Quality Matters Stipend Program (QMSP)
FIRST 5 Santa Clara QUALITY MATTERS and
Quality Counts San Benito sites
July 1, 2022 – June 30, 2023

Program Description

The Quality Matters Stipend Program is administered by WestEd E3 Institute, and is designed to provide financial incentives to family child care providers/staff program administrators and teaching staff employed at QUALITY MATTERS sites or a Quality Counts San Benito Site.

Individuals enrolled in the Quality Matters Stipend Program receive a stipend based on the completion of professional development training and/or college coursework within the program year. Individuals participating in this program work independently to complete their requirements.

Note: The Quality Matters Stipend program is offered through the partnership of FIRST 5 Santa Clara County, First 5 San Benito County, and the Santa Clara County Office of Education.

Must meet all criteria below to enroll:

- Must be an early educator at a Santa Clara County QUALITY MATTERS Center Based site or Family Child Care Home or an eligible Quality Counts San Benito site.
- Work directly with children and hold a paid 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.
- Have a Social Security number.
- Have access to a valid email account (email is the primary method of communication. You are responsible to check email regularly).

ENROLL ONLINE
www.santaclarquality.org
September 12, 2022 – November 4, 2022

Questions?
(408) 299-1700 or e3@wested.org

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

- Participants may be contacted by a program specialist to discuss their professional development plan.
- Most program requirements are completed online. Access to a computer/iPad and internet access is required.

How to Earn a Stipend

<table>
<thead>
<tr>
<th>TASK</th>
<th>Deadline Dates</th>
</tr>
</thead>
</table>

2. Complete **ONE** of the Stipend options below:

**OPTION 1 - $600 College Coursework Stipend**

Complete a minimum of 3 semester units (4 quarter units) with a grade of “C” or better between July 1, 2022 and June 30, 2023.

- Coursework must count toward a college degree or to obtain or upgrade a California Child Development Permit or credential.
- General education and ESL/Basic Skills courses will be accepted.
- Courses must be taken through a nationally accredited college or university.

<table>
<thead>
<tr>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE 30, 2023 (Transcripts submitted by July 14, 2023)</td>
</tr>
</tbody>
</table>

**OPTION 2 - $400 Training Stipend**

Complete a minimum of 21 hours of professional development between July 1, 2022 and June 1, 2023.

- For a complete list of WestEd E3 Institute approved trainings, please visit [www.e3institute.org](http://www.e3institute.org).
- College coursework that does not meet Option 1 criteria can be used to satisfy the 21-hour requirement. *Hour Conversion: 1 semester unit = 15 hours; 1 quarter unit = 10 hours*

<table>
<thead>
<tr>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2023</td>
</tr>
</tbody>
</table>

3. Complete an end of year survey

<table>
<thead>
<tr>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15, 2023</td>
</tr>
</tbody>
</table>

For **NEW** Center Based and San Benito FCC Participants Only

4. Submit a W-9 Form

<table>
<thead>
<tr>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2023</td>
</tr>
</tbody>
</table>

- Stipends will be sent to the participant’s home address by September 2023.
- 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 mailed during the first week of February 2024 to any participant who received a stipend of $600 or more.