



## Preschool Development Grant Birth to Five (PDG B-5) Initiative Overview

In 2019, Virginia first received federal PDG B-5 funding to strengthen its early childhood care and education (ECCE) system. As part of PDG B-5, Virginia piloted a unique effort in 11 communities to unify birth-to-five providers, increase access, strengthen quality and engage families. With both federal and state funds, PDG B-5 is expanding to include all Virginia communities by 2023. This effort is supported by a partnership between the Virginia Department of Education (VDOE), Virginia Early Childhood Foundation (VECF), and the University of Virginia (UVA). **Please visit the PDG B-5 webpage by clicking [here](#) or visiting [VECF.org](#) for a full list of participating communities.** Based in part on PDG B-5 efforts, Virginia recently passed a law to unify the early childhood system at the VDOE and establish a quality measurement and improvement system known as [VQB5](#). In partnership with local leaders, Virginia now seeks to scale and sustain the key elements of PDG B-5 such as the Teacher Recognition Program.

### 2021-2022 Teacher Recognition Program Overview

**The Teacher Recognition Program is a key PDG B-5 activity and provides a financial incentive to reduce turnover of up to \$2000 each year.**

- The program is open to both lead and assistant teachers working in publicly-funded child care and family day home sites within PDG B-5 communities that are participating in VQB5.
- Participating teachers must meet all eligibility requirements (*see eligibility section below*) to qualify and maintain eligibility.
- In the 2021-2022 program year July 2021-June 2022, *which is also Practice Year 1 for VQB5*, educators will be eligible for *up to* \$2000, an increase from the initial amount of \$1500. **Going forward Virginia will seek to continue to increase the annual rate for eligible educators who remain at their same site, year-over-year.**

#### Purpose

The Teacher Recognition Program recognizes that strengthening the ECCE system starts at the classroom level.

- Teachers should be supported to improve and be recognized as one of the most important elements to a high-quality experience for young learners.
- Many early childhood teachers - especially in family day homes and child care settings - are women of color who provide an essential service yet often are paid less than teachers in school-based settings.
- Teacher turnover is much higher in these settings which can negatively impact adult-child relationships and interactions.

To prepare more children for kindergarten, Virginia must both increase access to quality ECCE experiences for communities historically impacted by racial and economic inequities and support the continuous improvement of publicly-funded ECCE sites through VQB5. In this context, the Teacher Recognition Program is needed to support, retain, and reward talented yet undercompensated early educators in child care and family day home settings.

#### Structure

The Teacher Recognition Program supports both lead and assistant teachers in child care and family day homes who have direct contact with young children ages birth – 5 (*children not yet enrolled in kindergarten*). The incentive:

- Provides *up to* \$2000 to eligible teachers (see eligibility requirements below);
- Is solely intended to recognize educators for their ongoing efforts to improve Virginia's ECCE system;
- Does not have to be used for work related expenses; and
- Will be distributed in two payments in January 2022 and May 2022.

#### Eligibility

To be eligible to participate in the Teacher Recognition Program, teachers *must*:

- **Work at least 30 hours per week directly with children** (ages birth – 5) in *ECCE settings*.

Teachers must **REGISTER** for the PDG-B5 Initiative in [LinkB5](#) by **September 17, 2021** to be eligible for participation in the Teacher Recognition Program.

*Revised 7.19.2021*



*(Eligibility Continued)*

- **Work** at publicly-funded child care sites and family day homes participating in PDG B-5 communities.
  - Teachers employed by public school divisions in the Commonwealth are not eligible.
  - Teachers working in programs, including Head Start, whose site is *co-located* in a public school building are eligible if they are not employed by the public school system.
- **Register** for participation for PDG B-5 program year no later than Friday September 17, 2021.
  - In mid-August, teachers will receive an invitation to register through the state’s LinkB5 system for PDG B-5. *Teachers must register each year and are encouraged to register as quickly as possible.*
- **Opt-in** to receive a financial incentive by responding to a request from VECF to confirm consent and submit a W9 form (see “consent to participate” section below)

**To maintain eligibility and receive incentive payments**, teachers must *be continuously employed at least 30 hours per week, continue working directly with children ages birth – 5 and remain employed at the site where they initially registered for participation in PDG B-5*. Teachers that DO NOT maintain these requirements will not be asked to return prior payments but will also NOT receive future payments during the program year. *To be eligible for higher incentive payments in future years, teachers must 1) maintain full eligibility in the Teacher Recognition Program through each required employment period each program year AND 2) remain at the same PDG site in the following years.*

**Consent to Participate**

Registering to participate in the PDG B-5 DOES NOT guarantee participation in the Teacher Recognition Program.

