

San Francisco CARES Stipend Program

2012 Application Guidelines

Application submission begins: 11/29/11
Application deadline: 03/02/12 by 4:00pm
Units must be completed by 12/31/11



Application packages are available in English, Spanish and Chinese.
Applications can be downloaded at: www.wuyee.org

Contact Information for Eligibility Specialists:

Gilda Witherell – Spanish / English: (415) 230-7542 email: gilda@wuyee.org

June Cheng – English / Cantonese (粵語): (415) 230-7532 email: june@wuyee.org

Wendy Huang – Cantonese (粵語) / Mandarin (國語) / English: (415) 230-7535 email: wendy@wuyee.org

SF CARES (Comprehensive Approaches to Raising Educational Standards) is a program designed to support early child care educators in continuing their education. The program has been awarding annual financial incentives to the early childcare workforce since 2000. The ultimate goal of SF CARES is to ensure quality childcare for all families and children by increasing education, professional development, and stability in the workplace.

San Francisco CARES

A Program of



WU YEE
Children's Services
護兒兒童服務

706 Mission Street,
6th Floor

San Francisco,
CA 94103

Tel: (415)856-8140

Fax: (415)543-1844

Email: sfcares@wuyee.org

Eligibility Requirements:

- Be employed in San Francisco by a licensed Child Development Center or Family Child Care Provider. Minimum average of 15 hours per week and earn less than \$60,000/yr. *Please note: If there is a licensing finding against you that licensing has "sent to legal", or if you have been determined "out of compliance" you may not be eligible. Remember that routine complaints and investigations will not affect eligibility for SF CARES. Only in extreme cases will stipend eligibility be impacted by licensing findings.*
- Care for a minimum of three children not related to you.
- Day-to-day responsibilities match one of the SF CARES job categories.
- Worked nine consecutive months at the same Center or FCC between 9/1/10 through 8/31/11.
- An Education Plan is required for new applicants or returning applicants who do not have one already on file with CARES. The plan must be created with and signed by your Academic Counselor through your college or university. Submit a Professional Growth Plan if you hold a BA degree or higher.
- If you have received a stipend in the past, you must meet the continuing eligibility requirements for the 2012 stipend, which is the completion of **a minimum of 1 new semester unit*** between 1/1/2011 and 12/31/2011. All Entry Level applicants must finish a minimum of **1 new ECE/CDEV** semester unit by 12/31/2011. Courses must be passed with a grade of "C" or better. **Applicants with 2011 Non-Credit ESL courses might be eligible- please contact your CARES specialist for more information*
- Placement test results from a test taken after 1/1/2008*
**You meet this requirement if you possess BA degree or higher, or have taken an English or Math class and received a passing grade.*

Required Documents:

New applicants: *Never received a SF CARES stipend*

- Proof of California Child Development Permit or Official transcripts indicating a minimum of 1 ECE semester unit.
- Educational Plan - A copy of an Education Plan approved by an Academic Counselor. If you already possess a BA degree or above, you can submit a Professional Growth Plan.
- A copy of your Placement test results taken after January 1, 2008, *unless you possess BA degree or higher, or have taken an English or Math class and received a passing grade.*

Returning applicants: *Past recipients*

- Proof of California Child Development Permit, with the exception of Entry Level (1-5 ECE/CDEV units) Applicants.
- Official transcripts indicating a minimum of 1 new semester unit*
**Non-credit ESL courses might count for eligibility based on prior approval from SF CARES. Please speak with a CARES Eligibility Specialist.*
- Educational Plan (only for those returning without one on file with CARES) - A copy of an Education Plan approved by an Academic Counselor. If you already possess a BA degree or above, you can submit a Professional Growth Plan.
- A copy of your Placement test results taken after January 1, 2008, *unless you possess BA degree or higher, or have taken an English or Math class and received a passing grade.*

All center or FCC owners: Must include 2010 or 2011 Schedule C for your Employment verification.

All SFUSD employees: Copies of pay stubs from the months of April and May 2011.

SFUSD Substitute (single/multiple sites): Timesheets for 9 consecutive month from 9/1/10 through 8/31/11. We only accept the timesheets printed from the SFUSD web site.

