



EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

Completing the FY24 Early Childhood Educator Pay Equity Fund Application for Non-Subsidy Providers

July 2023

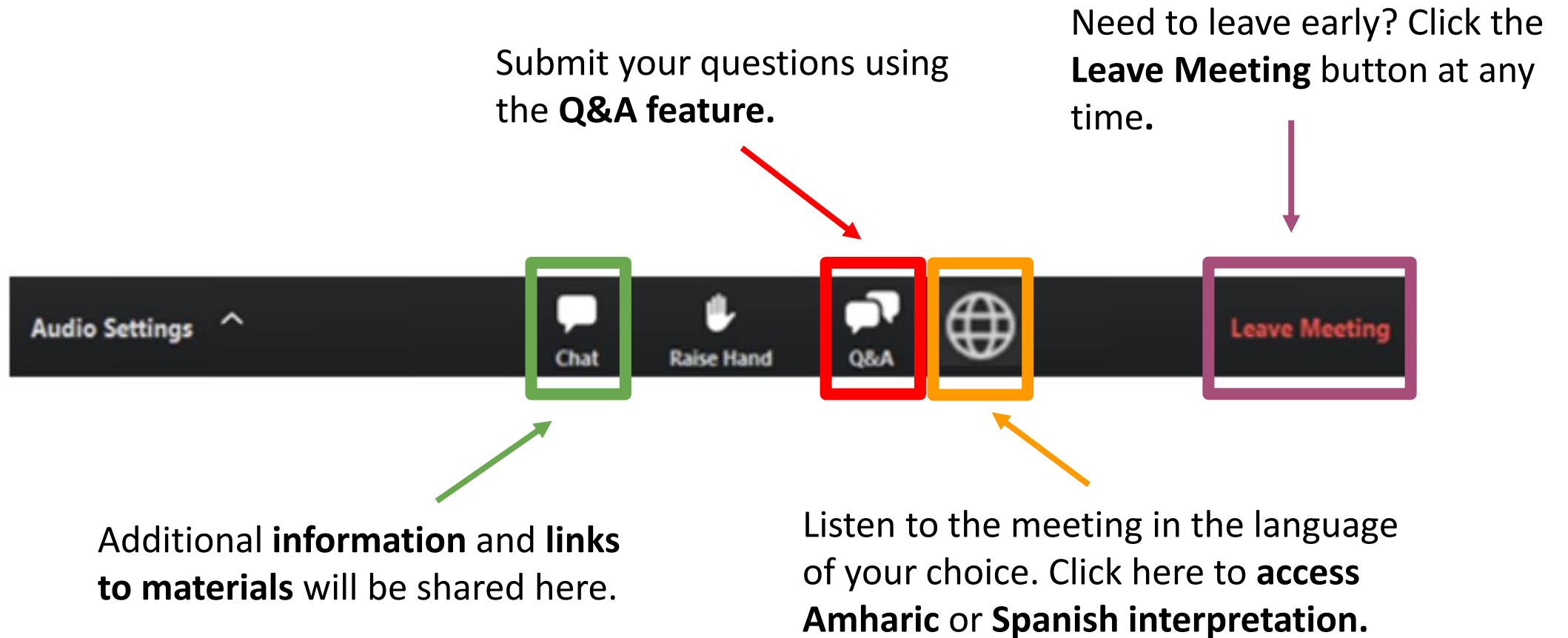


 WE ARE
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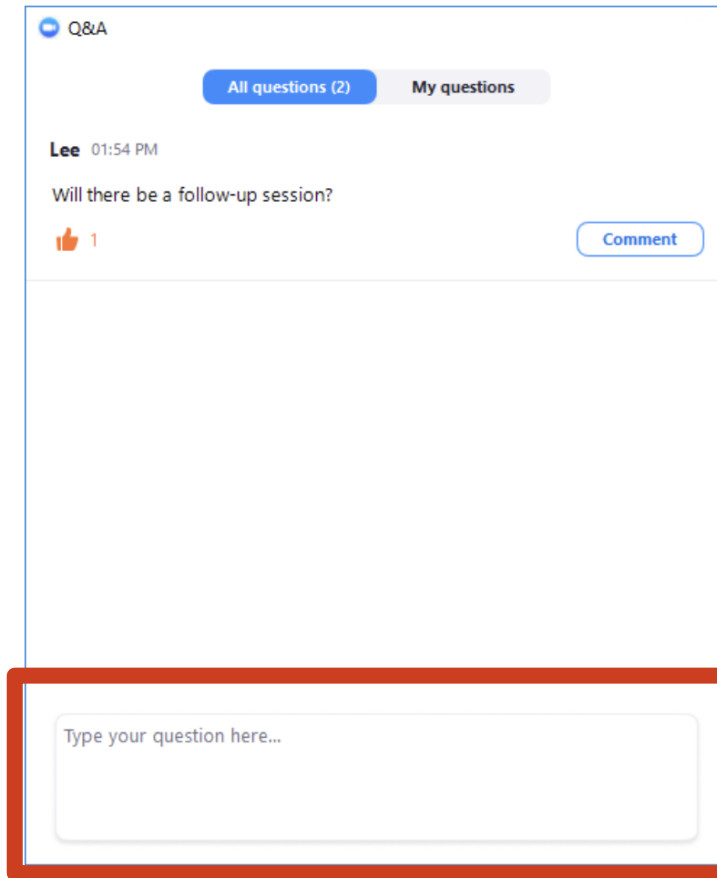
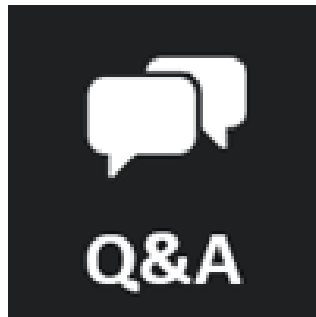
Welcome child
development
facility leaders!



Zoom Engagement



Live Questions and Answers

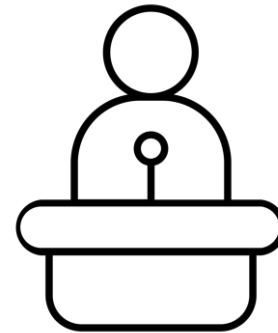
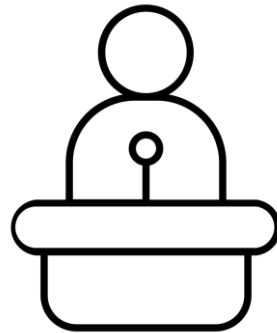


Type your question here and click **Submit**



Meet Today's Speakers

- **Hannah Matthews**, Director of Policy, Planning and Research, OSSE
- **Tierra Washington**, Program Manager, Early Childhood Educator Pay Equity Fund



Agenda

1. How Fiscal Year 2024 (FY24) of the Early Childhood Educator Pay Equity Fund Will Work
2. Opt-in Process for Non-Subsidy Providers
 - FY24 Early Childhood Educator Pay Equity Fund Application Overview
 - Accessing the Application in the Division of Early Learning Licensing Tool (DELLT)
 - Application Demo
3. Q&A
4. Closing and Next Steps





FY24 of the Early Childhood Educator Pay Equity Fund



FY24 Early Childhood Educator Pay Equity Fund

- In FY24, OSSE will distribute Early Childhood Educator Pay Equity Funds directly to child development facilities to increase compensation for early educators through a [child development facility \(CDF\) payroll funding formula](#).
 - Early childhood educators will no longer receive direct payments through AidKit.
- To receive funds from the CDF payroll funding formula, child development facilities must be licensed by OSSE and agree to pay eligible early childhood educators, by position and degree, salaries that meet or exceed the [minimum salaries](#) established by OSSE for FY24.
- Child development facilities that wish to participate must opt-in to the program through a process designated by OSSE.
 - Participation is optional but highly encouraged.



