

NOTE:** This one-time scholarship provides financial assistance for **3-6 credits ONLY

PERSONAL INFORMATION

Date _____ Social Security # _____

Name _____

Address _____

City, State, Zip _____

County _____ Email _____

Phone Number *Home:* () _____ *Cell:* () _____ *Work:* () _____

Date of Birth (*mm/dd/yyyy*) _____ Gender (*optional*) _____

Ethnicity (Optional) Information provided in this section used for demographic purposes only.

Do you consider yourself...?

- | | | |
|---|--|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Middle Eastern or North African | <input type="checkbox"/> Two or more races |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other |

How did you hear about the TEACH Early Childhood Pennsylvania® Scholarship?

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> College | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> Mailing | <input type="checkbox"/> My Center Director | <input type="checkbox"/> Website |
| <input type="checkbox"/> ELRC | <input type="checkbox"/> TEACH Recipient | <input type="checkbox"/> Other (please specify): _____ |

EDUCATION INFORMATION

Check the box that best describes your educational history:

- | | | |
|--|---|---|
| <input type="checkbox"/> No high school diploma | <input type="checkbox"/> Associate Degree (Major: _____) | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> High school diploma/GED | <input type="checkbox"/> Bachelor's Degree (Major: _____) | |
| <input type="checkbox"/> High school diploma/GED + credits | <input type="checkbox"/> Master's Degree (Major: _____) | |

Check the box that best describes your educational goals:

- ☐ Earn an Early Childhood or School Age Credential
- ☐ Take a few early childhood courses to obtain or upgrade job-related skills
- ☐ Earn an Early Childhood, Infant/Toddler or School-Age Certificate
- ☐ Earn an Early Childhood Associate Degree
- ☐ Earn an Early Associate Degree and transfer to a four-year college/university to earn a Bachelor Degree

I am interested in taking courses for a(n): ☐ Associate Degree ☐ Bachelor's Degree ☐ Teacher Certification

Are you currently enrolled in classes at a college or university? ☐ Yes ☐ No

When would you like your scholarship to begin? ☐ Fall ☐ Spring ☐ Summer Year: _____

Which higher education institution would you like to attend? _____

EMPLOYMENT STATUS

What is your current job title?

- ☐ Teacher ☐ Director ☐ Administrator ☐ Non-Teaching Professional Staff
☐ Assistant Teacher ☐ Assistant Director ☐ Owner ☐ Non-Teaching Support Staff

What age groups do you teach? (for staff working in classrooms – check all that apply)

- ☐ Infants (0-12 months) ☐ Preschool (37 Months – PreK)
☐ Toddler (13-36 months) ☐ School Age

How long have you worked in the field of early childhood?

- ☐ Less than 2 years ☐ 2-5 years ☐ 6-10 years ☐ 10+ years

Do you work in a PA PreK Counts classroom? ☐ Yes ☐ No

How many children are in your classroom or family child care/group home? _____

How many hours per week do you work? (on average) _____

How many months per year do you work? _____

Beginning date of employment at your current facility? (mm/dd/yyyy) _____

What is your current hourly wage? _____

FACILITY INFORMATION

This section must be completed by the center director or owner.

Facility MPI# _____

Facility Name _____

Facility Address (street address) _____

Facility Address (city, state, zip & county) _____

Director Name _____

Director Phone Number _____

Director Email Address _____

Tax ID Number _____

Indicate all forms of funding your facility receives:

- ☐ Head Start ☐ State PreK ☐ State Subsidies: ELRC (Indicate Subsidy Enrollment % _____)
☐ Early Head Start ☐ Title I ☐ State Subsidies: Other Funding Contracts
☐ State Head Start ☐ IDEA ☐ N/A

Number of Children Served _____

Auspice: ☐ Profit ☐ Nonprofit ☐ Head Start ☐ Religious Sponsored

Keystone STAR Rating: ☐ STAR 1 ☐ STAR 2 ☐ STAR 3 ☐ STAR 4

Accreditations: ☐ N/A ☐ NAEYC ☐ OTHER _____

CENTER/GROUP HOME PARTICIPATION AGREEMENT FOR STAFF

The section is for center staff applicants and must be completed by the center director or owner.

