

**Santa Clara & San Benito Counties  
Quality Matters Stipend Program (QMSP)  
Family Resource Centers (FRCs)  
July 1, 2021 – June 1, 2022**



**Program Description**

The Quality Matters Stipend Program for Family Resource Centers (FRCs) is administered by WestEd E3 Institute, in partnership with FIRST 5 Santa Clara County and First 5 San Benito and is designed to provide financial incentives to staff employed at FRCs. Individuals enrolled in this program receive a stipend based on the completion of 21 hours of professional development within the program year.

**Eligibility Requirements**

- Must hold a **FIRST 5 Santa Clara County funded FRC staff position** (i.e. Associate Community Worker (paid position), Program/Volunteer Associate, Program/Volunteer Coordinator, Supervisor, Manager or Director) **OR** be a staff person at **First 5 San Benito’s Family Impact Center** throughout the participation in the Quality Matters Stipend Program.
- Have a Social Security Number and access to a valid email account that is checked regularly.

ENROLL ONLINE  
[www.santaclaraquality.org](http://www.santaclaraquality.org)

September 14, 2021 –  
November 1, 2021

Questions?  
(408) 299-1700 or  
[e3@wested.org](mailto:e3@wested.org)

**How to Earn a FRC Stipend**

| Task  | Deadline Dates   |
|---|------------------|
| 1. Submit an online <b>Enrollment form</b> at <a href="http://www.santaclaraquality.org">www.santaclaraquality.org</a> .  | November 1, 2021 |
| 2. Complete a minimum of 21 hours of professional development between July 1, 2021 and June 1, 2022. College coursework can be used to satisfy the 21-hour requirement. Hour Conversion: 1 semester unit = 15 hours; 1 quarter unit = 10 hours. For a complete list of WestEd E3 approved trainings, visit <a href="http://www.e3institute.org">www.e3institute.org</a> | June 1, 2022     |
| 3. Upload all documentation to <a href="http://www.caregistry.org">www.caregistry.org</a>   |                  |
| 4. Complete an end of year survey   | June 1, 2022     |
| <b>For NEW Participants Only</b>  |                  |
| 5. Submit a W-9 Form  | June 1, 2022     |

- *Stipends will be mailed to participant’s home address in September 2022.*
- *WestEd E3 Institute may raise or lower stipend amounts based on the amount of available funds and the number of eligible applicants.*
- *Stipends must be declared as income subject to income tax. A 1099 form with the stipend amount will be emailed during the first week of February 2023 to any participant who received a stipend of \$600 or more.*

This program is funded by FIRST 5 Santa Clara County, First 5 San Benito County with support from Quality Counts California and the California Department of Education.