



# EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

## Monitoring Policy and Reporting Requirements

June 2024

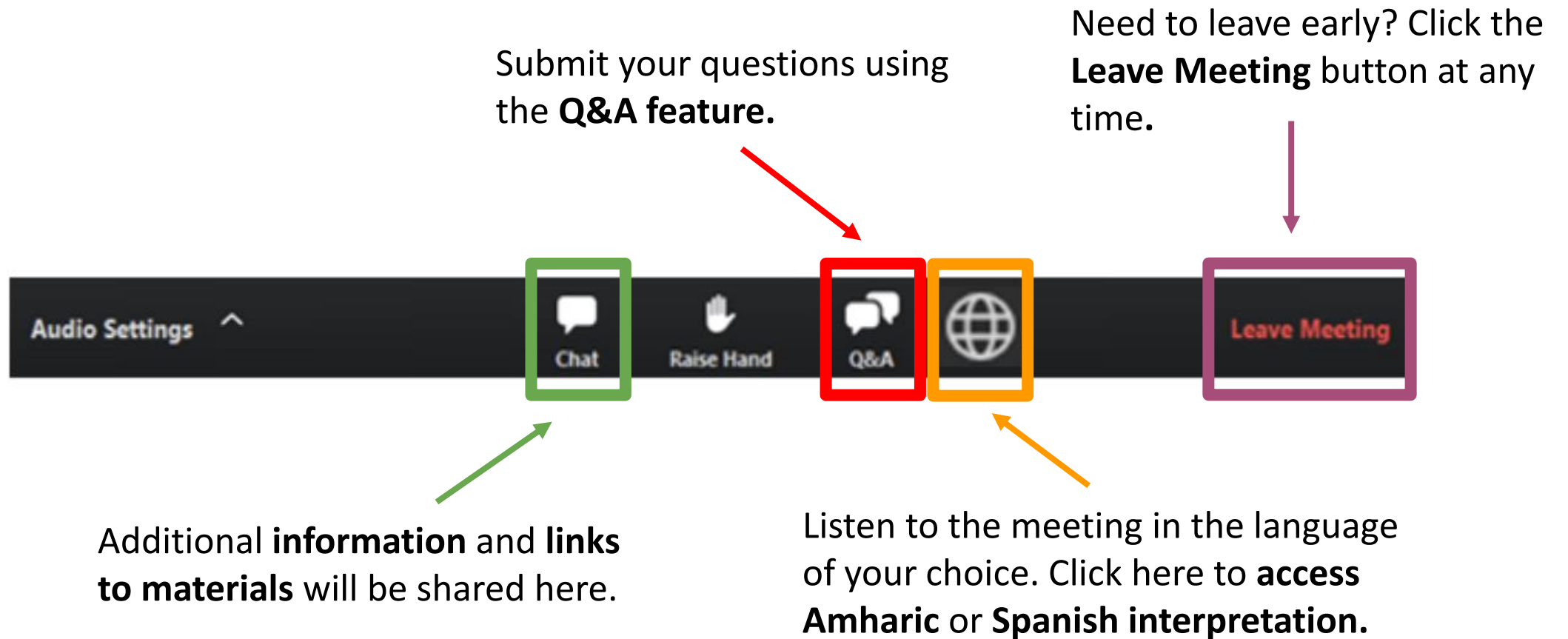


 **WE ARE  
WASHINGTON  
DC** GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

# Welcome child care providers!



# Zoom Engagement



# Live Questions and Answers



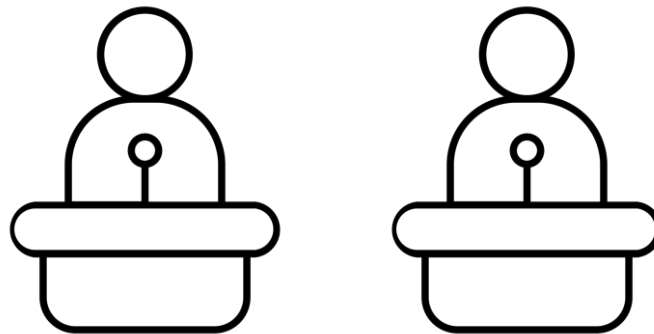
A screenshot of a Q&amp;A interface. At the top, it says "Q&amp;A" with a blue arrow icon. Below that are two tabs: "All questions (2)" in a blue box and "My questions" in a grey box. A user named "Lee" posted a question at "01:54 PM": "Will there be a follow-up session?". Below the question is a thumbs-up icon with the number "1" and a "Comment" button. At the bottom of the screenshot, a text input field with the placeholder "Type your question here..." is highlighted with a red border.

