



Santa Clara County Quality Matters Stipend Program Family Resource Center (FRC) Stipend Program 2018-2019

Program Description

The Quality Matters FRC Stipend Program is designed to provide financial incentives for FIRST 5 grantees funded to manage and operate FRCs in Santa Clara County to pursue their professional development through approved trainings. The Quality Matters Stipend Program is funded by First 5 California, FIRST 5 Santa Clara County, and the California Department of Education, and is operated by the WestEd E3 Institute.

Training Requirements \$400 Stipend

- Complete a minimum of 21 hours of training during the program year (July 1, 2018 through June 30, 2019).
- Only trainings that have been approved by WestEd E3 Institute may be counted towards these hours.
- For a complete list of acceptable trainings, please visit the WestEd E3 Institute website at www.e3institute.org. Please note you may only count up to 10 hours from a FIRST5 sponsored training.



This program is funded by
FIRST 5 Santa Clara County
www.first5kids.org



FRC Stipend Program

Online Enrollment Period

Sept. 18, 2018—November 01, 2018

To enroll go to:

www.santaclarquality.org

Quality Matters Stipend Program

Enrollment Eligibility

- FIRST 5 funded FRC staff, and hold a position traditionally referred to as:
 - Director
 - Manager
 - Program or Volunteer Supervisor
 - Program or Volunteer Coordinator
 - Community Worker or Program Associate
- Be at least 18 years of age.
- Have a Social Security number.
- Have access to a valid email account

How to Earn a Stipend

	Task	Due Date	Check when completed
1.	Submit an online application.	Sept. 18, 2018 - Nov. 01, 2018	
2.	Create an account with the California Early Childhood Registry. If you are a returning Quality Matters Stipend recipient, you already have completed this requirement.	May 1, 2019	
3.	Submit a copy of official transcripts to be entered into the California Early Childhood Registry. If you are a returning Quality Matters Stipend participant, you may have already completed this requirement.	May 1, 2019	
4.	Submit a W-9 Form. You can access this form from the Quality Matters Stipend Program login page here: http://www.santaclarquality.org .	May 1, 2019	
5.	Upload all appropriate documentation (trainings certificates) related to each training you complete. All documentation will be reviewed and approved by a PD Specialist.	June 30, 2019	

Important Information

- The Santa Clara County Quality Matters Stipend Program will send stipends to the participant's home address in September 2019.
- Stipends must be declared as income subject to income tax.
- Participants must check their email regularly for important updates and reminders regarding the Quality Matters Stipend program. These emails from WestEd E3 Institute are considered official communication from the Quality Matters Stipend Program. It is recommended that participants add the following email to their contact list to avoid having these critical emails end up in a "spam" or "junk" folder: santaclarqris@wested.org

Please note: your position must be funded by the FIRST 5 Family Resource Center Initiative throughout participation in the QUALITY MATTERS Stipend Program (July 1, 2018- June 30, 2019); and at the time of the stipend request. Employers will verify the eligibility and employment status of a participant through an online verification process.

Advantages of Joining Early Care and Education Workforce Registry

1. Participants will be able to build a profile of their education, permits, training and employment history. The Registry will also electronically store education, training, and qualification documents.. Participants may also use it to build a resume.
2. The Registry will provide the first comprehensive look at the early childhood workforce in California as it expands to other counties toward statewide participation. This data has tremendous potential to bring about improvements to the field. By being part of the Registry, participants help to make this happen.
3. Registration fees for Registry participants are covered by ECE Workforce Registry funders.