



November 21, 2011

Dear State Contracted Employee and Family Child Care Network,

The State of California has set aside money to support the work of employees in state-subsidized preschools and Title 5 programs through Assembly Bill 212 (AB212). The Local Child Care Planning Council created a plan to distribute these funds in our county. For fiscal year 2011-2012, we will disburse equally between professional development reimbursements (up to \$250) and stipends to all eligible participants.

I want to urge you to take the time to complete the enclosed registration materials; we want you to take this opportunity! Any training, workshop, class, or conference that you complete between July 1, 2011 and June 30, 2012 may be eligible.

Please note: The requirements have changed. (See below) You must be working directly with children 25 hours per week. You must have been employed at a state subsidized site or a Family Child Care Network contract for 9 months at time of application and have a current Child Development Permit.

To receive your stipend and reimbursement if you attend any trainings, etc., you must:

- Register with our office by **January 9, 2012**.
- Complete the registration materials; 1 page with your signature, 3 page registration - CDD profile is the form we are using and must be completed even if you have done it for another training
- Attach a copy of your CD permit.
- Must participate in DRDP assessments and have supervisor sign a statement or submit proof of a DRDP training
- Must participate in a self assessment for ECERS, ITERS, or FCCERS and have supervisors sign a statement or submit proof of training for the assessment.
- Must document 21 hours of professional growth activities this year or show accumulation of 105 hours over past 5 years.
- Complete the enclosed AB 212 Survey
- Complete a "W-9". Complete and sign
- Complete the enclosed professional development reimbursement form now or May 30, 2012.
- Submit receipts for professional development reimbursement and proof of completion of any class with grade by **May 30, 2012**.

- Be sure to give us your e-mail address so we can notify you of professional development opportunities as we hear of them.

I urge you to complete the forms when you receive them so they don't get "lost" in those vast piles of paper we all seem to accumulate! Of course, since you may not know what conferences, etc. you want to attend at this date, you **may want to complete and return the professional reimbursement form and submit the receipts at a later date** ~ but **no later than May 30, 2012**.

Remember; these funds are non-competitive: if you register and meet the requirements by January 9, 2012 and continue to be employed at the site you will receive a stipend. All stipends will be sent the first week of July.

The stipends are to recognize and reward the work you have done and the professional development reimbursement monies are to encourage you to continue your professional growth. The data that you submit to us will allow us to build a picture of the childcare workforce in Nevada County. Please feel free to contact our office with any questions.

Sincerely,

Marcia Westbrook
Nevada County Child Care Council Coordinator
271-0258
Email: marciaw@nevcopc.org

Enclosed:

- Part 1: Child Care Council document with signatures
- Part 2: CDD Profile Registration/Application form- 3 pages
- Part 3: AB 212 Professional Growth Reimbursement
- Part 4: AB212 Survey
- Part 5: W-9 Tax Identification Number form