FY24 Early Childhood Educator Pay Equity Fund

- In June, OSSE hosted two virtual information sessions focused on the CDF payroll funding formula and minimum salaries.
 - [June 7 Virtual Information Session Recording \(Español | Amharic\)](#)
 - [June 10 Virtual Information Session Recording \(Español | Amharic\)](#)
- Facility leaders can find more information about how CDF payroll funding formula awards will be calculated and allowable uses of funding in the [FAQ for Child Development Facility Leaders](#).

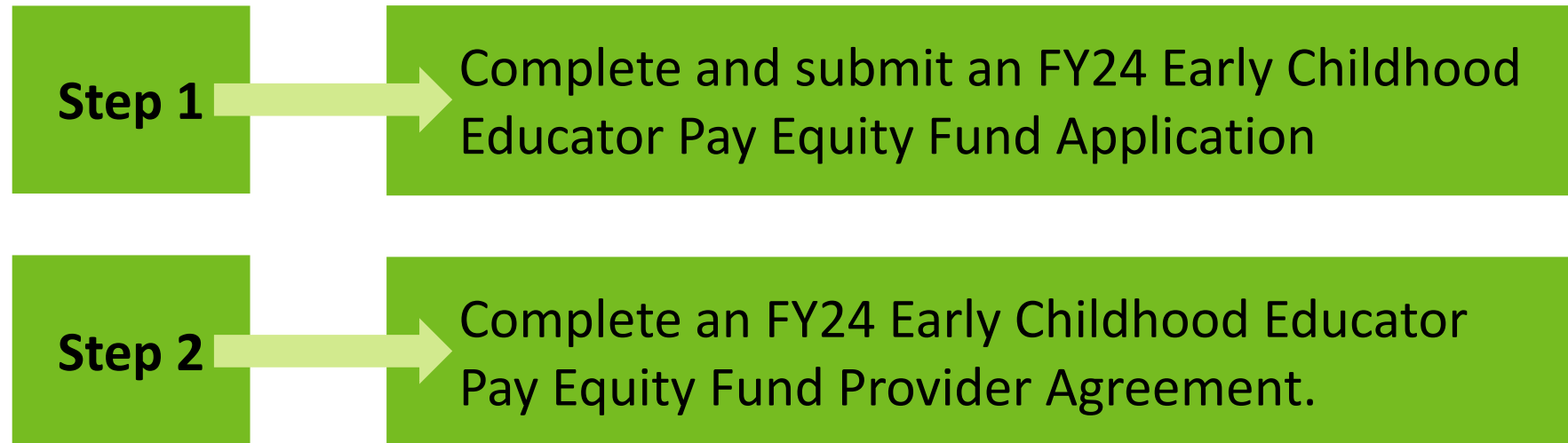




Opt-in Process for Non-Subsidy Providers

Opt-in Process for Non-Subsidy Facilities

- Child development facilities that wish to participate in FY24 of the Early Childhood Educator Pay Equity Fund must opt-in to the program.
- To opt-in, a non-subsidy provider must complete the steps below.



- If you operate multiple facilities, you do not need to complete an application for each site. In the application you can select which facilities you operate that would like to participate in the program.



Key Submission Deadlines

FY24 OPT-IN/APPLICATION AND AGREEMENT SUBMISSION DEADLINES

*all deadlines 5 p.m. ET

Quarter	Provider Opt-in/Application Deadline	Provider Agreement Deadline	Payment Distribution
Quarter One	Sept. 15, 2023	Sept. 30, 2023	December 2023
Quarter Two	Dec. 15, 2023	Dec. 31, 2023	March 2024
Quarter Three	March 15, 2024	March 31, 2024	June 2024
Quarter Four	June 15, 2024	June 30, 2024	September 2024