- *Teachers must first meet the stated eligibility requirements and then actively “opt in” to receive the financial incentive.* All registered and eligible teachers will receive an email from VECF at PDGB5@vecf.org requesting consent to participate in the recognition program and completion of an IRS W-9 form. Program payments WILL NOT be disbursed without receipt of a valid W-9 form.
- *If teachers participated in the Teacher Recognition Program previously, they will still be required to submit an updated form for the current program year.* All sensitive information included on the W-9 will be held securely and only used for disbursing payments and completing required year-end tax forms.

**Periodic Employment Verification and Payment Schedule**

To maintain eligibility and receive incentive payments, teachers will be periodically verified as *continuously employed at least 30 hours per week, working directly with children ages birth – 5 and remaining employed at the site where they initially registered for participation in PDG B-5*. Individual site leaders will be requested to confirm this information *prior* to the disbursement of funds. Below is the anticipated schedule for this year.

Employment Period Required	Employment Verification Requested from SITE LEADERS	Payment Amount per Period
September 20, 2021– December 31, 2021	January 2022	\$900
January 1, 2022 – April 30, 2022	May 2022	\$1,100

**Tax Impact and Other Implications**

If participants receive more than \$600 per calendar year, VECF will issue recipients an IRS Form 1099-MISC with the total funding received under the Teacher Recognition Program. VECF and its PDG B-5 partners cannot provide legal, tax or accounting advice; any information provided is intended to be general in nature; and recipients are strongly encouraged to consult their own professional tax, accounting, and legal advisors on tax matters.

**Contact Information**

For questions regarding the Teacher Recognition Program, please contact [PDGB5@vecf.org](mailto:PDGB5@vecf.org).

Teachers must **REGISTER** for the PDG-B5 Initiative in LinkB5 by September 17, 2021 to be eligible for participation in the Teacher Recognition Program.



## Preschool Development Grant Birth to Five (PDG B-5) 2021-2022 Teacher Recognition Program FAQ

*This FAQ is intended as a supplement to the 2021-2022 PDG & Teacher Recognition Program Overview which contains additional details about the program that may not be included here. See also that document above for reference.*

PROGRAM GUIDELINES, STRUCTURE & ELIGIBILITY	
<b>WHAT is the criteria for my SITE to register to participate in PDG?</b>	Sites interested in registering for participation in PDG AND having their teachers considered for the Teacher Recognition Program <b>MUST</b> be <b>publicly-funded, serving children birth to five and in operation</b> by the registration deadline of <b>9/17/2021</b> .
<b>HOW do I register for the Teacher Recognition Program (Teacher Recognition Program)?</b>	There is no separate registration required for the Teacher Recognition Program, however, <u>ALL</u> teachers <i>interested</i> in receiving an incentive through this program <b>MUST</b> register to participate in the <b>PDG B-5 Initiative</b> through the <b>LinkB5</b> platform <b>no later than Friday September 17, 2021</b> . Teachers registering in the PDG B-5 initiative by this date will be contacted via email by the Virginia Early Childhood Foundation (VECF) at <a href="mailto:PDGB5@vecf.org">PDGB5@vecf.org</a> with further information about the Teacher Recognition Program. <b>To be considered, teachers MUST register in LinkB5 by 09/17/2021.</b>
<b>WHAT are the basic eligibility requirements to be considered for participation in the Teacher Recognition Program?</b>	Registered lead or assistant teachers, working at least 30 hours per week directly with children ages birth - 5 (prior to Kindergarten entry) in publicly-funded child care centers and family day homes participating in PDG B-5 during the 2021-2022 program year ( <i>July 1, 2021 - June 30, 2022</i> ).
<b>WHY am I NOT eligible to participate in the Teacher Recognition Program if I am a teacher employed by a public school division?</b>	Teachers employed by public school divisions <u>are not</u> eligible for the Teacher Recognition Program. This determination was made due to the limited availability of funds and a commitment to more fully supporting child care teachers who are far less financially compensated and more likely to experience high rates of turnover which can negatively impact teacher-child interactions.
<b>I registered for participation in PDG B-5 through LinkB5, does this mean that I will <u>definitely</u> be a part of the Teacher Recognition Program?</b>	Registering to participate in the PDG B-5 Initiative <b>DOES NOT</b> guarantee participation in the Teacher Recognition Program. <b>Teachers must first meet the stated eligibility requirements and then actively “opt in” to receive the financial incentive</b> by responding to a follow-up email from VECF ( <a href="mailto:PDGB5@vecf.org">PDGB5@vecf.org</a> ) and <b>submitting a valid IRS W9 form</b> . See below on “ <b>Tax Related Matters</b> ”.
<b>HOW do I opt-in to receive the financial incentive?</b>	All registered and eligible teachers will receive an <b>email from the Virginia Early Childhood Foundation (VECF) at <a href="mailto:PDGB5@vecf.org">PDGB5@vecf.org</a> requesting consent to participate</b> in the recognition program and <b>electronic completion of an IRS W-9 Form</b> . All sensitive information included on the W-9 Form will be held securely and only used for the purpose of disbursing payments and completing required tax forms as necessary. See below on “ <b>Tax Related Matters</b> ”.