Important Notes:

- If you are a recipient of the BA/MA Bonus program, you will no longer be eligible for a SF CARES stipend.
- If you are in a Cohort program or a program that pays for your tuition, or awards you bonus, these units may not be used for applying for the CARES additional stipend category. However, these units will qualify you for a Permit Based stipend. If you want to be qualified for a unit stipend, you will need to take additional classes that are not funded by these programs.
- Unit-bearing* classes, workshops, conferences and trainings from accredited institutions may be counted towards a stipend.
**These units must appear on an official transcript from an accredited college or university.*
- If your transcript/degree is from a foreign university, the transcript /degree must be evaluated by an agency accepted by California Commission on Teacher Credentialing. You may submit a copy of the equivalency documentation from an approved agency. Please contact SF CARES for a list of approved agencies.
- CARES stipend recipients must report stipend as income on their 2012 tax form. Although Wu Yee Children's Services issues the stipend check, the agency is not considered your employer.
- Continuous Employment Exception – If you did not work at your current child care facility or family child care provider for nine consecutive months within the one year time period of 9/1/10 through 8/31/11 due to a job change, please contact SF CARES for more information.
- Applicants who qualify and successfully complete the application process will receive a stipend. Actual stipend amounts may vary based on funding availability.

Program stipend options

Your stipend is determined by 2 factors: Permit and Units taken in 2011

Permit Levels	
See Back for more details on permit	
Stipend Level	Stipend Amount*
Entry Level: 1-5 Units	\$ 50
Assistant	\$100
Associate Teacher	\$200
Teacher without GE	\$300
Teacher	\$500
Master Teacher	\$600
Site Supervisor	\$600
Program Director	\$600

*Permit Based Stipends will be pro-rated according to paid hours worked per week.
 32 + hours per week = full stipend.
 21 - 31 hours per week = ¾ of the stipend.
 15 - 20 hours per week = ½ of the stipend.

Examples of Stipend Amounts
Teacher Permit based = \$500 3 Fundamental ECE units X \$250 = \$750 3 ESL units X \$350 = \$1050 Stipend total = \$2300
Program Director Permit based = \$600 3 CEU units X \$150 = \$450 Stipend Total = \$1050

and

Unit-Based Stipend	
Only for units completed in 2011	
Permit/Degree Advancement Course Type	Per Semester Unit
ECE Fundamentals – Beginning or lower-division ECE coursework fall into 8 areas. The 8 areas are: (1) Child Growth and Development; (2) Child, Family and Community; (3) Health, Safety and Nutrition; (4) Principles and Practices of Teaching Young Children; (5) Introduction to Curriculum; (6) Teaching in a Diverse Society; (7) Observation and Assessment; (8) Practicum: Field Experience. <i>Maximum 1 course (3 units) applied per area.</i>	\$250
Core General Education – Courses applicable for CA Teacher Permit and/or applicable to an AA or BA degree. Core GE areas are: (1) English, (2) Math (3) Science, (4) Social Studies and (5) Humanities. <i>Maximum of 3 courses applied to each area. There is no course limit for Math and English/ESL courses.</i>	\$350
GE: Math and English/ESL only – includes prerequisites, basic skills and transferable math/English units; even if core 4 requirements are fulfilled for these areas.	\$350
Other Units: <ul style="list-style-type: none"> ▶ Continuing ECE ▶ Additional GE or GE Electives ▶ Professional Growth Units* <i>*PG Units are defined as any unit for those with BA and up and appear on an official college or university transcript</i>	\$150
BA Degree University Enrollee- Must be enrolled in a BA program, complete a minimum of 3 units in 2011. <i>Applicants in the SF State Dual Language BA Cohort will not be eligible for an additional degree track stipend.</i>	\$600 / Applicant
Placement Tests – English and Math	\$25 each

Maximum Stipend Amount per Applicant = \$5000

New for 2011/2012 Program!

- **ECE Fundamental Units:** All ECE units are important to the SF CARES program. However, SF CARES would like to recognize the lower division or beginning coursework needed for individuals to move up CA Teacher Permit ladder and/or toward a degree. These foundational courses are divided into 8 different areas (see areas above). A maximum of 1 course or 3 semester units (4 quarter units) can be applied to each category. All other ECE units taken by an applicant will be considered as additional or “other” ECE, even if the course is required for your degree or to reach a higher permit level.
- **Core General Education Units:** Starting this year, applicants will receive a slightly higher per unit stipend for taking their Core General Education courses. SF CARES considers Core GE courses as courses that are applicable towards the CA Teacher Permit general education requirement and/or are courses that can be used towards a higher degree (i.e., AA, BA). SF CARES will accept a maximum of 3 courses for the following general education categories: Science, Social Studies and Humanities. English and Math courses are treated as its own stipend category and applicants can apply an unlimited number of courses to that category. Once an applicant has reached the maximum units accepted by SF CARES, all other GE, even if required for your degree or a higher permit level, will be considered as “Additional GE or GE Electives”. Please consult with your college or university education advisor for the appropriate courses to take.
- **Non-Credit Classes:** Applicants who took a 2011 **non-credit ESL** course and have an Associate Teacher Level permit or below can qualify to be eligible for the permit-based stipend. However, non-credit ESL will not receive a unit-based stipend. Non-credit courses in other subjects will not count towards program eligibility.

