



December 12, 2016

Dear Early Childhood Professionals,

Smart Start of Brunswick County, Child Care Resource & Referral's Provider Education Incentive Project was developed to show our support and encouragement to the child care community as you continue to work toward the attainment of a degree in Early Childhood Education or Child Development. This project is funded entirely by Smart Start. We recognize this effort as an important part of continuing to increase the quality of child care.

To meet the grant criteria, you must:

- Be working in the same licensed child care facility in Brunswick County for at least 6 month duration, working 30 hours or more per week at time of application as well as disbursement.
- Be providing care for children between the ages of birth - five at date of application and disbursement.
- Complete application for Provider Education Incentive.
- CCR&R staff must approve classes eligible for incentive payment. Classes must relate to Early Childhood or other relevant degree programs.
- Deadline to apply for incentive is 5:00PM January 13, 2017 for Round 1.
- Student must receive a grade of C or better to receive payment.

To complete your application, you must submit the following required documentation:

- Complete the attached application/contract, and W-9.
- Must provide check stubs for month prior to application or a copy of time sheet for verification.
- Return Directors' statement confirming you have been employed by the same licensed program at the time of application and caring for children ages birth - five (*can be faxed*). If you are a **Family Child Care Home Provider**, you will need to submit copies of official forms (for example: subsidy forms showing children's birth dates WITH NO NAMES).
- Once class is completed, you must present a transcript with a C or above to the CCR&R office (*faxed copies are difficult to read, you will need to mail copies or hand deliver*).

ONCE ALL OF THE ABOVE ITEMS ARE RECEIVED,
CCR&R staff will document information and make arrangements for bonus payment.

You can receive an incentive for classes completed between July 1, 2016 and December 31, 2016 with a grade of C or above. Incompletes will not be eligible.

Do not submit an incomplete packet!

Deadline to submit any grades for incentive payment is 5:00PM close of business on January 13, 2017 for Round 1!

You will receive your incentive checks within 30 – 45 days of submitting all required documentation to CCR&R.

**If you have any questions please contact Rebecca Gore,
Quality Consultant at 754-3166 or by email at
rgore@smartstartbrunswick.org**

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