



Early Childhood Educator Pay Equity Fund Waiting List Policy

Effective Oct. 1, 2024

The Early Childhood Educator Pay Equity Fund is a special fund of the District of Columbia, administered by the Office of the State Superintendent of Education (OSSE) and used to increase compensation of early educators working in licensed child development facilities. To participate, 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.

Child care providers that wish to participate in the Early Childhood Educator Pay Equity Fund in a given fiscal year must have a signed Early Childhood Educator Pay Equity Fund Provider Agreement with OSSE for the fiscal year. Child care providers participating in the DC Child Care Subsidy Program complete the Early Childhood Educator Provider Agreement as an addendum to their subsidy Provider Agreement. To opt-in to the Early Childhood Educator Pay Equity Fund for the first time, a provider must follow the process designated by OSSE, including adherence to quarterly deadlines.

OSSE must aim to maintain the ongoing solvency of the Early Childhood Educator Pay Equity Fund, in accordance with the funds made available under the District's approved budget, including any funds carried over from prior fiscal years. Should available funding in a fiscal year be insufficient to allow all eligible child care providers to participate, OSSE reserves the right to establish a waiting list for entry to the program. OSSE may implement a waiting list at any point in the fiscal year.

In the event that it is necessary to implement a waiting list, OSSE will notify all child care providers via email and post a notice on the OSSE website. The establishment of a waiting list will not impact child care providers already participating in the program but may prevent new child care providers from entering the program until funding becomes available to admit additional providers (e.g., due to the exit of existing providers from the program as a result of closure, change in ownership, or the provider opting out of the program).

Once OSSE establishes a waiting list, it will prioritize child care providers on the waitlist for entry into the program, as space becomes available, in the following order:

1. New owners of child development facilities currently participating in the Early Childhood Educator Pay Equity Fund (i.e., facilities that change ownership);
2. Child care providers operating child development homes or expanded child development homes;

3. Child care providers participating in the DC Child Care Subsidy Program;
4. Child care providers that do not participate in the DC Child Care Subsidy Program.

Providers with the same level of prioritization will be added to the waiting list in the order in which they complete their application (for providers that do not participate in the DC Child Care Subsidy Program) or subsidy Provider Agreement (for providers participating in the DC Child Care Subsidy Program).

Each quarter, in advance of the quarterly deadline for completing a Provider Agreement or Addendum, OSSE will evaluate whether it is possible for any child care providers currently on the waiting list to join the Early Childhood Educator Pay Equity Fund, identify those programs based on position in the waiting list, and communicate with those providers about the steps needed to complete their opt in to the program for the quarter.

Waiting List Procedures

1. Joining the wait list for the Early Childhood Educator Pay Equity Fund

- **Child care providers that do not participate in the DC Child Care Subsidy Program.**
Child care providers that do not participate in the DC Child Care Subsidy Program and wish to opt-in to the Early Childhood Educator Pay Equity Fund should complete the Early Childhood Educator Pay Equity Fund Provider Application in the Division of Early Learning Licensing Tool (DELLT). Only providers with complete applications will be added to the wait list.
- **Child care providers completing the process to participate in the DC Child Care Subsidy Program.**
Child care providers completing the process to participate in the DC Child Care Subsidy Program should indicate interest in participating in the Early Childhood Educator Pay Equity Fund when completing the subsidy Provider Agreement. Only providers with fully executed current subsidy Provider Agreements will be added to the waiting list.
- **Providers currently participating in the DC Child Care Subsidy Program.**
Providers with a current subsidy Provider Agreement should contact their education services monitor (ESM) to let them know they want to participate in the Early Childhood Educator Pay Equity Fund. Only providers with a signed, current subsidy Provider Agreement will be added to the waiting list.

2. Exiting the waiting list to enter the Early Childhood Educator Pay Equity Fund.

As funding allows, OSSE will open the opt-in process and notify providers of the opportunity to enter the program, based on the priorities established by OSSE.

- **Child care providers that do not participate in the DC Child Care Subsidy Program** will be sent an Early Childhood Educator Pay Equity Fund Agreement for the current fiscal year that must be signed by the deadline prescribed by OSSE.
- **Child care providers participating in the DC Child Care Subsidy Program** will be sent an Early Childhood Educator Pay Equity Fund Addendum to their subsidy Provider Agreement for the current fiscal year that must be signed by the deadline prescribed by OSSE.

Providers who are contacted by OSSE must follow all designated deadlines or risk forfeiting their opportunity to enter the program until the next waiting list opening.

For questions, email OSSE.ECEPayEquity@dc.gov.