**Preschool Development Grant Birth to Five (PDG B-5)  
2021-2022 Teacher Recognition Program FAQ**

**MAINTAINING ELIGIBILITY**

<p><b>After registering for participation in the PDG B-5 initiative, I <i>voluntarily</i> moved from the site where I first registered to another site participating in PDG B-5. Will I still be eligible to receive the \$1500 incentive?</b></p>	<p>Retaining and rewarding talented teachers and providing consistency for young children is key to improving early learning experiences in childcare settings. As such, <b>movement of teachers among different sites disqualifies them from eligibility for the incentive</b>, whether the new site is or is not participating in PDG B-5. You will receive incentive payments for each employment period* in which your employment was verified <i>BEFORE</i> you moved to a different site. Beyond that, you will <i>NOT</i> be eligible for additional payments.</p>
<p><b>During a part of the program year I was away from my site on maternity leave, family medical leave, sick leave, or other site-approved leave. Will I still be eligible to receive the (up to) \$1500 incentive?</b></p>	<p>Yes, you will still be eligible to receive the incentive, partially or in full, if you continue to be employed by your site through each employment period.</p>
<p><b>When I registered for PDG B-5 I was working directly with children birth-5 at least 30 hours per week. My center told me they need to reduce my hours. Will I still be eligible to receive the (up to) \$1500 incentive?</b></p>	<p>Yes, you will still be eligible to receive the incentive, partially or in full, if you continue to be employed by your site and working with children birth-5 through each employment period.</p>
<p><b>When I registered for PDG B-5 I was working directly with children birth-5 at least 30 hours per week. I <i>voluntarily</i> asked my site to reduce my hours. Will I still be eligible to receive the (up to) \$1500 incentive?</b></p>	<p>You will receive incentive payments for each employment period* in which your employment was verified <i>BEFORE</i> you voluntarily reduced your working hours. Beyond that, you will <i>NOT</i> be eligible for additional payments.</p>
<p><b>When I registered for PDG B-5 I was working directly with children birth-5. Now I am no longer working with the same age group. Will I still be eligible to receive the (up to) \$1500 incentive?</b></p>	<p>You will receive incentive payments for each employment period* in which your employment was verified <i>BEFORE</i> you stopped working directly with children birth-5. Beyond that, you will <i>NOT</i> be eligible for additional payments. The Teacher Recognition Program is designed to support teachers working directly with this age group.</p>
<p><b>My site had been open but then was required to or chose to close <i>temporarily</i> as a result of COVID-19. Will I still be eligible to receive the incentive?</b></p>	<p>Yes, you will still be eligible to receive the incentive if your site considers you to be employed through each employment period. For example, in the case of a work furlough you may be asked not to work and not receive pay but still be considered employed by your site.</p>
<p><b>My site is operating in a full or partially virtual status. Will I still be eligible to receive the incentive if I am working any part of my 30 hours per week remotely?</b></p>	<p>Teachers working directly with children in both <i>physical</i> and <i>virtual</i> spaces are eligible to receive the incentive so long as other eligibility requirements are met during each employment period*: working directly with children birth-5, in a PDG B-5 participating site, registered for PDG B-5 by 09/17/2021.</p>
<p><b>Have additional questions regarding eligibility?</b></p>	<p>Please email us at <a href="mailto:PDGB5@vecf.org">PDGB5@vecf.org</a> for direct assistance.</p>