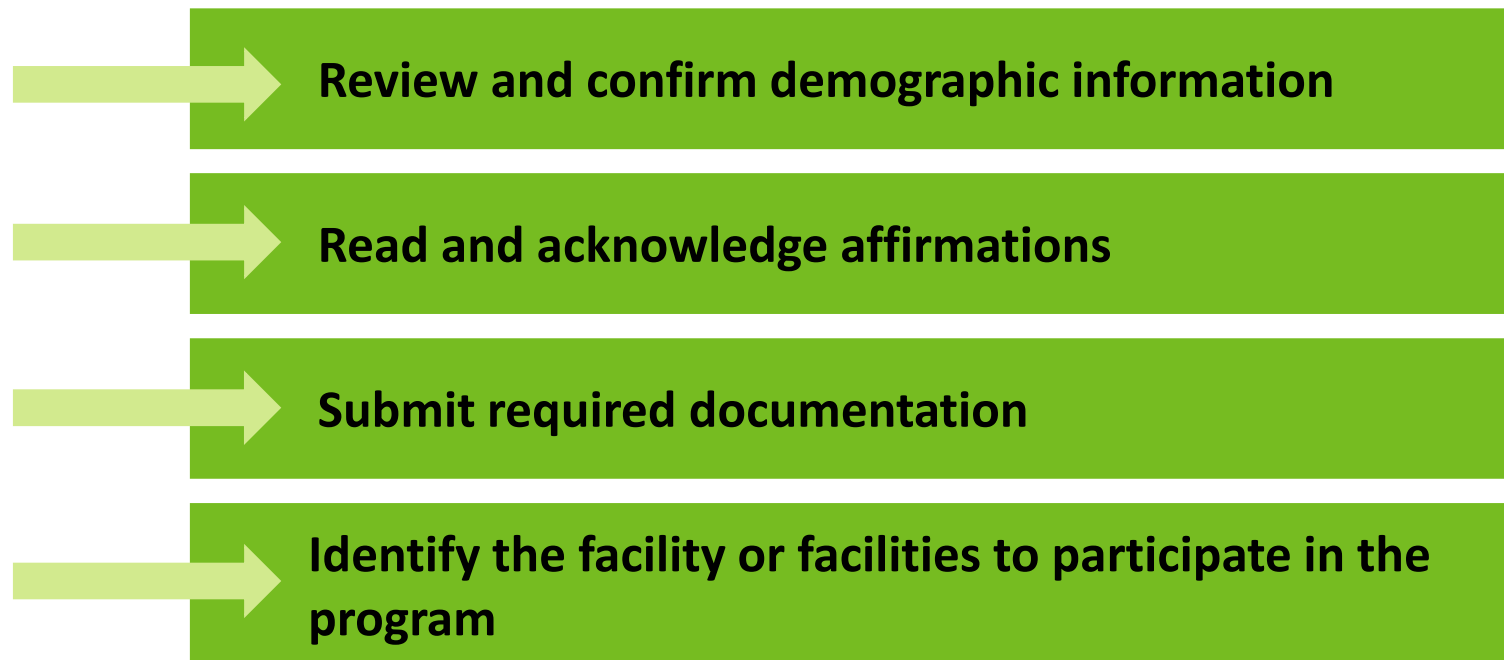


Application Overview



FY24 Early Childhood Educator Pay Equity Fund Application

- The FY24 of the Early Childhood Educator Pay Equity Fund application for non-subsidy providers can be accessed DELLT.
- The application has four sections:



Supporting Documentation

- You will be required to submit the following completed documents:
 - IRS Employer Identification Number (EIN) Confirmation Letter
 - IRS Form W-9
 - District Integrated Financial System (DIFS) Supplier Approval Documentation
- Providers are encouraged to collect and complete the required documentation as soon as possible.



IRS EIN Confirmation Letter

- Providers must submit a copy of their EIN confirmation letter.
- If you previously applied for and received an EIN for your business, but have since misplaced it, you can request your EIN from the IRS Business & Specialty Tax Line by calling [800-829-4933](tel:800-829-4933) Monday through Friday from 7 a.m.–7 p.m.