Type your question here and click **Submit**.



# Meet Today's Speakers

- **Hannah Matthews**, Director, Policy, Planning and Research, Division of Early Learning (DEL), Office of the State Superintendent of Education (OSSE)
- **Angela Spinella**, Program Manager, Early Childhood Educator Pay Equity Fund, DEL





# FY24 Monitoring Policy

# Agenda

1. Fiscal year 2024 (FY24) Monitoring Policy
2. How to submit monitoring documentation
3. Q&A
4. Closing and next steps



# OSSE will monitor all providers participating in the Early Childhood Educator Pay Equity Fund

- Each quarter, participating child development facilities will be monitored for compliance with [minimum salary requirements](#) and other requirements of the Early Childhood Educator Pay Equity Fund Provider Agreement.
  - 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.
- OSSE will monitor the salaries and credentials of **lead teacher** 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.





## Providers will be monitored for all quarters in which they received funds

- The monitoring timeline is based on when a provider entered 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 child development facility (CDF) payroll funding formula award.
- OSSE will notify providers when monitoring begins.
  - Providers have 30 days from the day they are notified to submit the required documentation to OSSE.



# ALL participating providers are required to submit supporting documentation for the period being monitored

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

# Fiscal reporting requirements for all participating providers

- **Staff salaries or wages**
- **Staff offer/hire letter or contract** (as applicable) that is signed, dated and includes salary information
- **Evidence of salaries or wages** paid to staff
  - Payroll system documents (e.g., ADP, Paychecks);
  - Canceled checks made out to employee(s);
  - Payroll tax documents (with employee information listed and aligned to time period being monitored);
  - Pay stubs (for personnel paid through direct deposit);
  - Electronic bill payment service documentation; or
  - Provider bank statements that show records of payroll transactions.



# Documentation must be submitted for ALL eligible staff employed during the period of review

- Eligible staff types include:
  - **Teacher**
  - **Assistant teacher**
  - **Associate home caregiver**
- Documentation is requirements for staff who were employed in an eligible staff type for any portion of the period being monitored, 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 including associate home caregivers.



## Non-fiscal requirements for all participating providers

- **Participation in observation(s)** (as applicable) (Classroom Assessment Scoring System (CLASS) for preschool-age classrooms and Environment Rating Scale (ERS) for infant and toddler classrooms).
  - Note: Child care providers do not need submit observation data directly to OSSE.
- **Data on enrollment, by age group** (e.g., infant, toddler, preschool), for the month following receipt of the first CDF payroll funding formula award and the month following receipt of each quarterly award thereafter to date (e.g., January, April, July 2024).
  - Providers who do not track enrollment data by month or do not have enrollment data for prior months should indicate that in their submission but must report current enrollment, by age group.



## Non-fiscal reporting requirements for all participating providers (cont.)

- **Data on the undiscounted current tuition rate, by age group** (e.g., infant, toddler, preschool).
  - The undiscounted tuition rate should not reflect sibling discounts, sliding fee scale application, lower rates continuing to be charged to parents who enrolled prior to a rate increase or any other discounts the program provides to participating families.
  - Program may report tuition on an hourly, daily, weekly, monthly or school year basis.
  - Programs should report the tuition rate that would be charged for a child newly enrolling in the program for the first time in the current month or at the next available enrollment opportunity (as applicable).
  - Programs that do not enroll children continuously throughout the year should report the tuition rate that will be charged for a child enrolling at the next available enrollment opportunity.

*OSSE will monitor whether providers submit required enrollment and tuition data but will not use this data for evaluative purposes or compliance determinations.*



# Additional fiscal reporting requirements for providers with an approved waiver of the FY24 minimum salary requirements

- 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:
  - 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.



# Additional non-fiscal requirements for providers with an approved waiver of the FY24 minimum salary requirements

- **Participation in technical assistance from DC Shared Services Business Alliance (DC SSBA).**
  - Note: Child care providers do not need to submit proof of participation in technical support from the DC SSBA directly to OSSE; the DC SSBA will report to OSSE the child development facilities that participated in technical assistance.





