



T.E.A.C.H. Early
Childhood®

WEST VIRGINIA

A Project of River Valley
Child Development Services

Information Manual
For
T.E.A.C.H. Early Childhood® WV
Scholarship Recipients
2010-2011

T.E.A.C.H. Early Childhood WV
River Valley Child Development Services
611 Seventh Avenue, Suite 322
Huntington, WV 25701
Phone: 304-529-7603
Fax: 304-529-2535
www.wvearlychildhood.org

Dear Scholarship Recipient,

Congratulations on receiving a T.E.A.C.H. Early Childhood® WV scholarship! We are very excited that you are continuing your education while working in the early care and education field. We have created this information manual to ensure you have a clear understanding of T.E.A.C.H. Early Childhood WV's procedures so that you may have a successful experience with the scholarship program.

Please carefully review each section of this manual to make certain you have a clear understanding of T.E.A.C.H. Early Childhood WV and what is expected from you, as the scholarship recipient. Each section is designed to provide you with the basic information of how T.E.A.C.H. Early Childhood WV works.

The last page of the manual contains the contact information for T.E.A.C.H. Early Childhood WV and our office hours. Please use this information to contact T.E.A.C.H. Early Childhood WV with questions or concerns you may have. The T.E.A.C.H. Early Childhood WV staff is here to support you and be an advocate for you. Please let us know if there is any way we can be of assistance.

We hope you find the T.E.A.C.H. Early Childhood WV Information Manual useful and refer to it often throughout your participation in the scholarship program. If at any time you have questions or concerns that cannot be answered by consulting the manual, do not hesitate to contact T.E.A.C.H. Early Childhood WV. We wish you the best of luck and look forward to working with you as you pursue your educational goals!

Sincerely,

T.E.A.C.H. Early Childhood WV Specialist

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Glossary of Terms

Charge approval – the memorandum of understanding submitted to participating community colleges/universities indicating a T.E.A.C.H. WV scholarship recipient who is eligible to charge his/her tuition to T.E.A.C.H. WV, for which classes and the number of credit hours.

Child Care Services Association – the organization that holds the T.E.A.C.H. license and provides support, training, and monitoring for the T.E.A.C.H. program.

Commitment to sponsoring center – the one year period after completing the scholarship contract in which the recipient of the scholarship must work in the sponsoring center.

Compensation eligibility – the recipient has completed all components of the scholarship contract successfully and can be issued the T.E.A.C.H. bonus and the sponsoring center bonus or raise.

Current Pre-K teacher – an individual who is currently employed as a Pre-K teacher.

Free Application for Federal Student Aid “FAFSA” – an application for financial aid, such as the Pell Grant.

Form B – tuition/book reimbursement claim form for the recipient. The recipient must submit the tuition and book receipt(s) for reimbursement and for issuance of the travel stipend to the recipient.

Form C – release time reimbursement claim form for the recipient and sponsoring center. The recipient or sponsoring center tracks release time hours for each semester on Form C and submits it to T.E.A.C.H. WV upon the conclusion of each semester. Reimbursement checks will be issued to the sponsoring center.

Memorandum of Understanding- document sent from TEACH Early Childhood WV Specialist to participating college university for commitment to tuition covered under the TEACH Early Childhood WV scholarship model prior to classes beginning.

Original contract – the first scholarship contract issued to a recipient.

Paid release time – the weekly time off of work to which each scholarship recipient is entitled while on a T.E.A.C.H. WV scholarship and while enrolled in a course. This time may be used for attending class, studying or completing assignments. The recipient must be paid regular wages for the hours of release time he/she receives.

Participating community college/university – a community college or university that allows students to use a T.E.A.C.H. WV scholarship. These are schools in West Virginia and have early childhood education degree programs.

Participation agreement – part of the application that must be completed by the sponsoring center that states the agreement to be a sponsoring center and award a bonus or raise to the employee(s) being sponsored upon successful completion of the scholarship contract.

Potential Pre-K teacher – an individual working at least 30 hours per week in a licensed child care center who desires to be a Pre-K teacher.

Recipient – an individual who has been awarded a T.E.A.C.H. WV scholarship.

Renewal contract – the contract issued to begin a new scholarship contract following the successful completion of another scholarship contract.

Scholarship contract – the form signed by T.E.A.C.H. WV, the recipient and the sponsoring center that details the responsibilities of each party pertaining to the scholarship awarded to the recipient.

Sponsor/sponsoring center – a licensed child care center that employs a current or potential Pre-K teacher who is using a T.E.A.C.H. WV scholarship. The center, as a sponsor, is responsible for paying a small percentage of tuition for nine credit hours per recipient; providing three hours of paid release time per week while the recipient is enrolled in courses; and issuing a bonus or raise to the recipient upon successful completion of the scholarship contract.