The TEACH Early Childhood® FirstStep/LastStep Scholarship Program offered through PACCA requires the participation of each employer. In the event that (Applicant Name) _____ is awarded a scholarship, I understand that (Center Name) _____ agrees to meet the requirements indicated below:

CENTER STAFF OPTION

1. Pay 5% of the cost of tuition and approved fees for courses totaling 3-6 credit hours (9 credit hours for a Certification Only Scholarship) at an approved college or university for the scholarship employee.
2. Provide paid release time each week for my scholarship employee. The amount of release time is equal to the number of credit hours the employee is taking up to a maximum of six hours per week. Release time will be provided when the college is in session. Center will be reimbursed for 75% of the release time hours claimed.
3. At the end of the contract period upon successful completion of 3-6 credit hours issue a **\$100 stipend**. This stipend is in addition to any other expected raise or bonus.

Print Name of Facility Director/Owner _____

Signature of Facility Director/Owner _____

CENTER PARTICIPATION AGREEMENT FOR DIRECTORS & OWNERS

This section is for scholarship applicants who are center directors or owners and must be completed by the center owner or board chairperson respectively.

The TEACH Early Childhood® FirstStep/LastStep Scholarship Program offered through PACCA requires the participation of each employer. In the event that (Applicant Name) _____ is awarded a scholarship, I understand that (Center Name) _____ agrees to meet the requirements indicated below:

CENTER DIRECTOR OPTION _____ (Director is employee of the center)

1. Pay 5% of the cost of tuition and approved fees for course totaling 3-6 credit hours at an approved college or university.
2. At the end of the contract period upon successful completion of the 3-6 credit hours issue a \$100 Stipend. This stipend is in addition to any other expected raise or bonus.

CENTER OWNER OPTION _____ (Director is owner of the center)

1. Pay 10% of the cost of tuition and approved fees for courses totaling 3-6 credit hours at an approved college or university.
2. Pay 25% of the cost of books for courses approved through the scholarship.

Print Name of Facility Owner/Board Chairperson _____

Signature of Facility Owner/Board Chairperson _____

FAMILY CHILD CARE PROVIDER PARTICIPATION AGREEMENT

This section of the application is for family child care provider applicants ONLY.

The TEACH Early Childhood® FirstStep/LastStep Scholarship Program offered through PACCA requires the participation of each scholarship recipient. In the event that I (Applicant's Name) _____ am awarded a scholarship, I agree to the following participation requirements.

FAMILY PROVIDER OPTION

1. Pay 5% of the cost of tuition and approved fees for courses totaling 3-6 credit hours at an approved college or university.
2. Pay 20% of the cost of books for the courses approved through the scholarship.
3. Continue operating my family child care home for 9 months after successful completion of the course and contract requirements.

Print Name of Family Child Care Owner _____

Signature of Family Child Care Owner _____

Return completed application with income verification to:
PACCA/TEACH • 20 Erford Rd, Suite 302 • Lemoyne, PA 17043
Fax: (717) 657-0959 • Email: teachinfo@pacca.org
Questions? Call (717) 657-9000 or visit www.pacca.org

FAMILY CHILD CARE/GROUP HOME MONTHLY INCOME WORKSHEET

Instructions: This section will help you determine monthly earnings from your family child care or group home. If you work at a child care center, skip this section and proceed to the **Statement of Income** section below.

For each question use the amount you made or spent last month. **Remember, you MUST include income verification** such as a profit loss statement from your most recent tax return, a subsidy statement detailing your weekly rate and number of children for which you provide care or tuition receipts for each of the children in your care.