## OSSE will use authoritative data sources to access accuracy, completeness and compliance

- Minimum required salaries for early educators in facilities participating in the Early Childhood Educator Pay Equity Fund, by role and credential;
- Staffing roles as indicated and approved in the Division of Early Learning Licensing Tool (DELLT);
- The highest credential of staff members as indicated with appropriate attachments and approved in DELLT;
- Staff position changes, documented by staff change forms and/or staff resignation or termination letters submitted in DELLT (must be signed and dated); and
- Any other relevant policy guidance or documents published by OSSE for the Early Childhood Educator Pay Equity Fund, as appropriate.



# OSSE will review submitted documentation and issue monitoring findings to participating providers for the period of review

## Compliant

- For providers without a waiver: Minimum salaries are met for all eligible educators.
- For providers with a waiver: Salaries were higher for all eligible educators than salaries prior to Sept. 30, 2023, and funds were spent in accordance with the waiver requirements.

## Non-compliant

- For all providers: Failed to submit required documentation on the timeline set by OSSE.
- For providers without a waiver: Minimum salaries are unmet for some or all eligible educators.
- For providers with a waiver: Did not pay eligible staff salaries that exceeded the salaries paid prior to Sept. 30, 2023; or did not use funds solely for approved purposes.



# Non-compliant providers will be given corrective action plans

The provider must:

- Immediately implement the corrective action plan to comply with the requirements; and
- Complete one of the following:
  - Correct the finding and provide proof of compliance with minimum salary requirements that includes a plan for reconciling any pay owed to eligible educators; or
  - Submit an application for a waiver for compliance with the minimum salary requirements.



## Providers may appeal a determination of non-compliance

- Appeals must be submitted using the Request for Non-compliance Review form.
  - The form must include supporting documentation.
- OSSE will review appeal submissions and issue a determination.
  - All appeal determinations will be approved by the Deputy Superintendent of Early Learning and are final.

