



# EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

## Early Childhood Educator Pay Equity Fund

*Guide for Accessing and Understanding Quarterly Award Statements in the Division of Early Learning Licensing Tool (DELLT)*

Each quarter, District of Columbia child care providers participating in the Early Childhood Educator Pay Equity Fund will receive a quarterly award statement. Award statements are designed to help child care providers understand how their award payment is calculated. A provider may use their award payment to meet the minimum salary requirements for teachers and assistant teachers and for any other allowable uses under the Early Childhood Educator Pay Equity Fund. This guide provides information on how to access and understand a quarterly award statement.

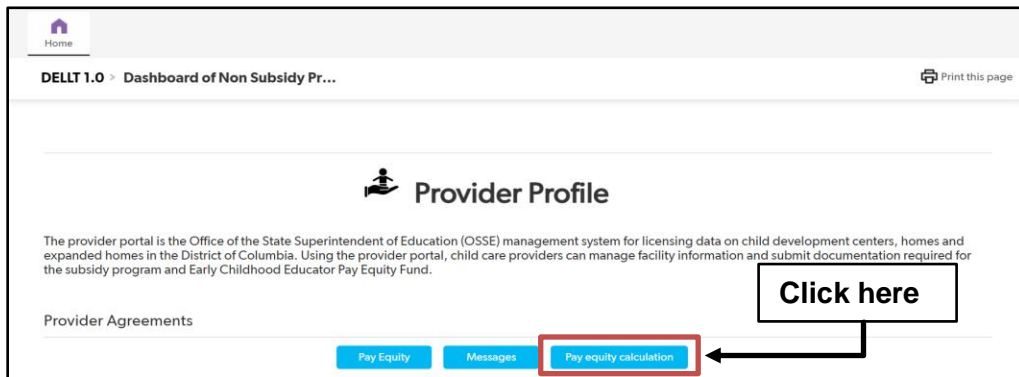
Please note:

- The child development facility (CDF) payroll funding formula is used by the Office of the State Superintendent of Education (OSSE) to calculate the amount of funds a facility receives.
- **The award statement is not a guide to how a facility must spend the funds.**
- **Providers are not required to use funds from specific parts of the formula (like the base award or administrative enhancement) for specific costs (like educator salary or operational costs),** or account for how they spend individual parts of the formula.
- **The award statement does not tell a child care provider how much to pay any individual educator.** Providers are required to pay eligible educators salaries that meet or exceed the minimum salaries established by OSSE.

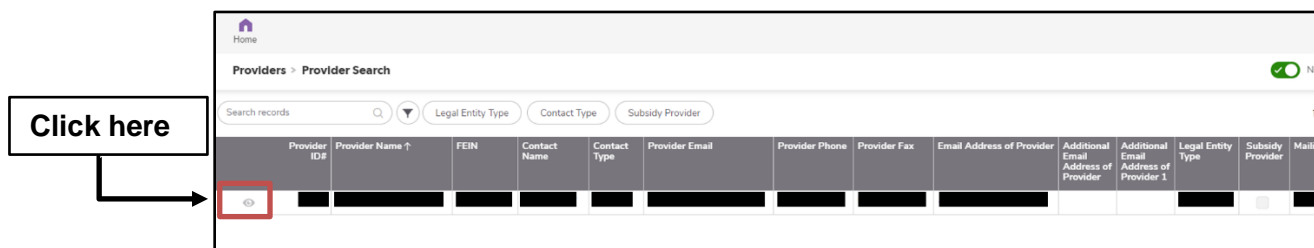
## Accessing Your Award Statement

Follow the steps below to access your quarterly award statement(s).

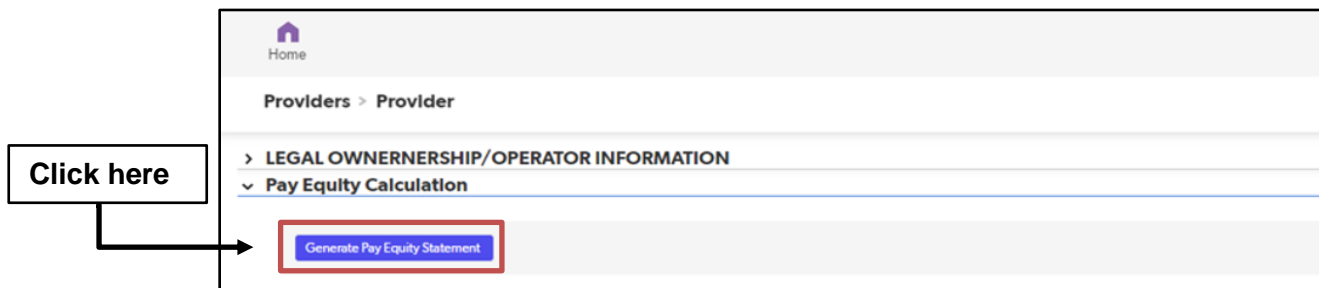
1. Log in to your Provider Profile in DELLT.
2. Click Pay Equity Calculation.



