



INCENTIVES

PROFESSIONAL DEVELOPMENT PROGRAM IN EARLY CARE AND EDUCATION





Pre-Qualification and Application Form

INCENTIVES is a salary bonus program that encourages early care and education professionals to increase their level of education and that rewards job stability. Research confirms that high levels of caregiver/teacher education and reduced teacher turnover positively impact the quality of care provided to children. Eligible participants receive a maximum of two payments for earning a Child Development Associate (CDA) or an Introduction to Child care TCC and a maximum of four payments per educational level achieved beyond the CDA. The master's degree is the highest level awarded.

TO BE ELIGIBLE:

- You must be able to document that you are a United States citizen, legal permanent resident, qualified alien or non-immigrant.
- You must be a teacher, assistant teacher, director, or assistant director (all other positions do not qualify) employed and paid by one of the following:
 - → A child care learning center licensed by Bright from the Start or the Department of Defense
 - ★ An exempt Head Start center
 - → A Georgia Pre-K teacher/assistant teacher in a public school
 - → A BFTS registered family child care learning home
- You must earn \$18.50 per hour or less, including bonuses.
- You must work a minimum of 25 hours per week in your primary role as a teacher or assistant teacher in an infant, toddler, threeyear-old **OR** Pre-K classroom during the instructional part of the day (before/after school program personnel do not qualify) or 40 hours per week as a director, assistant director or family child care learning home provider. Volunteer work does not qualify.
- You must be employed with your current employer in an eligible position or be a registered family child care learning home provider for 12 consecutive months by the close of the INCENTIVES period.
- You must have a Georgia Professional Development System Profile reflecting your GaPDS number, the name of your current

employer, and a "Pending" or "Active" status. See instructions on page six.

- Your work setting must be **ONE** of the following:
 - → A program that has earned a Quality Rated designation.
 - ★ Accredited by the National Association for the Education of Young Children (NAEYC), the National Early Childhood Program Accreditation (NECPA), the National Association for Family Child Care (NAFCC) or other approved national accreditation. See www.DECALscholars.com for a full list

→ A participant in the Child and Adult Care Food Program.

- OR
- → Serving children of whom 25% or more receive a child care subsidy from the Child and Parent Services (CAPS) program.

- → Is a Georgia Pre-K program in a public school
- You must have earned an early childhood education, child development or child care administration credential or degree five years or less from the year you apply for INCENTIVES. The Child Development Associate (CDA) credential™ must be valid as of April 15 for the spring payment and as of October 15 for the fall payment.

INCENTIVES applications must be dated and postmarked between February 15 and April 15 for the spring payment OR between August 15 and October 15 for the fall payment. For additional information, contact the DECAL Scholars office at 800-227-3410 or 770-642-6722.

FREQUENTLY ASKED QUESTIONS

- What are the INCENTIVES application
 deadlines? Applications must be postmarked
 between February 15 and April 15 for the spring
 payment and between August 15 and October 15
 for the fall payment. INCENTIVES payments are
 typically mailed to approved applicants within
 six to eight weeks of the close of the application
 period.
- 2. I received an INCENTIVES payment in the past. Am I eligible for future payments? The number of INCENTIVES payments you may receive is determined by your previous INCENTIVES payment history and your current educational level. Call 770-642-6722 or 800-227-3410 to determine your eligibility at your current educational level.
- 3. I am paid a salary. How is my hourly wage calculated? Your hourly wage is calculated by dividing your annual salary (including bonuses) by the actual number of hours you work all year to determine your hourly wage. Regardless of whether you are a 10 or 12 month employee, your actual hourly wage must be \$18.50 or less to qualify for INCENTIVES.
- 4. What is the Georgia Professional Development System (GaPDS)? The Professional Development System (GaPDS) is an innovative resource developed by Bright from the Start for early care and education (ECE) professionals. It allows individuals to track their career, training hours, and any credentials or degrees earned. See page six for instructions.
- 5. Where can I find a Notary Public to notarize the "Affidavit for Lawful Presence Verification"? A Notary can often be found at your local bank, post office, public library or court house.
 A notarized affidavit and required documentation must be submitted to the INCENTIVES program one time by US Citizens, but Georgia law (O.C.G.A. 50-36-1) requires all legal permanent residents, qualified aliens and non-immigrants to submit a new Affidavit every 12 months.
- 6. Are all ECE degrees accepted? No. Your degree must have been earned through a college or university that is regionally accredited. See www.chea.org/Directories/regional.asp for a list of regional accrediting agencies.
- 7. How many ECE credit hours must my associate or bachelor's degree have to qualify for INCENTIVES? The INCENTIVES program requires your associate degree to have at least 30 semester (39 quarter) hours in ECE-specific courses. A bachelor's degree must have at least 36 semester (48 quarter) hours in ECE-specific courses.