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2021-2022 Teacher Recognition Program FAQ**

**PROGRAM PAYMENTS**

<b>WHAT can I do with the money I receive as part of the Teacher Recognition Program?</b>	There is <u>no expectation</u> that teachers use this incentive for work related expenses. Teachers can determine for themselves how to use the funds received through the Teacher Recognition Program. <b>There are no rules, guidelines, or limits on what teachers can choose to do with each incentive payment.</b>
<b>WHEN will I receive the payments from VECF?</b>	See the table below for timing of payments expected during this program year.
<b>Why does my continued employment need to be verified by my Site Administrator <i>before</i> I will be sent incentive payments?</b>	Program eligibility guidelines require that teachers will be periodically verified as <b>continuously employed at least 30 hours per week, working directly with children ages birth – 5 and remain employed at the site where they initially registered for participation in PDG B-5.</b>
<b>HOW will I receive incentive payments?</b>	Paper checks will be mailed to the address listed on participant W-9 forms. <u>Direct deposit is not an option for payment.</u> <b>To ensure payments are mailed to the correct address, please contact us at PDGB5@vecf.org if the address provided on your W-9 changes at any point.</b>
<b>What will the check look like when it is delivered by mail?</b>	All checks are processed by a vendor in California. Checks will be mailed in an envelope like the picture below and arrive within 10-15 days of being approved for processing by VECF.
<b>Do I have to cash the check immediately after receiving it?</b>	Teachers are encouraged to cash or deposit checks as early as is convenient. The expiration date will be listed on the check and is typically 90 days from issuance. If checks are NOT cashed or deposited prior to expiration, they will NOT be automatically reissued.
<b>What do I do if I have a problem cashing or depositing a payment?</b>	Please email us at <b>PDGB5@vecf.org</b> for direct assistance.



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Below is the anticipated schedule of employment verification, payment schedule and sample payment envelope.

Employment Period Required*	Employment Verification Requested from Sites	Payment Schedule
September 20, 2021 – December 31, 2021	January 2022	January 2022
January 1, 2022 – April 30, 2022	May 2022	May 2022





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TAX RELATED MATTERS	
<b>I was contacted by VECF and asked to complete an IRS W-9 Form. Why am I required to submit an IRS W-9 Form to participate in the Teacher Recognition Program?</b>	It is the expectation that <i>most</i> teachers in the Teacher Recognition Program will receive most or all incentive payments. By law, any participants receiving over \$600 in calendar year 2021 <i>must</i> receive an IRS 1099 Form from VECF in January 2023. Information obtained from participant W9 Forms will enable VECF to comply with the IRS reporting requirements. <b>Payments WILL NOT be issued to participants until a completed and signed W-9 form is received.</b>
<b>I participated in the Teacher Recognition Program in a prior program year and provided VECF W9 at that time. Why am I being asked to submit one again?</b>	Law requires Teacher Recognition Program participants to submit a W-9 form for <i>each</i> program year of participation to ensure that records are maintained and up to date for future payment and tax reporting purposes.
<b>What should I do if I have questions about the impact of receiving this incentive on my tax status?</b>	VECF and its PDG B-5 program partners <u>cannot</u> provide legal, tax or accounting advice; any information provided is intended to be general in nature. <b>Recipients are strongly encouraged to consult their own professional tax, accounting, and/or legal advisors on tax matters.</b>
<b>Have additional questions regarding these matters?</b>	Please email us at <a href="mailto:PDGB5@vecf.org">PDGB5@vecf.org</a> for direct assistance with any matters except for tax, accounting, or legal advice.