



## **Request for Fiscal Year 2024 (FY24) Early Childhood Educator Pay Equity Fund Waiver**

The Office of the State Superintendent of Education (OSSE) may waive compliance with the minimum salary requirements for FY24 of the Early Childhood Educator Pay Equity Fund if a provider demonstrates its inability to meet the minimum salary requirements without operating at an unsustainable budget deficit. For questions, email [OSSE.ECEPayEquity@dc.gov](mailto:OSSE.ECEPayEquity@dc.gov).

**Directions:** Complete this [application form](#) and attach all required documentation to request a waiver of the minimum salary requirements for FY24 of the Early Childhood Educator Pay Equity Fund.

**Eligibility:** Any provider who has employees and enters into an agreement to participate in the FY24 Early Childhood Educator Pay Equity Fund may apply for a [waiver](#). To be granted a waiver, a provider must meet the following requirements:

- Demonstrate that projected revenues cannot cover the costs to operate while paying [minimum required salaries](#) for eligible educators under the FY24 Early Childhood Educator Pay Equity Fund, even after taking into account the provider's anticipated child development facility (CDF) payroll funding formula award.
- Ensure funds received from the [CDF payroll funding formula](#) will be used to increase salaries or wages for eligible teachers and assistant teachers, cover taxes and mandatory benefits associated with higher salaries or wages and/or provide health or other discretionary benefits for staff.
- Agree to participate in the [DC Shared Services Business Alliance](#) (DC SSBA) support for the Early Childhood Educator Pay Equity Fund program.

**Application Requirements:** Providers applying for a waiver must submit the following information with their application:

- Payroll records or related documents that demonstrate the salaries paid to eligible educators as of Sept. 30, 2023, before any adjustments related to the FY24 Early Childhood Educator Pay Equity Fund.
- A certified financial statement showing the program's revenues and expenses for the most recent fiscal year available. If a certified financial statement is not available, a provider may submit alternative documentation that details the program's revenues and expenses.
- Projected monthly or annual operating budget for FY24 showing the provider's anticipated CDF payroll funding formula revenue and operating costs if the provider pays all eligible teachers and assistant teachers the minimum required salaries under the FY24 Early Childhood Educator Pay Equity Fund.
- A summary statement outlining why the provider is unable to meet the FY24 minimum salaries.

**Request for Fiscal Year 2024 (FY24) Early Childhood Educator Pay Equity Fund Waiver**  
**(Application Form)**

Contact Information
<b>Provider Name:</b>
<b>Name and contact information of individual completing the form:</b>  <b>Name:</b>  <b>Email:</b>  <b>Phone Number:</b>
<b>Facilities included in FY24 Early Childhood Educator Pay Equity Fund Provider Agreement or FY24 Early Childhood Educator Pay Equity Fund Provider Agreement Addendum (list all):</b>  <b>Facility Name:</b>  <b>Facility Address:</b>  <b>Facility License Number:</b>
Educator Compensation
<b>Provide the <u>current</u> hourly wage <u>or</u> annual salary of the <u>lowest</u> paid employee in each of the following roles and credential level. Enter "N/A" if there no employee is currently in the indicated role/credential.</b>  <b>Current hourly wage <u>or</u> annual salary of lowest paid assistant teacher/associate caregiver with less than a Child Development Associate (CDA):</b> Hourly wage: Annual salary:  <b>Current hourly wage <u>or</u> annual salary of lowest paid assistant teacher/associate caregiver with a CDA:</b> Hourly wage: Annual salary:

**Current hourly wage or annual salary of lowest paid assistant teacher/associate caregiver with an associate degree or higher:**

Hourly wage:

Annual salary:

**Current hourly wage or annual salary of lowest paid lead teacher with a CDA or 48 credit hours with greater than or equal to 15 hours in ECE:**

Hourly wage:

Annual salary:

**Current hourly wage or annual salary of lowest lead teacher with an associate degree in ECE or an associate degree in another field with greater than or equal to 24 hours in ECE:**

Hourly wage:

Annual salary:

**Current hourly wage or annual salary of lowest paid lead teacher with a bachelor's degree (or higher) in ECE or a bachelor's degree (or higher) in another field with greater than or equal to 24 hours in ECE:**

Hourly wage:

Annual salary:

**Does the provider offer employer-sponsored health insurance coverage?**

Yes  No

**If yes, does the provider participate in HealthCare4ChildCare?**

Yes  No

### Facility Enrollment

**Provide current (as of the date of waiver application submission) child enrollment information to support OSSE's understanding of the provider's available revenues.**