- 8. Achieving national accreditation is one way an employer can meet the work setting requirement. What national accreditations are accepted by Bright from the Start as meeting this work setting requirement?
 - National Association for the Education of Young Children (NAEYC)
 - National Association for Family Child Care (NAFCC)
 - National Early Childhood Program Accreditation (NECPA)

For a complete list of national accreditations accepted by Bright from the Start as meeting this work setting requirement, visit www.DECALscholars.com and click on the INCENTIVES Retention Program tab.

- 9. What is Quality Rated? Quality Rated, developed by Bright from the Start: Georgia Department of Early Care and Learning, is a systemic approach to assess, improve, and communicate the level of quality in early education and care programs. Similar to rating systems for other service related industries, Quality Rated assigns a quality rating (one, two, or three stars) to early education programs that meet a set of defined program standards. By participating in Georgia's voluntary Quality Rated, early education programs embark on a path of continuous quality improvement.
- 10. Should I send a copy of my credential/degree or do I need to send an official transcript? If you earned a CDA credential, Technical Certificate of Credit, or Technical College Diploma, submit a copy of your credential. If you earned an Associates, Bachelor's, or Master's degree, submit a copy of your official transcript from the Registrar's office. Unofficial transcripts are not accepted.
- 11. When will I find out if I have been approved for an INCENTIVES payment? You should receive a letter indicating the status of your application within two to three weeks. If you have not heard from DECAL Scholars within three weeks, contact us (770-642-6722, 800-227-4310, support@ DECALscholars.com) to confirm receipt of your application.
- 12. When do I have to earn my credential/degree?
 As of the spring 2017 INCENTIVES period, the award date of the highest-earned qualified credential or degree must be five years or less from the year applying for INCENTIVES (i.e. 2019 applicants must present a credential or degree dated 2014 or later). This applies to all new INCENTIVES applicants and re-applicants applying at a higher education level.

Name:		_County of Residence:				
Hama Addrass	County of Residence:					
Street or post office box (Enter only one)						
City:	Stat	e:	Zip:			
Home Phone: ()	_ Cell Phone: ()[Date of Bi	th:	/	1
Social Security Number:/	/ E-ma	ail:				
OFFICE USE ONLY	Gender:	Race:		Ethnicity: (a	ny race))
	☐ Female ☐ Male	□ Black / African-America □ Asian □ Native American / Alask □ Native Hawaiian / Pacific □ Bi- / Multi-Racial □ Other:	an Native c Islander	□ Hispanio	oanic /	
Note: You will receive an IRS For	•	•	income on y	our tax retu	rn.	
Employment Information (Employer mus	t complete, sign, an	d date):				
Name of Facility:						
Name of Facility:	Enter name as it appears	on Bright from the Start license/regi	stration			
Work Address:	Enter address as it appears	s on Bright from the Start license/regi	stration			
City:						
License/Registration Number:		County:				
☐ Child Care Learning Center ☐ E	ne or center is licensed by Bright from the Start (E Department of Defense	(check one):	☐ Georgia F☐ Exempt G			
Family Child Care Learning	Applicant's Empl	oyment Information				
Home Owners Only		(mark all that apply):				
Date you opened your family child care home:	_	Asst. Director				
Number of hours your family child care home		Director (other positions do				
operates each week:	Is the applicant a Georgia lottery-funded Pre-K teacher? Yes No					
Number of children currently enrolled in your						
family child care home:	Number of hours applicant works each week: Number of months per year applicant works (circle one): 9 10 12					
Ages of children currently enrolled (circle all that apply):	Number of months per year applicant is paid (circle one): 9 10 12					
Birth - 1 1 2 3 4 5	Applicant's current hourly wage: \$					
Your Net Income from previous	Applicant is paid: Weekly Bi-Weekly Bi-Monthly (circle one)					
year's IRS Schedule C tax form:	Applicant's date of hire:/(use original hire date if employment					
\$	has been continuous with present employer, but at different locations)					
Child and Adult Care Food Program (CACFP)? Yes No	If applicant is in the classroom, # of children in applicant's classroom:					
Serve GACAPS subsidized children?	If applicant is in the classroom, ages of children in class (check all that apply):					
☐ Yes ☐ No	☐ Birth-1 ☐ 1-2	□ 2-3 □ 3-4 □ 4-5	□ 5-12			
As Owner, Director, Principal, or Human Resources Ma and agree that receipt of INCENTIVES monies by the a program.						
Name (print):		Title (print):				
Signature:		Date:				

INCENTIVES award levels are not related to the Georgia Professional Development System Career Levels.

