

Supplemental Pay 2-Year Grant

Frequently Asked Questions (FAQs)

Eligibility

Which centers are eligible?

A site is eligible if it is a Type III center that is CCAP-certified by July 1, 2022.

Are all center sizes eligible?

Yes, a center of any size is eligible as long as the center is licensed as a Type III center and is CCAP-certified. All selected centers will be paid at the same time regardless of size as this is strictly a teacher supplemental pay program.

If a center has both a pre-school program and an Academy program, are the funds for both programs or just for pre-school?

The funds are only for teachers in the early childhood (birth through four-year-old) classrooms.

Are Family Child Care home providers eligible for this grant?

Eligible providers for this grant are Type III centers that are CCAP-certified.

Are CCAP/Head Start collaboration centers eligible for this grant?

Yes.

Are Head Start centers eligible for this grant?

Head Start or Early Head Start centers are not eligible for this grant.

Who is eligible for the supplemental pay?

Any lead or assistant teacher who works 30 or more hours per week in a birth to four-year-old classroom is eligible for the supplemental pay. This includes floaters who work 30 or more hours per week in birth to four-year-old classrooms as well as teachers who work together in a birth to four-year-old classroom for 30 hours or more per week. Teachers do not need to be certified to receive the supplemental pay. If a center is selected through randomization, all teachers at the selected centers are eligible though a teacher may opt out after grant awards are announced; all participating teachers will receive an extra \$2080 or 10% raise each year for the two years of the grant.

Are cooks, bus drivers, cleaners or other support staff eligible?

No, only teachers at Type III, CCAP-certified centers who work 30 hours or more per week are eligible for the supplemental pay.

If a director/owner is also a teacher, are they eligible?

Yes, if the Director/Owner spends 30 or more hours per week teaching in a birth through four-year-old classroom.

What if the Director is salaried but works well over 30 hrs in a classroom?

If the Director teaches 30 hours or more per week in the classroom, list the director's average hours worked per week. In such an instance, estimate the Director's average hourly pay based on total salary, ignoring overtime.

Is a teacher that works on holidays and summer for 40 hours/week eligible for these funds? Should they be included in the application?

This grant is only available for 12 month teaching positions of 30 hours or more per week, so holiday and/or summer teachers cannot be included in the application.

What should I do if I have multiple centers?

If you have multiple centers, please fill out an individual application for each center.

What happens if my center closes?

If your center closes prior to the end of each year of the grant, your center will be responsible for returning the funds that were allocated for the remaining months of that funding year. Also, the center must keep all records and be available for auditing purposes.

Selection Process

How are centers chosen?

The Blanco Center will follow a statistical randomization process selecting centers into one of the supplemental pay programs until total dollars available are exhausted, which is expected to provide grants supporting supplemental pay for approximately 3000 teachers.

Why are there two different groups - with one receiving \$2,080 and the other receiving a 10% raise?

The Blanco Center and the Louisiana Department of Education are trying to evaluate which type of funding is most effective in retaining teachers. There has been significant interest surrounding additional funding for teacher pay, and understanding how to most effectively administer additional funding dollars will help the Department develop meaningful implementation plans if/when future funding for teacher pay is available.

Why would a center be chosen for the stipend but not for one of the supplemental pay grants?

This is a 2-year grant with limited funding. This situation would occur when, after randomization, a center was not chosen for a supplemental pay grant.

Will center location affect the selection process?

The Blanco Center will ensure during the selection process that centers are distributed across regions of the state proportionally.

Does center size influence selection in the grant program?

No, all centers have an equal chance for selection regardless of size.

What if a center is not chosen for any of the three groups?

All eligible centers who apply for the grant will be selected for one of the three groups.

Payments

Is the overall payment sent to the center or teachers?

Centers will receive one payment each year for all eligible teacher positions listed in their applications. Each participating center is responsible for allocating those supplemental payments to each eligible teacher throughout the year. Centers must pay out the annual amount in smaller installments throughout the year, at least on a monthly basis, or more frequently if it is easier to make payments that align with regular payroll frequency.

Are centers allowed to use the bonus grant as a one-time payout for teachers?

No, supplemental payments must be allocated in smaller installments throughout the year, at least on a monthly basis, or more frequently if it is easier to make payments that align with regular payroll frequency, throughout the length of the grant.

What if a teacher works less than 30 hours per week due to sick time or vacation?

Teachers will still receive their normally scheduled supplemental pay from the grant even if they work less than 30 hours one week due to sick time or vacation time.

How should we handle days off, holidays, and center closures?

The supplemental pay should remain the same throughout the year regardless of holiday closures at the center or time off granted to the eligible teachers.

How should we handle overtime?

Include the teachers' normally-scheduled hours. For teachers regularly completing overtime, please indicate total hours normally worked.

Is this payment considered a stipend or bonus?

This supplemental payment can be considered a stipend, bonus, or other type of pay increase. However, the grant will only last for two years. Regardless of how you classify or label the supplemental pay, payments must be distributed either monthly, weekly, twice weekly or bi-weekly, and the payments must be the same amount every time. You are not required to follow your normal payroll distributions for

these supplemental payments, though it may simplify your bookkeeping to keep grant payments on your normal payroll schedule.

When should we begin using the grant funding?

The funds will arrive in August 2022 and should begin to be used in that month. It is up to the center to determine exactly when and how often in August and future months to distribute the funds, but the money must be distributed in even payments and distributed to all eligible teachers at least monthly.

How will the payments be divided?

The supplemental funds must be distributed in even payments throughout the year for each teacher. These funds can be distributed on a weekly, bi-weekly, twice monthly, or monthly basis.

