimum salary requirements, unless the facility has an approved waiver.**

#### Key Information about the CDF Payroll Funding Formula for Facilities

Table 1.

FY24 DEADLINES FOR UPDATING DELLT RECORDS		
Quarter	Deadline	Award Payment
Quarter one	Nov. 6, 2023	December
Quarter two	Jan. 31, 2024	March
Quarter three	April 30, 2024	June
Quarter four	July 31, 2024	September

Facilities that opt in to FY24 of the Early Childhood Educator Pay Equity Fund receive quarterly payments calculated using the [CDF payroll funding formula](#). 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 required supporting documentation (see Table 1). This ensures that CDF payroll funding formula awards are accurate. These deadlines are established for facilities to update and upload supporting documentation for relevant staff records. Following each quarterly deadline, licensing specialists will review newly uploaded documentation for approval prior to calculation of a facility's quarterly payment. If the licensing specialist has questions or requires additional documentation, the facility will be notified. Awards are recalculated quarterly after the deadline for updating staff records in DELLT, to account for changes in staffing and/or subsidy enrollment that will impact award amounts.

**OSSE will not make retroactive adjustments to CDF payroll funding formula payments 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). Neither will OSSE expect facilities to return award funds if the facility experiences a staff departure or a decrease in subsidy enrollment during the quarter. Any 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 will be reflected in the next quarter's award calculation.**

<sup>1</sup> 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.

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.

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

**Table 2.**

SAMPLE STAFF CHANGE SCENARIOS		
Scenario	Facility Responsibility	CDF Payroll Funding Formula Award
An eligible employee leaves the facility...	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).  The facility is not required to return any funds to OSSE.	OSSE will adjust the facility’s award the following quarter to reflect the change in staffing as reflected in DELLT.
A new eligible employee is hired...	Facility must create new staff record in DELLT to reflect the new hire, including all required supporting documentation.  The facility should begin paying the employee the new minimum salary following OSSE approval of staff record in DELLT.	OSSE will adjust the facility’s award the following quarter to reflect the change in staffing as reflected in DELLT.
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)...	Facility must update staff record in DELLT to reflect the new staff credential with supporting documentation.  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.	OSSE will adjust the facility’s award the following quarter to reflect the change in staffing as reflected in DELLT.
An eligible employee is assigned a new staff type (e.g., from assistant teacher to lead teacher)...	Facility must update staff records in DELLT to reflect the new staff type with supporting documentation.  The facility should begin paying the employee the new minimum salary following OSSE approval of staff record in DELLT.	OSSE will adjust the facility’s award the following quarter to reflect the change in staffing as reflected in DELLT.
An eligible employee is on temporary leave, such as paid family leave...	Facility should maintain staff records in DELLT during the leave period, and must maintain proper documentation on file at the Facility indicating that the staff is on temporary leave.  The facility should follow all rules related to leave programs, such as the Family and Medical Leave Act and DC Paid Family Leave.  The facility is not required to pay an employee during a period of unpaid leave.  The facility is not required to return any funds to OSSE.	There is no change to the facility’s award.



For questions relating to staff changes and the Early Childhood Educator Pay Equity Fund, please email [OSSE.ECEPayEquity@dc.gov](mailto:OSSE.ECEPayEquity@dc.gov).