INCENTIVES Award Levels:

Eligible Applicants may receive a maximum of two payments per education level for the following: **1**st ☐ Child Development Associate (CDA) Credential[™] ☐ Introduction to Child Care Technical Certificate of \$250 Credit - The 3 courses required to complete this program do not move into higher levels of education in any ECE program. Eligible Applicants may receive a maximum of four payments per education level for the following: 2nd ☐ Technical Certificate of Credit \$375 3rd ☐ Technical College Diploma \$500 4th \$750 Associate of Applied Science Degree 5th ☐ Bachelor's Degree **OR** \$1,000 \$1.150 Bachelor's Degree in Birth-5 6th ☐ Master's Degree \$1,250

Bright from the Start DECAL Scholars Program

Are you currently pursuing a credential or degree in early childhood education, child development or child care administration? You may be eligible for **SCHOLARSHIPS**, which offers tuition assistance and a stipend for academic programs at Georgia's HOPE-eligible colleges, universities and technical colleges.

Did you earn your credential or degree in early childhood education, child development, or childcare administration within the last 12 months? You may be eligible for the AWARDS for Early Educators program, which awards a cash bonus for having earned ECE credentials and degrees.

Visit our website at www.DECALscholars.com for more program information and access to applications.

/	\ttach	tho	following	documents	to vour	INCENTIVES	application:
	ALLACH	THE	ronowina	COCUMENTS	to vour	HMC FINITUES	application

A copy of your valid Child Development Associate (CDA) Credential™, Technical Certificate of Credit, Technical College Diploma OR a copy of an official transcript if you hold an Associate, Bachelor's or Master's Degree
A copy of two recent paystubs reflecting the name of your employer, your name, and your gross (before deductions) wages. Family child care learning home providers and owners who do not pay themselves W2 wages submit a copy of last year's Schedule C or other federal tax form documenting net business income
A copy of your Georgia Professional Development System profile reflecting your GaPDS number, the name of your current employer, and a "Pending" or "Active" status

☐ A copy of the **FRONT** and **BACK** of a secure and verifiable document (See page eight for instructions.)

Sign and date the application:

	(Applicant's Name), attest that all of the information appearing or
his application and in supporting documentation is tru	ue to the best of my knowledge. I understand that any false or incomplete
nformation knowingly provided on this application or	in supporting documents may be grounds to be denied participation in thi
program and may prevent me from future participation	n in any DECAL Scholars programs. I understand that intentionally providing
alse information on this application or in supporting d	ocuments is a violation of state law and may result in civil or criminal
proceedings. I authorize any agent or employee of Brig	ght from the Start: Georgia Department of Early Care and Learning to verif
his information and release it to any necessary party f	or my consideration in this program. I understand that, if approved and
warded funds, I will receive a 1099 tax form and am re	equired by the IRS to report the income on my tax return.
also understand and agree that my personal informat	ion may be shared with the Georgia Professional Development System.
Applicant's Signature	

Submit your completed application with supporting documents to:

DECAL Scholars Programs

c/o Care Solutions, Inc. 1117 Perimeter Center West, Suite W-300 Atlanta, GA 30338 support@DECALscholars.com

INCENTIVES is funded by Bright from the Start: Georgia Department of Early Care and Learning through the federal Child Care and Development Fund.

If you have any questions, call 800-227-3410 or 770-642-6722.

www.DECALscholars.com





DECAL Scholars programs are managed by Care Solutions, Inc.

GEORGIA PROFESSIONAL DEVELOPMENT SYSTEM

All individuals applying for the INCENTIVES must register with the Georgia Professional Development System for Early Childhood Educators (GaPDS) as a part of the application process. The GaPDS is separate from DECAL Scholars. It records and maintains your professional development information – your training and/or any credentials or degrees you earn, in one convenient location.

Registering is easy! You can sign up immediately, even if you have not earned a credential or degree, by entering any recent early childhood or related training you have received.