For example, if you are selected in the \$2,080 supplemental payment grant group and choose a monthly payout structure, the first month would be a \$173 bonus per teacher ($\$2080/12$ months). Alternatively, if you choose a weekly payout structure, each week would be an extra \$40 per teacher ($\$2080/52$ weeks).

How often will the stipend be distributed for centers not selected for either supplemental payment group?

The stipends for the group receiving stipends would be distributed in two installments, one payment at the end of the first grant year and a second at the end of the second grant year.

Is the stipend for centers selected for the control group for broader use by the center or is it to be used for teachers?

If your center qualifies for the stipend, it can be used for the same allowable uses as the ARPA Stabilization Grants.

Staffing Changes

If a teacher is terminated or leaves prior to the end of the grant, how should centers handle this?

Centers can reallocate the supplemental payments to any eligible teacher(s) hired to fill a vacancy. If a center is unable to find a replacement teacher, the supplemental payments for that position must be paid back to LDOE.

What happens if our center hires a new teacher or teachers?

If a center decides to hire more teachers than they originally had approval for in the initial application, then those new hires will not be eligible for supplemental pay in Year 1. However, the newly increased staff may be eligible for funding in Year 2 if they are hired before August 2023, depending on funding available in the grant program.

What happens if a center gives a teacher a raise mid-way through the grant?

New base salaries will be evaluated for Year 2 and may increase if the grant program budget allows.

If a teacher goes out on maternity leave during the grant, would the teacher that fills in begin receiving the supplemental funds?

A new teacher replacing the existing teacher **may** receive the bonus payments until the teacher out on leave returns to the position. The payments **are not** to be reallocated to current teachers already receiving supplemental pay from the grant. If the supplemental funds allocated for the teacher out on maternity leave are not re-allocated to that teacher's substitute, those funds will need to be returned to the LDOE.

We have a teacher starting in two weeks. She will be full time - should I wait to apply for this grant?

Applications for this grant close on June 30, 2022. Please record all eligible teachers that will be working full-time prior to July 1, 2022 and any vacancies your center is trying to fill.

What if we have a current vacancy? Should we include that spot on the application?

If your center has a vacancy and is currently trying to fill that vacancy, that vacancy may be included on the application. In such a situation, please leave the teacher name blank but complete the information regarding the prior teacher's average hours worked per week, hourly rate, and relevant benefits. LDOE will recoup any excess funding that was provided for months in which the role was vacant.

When completing the grant, are we looking at employees for this past year or projected positions for the upcoming year? What if we have employees leaving at the end of the academic year?

Provide current payroll information for eligible teachers (those working 30 or more hours per week in a birth to four-year-old classroom) as of June 2022. If a teacher has resigned recently, include the vacant position on the application (with previous wages and benefits). If a teacher ends up leaving after August 2022, you may use the supplemental pay for the replacement hire.

Will the yearly amount given out through the grant be the same for every center or will the amount be different according to the size of the center and the number of staff members?

Centers will receive funding corresponding to the number of eligible teachers. This amount may differ from Year 1 to Year 2 if staffing levels change at a center and if the grant budget allows for an increase.

Benefits & Payroll Taxes

Under the benefit cost, do we add vacation/sick pay?

No, centers would not include the vacation/sick pay costs since those benefits costs would not rise because of supplemental pay.

What if we provide benefits that are not listed (including health insurance)?

While any additional benefits your center provides to staff are of great value for those staff members, benefits not listed in the grant application are not relevant for the grant. The application is focused on benefits **that might increase** if a teacher is given supplemental pay.

What if our center does not offer benefits?

If your center does not currently offer benefits to teachers, simply check “N/A” in that section of the application or leave that section blank. Selected centers not offering benefits will receive funds to support supplemental pay only.

What if some teachers receive different benefits packages?

If teachers receive different benefits packages, simply check the relevant benefits next to each individual teacher entered on the application form.

Do these funds count as taxable income?

Yes, this income would be taxable as the prior stimulus grants were. Interested or selected centers may consult with a CPA with more questions.

When will the benefits or payroll tax money be available?

All funding for year 1 of the grant will be distributed in August 2022.

Application Questions

Do we need to provide an e-mail address in the application?

The application does require an e-mail address as this will be the primary source of communication for the grant.

For filling out existing funding sources do we base the percentage on licensed capacity or on current capacity?

Base the percentage of existing funding sources on current capacity.

Are there other requirements/reporting besides survey participation?

Each participating center is required to save records of supplemental payment disbursements to participating teachers. Centers that do not respond to follow-up surveys may be removed from the grant program and funds may be recouped.

How will I be notified of application completion?

Upon submission of an application, applicants will receive confirmation of the Blanco Center’s receipt of the application via an e-mail sent to the e-mail address provided in the application.

Other Questions

What if I am waiting on CCAP certification or Type III licensure?

Centers awaiting Type III licensure and/or CCAP certification should still apply for this grant, if interested, if applicants think the center may be approved for Type III licensure and CCAP certification by July 1, 2022.

Our center will be changing locations in July, which will require us getting a new license. Will these monies/supplements be allowed to transfer over to our new center license?

If there is a change in location of a center participating in the grant, please notify the Louisiana Department of Education right away. The center may be eligible for this grant funding.

If you had already granted a raise to an employee for the next academic year, can these supplemental pay grant funds be used to pay for that raise or do you need to provide teachers this bonus on top of their new rate?

No. Supplemental pay grant funds must be used to give teachers additional pay on top of current or planned levels of pay. The application asks for the **current hourly rate of pay** for all eligible teachers for June 2022. We may collect additional information during the award process to ensure centers have adequate funds and that grant awards satisfy the intent of the grant program.

If you have any other application questions, please feel free to contact the Louisiana Department of Education at (225)-252-9543 or (225)-250-7635 or at earlychildhood@la.gov.