Statement of income – section of the application that shows income for the applicant and must include the most recent paycheck stub with the application to verify hourly wage.

Successful completion of contract – all components of the scholarship contract have been fulfilled: tuition hours successfully completed; release time awarded; tuition, book, release time reimbursement forms submitted with necessary documents; grades for all credit hours submitted.

Travel stipend – the amount of money given to the scholarship recipient as part of a T.E.A.C.H. WV scholarship to assist them with parking fees, transportation, etc. associated with traveling to and from class.

Turnover – occurs when a child care center teacher/employee leaves his/her place of employment.

Introduction and Overview of T.E.A.C.H. Early Childhood®

What is the T.E.A.C.H., Early Childhood® Scholarship Program?

Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® is a scholarship program focused on increasing the education and compensation levels of early childhood workers while reducing turnover rates. The scholarship program accomplishes this through tuition, book and travel cost assistance, paid release time for the recipient, compensation for completing the scholarship and commitment to the early childhood field from the recipient.

T.E.A.C.H. Early Childhood® WEST VIRGINIA provides scholarship opportunities to individuals working in licensed child care centers who are working toward an associate or bachelor's degree in early childhood education or a Pre-K endorsement/authorization to teach Pre-K.

Administering Organization

T.E.A.C.H. Early Childhood® WV is a licensed program of Child Care Services Association (CCSA). CCSA holds the license for all states operating a T.E.A.C.H. Early Childhood® Program and provides technical assistance and monitoring to ensure proper administration of the T.E.A.C.H. WV Early Childhood Program.

T.E.A.C.H., Early Childhood® WEST VIRGINIA is a project of River Valley Child Development Services (RVCDS) and is administered by West Virginia Early Childhood Training Connections and Resources (WVECTCR). The mission of RVCDS is to be a leader in providing high quality early childhood care and education services for children, families and communities. RVCDS's commitment is: to provide safe, nurturing and inclusive learning environments; implement high standards of professionalism and practice; and provide resources, support and opportunities.

T.E.A.C.H., Early Childhood WV Specialist

The T.E.A.C.H., Early Childhood WV Specialist's role is to provide program information to scholarship applicants, sponsoring centers and college representatives and provide academic, personal and career counseling to the scholarship recipients. Any questions or concerns the recipient and/or sponsoring center may have about T.E.A.C.H. Early Childhood WV should be directed to the T.E.A.C.H. Early Childhood, Specialist. The T.E.A.C.H. Early Childhood Specialist also processes applications and forms submitted to T.E.A.C.H. WV, along with payments and claims.

WVECTCR Director

In addition to the T.E.A.C.H. Early Childhood Specialist, T.E.A.C.H. Early Childhood WV utilizes the WVECTCR Director. The WVECTCR Director contributes to the promotion of T.E.A.C.H. Early Childhood WV, counseling recipients and sponsors and processing payments and claims.

Activating Your Scholarship

Once an individual has been approved to receive a T.E.A.C.H. WV scholarship, he/she will receive an acceptance packet that contains the following forms:

- Acceptance letter
- Three copies of the scholarship contract (Form A)
- Release time question and answer
- Pre-authorization instructions
- Pre-authorization request
- Sample T.E.A.C.H. story letter

Acceptance Letter

The acceptance letter notifies the recipient of the approval of his/her application for a T.E.A.C.H. Early Childhood WV scholarship. A copy of this letter is included in his/her acceptance packet, as well as in the sponsoring center's acceptance packet.

Scholarship Contract (Form A)

The scholarship contract is the form that activates your scholarship and outlines the components of the scholarship. The contract states the following:

- The contract term (semester and year through semester and year i.e. Fall 2010 – Summer 2011)
- The responsibilities of T.E.A.C.H. Early Childhood WV, the sponsoring center and the scholarship recipient.

Three copies will be in the recipient acceptance packet for the recipient and the sponsoring center director or owner to sign. One copy is for the recipient's records, one copy for the sponsoring center's records and one copy to be mailed back to:

T.E.A.C.H., Early Childhood WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701

Without a signed copy of the contract, the recipient cannot utilize any components of the scholarship. Once T.E.A.C.H. Early Childhood, WV receives the signed contract, a reimbursement packet will be mailed to the recipient and the sponsoring center, and the recipient will be able to register for courses and charge his/her approved courses to T.E.A.C.H. Early Childhood WV, via the use of a Memorandum of Understanding form, mailed by the T.E.A.C.H. Early Childhood Specialist, to the college/ university, prior to the start of classes. A pre- authorization form must accompany the request to attend classes and will be mailed to T.E.A.C.H. by the recipient for approval of course schedule.

Release Time Question and Answer

A release time Q & A sheet will be included in the acceptance packet. It answers many of the questions surrounding release time for the scholarship. If you have questions concerning release time that cannot be answered by this sheet, please contact the T.E.A.C.H. Early Childhood WV Specialist: 304-529-7603 or teachwv@rvcds.org.