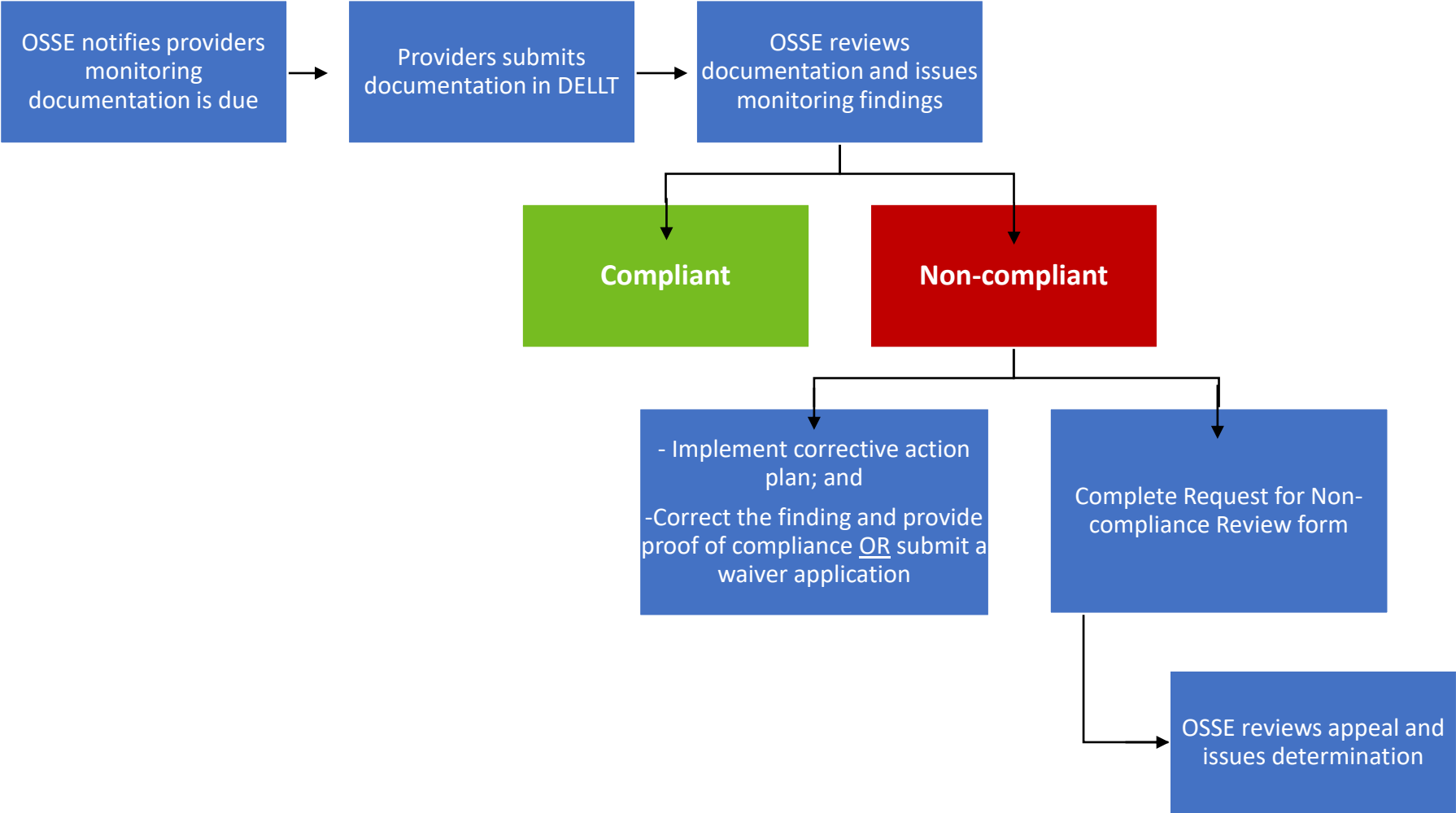


# Providers who fail to correct non-compliance will be given probationary status

- Should a provider fail to come into compliance in the timeline designated by OSSE, the facility will remain on probationary status and be subject to increased monitoring.
- Following **two** non-compliance findings the provider may be identified on [mychildcare.dc.gov](https://mychildcare.dc.gov) as noncompliant with the Early Childhood Educator Pay Equity Fund.
- Following **three** non-compliance findings the provider may be terminated from the program for a minimum of one year.
  - Providers who are terminated from the program may submit a written appeal to OSSE with documentary evidence.
    - OSSE will review appeal submissions and issue a determination.
      - All appeal determinations will be approved by the Deputy Superintendent of Early Learning and are final.



# Monitoring Review Process





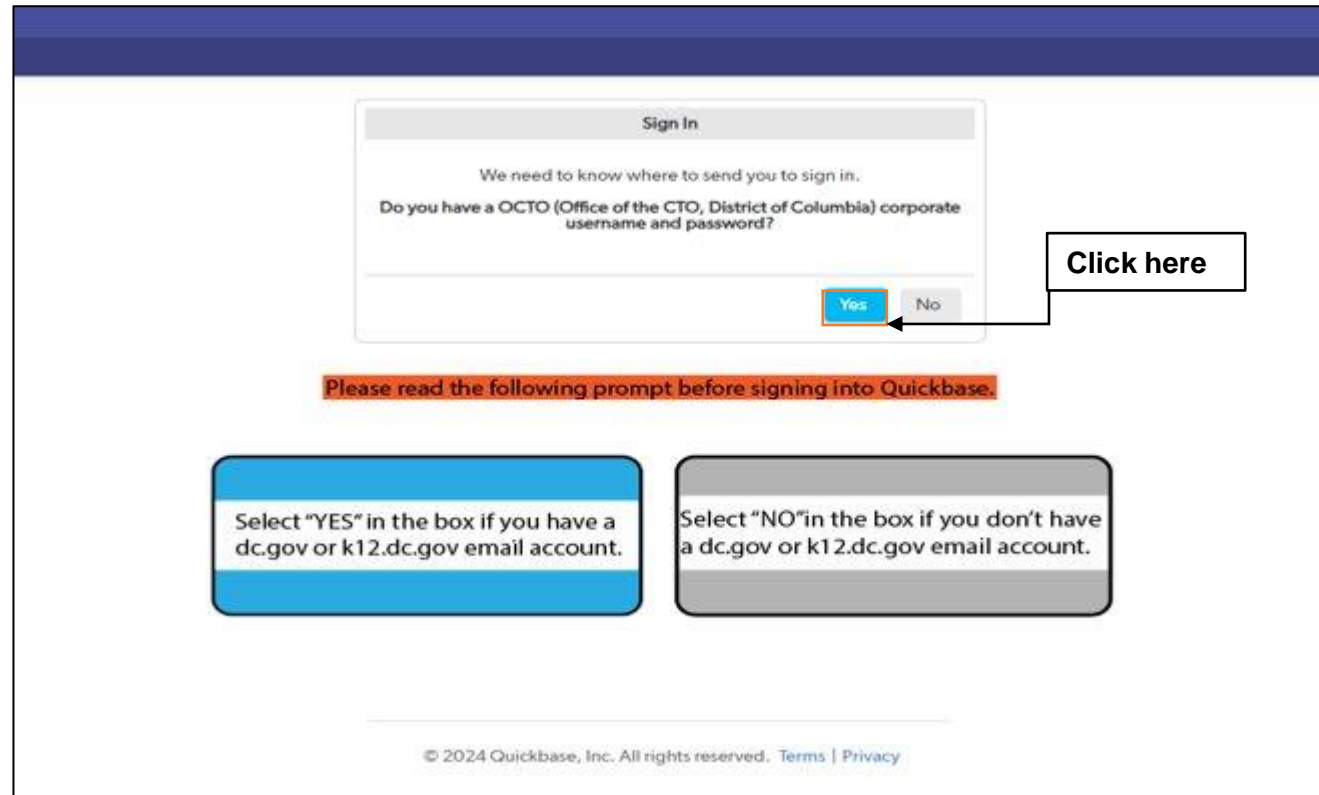
# How to submit monitoring documentation