1. What is the total amount paid to you by parents each week? _____
2. Multiply by 4.33 (*weeks per month*) for total monthly parent fees _____
3. How much was your Child & Adult Care Food Program (CACFP) Reimbursement? _____
4. How much was the Department of Human Services CCIS subsidy for children in your care? _____
5. **TOTAL MONTHLY REVENUE** (*Add lines 2,3 and 4 for total monthly revenue*) _____

How much did you spend for children in your care last month on:

6. Food _____
7. Toys _____
8. Assistant/Substitute Care _____
9. Crafts/Supplies _____
10. Transportation _____
11. Training Fees _____
12. Gifts for Children/Families? _____
13. Other (*please specify*) _____
14. **TOTAL MONTHLY EXPENSES** (*Add lines 6 through 13 for total monthly expenses*) _____

Revenue (line 5) _____ — Expenses (line 14) _____ = **TOTAL MONTHLY EARNINGS**
(Subtract line 14 from line 5 to find total monthly earnings – use this information in the Statement of Income below)

STATEMENT OF INCOME

ATTACH A COPY OF YOUR MOST RECENT PAY STUB(S) TO THIS APPLICATION

Instructions: As part of the application process, we must verify your income. List EACH source of income available to you *plus* **you MUST include income verification**. A copy of your most recent pay stub will verify earnings from your job. Family child care/group home providers should use the income worksheet above to determine earnings.

Employer #1 _____ Hours/week _____ \$ _____ per _____

Employer #2 _____ Hours/week _____ \$ _____ per _____

Have you applied for any other financial Aid? ☐ Yes ☐ No

If yes, indicate which financial aid source(s) for which you have applied

☐ PELL Grant ☐ Other Scholarships ☐ Student Loans

Financial Aid #1 _____ Date of Application _____

Application Status ☐ AWARDED ☐ DENIED ☐ PENDING

Financial Aid #2 _____ Date of Application _____

Application Status ☐ AWARDED ☐ DENIED ☐ PENDING

YOUR TOTAL ANNUAL INCOME IS \$ _____

STATEMENT & SIGNATURE OF APPLICANT

I, _____ (*applicant name*), attest that the information provided on this application and the supporting documentation is true to the best of my knowledge. I understand that falsifying application information or documentation or the failure to comply with documentation requirements may result in the inability to be a participant in this program. If my participation is terminated due to my failure to comply with documentation requirements, I understand that my employer may be notified along with the program funder. If for any reason scholarship funds are issued incorrectly as a result of false information provided by me, I acknowledge that I will be required to reimburse PACCA and the TEACH Early Childhood® PENNSYLVANIA Scholarship Program for the monetary support that was received in error.

Signature of Applicant _____ Date _____

PERSONAL RESPONSIBILITIES AGREEMENT

This is an agreement between TEACH Early Childhood® Pennsylvania and the scholarship applicant (*applicant name*) _____. Please read carefully and sign the agreement, **INITIALING** next to each line item. As part of your application, this agreement **MUST** be signed and submitted along with any other required documents before your application can be considered complete.

As a TEACH Early Childhood® Scholarship Recipient, I will:

(Initial next to each item to acknowledge that you have read and agree to the responsibilities below.)

_____ Attend class, study, work hard and be a responsible student. This is a great opportunity that should be taken seriously.

_____ Regularly communicate with my Scholarship Counselor. My Counselor is available to help guide me through the process of attending college as well as balancing my college, work and family responsibilities. She/he can easily be reached by phone or e-mail and can answer many questions.

_____ Submit reimbursement forms in a timely manner. Preauthorization for courses must be submitted in time for Scholarship Counselors to review and forward to the appropriate college/university. Form B's must be submitted for reimbursement of tuition, books and travel claims. If my scholarship model includes paid release time, I will sign the Form C's, ensure that my director signs the Form C and help to submit this documentation for reimbursement of release time.

_____ Contact my Scholarship Counselor regarding any changes to my employment or college status, or if I am having difficulty in meeting my course/college or scholarship contract requirements.

_____ Submit my grades within 30 days of each semester end date. Keeping my scholarship records current is critical to ensuring that I can continue my education without interruption.

_____ Pay my bills from TEACH and/or my college/university in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations related to this opportunity.

Signature of Applicant _____ Date _____