



T.E.A.C.H. Early Childhood® PENNSYLVANIA First Step/Last Step Scholarship Model

What is the First Step/Last Step Scholarship?

The First Step/Last Step Scholarship is ideal for anyone who wants to take only a couple of courses or needs just a few credits in order to obtain a degree or certificate in early childhood education or an equivalent. This new T.E.A.C.H. scholarship option allows recipients to take 3-6 credits at a participating college/university.

Who is eligible for a scholarship?

Any ECE teacher or program director who would like to attend a participating college/university to earn an approved degree or certificate in Early Childhood Education and who meets the current T.E.A.C.H. eligibility criteria. See PACCA's website for eligibility criteria and a list of participating colleges/universities.

What are the responsibilities of the scholarship recipient?

A scholarship recipient must attend classes regularly, successfully complete 3- 6 credit hours and submit grades to T.E.A.C.H. The First Step/Last Step scholarship is only available to a recipient one time during the individual's pursuit of their degree, credential or certificate.

What kind of employment commitment is the scholarship recipient required to make?

Scholarship recipients must remain with their sponsoring employer for 9 months after completion of the contract in exchange for receiving a stipend.

What are the benefits of a First Step/Last Step Scholarship to a sponsoring program?

Sponsoring programs have reduced tuition expenses and a more manageable compensation plan.

What support and commitments can be expected with a T.E.A.C.H. scholarship?

Component	Recipient	Employer	T.E.A.C.H.
Education	Complete 3-6 credits		
Tuition/Fees	Pay 5%	Pay 5%	Pay 90%
Books	Contribute 25%		Reimburse 75%
Travel			\$125 per semester
Release Time	Receives 45 hrs of paid RT per course	25% towards the cost of sub coverage	75% reimbursement of RT hrs at \$10/hr
Compensation		Issue \$100 stipend	Issue \$300 Stipend
Commitment	9 months employment to employer		

For more information, contact a T.E.A.C.H. Counselor at (717) 657-9000 or teachinfo@pacca.org.



*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 _____

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

Are you of Hispanic, Latino or Spanish origin?

- No Yes, Puerto Rican Other Hispanic, Latino or Spanish
Yes, Mexican, Mexican American, Chicano Yes, Cuban

Do you consider yourself...?

- White Chinese Native Hawaiian
Black, African American or Negra Korean Samoan
American Indian or Alaska Native Guamanian or Chamorro Other Asian:
Asian Indian Filipino Other Pacific Islanders:
Japanese Vietnamese Other race:

How did you hear about the T.E.A.C.H. Early Childhood PENNSYLVANIA® Scholarship?

- Presentation College Workshop
Mailing My Center Director Website
ELRC T.E.A.C.H. Recipient Other (please specify):

EDUCATION INFORMATION

Check the box that best describes your educational history:

- No high school diploma Associate Degree (Major:) Doctorate Degree
High school diploma/GED Bachelor's Degree (Major:)
High school diploma/GED + credits 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? (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 _____

Return completed application with income verification to:
PACCA/T.E.A.C.H. • 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

CENTER/GROUP HOME PARTICIPATION AGREEMENT FOR STAFF

The center director or owner must complete this agreement for center staff applicants.

The T.E.A.C.H. Early Childhood® FirstStep/LastStepScholarship 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:

1. Pay 5% of the cost of tuition and approved fees for courses totaling 3-6 credit hours 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 _____

FAMILY CHILD CARE PROVIDER PARTICIPATION AGREEMENT

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

The T.E.A.C.H. Early Childhood® FirstStep/LastStepScholarship 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 _____

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*) _____

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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 statement from your employer indicating your hours and rate of pay or 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 \$ _____

Return completed application with income verification to:
 PACCA/T.E.A.C.H. • 20 Erford Rd, Suite 302 • Lemoyne, PA 17043
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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 T.E.A.C.H. 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 T.E.A.C.H. 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 T.E.A.C.H. 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 T.E.A.C.H. 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 _____