# OSSE is Collecting Monitoring Data in Two Different Platforms

	Fiscal Reporting	Reporting Method	Non-fiscal reporting	Reporting Method
<b>Requirements for All Providers</b>	Staff salaries or wages	<i>DELLT</i>	Enrollment by age group	<i>SmartSheet</i>
	Staff offer/hire letter and salary type	<i>DELLT</i>	Tuition by age group	<i>SmartSheet</i>
	Evidence of salaries or wages paid to staff	<i>SmartSheet</i>	Observations	<i>No action required by providers; reported by partners</i>
<b>Additional Requirements for Providers with an Approved Waiver</b>	Salary schedule	<i>SmartSheet</i>	Participation in DC SSBA technical assistance	<i>No action required by providers; reported by partners</i>
	Financial data/report demonstrating how award was spent	<i>SmartSheet</i>		



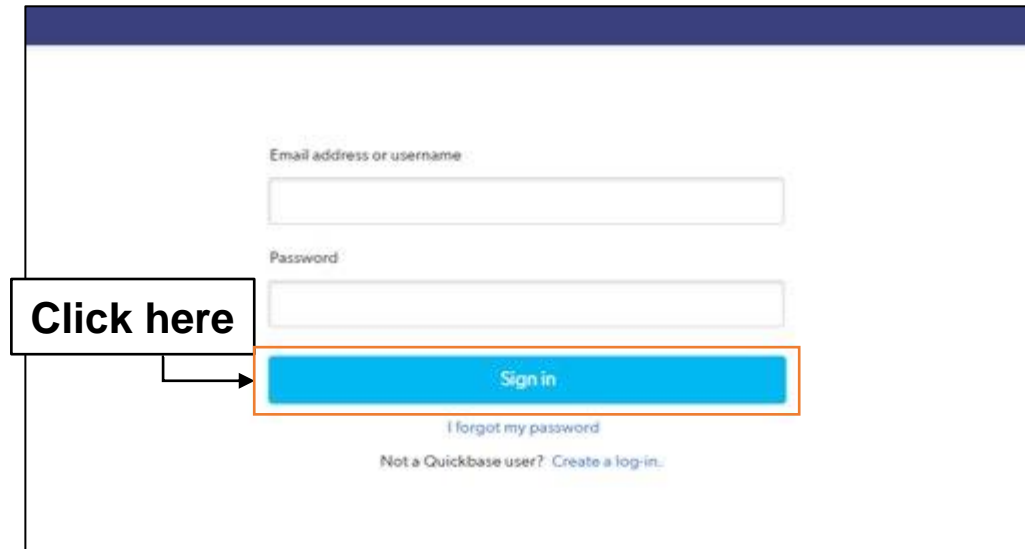
# Upload Staff Hiring Letters and Update Salary Types in DELLT – Log in to DELLT