IRS W-9 Form

- Download the [IRS Form W-9](#).
- Complete the form to provide your correct Taxpayer Identification Number (TIN).



DIFS Supplier Approval Documentation

- To participate in the FY24 Early Childhood Educator Pay Equity Fund, the provider must be registered in [DIFS](#), the financial system for the District government managed by the DC Office of the Chief Financial Officer (OCFO).
- [Follow these instructions to register in DIFS.](#)
- For questions about DIFS registration, email OCFO at suppliers@dc.gov or call (202) 442-6870 Monday through Friday between 8 a.m. and 5 p.m.
- After a facility has successfully registered in DIFS, you will receive an approval email from DIFS/OCFO. Save a PDF copy of the approval notification email. This must be submitted as proof of successful DIFS Supplier Registration.
- Note: If you are already registered in DIFS, do not create a new account. Please contact OCFO to request proof you are registered in DIFS. If you are unsure if you already have a DIFS account, please contact OCFO.



Accessing the Application in DELLT



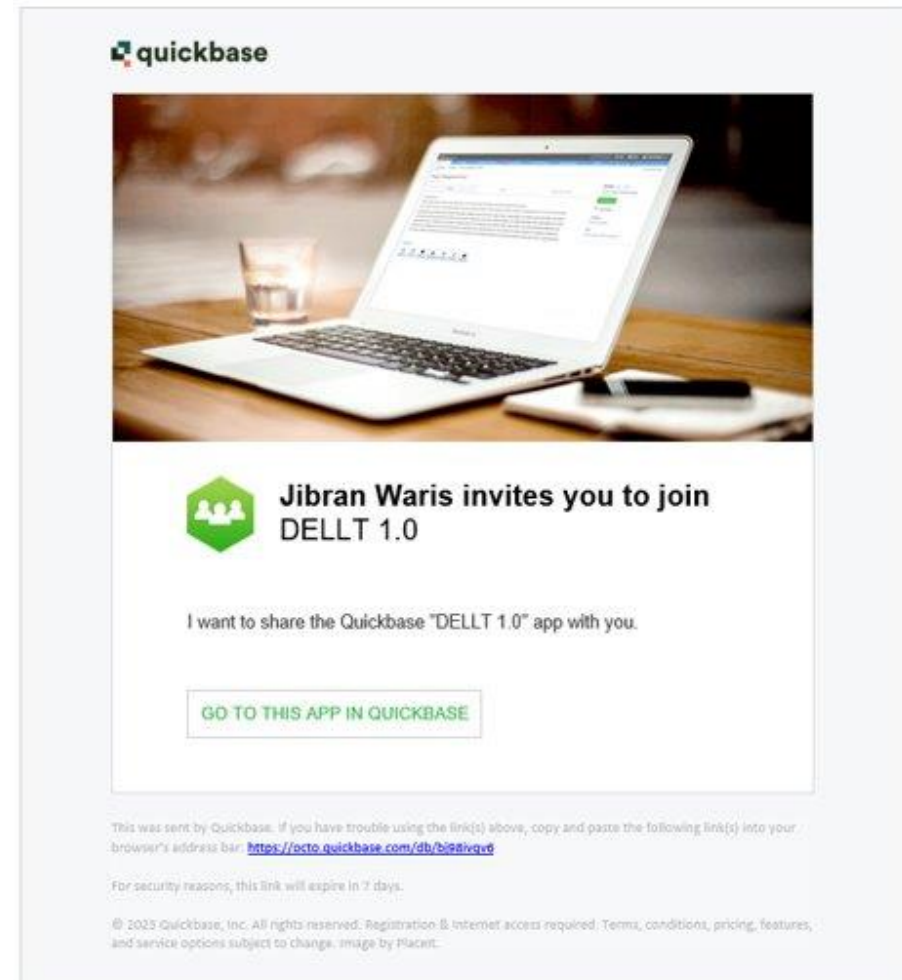
Accessing the Application

- **The application is to be completed by the legal owner/operator of the facility.**
 - The contact information for the legal owner/operator is found in the Legal Ownership/Operator Information section in DELLT.
 - If you operate multiple facilities, you do not need to complete an application for each site. In the application you can select which facilities you operate that would like to participate in the program.
- To access the application, the provider profile must be activated in DELLT by the legal owner/operator.
- The legal owner/operator of each facility in DELLT was sent an email from QuickBase with a link that must be clicked to activate the provider profile.



Accessing the Application


- Look for an email sent from notify@quickbase.com with the subject line “**Invitation to the Application**”
- The body of the email will look like the image to the right.
- Click "**GO TO THIS APP IN QUICKBASE**"
- If you are listed as the legal owner/operator and are unable to locate the email, please check your spam/junk folder. If the email is not there, contact OSSE.ECEPayEquity@dc.gov.



Demo: Application and Messaging Feature

Home

DELLT 1.0 > Homepage for non-subsidy providers Print this page



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