3. Click the eye icon.



4. Click Generate Pay Equity Statement.



- Select the Quarter and Fiscal Year for which you would like to generate your award statement. Then click Generate Pay Equity Statement.

Home

Providers > Edit Provider

GENERATE PAY EQUITY STATEMENT

Quarter: Q1

Fiscal Year: 2024

Generate Pay Equity Statement


Click here to select the quarter

Click here to select the fiscal year

Click here to generate award statement

**Note:** Award statements are only available for quarters for which a facility's award payment has been calculated.

- A new window will appear with the award statement for the quarter and fiscal year selected. A pop-up will also appear with instructions to print and/or save the award statement as a PDF. If the entire statement is not visible, you can adjust the margins.



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

Child Development Facility (CDF) Payroll Funding Formula Q2, 2025 Pay Statement

Provider Name :


Payment Status : Paid

Staff ID	Staff Name	Staff Type	Fiscal Year	Quarter	Highest Qualification	Wage Supplement - Credential	CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant-Toddler Equity Adjustment	CDH Enhancement	CDF Payroll For Quarterly
(6 Staff records)												
1	Staff 1	Assistant Teacher	2025	Q2	CDA	CDA or equivalent	\$9470	\$1136.40	\$0.00	\$104.17	\$0.00	\$10,710
2	Staff 2	Assistant Teacher	2025	Q2	BA in Any Field	AA or higher	\$12726	\$1527.12	\$0.00	\$139.99	\$0.00	\$14,393
3	Staff 3	Teacher	2025	Q2	CDA	CDA or equivalent	\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934
4	Staff 4	Teacher	2025	Q2	CDA	CDA or equivalent	\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934
5	Staff 5	Teacher	2025	Q2	BA + 15 hours in ECE	BA in ECE or BA with greater than or equal to 12 credit hours in ECE (or higher)	\$29344	\$3521.28	\$0.00	\$322.78	\$0.00	\$33,188
6	Staff 6	Teacher	2025	Q2	CDA	CDA or equivalent	\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934
TOT							\$67281	\$8073.72	\$0.00	\$740.10	\$0.00	\$76,094
Adjustment Amount							Adjustment Memo			Final Payment		

[Click here](#) to learn more about the CDF payroll funding formula. For questions about your funding award calculation, email [OSSE\\_FCFPayEquity@dc.gov](mailto:OSSE_FCFPayEquity@dc.gov).

## Understanding Your Award Statement

1. The statement will list the **Staff Name and Staff Type**<sup>1</sup> for all eligible staff members included in the quarterly award payment. The column, **Highest Qualification**, displays the highest degree or credential an educator currently holds based on information documented, reviewed and approved in DELLT.



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
EDUCATION

Child Development Facility (CDF) Payroll Funding Formula Q2,2025 Pay Statement

Provider Name :

Payment Status : Paid

Staff ID	Staff Name	Staff Type	Fiscal Year	Quarter	Highest Qualification	Wage Supplement - Credential
(6 Staff Records)						
1	Staff 1	Assistant Teacher	2025	Q2	CDA	CDA or equivalent
2	Staff 2	Assistant Teacher	2025	Q2	BA in Any Field	AA or higher
3	Staff 3	Teacher	2025	Q2	CDA	CDA or equivalent
4	Staff 4	Teacher	2025	Q2	CDA	CDA or equivalent

View Staff Name, Type, Highest Education Qualification

with greater than or equal to 12 credit hours in

2. In the next column, **Wage Supplement - Credential**, you will find a description of the type of wage supplement that the facility is eligible to receive for the educator, based on the highest degree or credential held by an educator as documented in DELLT. The wage supplement is based on the following.

For lead teachers:

- To qualify for the “BA or higher” wage supplement, a teacher must have a bachelor’s degree (or higher) in early childhood education (ECE) or a bachelor’s degree in any field (or higher) with at least 12 credit hours in ECE<sup>2</sup>.
- To qualify for the “AA” wage supplement, a teacher must have an associate degree in ECE; an associate degree in any field with at least 12 credit hours in

<sup>1</sup> 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.


<sup>2</sup> OSSE considers holding a valid CDA credential as satisfying the requirement for 12 hours of college credit in ECE. To obtain a CDA credential, a CDA candidate is required to complete 120 clock hours of coursework and successfully complete 480 hours of work experience, a professional portfolio, a passing score on the CDA exam, and a verification visit from a professional development specialist. Completing only CDA coursework does not qualify an early educator as meeting requirements for 12 hours of college credit in ECE.