The screenshot shows a 'Sign In' dialog box with the following text: '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?'. Below the text are two buttons: 'Yes' (highlighted in blue) and 'No' (grey). A callout box labeled 'Click here' has an arrow pointing to the 'Yes' button. Below the dialog box is a red-bordered instruction: 'Please read the following prompt before signing into Quickbase.' At the bottom of the page, there are two boxes: a blue one on the left that says 'Select "YES" in the box if you have a dc.gov or k12.dc.gov email account.' and a grey one on the right that says 'Select "NO" in the box if you don't have a dc.gov or k12.dc.gov email account.' The footer contains the text '© 2024 Quickbase, Inc. All rights reserved. Terms | Privacy'.



# Upload Staff Hiring Letters and Update Salary Types in DELLT – Log in to DELLT



The screenshot shows a login interface with the following elements:

- Input field: "Email address or username"
- Input field: "Password"
- Button: "Sign in" (highlighted with an orange border and a callout box that says "Click here" with an arrow pointing to it)
- Text link: "I forgot my password"
- Text link: "Not a Quickbase user? Create a log-in..."



# Upload Staff Hiring Letters and Update Salary Types in DELLT – Navigate to Facility Profile

The screenshot shows the DELLT 1.0 dashboard. At the top left is a 'Home' button. The main header reads 'DELTT 1.0 Dashboard of Subsidy Provider, Facility profile and Pay equity'. Below this is a 'Provider Profile' section with a person icon. A paragraph of text explains that the provider portal is the OSSE management system for licensing data. Underneath, there is a 'Facility Profile' section with a blue button labeled 'Facility Profile' highlighted by an orange border. Below that is a 'Provider Agreements' section with three buttons: 'Subsidy Renewal & Pay Equity Agreements', 'Messages', and 'Pay equity calculation'. An arrow points from a 'Click here' box on the right to the 'Facility Profile' button.

Click here





# Upload Staff Hiring Letters and Update Salary Types in DELLT – Edit using the pencil icon

Click the pencil icon

Facility Profile Provider Profile Dashboard report

Search records   Facility - Inspector Assigned Facility Name

Facility Name	Facility - DELLT License Number	Facility - Point of Contact	Facility Users List
  *Not Listed/Unknown/Unlicensed Facility	CDC-102535	test contact	<a href="mailto:adtquickbase1@gmail.com">adtquickbase1@gmail.com</a>



# Uploading Staff Hiring Letters and Updating Salary Types in DELLT – Navigate to the Staff Tab

**Facility Profile Profile #644**

**Facility Name**  
\*Not Listed/Unknown/Unlicensed Facility

**Inspector Assigned**  
Idun, Clement

**License Number**  
CDC-102535

**Facility - Point of Contact**  
test contact

**License Issue Date**  
[Empty Field]

**Facility - Phone**  
(123) 456-7890

**License Expiration Date**  
[Empty Field]

**Email**  
[adtquickbase1@gmail.com](mailto:adtquickbase1@gmail.com)

**Address**  
[1050 First Street Northeast, Washington, District of Columbia 20007](#)

**Staff Tab**

Messages | Documents to Providers | Facility Documents | **Staff** | Monitoring Inspection | Annual Inspection | Renewal Inspection | Initial Application | Compliance Docs

[Add Message](#)

Subject	Send to	Profile - Related Facility	Profile - Facility Name	Date Created	username to email
No Message records found					



# Upload Staff Hiring Letters and Update Salary Types in DELLT – Edit an Existing Staff Record

Click the pencil icon next to the staff record you want to update

**Facility Profile**

Facility Name: \*Not Listed/Unknown/Unlicensed Facility  
Inspector Assigned: Idun, Clement

License Number: CDC-102535  
Facility - Point of Contact: test contact

License Issue Date:   
Facility - Phone: (123) 456-7890

License Expiration Date:   
Email: ad[quickbase]@gmail.com




Address: 1050 First Street Northeast, Washington, District of Columbia 20007

Messages | Documents to Providers | Facility Documents | **Staff** | Monitoring Inspection | Annual Inspection | Renewal Inspection | Initial Application | Compliance Docs

Click the Add Staff button to add a new staff record.  
Click the Pencil icon to update a staff record.