For questions about this year’s new program elements, please **contact a CARES Eligibility Specialist at 415-856-8140.**

Permit Levels

Stipend Level	Education Requirements	Alternative Education Requirements
Entry Level: 1-5 Units	< 6 ECE/CD units	Not applicable
Assistant	6 ECE/CD	Not applicable
Associate Teacher	12 ECE/CD*	Not applicable
Teacher without GE	24 ECE/CD*	Not applicable
Teacher	24 ECE/CD* 16 GE**	AA or higher in ECE or related field plus 3 units Supervised field experience in ECE setting.
Master Teacher	24 ECE/CD* 16 GE** plus 6 Specialization 2 Adult supervision	BA or higher with 12 ECE units plus 3 units Supervised field experience in ECE setting.
Site Supervisor	AA (or 60) w/ 24 ECE/CD* 16 GE** plus 6 Administration 2 Adult supervision	BA or higher with 12 ECE units plus 3 units Supervised field experience in ECE setting. OR Administration credential with 12 ECE units plus 3 units Supervised field experience in ECE setting. OR Teaching credential with 12 ECE units plus 3 units Supervised field experience in ECE setting.
Program Director	BA w/ 24 ECE/CD* plus 6 Administration 2 Adult supervision	Administration credential with 12 ECE units plus 3 units Supervised field experience in ECE setting. OR Teaching credential with 12 ECE units plus 3 units Supervised field experience in ECE setting plus 6 Administration units. OR Master's Degree in ECE or Child/Human Development.

* Must include the core requirements with at least three units in each of three categories, for a total of 12 units. ECE/CD core areas include: (1) Child Growth and Development, (2) Child, Family & Community and (3) Programs/Curriculum.

** One course in each of four GE categories required. Courses must qualify as GE-level classes and must total 16 units. GE categories include: (1) English, (2) Math or Science, (3) Social Studies and (4) Humanities. (Some courses in Humanities and PE classes may be restricted. Please consult with San Francisco CARES first.)

Frequently asked questions (FAQ)

How do I apply or reapply for Permit? Where can I get more permit information?

Please contact the Professional Development Project (PDP) of City College at 415-452-5605 or visit <https://teachercred.ctc.ca.gov/>.

Where can I find more information about Professional Growth hours and advisors?

Please visit <http://www.childdevelopment.org/> for more information.

What classes do I take for a degree or permit?

Contact your academic counselor for required courses towards a degree. You can also contact Professional Development Project (PDP) at City College of San Francisco at (415) 452-5605 for permit information.

I did not take units, will I only get permit base stipend?

To qualify for a CARES stipend, you must complete at least 1 new semester unit between 1/1/2011 and 12/31/2011. There is a special exception for applicants who took non-credit ESL courses in 2011. Please contact a CARES specialist for more information.

What is a placement test?

Most colleges require new matriculating students to complete the ENGLISH or ESL (English as a Second Language) and MATH placement tests. These tests are one way of measuring the students' skills in Math and English or ESL. For more information, please contact the testing office of your college or university.

What classes qualify for a stipend? Do you have to attend ECE classes to be eligible?

Most unit-bearing courses will qualify towards your stipend. The classes you take should be based on your educational and/or professional goals. Please speak with your PDP or education advisor for guidance on which ECE and non-ECE classes to take and to develop an education plan or professional growth plan (mandatory for new applicants). CARES staff will analyze official transcripts to determine the appropriate CARES category per class. Some courses in Humanities and PE classes may be restricted. Please consult with SF CARES staff for more information.

I received a P/CR as a letter grade, will my units count towards a CARES stipend?

Yes. All course work must be completed with a grade of "C" or better (Pass, Credit, and Satisfactory grades meet this requirement).