**Number of infants enrolled:**

**Number of toddlers enrolled:**

**Number of preschoolers enrolled:**

<p><b>Number of school-age children enrolled:</b></p>
<p><b>Financial Information</b></p>
<p><b>What were the provider's gross revenues for the most recent fiscal year for which data is available?</b> Indicate dollar amount and year.</p>
<p><b>What were the provider's total expenses for the most recent fiscal year for which data is available?</b> Indicate dollar amount and year.</p>
<p><b>What is the provider's projected annual <u>or</u> monthly operating budget <u>if</u> all eligible teachers and assistant teachers were paid the FY24 Early Childhood Educator minimum salaries:</b></p> <p><input type="checkbox"/> Annual operating budget: [Enter dollar amount]</p> <p><input type="checkbox"/> Monthly operating budget: [Enter dollar amount]</p>
<p><b>Summary Statement of Need</b></p>
<p><b>Describe why the provider is unable to meet the FY24 minimum salaries for the Early Childhood Educator Pay Equity Fund:</b></p>
<p><b>Required Documents</b></p>

**The following documents must be attached to your waiver application:**

- Payroll records or related documents that demonstrate the salaries paid to eligible educators as of Sept. 30, 2023**, before any adjustments related to the FY24 Early Childhood Educator Pay Equity Fund.
- A certified financial statement showing the program's revenues and expenses for the most recent fiscal year available.** If a certified financial statement is unavailable, submit alternative documentation that details the program's revenues and expenses for the most recent fiscal year.
- Projected monthly or annual operating budget for FY24 showing anticipated revenue from the facility's CDF payroll funding formula award and facility operating costs if the provider were to pay all eligible teachers and assistant teachers the minimum required salaries under the FY24 Early Childhood Educator Pay Equity Fund.** Use the forecast award statement from OSSE to estimate the CDF payroll funding formula amount. The projected operating costs must be higher than projected revenue to be considered for a waiver.
- Authorized Representative Form:** This form identifies the individual authorized to sign the waiver request on behalf of the provider. The signature of the authorized representative indicates understanding and agreement to the terms and conditions of the waiver, as well as testament that supporting documents are attached.

**Certification**

**By checking the following boxes, I certify that if approved for a waiver, [Provider name] will do the following:**

- Submit to the Office of the State Superintendent of Education (OSSE), by no later than Jan. 31, 2024 and in the format requested by OSSE, a salary schedule that describes the wages or salaries that the provider will pay to eligible teachers or assistant teachers following receipt of the first quarterly CDF payroll funding formula award.
- Submit payroll records or related documents, in the format prescribed by OSSE, to demonstrate that eligible educator's wages or salaries are higher than the wages or salaries paid as of Sept. 30, 2023, following receipt of the first quarterly CDF payroll funding formula and for the remainder of FY24.
- Submit financial data showing that CDF payroll funding formula awards are used in only the following ways:

- a. to raise wages or compensation of eligible teachers and assistant teachers, including associated payroll taxes.
- b. to pay 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.
- c. to pay costs of health and other fringe benefits for early childhood educators and other child development facility employees.

Upon request from OSSE or its designees, submit the following information in the format requested:

- a. Monthly child enrollment data
- b. Annual operating budget
- c. Certified financial statements
- d. Most recent available annual tax filing

Participate in the [DC Shared Services Business Alliance](#) (DC SSBA) support for the Early Childhood Educator Pay Equity Fund program.

**If approved for a waiver, I understand the following terms will apply:**

- Waivers are issued at the discretion of OSSE and may be revoked by OSSE at any time, upon violation of any condition attached to the waiver.
- Approved waivers will be in effect for the remainder of FY24 and will be revoked with the termination of a FY24 Early Childhood Educator Pay Equity Fund Provider Agreement or FY24 Early Childhood Educator Pay Equity Fund Provider Agreement Addendum.
- Providers with approved waivers will be subject to increased FY24 Early Childhood Educator Pay Equity Fund monitoring.
- Noncompliance with the terms of the waiver shall void the waiver and require compliance with the FY24 minimum salary requirements. Non-compliance with FY24 minimum salaries without an approved waiver will result in a non-compliance finding for the FY24 Early Childhood Educator Pay Equity Fund program.
- Should a facility that holds a waiver choose to terminate its participation in the FY24 Early Childhood Educator Pay Equity Fund, OSSE will continue enhanced monitoring of the provider's compliance during all quarters for which the provider received a CDF funding formula award payment and may issue a noncompliance finding if a provider is found to be out of compliance with the terms of its waiver during the period in which it was participating in the program.
- Providers operating under a waiver who terminate their participation in the FY24 Early Childhood Educator Pay Equity Fund may not apply for another waiver in FY24 should they attempt to rejoin the program.

I have read and agree to the terms of the waiver.

I affirm that, to my knowledge, all information in this application is authentic and accurate.

Name of authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature indicates understanding and agreement to the terms and conditions of the waiver listed above, as well as testament that supporting documents are attached.)

SAMPLE