

# INVESTING IN EARLY EDUCATORS STIPEND PROGRAM

## eNews

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Investing in Early Educators  
Stipend Program

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County of Los Angeles  
Office of Child Care  
222 S. Hill Street, 5th Fl.  
Los Angeles, CA 90012  
[www.childcare.lacounty.gov](http://www.childcare.lacounty.gov)

General  
Information  
(213) 974-4103

Business Hours:  
8:00 a.m.—5:00 p.m.  
Monday through Friday



### Cycle 9 Timeline Meet the deadlines – Reap the Benefits!!

Applications available at <a href="http://www.childcare.lacounty.gov">www.childcare.lacounty.gov</a>	June – Oct. 2007
Applications are due to the Office of Child Care: Mailed materials are post marked by Walk-ins before 5:00 p.m.	Oct. 25, 2007 Oct. 30, 2007
Office of Child Care notifies ineligible applicants	Jan. 4 – 9, 2008
Written appeals regarding ineligible applications are due to the Office of Child Care	Jan. 17, 2008
Office of Child Care mails course verification forms to eligible participants	Jan. 17, 2008
Completed verification materials are due to the Office of Child Care Mailed materials are post marked by Walk-ins before 5:00 p.m.	Mar. 6, 2008 Mar. 13, 2008
Office of Child Care notifies ineligible participants of problems with verification materials	May 1, 2008
Written appeals regarding ineligibility due to verification materials due to Office of Child Care	May 15, 2008
Stipend checks are mailed to qualified participants	July – Aug. 2008

## Eight Tips for Successfully Submitting a Complete Cycle 9 Stipend Application

- 1. Make sure you meet the eligibility requirements.** To qualify for a stipend you must work directly teaching children at least 15 to 20 hours per week in a:
  - California Department of Education/Child Development Division (CDE/CDD)-contracted child care center; or
  - CDE/CDD-contracted Family Child Care Home Education Network; or
  - Center or family child care home in which the majority of children are subsidized by CDE/CDD.
- 2. Prepare the correct application!**
  - If you work in a **center**, submit Cycle **9A** application.
  - If you If you work in a **family child care home**, submit Cycle **9B** application.
- 3. Make a copy of your application and all supporting documents for your files.**
- 4. Submit your complete application on time and obtain proof that you submitted it.**
  - If you mail your application, send it via Certified Mail or Domestic Return Receipt so that if problems occur, you have proof of when materials were mailed. Mailing address:

Investing in Early Educators Stipend Program  
Office of Child Care  
222 South Hill Street, **5<sup>th</sup> Floor**  
Los Angeles, CA 90012
  - If you deliver your application in person, be sure to request a signed and date-stamped receipt. Applications delivered in person should be brought to:

Office of Child Care  
222 South Hill Street, **6<sup>th</sup> Floor**  
Los Angeles, CA 90012  
**Office hours: 8:00 a.m. to 5:00 p.m.**
- 5. *Parking*** is available at the public parking lot just south and adjacent to the building for **\$9.00**. Unfortunately, we **do not validate**. As an alternative, our office is approximately 1½ blocks from the Metro Red Line Civic Center stop (follow the exit to Hill Street).
- 6. If you change your address:** Notify the Office of Child Care as soon as possible to insure that you receive mailings from our office, including your stipend check.
- 7. Things to do before verification forms are due:**
  - Complete college coursework between February 28, 2007 and March 1, 2008 with a grade "C" or better (do **NOT** send transcripts with initial application).
  - Be sure you hold or have applied for you Child Development Permit.
- 8. If you do not receive a verification form by January 25, 2008:** Call the Office of Child Care at (213) 974-4674 to check the status of your application.

*For more detailed information about the Stipend Program, including eligibility, education requirements, and submitting an application, visit [www.childcare.lacounty.gov](http://www.childcare.lacounty.gov) to download a copy of the instructions and application.*