ECE; or 60 hours of college-level coursework with greater than or equal to 12 credit hours in ECE.

- To qualify for the “CDA” wage supplement, a teacher must have a Child Development Associate (CDA) or equivalent.

For assistant teachers:

- To qualify for the “AA or higher” wage supplement, an assistant teacher must have an associate degree (or higher) or 60 hours of college-level coursework in any field.
- To qualify for the “CDA” wage supplement, an assistant teacher must have a CDA or equivalent.

 DISTRICT OF COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF <b>EDUCATION</b>						
Child Development Facility (CDF) Payroll Funding Formula Q2, 2025 Pay Statement						
Provider Name :						
Payment Status : Paid						
Staff ID	Staff Name	Staff Type	Fiscal Year	Quarter	Highest Qualification	Wage Supplement - Credential
(6 Staff records)						
1	Staff 1	Assistant Teacher	2025	Q2	CDA	CDA or equivalent
2	Staff 2	Assistant Teacher	2025	Q2	BA in Any Field	AA or higher
3	Staff 3	Teacher	2025	Q2	CDA	CDA or equivalent
4	Staff 4	Teacher	2025	Q2	CDA	CDA or equivalent
5	Staff 5	Teacher	2025	Q2	BA + 15 hours in ECE	BA in ECE or BA with greater than or equal to 12 credit hours in ECE
6	Staff 6	Teacher	2025	Q2	CDA	CDA or equivalent

3. In the next few columns, you will find the four components of the CDF payroll funding formula: **Base Award**, **Administrative Enhancement**, **Subsidy Equity Adjustment**, **Infant-toddler Equity Adjustment**, and **Child Development Home (CDH) Enhancement**. If you are viewing a statement from FY24, the columns will reflect that CDF payroll funding formula components in effect in FY24.

4. Each row in the **Base Award** column shows the wage supplement amount the provider can receive for each eligible educator based on their **Staff Type** and **Highest Qualification**. The sum of this column is the provider's total **Base Award**<sup>3</sup>.

CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant- Toddler Equity Adjustment	CDH Enhancement	CDF Payroll Formula Quarterly Award
\$9470	\$1136.40	\$0.00		\$0.00	\$10,710.57
\$12726	\$1527.12	\$0.00		\$0.00	\$14,393.11
\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934.36
\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934.36
\$29344	\$3521.28	\$0.00	\$322.78	\$0.00	\$33,188.06
\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934.36
<b>\$67281</b>	<b>\$8073.72</b>	<b>\$0.00</b>	<b>\$740.10</b>	<b>\$0.00</b>	<b>\$76,094.82</b>

5. Each row in the **Administrative Enhancement** column is equal to 12 percent of base award. The sum of this column is the facility's total **Administrative Enhancement**.

**Note:** Eligibility for the administrative enhancement is limited to providers charging tuition below the [90th percentile of child care market rates](#).

CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant- Toddler Equity Adjustment	CDH Enhancement	CDF Payroll Formula Quarterly Award
\$9470	\$1136.40	\$0.00		\$0.00	\$10,710.57
\$12726	\$1527.12	\$0.00		\$0.00	\$14,393.11
\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934.36
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\$29344	\$3521.28	\$0.00	\$322.78	\$0.00	\$33,188.06
\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934.36
<b>\$67281</b>	<b>\$8073.72</b>	<b>\$0.00</b>	<b>\$740.10</b>	<b>\$0.00</b>	<b>\$76,094.82</b>

6. Each row in the **Subsidy Equity Adjustment** column is equal to that row's base award multiplied by the facility's subsidy enrollment, as a percent of its licensed capacity, multiplied by 75 percent. The sum of this column is the facility's total **Subsidy Equity**

<sup>3</sup> The base award for part-time employees working less than 30 hours per week is pro-rated by 70 percent. This does not change the minimum salary or hourly wage requirement for part-time employees.



**Adjustment.** If a facility does not enroll children in the child care subsidy program, the equity adjustment will be \$0.

CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant-Toddler Equity Adjustment	CDH	CDF Payroll Formula Quarterly Award
\$9470	\$1136.40	\$0.00			\$10,710.57
\$12726	\$1527.12	\$0.00			\$14,393.11
\$5247	\$629.64	\$0.00			\$5,934.36
\$5247	\$629.64	\$0.00			\$5,934.36
\$29344	\$3521.28	\$0.00			\$33,188.06
\$5247	\$629.64	\$0.00			\$5,934.36
<b>\$67281</b>	<b>\$8073.72</b>	<b>\$0.00</b>			<b>\$76,094.82</b>

**Note: In this scenario, there is no subsidy equity adjustment because there are no children currently enrolled at the facility who are receiving child care subsidies.**

- Each row in the **Infant-Toddler Equity Adjustment** column is equal to that row's base award multiplied by the facility's infant-toddler capacity, as a percent of its authorized capacity, multiplied by 10 percent. The sum of this column is the facility's total **Infant-toddler Equity Adjustment**. If a facility does not care for infants or toddlers, the equity adjustment will be \$0.