Add Staff

Full Report | More ▾ 901-950 of 1491 Staff records

	Record ID	Staff Name	Staff Type	Other	Birth Date	Date of Hire	COVID-19 Vaccination Status	Status	Infant/Toddler CDA Expiration
	XXXXX	Staff Name	Staff Type		XX-XX-XXXX				
	XXXXX	Staff Name	Staff Type		XX-XX-XXXX				
	XXXXX	Staff Name	Staff Type		XX-XX-XXXX				



# Upload Staff Hiring Letters and Update Salary Types in DELLT – Upload Staff Hire Letter or Contract

▼ Attachments

COVID-19 Vaccination Document \*  No file selected.

**Staff Qualification Checklist with Supporting Documents \***  No file selected.

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

Qualification Document Description

Professional development  No file selected.

Click “Browse” and upload Staff Hire Letter or Contract



# Upload Staff Hiring Letters and Update Salary Types in DELLT – Input Staff Compensation

**Staff** Edit Staff #

▼ **Compensation**

Staff no longer works here

**Salary Type**

**Email \***

**Health Benefits**

**Home Address**

**Select Salary Type and enter email address**





# Upload Staff Hiring Letters and Update Salary Types in DELLT – Save and Close

Staff Type Change Log

Staff type count  
0

▼ Messages

Add Message

Subject	Send to	Profile - Related Facility	Profile - Facility Name	Date Created	username to email
No Message records found					

Save & close ▼ Cancel

Click here



# Demo: SmartSheet Submission of Enrollment, Tuition and Supporting Payroll Documentation of Wages and Salaries

✔ smartsheet

## Pay Equity Fund - Enrollment Data, Tuition Rates and Payroll Documentation

All child care providers participating in the Early Childhood Educator Pay Equity Fund are required to participate in monitoring. Use this link to review the FY24 Monitoring Policy:

[https://osse.dc.gov/sites/default/files/dc/sites/osse/page\\_content/attachments/FY24%20Amended%20Monitoring%20Policy%20English.pdf](https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/FY24%20Amended%20Monitoring%20Policy%20English.pdf)

All participating providers should use this form to submit the following monitoring documentation:

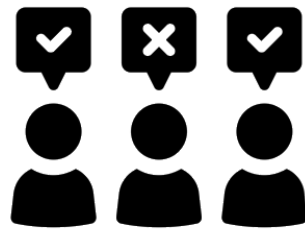
- Enrollment data
- Tuition data
- Payroll records

Providers with an approved waiver must also use the form to submit the following:

- Operating budget documentation
- Staff salary schedules
- Documentation that shows salaries were increased for eligible educators
- Documentation that shows funding was used only to increase wages and related costs.

# Please tell us what language you attended today's session in.

Please respond to the Zoom poll on screen





# Q&A

Thank you for  
attending today's  
information  
session!

For more information on the Early Childhood Educator Pay Equity Fund, please visit: [osse.dc.gov/fy24ecepayequity](https://osse.dc.gov/fy24ecepayequity).

Resources:

- [Frequently Asked Questions for Child Development Facility Leaders](#)
- [FY24 Amended Monitoring Policy \(Updated: June 2024\)](#)
- [Guide for Determining an Educator's Minimum Salary](#)
- [How Staffing Changes Impact CDF Payroll Funding Formula Awards](#)

Questions:

- [OSSE.ECEPayEquity@dc.gov](mailto:OSSE.ECEPayEquity@dc.gov)

# FY24 Minimum Salary Requirements

Staff Type	Credentials	Minimum Salaries for FY24 (annual salary)	Minimum Salaries for FY24 (hourly wage)
Assistant Teacher	Less than a Child Development Associate (CDA)	\$43,865	\$21.09/hour
	CDA	\$51,006	\$24.52/hour
	Associate degree or higher	\$54,262	\$26.09/hour
Lead Teacher	CDA <u>or</u> 48 credit hours with at least 15 hours in early childhood education (ECE)	\$54,262	\$26.09/hour
	Associate degree in ECE <u>or</u> an associate degree with at least 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 at least 24 credit hours in ECE	\$75,103	\$36.11/hour

