



2022-2023 Contra Costa Professional Development Program (PDP) Guide

Program Description

The Contra Costa County Professional Development Program (PDP)* is designed to provide financial incentives to early childhood education providers, teaching staff, and program administrators from early learning settings. Individuals enrolled in PDP will receive a stipend based on the completion of college coursework or professional development within the program year. Individuals participating in this program work independently to complete their requirements.

Eligibility Criteria

Eligible participants are providers who:

- Are at least 18 years of age and have a Social Security Number or personal Tax ID Number.
- Serve in one of the following roles, for at least 15-hours a week with the same employer, commonly called: Floater, Assistant Teacher, Instructional Aide/Assistant, Associate Teacher, Lead Teacher, Co-Teacher, Site Supervisor, Assistant Director, Master Teacher, Director, Family Child Care Home Provider (Owner or Staff), or Family/Friend and Neighbor Provider.
- Serve children 0-5 years of age within Contra Costa County licensed or licensed exempt early childhood classroom program (excluding Transitional Kindergarten [TK]) for a minimum of 6 months from July 1, 2022-June 30, 2023.
- Are employed by an early learning and care setting in Contra Costa County that meets **at least one** of the following:
 - Accepts some form of CA early learning subsidy such as: California State Preschool Program (CSPP), General Child Care (CCTR), Alternative Payment Program (CAPP), Family Child Care Home Education Networks (CFCC), Migrant Alternative Payment Program (CMAP), CalWORKs Stages 1, 2, and 3 (C1AP, C2AP, and C3AP), Tribal Child Care program.
 - Has at least one enrolled child with an Individual Education Plan (IEP).
 - Has at least one enrolled Infant (birth to 17 months) and/or Toddler (18 to 35 months).
 - Is located in one of the following target zip codes: Antioch (94509, 94531), Brentwood (94513, 94514), Byron (94514), Concord (94518, 94519, 94520, 94521), Crockett (94525), El Cerrito (94530), El Sobrante (94803, 94820), Hercules (94547), Martinez (94553), Oakley (94561), Pinole (94564), Pittsburg/Bay Point (94656), Port Costa (94569), Pleasant Hill (94523), Richmond (94801, 94803, 94804), Rodeo (94572), San Pablo (94806), San Ramon (94582, 94583).

Program Logistics

- Email is the primary method of communication. Please check email regularly including your spam folder for emails from domain such as: @cccocoe.k12.ca.us; @first5coco.org; and @ccala.net or @caregistry.org (Workforce Registry).
- Most program requirements are completed online. Access to a computer or tablet and internet access is necessary.
- An Early Care & Education Workforce Registry Account and Registry ID Number (WFR#) is required. To create a WFR#, visit www.caregistry.org.

*The Contra Costa Professional Development Program is offered through the partnership of Contra Costa County Office of Education and First 5 Contra Costa and funded through the Quality Counts California (QCC) Workforce Pathways Grant.

How to Earn a Stipend

TASK	DEADLINE
1. Submit an online enrollment form through the Workforce Registry www.caregistry.org	September 1-October 31, 2022
2. Upload a completed PDP plan, to the Workforce Registry: <ul style="list-style-type: none"> • Complete a PDP plan (templates can be found in the Workforce Registry document tab after October 1). • Workforce Advising Sessions will be held virtually in November to support PDP Plans. All new participants are required to attend at least one Workforce Advising Session. • Returning participants may upload applicable plans approved by an advisor during the 2020-2021 or 2021-2022 program years. 	November 30, 2022 <i>Workforce Advising Sessions:</i> 11/2 6:30pm-8:30pm 11/5 9:00am-11:00am 11/8 9:00am-11:00am 11/17 6:30pm-8:30pm
3. Scan a completed and signed W-9 form into the Workforce Registry.	February 15, 2023
4. Complete the Midway-Check-In including employment verification.	February 15, 2023
5. Complete ONE of the Stipend options below:	
<p style="text-align: center;">OPTION 1 - \$700 College Coursework Stipend</p> <p>Complete a minimum of 6 semester units (8 quarter units) with a grade of “C” or better between July 1, 2022, and May 31, 2023.</p> <ul style="list-style-type: none"> • Coursework must count toward a college degree in Child Development, Early Childhood Education, or a related field, or to obtain, renew, or upgrade a California Child Development Permit. • General education and ESL/Basic Skills courses that are required for degree attainment will be accepted. • Courses must be taken through a regionally accredited college or university. <p><i>Additional stipends may be awarded for those who complete more than 6 semester units (8 quarter units) as funding is available.</i></p> <p><i>Degree Bonuses of \$500 will be awarded for those who graduate in the program year with an Associate’s Degree or higher in Child Development, Early Childhood Education, or related field.</i></p> <p>Upload transcripts and if applicable proof of degree completion to your Workforce Registry Account by May 31, 2023.</p>	May 31, 2023 *Out of district transcripts due June 16, 2023
<p style="text-align: center;">OPTION 2 - \$300 Training Stipend</p> <p>This option is ONLY available to those who already hold at a minimum an AA degree</p> <p>Complete a minimum of 15 hours of approved professional development between July 1, 2022 and May 31, 2023. For a complete and frequently updated list of approved trainings, please visit https://bit.ly/PDPcalendar</p> <p>Upload completed training certificates to your Workforce Registry Account by May 31, 2023.</p>	May 31, 2023
6. Complete End of Year Survey	May 31, 2023

- If you have a challenge completing any of these steps by the deadline, please reach out to Terrissa Hein at thein@cccoe.k12.ca.us
- Stipend amounts may be raised or lowered based on availability funds and number of eligible applicants.
- Stipends must be declared as income subject to income tax. A 1099 form with the stipend amount will be mailed in February 2024 to any participant who received a stipend of \$600 or more.

Program Contacts

Topic	Contact Name	Contact Information
Education Plans	Advising department at your college Terrissa Hein, Contra Costa County Office of Education	thein@cccoe.k12.ca.us
Child Development Permit	Terrissa Hein, Contra Costa County Office of Education	thein@cccoe.k12.ca.us
Workforce Registry Support	Vivian Ratkewicz	vratkewiczf5coco@gmail.com
General Questions	ElidaTreanor, First 5 Contra Costa	etreanor@first5coco.org

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
							-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.