The [Early Childhood Educator Pay Equity Fund](#) is a special fund of the District of Columbia Government, administered by the Office of the State Superintendent of Education (OSSE), to increase compensation of child development facility staff. In FY22 and FY23, OSSE partnered with AidKit, an intermediary organization, to distribute pay supplements to eligible early childhood educators. In FY24, which begins Oct. 1, 2023, OSSE will cease making direct payments to early childhood educators through AidKit and begin distributing funds directly to child development facilities through a [child development facility \(CDF\) payroll funding formula](#). To receive funds from the CDF payroll funding formula, child development facilities must be licensed by OSSE, provide child care services for infants, toddlers or children ages birth to five and agree to pay eligible early childhood educators, by position and degree, salaries that meet or exceed the [minimum salaries](#) established by OSSE for FY24.

Child development facilities that wish to participate in the Early Childhood Educator Pay Equity Fund in FY24 must opt-in to the program through the process designated by OSSE. To complete the FY24 Early Childhood Educator Pay Equity Fund application, submit the following documents to OSSE:

1. [IRS Form W-9](#)
2. IRS Employer Identification Number (EIN) Confirmation Letter
3. District Integrated Financial System (DIFS) Supplier Approval Documentation
4. Affirmations (Language Access Act of 2004, Living Wage Act of 2006, Non-Disclosure Agreement)

[Click to participate in pay equity](#)

Get Support

- Review the [FY24 Early Childhood Educator Pay Equity Fund Application Instructions for Non-Subsidy Providers](#).
- Non-subsidy providers who have questions or require support completing the FY24 Early Childhood Educator Pay Equity Fund application are encouraged to utilize the messaging feature in DELLT.
- Providers may also email OSSE.ECEPayEquity@dc.gov to be connected with a support specialist.

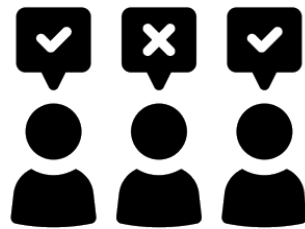




Q&A

Does your facility plan to participate in FY24 of the Early Childhood Educator Pay Equity Fund?

Please respond to the Zoom poll on screen





Closing and Next Steps

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**Thank you for
attending today's
information
session!**

For more information on FY24 Early Childhood Educator Pay Equity Fund, please visit:
osse.dc.gov/fy24ecepayequity.

Resources:

- [FY24 CDF Payroll Funding Formula](#)
- [FY24 Minimum Salaries and Salary Schedule](#)
- [Frequently Asked Questions](#)
- [Guide for Completing the FY24 Early Childhood Educator Pay Equity Fund Application for Non-Subsidy Providers](#)

For questions or support, please email
OSSE.ECEPayEquity@dc.gov.