**Note:** Eligibility for the Infant-Toddler Equity Adjustment is limited to providers charging tuition below the [90th percentile of child care market rates](#).

CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant-Toddler Equity Adjustment	CDH Enhancement	CDF Payroll Formula Quarterly Award
\$9470	\$1136.40	\$0.00	\$104.17		
\$12726	\$1527.12	\$0.00	\$139.99		
\$5247	\$629.64	\$0.00	\$57.72		
\$5247	\$629.64	\$0.00	\$57.72		
\$29344	\$3521.28	\$0.00	\$322.78		
\$5247	\$629.64	\$0.00	\$57.72		
<b>\$67281</b>	<b>\$8073.72</b>	<b>\$0.00</b>	<b>\$740.10</b>	<b>\$0.00</b>	<b>\$76,094.82</b>

**Note: In this scenario, there is an infant-toddler equity adjustment because the facility has infant/toddler authorized capacity.**

- Each row in the **CDH Enhancement** column is the sum of that row's base award, multiplied by 25 percent and divided by four. The sum of this column is the facility's

**quarterly CDH Enhancement.** This column will be \$0 unless the provider is a child development home or expanded child development home.

CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant- Toddler Equity Adjustment	CDH Enhancement	CDF Payroll Formula Quarterly Award
\$9470	\$1136.40			\$0.00	\$10,710.57
\$12726	\$1527.12			\$0.00	\$14,393.11
\$5247	\$629.64			\$0.00	\$5,934.36
\$5247	\$629.64			\$0.00	\$5,934.36
\$29344	\$3521.28			\$0.00	\$33,188.06
\$5247	\$629.64			\$0.00	\$5,934.36
<b>\$67281</b>	<b>\$8073.72</b>			<b>\$0.00</b>	<b>\$76,094.82</b>

**Note: In this scenario, there is no CDH enhancement because this provider is not a child development home.**

9. The column, **CDF Payroll Formula Quarterly Award** is the total payment to the provider for the quarter, calculated by adding the base award, administrative enhancement, subsidy equity adjustment, Infant-Toddler Equity Adjustment and the CDH enhancement. The sum of this column is the facility's CDF Payroll Formula Quarterly Award.

**Note:** For facilities operating on a school-year license, the quarterly award will be equal to 70 percent of the sum of all columns.

CDF Base Award	CDF Administrative Enhancement	CDF Subsidy Equity Adjustment	CDF Infant- Toddler Equity Adjustment	CDH Enhancement	CDF Payroll Formula Quarterly Award
\$9470	\$1136.40	\$0.00	\$104.17	\$0.00	\$10,710.57
\$12726	\$1527.12	\$0.00	\$139.99	\$0.00	\$14,393.11
\$5247	\$629.64	\$0.00	\$57.72	\$0.00	\$5,934.36
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**Total CDF Payroll Formula Quarterly Award**

The CDF Payroll Formula Quarterly Award listed in each row is the amount of money the provider will receive from the CDF payroll funding formula based on each educator. **It is NOT the amount of money that the provider is required to pay to the educator.**



**Providers must pay eligible educators salaries that meet or exceed the minimum salaries required by OSSE, unless the provider has an approved waiver of the minimum salary requirements.** An educator's minimum salary should be based on their staff type and the credentials listed in the **Wage Supplement - Credential** column.

To understand how to assign minimum salaries, see the [Guide for Determining an Educator's Salary](#).

10. Providers can use funds from their award payment to pay the salaries of eligible lead and assistant teachers and for other allowable expenses. **The provider does not have to use specific parts of the funding (like the base award or administrative enhancement) for specific costs or staff members. The CDF payroll funding formula detailed in the award statement is not a guide for providers on how to spend the money.**
11. Provided that a provider meets the minimum salaries for all eligible educators, funds received through the Early Childhood Educator Pay Equity Fund may be allocated toward any allowable expenses. Other allowable expenses include:
  - Pay staff wages or compensation for additional early childhood educators and other child development facility employees.
  - Pay costs of health and other fringe benefits for early childhood educators and other child development facility employees.
  - Pay administrative costs associated with implementing the minimum salary requirements and/or meeting OSSE requirements related to the Early Childhood Educator Pay Equity Fund.
  - Pay direct operating expenses of the facility associated with providing care and early education services to children.

For questions or support accessing your quarter award statement(s), please contact [OSSE.ECEPayEquity@dc.gov](mailto:OSSE.ECEPayEquity@dc.gov).