



# Santa Clara County Quality Matters Stipend Program 2018–2019



## Program Description

The Quality Matters Stipend Program is designed to provide financial incentives for program administrators, teaching staff, and family child care providers at QUALITY MATTERS sites—formerly known as Quality Rating and Improvement System (QRIS)—in Santa Clara County to pursue their professional development through the completion of college coursework and/or training. A QUALITY MATTERS site is any site that has been rated, is scheduled to be rated, or participated in an IMPACT Quality Improvement program, such as SEEDS, MyTeachstone and/or Raising a Reader. 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.

## Online Enrollment Period

September 18, 2018—November 01, 2018

Enroll at this website:

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

Questions? Please contact us at (408) 299–1700

## Quality Matters Stipend Program Enrollment Eligibility

- Any early educator that works at a QUALITY MATTERS (formerly known as QRIS) site.
- Work directly with children and hold a position traditionally referred to as assistant/aide, associate teacher, teacher, master/lead teacher, site supervisor, assistant director, program director, family child care owner, or family child care staff.
- Be at least 18 years of age.
- Have a Social Security number.
- Have access to a valid email account.

NOTE: Early educators working with school-age children in state-subsidized after-school, center-based programs are eligible to apply.

- \* **Important Note: If you are a family child care provider currently participating in SEEDS of Early Literacy or myTeachstone you do not need to enroll in this Stipend Program. You will receive a stipend directly from the program in which you are participating.**

## How to Earn a Stipend

	Task	Due Date	Check when completed
1.	Submit an online enrollment form at <a href="http://www.santaclaraquality.org">http://www.santaclaraquality.org</a>	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 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.	May 1, 2019	
5.	Complete ONE of the stipend options mentioned below. Upload all appropriate documentation (transcripts, grade reports, trainings certificates, etc.) related to your selected option.	June 30, 2019	

Please note you can view the status of your requirements during the program year by logging into your account at [www.santaclaraquality.org](http://www.santaclaraquality.org)

All participants will need to complete ONE of the stipend options below:

College Coursework Option \$600 Stipend	— OR —	Training Option (minimum of 21 hours) \$400 Stipend
<ul style="list-style-type: none"> <li>▪ Complete a minimum of 3 semester units (4 quarter units) toward a college degree or to obtain or upgrade a California Child Development Permit or credential with a grade of “C” or better.</li> <li>▪ Complete all coursework between July 1, 2018 and June 30, 2019.</li> <li>▪ General education and ESL/Basic Skills courses will be accepted.</li> <li>▪ Courses must be taken through a nationally accredited college or university to be eligible for a stipend.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Complete a minimum of 21 hours of professional development during the program year (July 1, 2018 and June 30, 2019).</li> <li>▪ Only trainings that have been approved by WestEd E3 Institute may be counted towards these hours.</li> <li>▪ For a complete list of acceptable trainings, please visit the WestEd E3 Institute website at <a href="http://www.e3institute.org">www.e3institute.org</a>.</li> <li>▪ College coursework can be used to satisfy the 21-hour requirement. Hours are calculated using the following conversion:                             <ul style="list-style-type: none"> <li>1 semester unit = 15 hours;</li> <li>1 quarter unit = 10 hours.</li> </ul> </li> </ul>

### Other Important Requirements

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: [santaclaraqris@wested.org](mailto:santaclaraqris@wested.org)

Please note you must currently work in a QUALITY MATTERS site at the time of the stipend request. Employers will verify employment status of a participant through an online verification process in late Spring 2019.

## Additional Information

### 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, such as transcripts and permits. Participants may also use it to build a resume.
2. The Registry offers program administrators a way of documenting the qualifications of their staff. That documentation can be used in reporting to funders and creating staff professional development plans.
3. 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.
4. Registration fees for Registry participants in the pilot are covered by ECE Workforce Registry funders.

To learn more, please visit [www.caregistry.org](http://www.caregistry.org)

### Important Information about Stipends

- The Santa Clara County Quality Matters Stipend Program will send stipends to the participant's home address in September 2019.
- WestEd E3 Institute may raise or lower stipend amounts based on the amount of available funds and the number of eligible applicants. The amounts will be based on criteria set by the Consortium.
- Stipends must be declared as income subject to income tax. A 1099 form with the stipend amount will be mailed during the first week of February 2020 to any participant who received a stipend of more than \$600.

*We would like to thank you for your ongoing commitment to the children of Santa Clara County.*

This program is funded by  
FIRST 5 Santa Clara County  
[www.first5kids.org](http://www.first5kids.org)