- 1. Gather your relevant training certificates, credentials, and/or transcript(s).
- 2. Go to https://gapds.decal.ga.gov. Click the Login/Register button.
- 3. Click "Create new account for GaPDS."
- 4. Select "I want to create and manage my Georgia Professional Development System profile or enroll in training" and click Continue.
- 5. Follow the directions, including selecting your employer, to create your confidential account. Be sure to record your username and password and secure them for future use. You will receive a confirmation email. Follow the instructions in the email to complete your account.
- 6. After completing and saving the Contact, Education, Employment, and Training sections, scroll to the bottom of the page and look for the message "Ready for Submission?" Click on "My Profile".
- 7. Scroll to the bottom of the screen and click on the "Continue to Submission" button.
- 8. Check the box next to "I certify that the statements I have made to Bright from the Start: Georgia Department of Early Care and Learning . . ." and click Submit. This will change your GaPDS status from Incomplete to Pending and you will be assigned a GaPDS Number.
- Click the "Profile" link in the Reports box on the left side of the screen, print your GaPDS
 profile and submit with your INCENTIVES application. Your GaPDS profile must reflect
 your name, your GaPDS number, the name of your current employer, and a Pending or
 Active status.
- 10. You will receive an email identifying what you need to submit to the GaPDS to verify the information you entered. **The documents are not shared with the DECAL Scholars programs**.

Two other tabs appear when you enter the system to view your profile: Other Career Data and Demographics. Completing the information under these tabs is voluntary; this data is used by Bright from the Start to determine additional supports and services needed across the state.

You can update your profile at any time by submitting documentation of state-approved trainings, credentials, degrees, conference attendance, etc. as you complete them.

The GaPDS is a tool that benefits the early care and education community in Georgia, and we encourage you to take advantage of this opportunity. Thank you for your continued dedication to your professional development and your commitment to improving the quality of care for young children.

If you have questions or need technical support, contact the GaPDS at 404-334-6461 (866-258-7737 outside the metro Atlanta area) or email **gapds@decal.ga.gov**.

Affidavit For Lawful Presence Verification For Bright from the Start: Georgia Department of Early Care and Learning INCENTIVES

By executing this affidavit under oath, as an applicant for an INCENTIVES payment or for other public benefit as referenced in O.C.G.A. §50-36-1(a)(3)(A), I hereby swear and affirm that the following is true and correct with respect to my application for an INCENTIVES payment from Bright from the Start: Georgia Department of Early Care and Learning.

Name of Pe	erson Receiving Benefit: _				
		Check only ONE	of the following:		
	1) I am a Unit	ed States citizen 18 yea	rs of age or older.		
		l permanent resident o submit a copy of the Fl			
	years of ag Security or	ified alien or non-immige or older, with an alier other federal immigrat submit a copy of the Fl	registration number ion agency	rissued by the Depar	tment of Homeland
	agency is:	PRONT and BACK of	(Required if #2		r federal immigratio
	document, as require	viding A COPY OF THE od by O.C.G.A. Sec. 50- ge 8 of this application	36-1(e)(1), with this a		
	The FRONT AND BA	CK of the secure and v	erifiable document I	am providing with t	his affidavit is:
	(Identify the docume resident card, etc.)	nt, such as driver's lice	ense, birth certificate	if last name is still th	ne same, permanent
false, fictit departmen	ig the above information usions, or fraudulent statem not or agency of state gove as allowed by such crimina	ent or representation rnment shall be guilty	in an affidavit in any	, matter within the j	urisdiction of any
		Signature of Applic	ant	Dat	te
		Printed Name:			
		Printed Address:			
				Mailing Address	
			City	State	Zip
SUBSCRIBI	ED AND SWORN BEFORE	ME ON THIS THE	_ DAY OF	, 20	
Notary Puk	olic				
My Commi	ssion Expires:/, 20				

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A.§ 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of. O.C.G.A.§ 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, providing that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A United States passport or passport card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A United States military identification card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, providing that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided it contains a photograph of the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: http://www.bia.gov/WhoWeAre?BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A.§ 50-36-2(b) (3);8 CFR § 274a.2]
- A Free and secure Trade (FAST) card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A NEXUS card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A driver's license issued by a Canadian government authority [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a 21
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A.§ 50-36-2(c)]



If you have any questions, call 800-227-3410 or 770-642-6722 **www.DECALscholars.com** support@DECALscholars.com