Pre-Authorization Instructions and Request

Before registering for a college course, the recipient must complete the pre-authorization request form and submit it to the T.E.A.C.H. Early Childhood Specialist. The recipient will receive this form, along with instructions for completing the form, in his/her acceptance packet. The T.E.A.C.H. Specialist then ensures that the course for which the recipient wants to register is a course that T.E.A.C.H. Early Childhood WV will pay for, then sends a charge approval (**MOU**) to the college informing them that he/she may charge his/her tuition to T.E.A.C.H. Early Childhood WV for that course. The recipient may then precede with registration at his/her college.

Please submit the pre-authorization request one week prior to registering for a class to allow adequate processing time. **The recipient must complete a new pre-authorization form each semester he/she registers for a class.**

T.E.A.C.H., Early Childhood WV Story Letter

As a T.E.A.C.H. Early Childhood, WV scholarship recipient, T.E.A.C.H. Early Childhood WV is interested in hearing how the scholarship is benefiting the recipient, and the children at the center. As part of the recipient acceptance packet, the recipient will receive a sample T.E.A.C.H. Early Childhood WV story letter and be asked to write a letter detailing his/her T.E.A.C.H., Early Childhood WV story. The recipient letter will be used to demonstrate how T.E.A.C.H. WV is benefiting early childhood teachers in our state. Quotes from the recipient letter, or the entire letter, may be shared with state legislators, policy makers, funders and may be used in the T.E.A.C.H. Early Childhood, WV newsletter and/or website. The recipient, T.E.A.C.H. Early Childhood WV story, can be mailed, e-mailed or faxed to the T.E.A.C.H. Early Childhood WV Specialist within two weeks of the receipt of his/her acceptance packet. See submission information below:

Mail: T.E.A.C.H. Early Childhood WEST VIRGINIA
611 Seventh Avenue, Suite 322
Huntington, WV 25701

e-mail: teachwv@rvcds.org

fax: 304-529-2535 Attn: T.E.A.C.H. Early Childhood WV

Registration and Charging Tuition to T.E.A.C.H. Early Childhood WV

Registering for Classes and Charging Tuition

BEFORE registering each semester, it is very important that the recipient meet with the sponsoring center director to discuss his/her potential class schedule. This will help the director plan for the paid release time hours the recipient is eligible for and arrange coverage for his/her classroom while taking release time.

For a recipient , to be eligible to charge his/her tuition, to T.E.A.C.H. Early Childhood WV, he/she must submit the pre-authorization request form to the T.E.A.C.H. Early Childhood WV Specialist at least one week prior to registration. This form can be mailed or faxed to:

T.E.A.C.H. , Early Childhood WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701
Fax: 304-529-2535 Attn: T.E.A.C.H Early Childhood WV

The T.E.A.C.H. Early Childhood WV Specialist needs to know the course codes, titles, and credit hours, of each class. After, approving the hours, the T.E.A.C.H. Early Childhood WV Specialist sends the charge approval(**MOU**) to the recipient's college/university, which gives permission for the recipient to charge his/her tuition to T.E.A.C.H. Early Childhood WV. At this point, the recipient may register for his/her desired course(s).

Maximum Number of Credit Hours

T.E.A.C.H. Early Childhood WV allows the recipient to charge nine credit hours to T.E.A.C.H. Early Childhood WV per calendar year or per scholarship contract. Essentially, the recipient has two semesters and one summer session in which he/she can complete the nine credit hours. Any credit hours over nine will need to be paid for by the recipient or another source of financial aid.

Registration Receipts

Once the recipient registers for his/her course(s), the college may provide him/her with a registration receipt or statement that shows the course codes, titles and dates of the semester. The T.E.A.C.H. Early Childhood WV Specialist must have a copy of this on file in order to issue a travel stipend. The recipient should submit a copy of this with his/her Form B (Tuition, Book, Travel) to the T.E.A.C.H. Early Childhood WV Specialist.

NOTE: The recipient may receive a bill from the college indicating the courses he/she is scheduled to take and the amount of tuition being paid by a third party scholarship. This may also be submitted to T.E.A.C.H. Early Childhood WV in order for a travel stipend to be issued.

Recipient Co-Pay for Tuition Cost

Each, T.E.A.C.H. Early Childhood WV scholarship requires the recipient to pay a percentage of tuition cost. T.E.A.C.H. Early Childhood WV allows the recipient to charge 100% of tuition cost and tuition related fees to T.E.A.C.H. Early Childhood WV during the registration process. The recipient co-pay is received through the book reimbursement process/travel-stipend issuance. Once, the recipient submits his/her book receipts and registration receipt/statement to T.E.A.C.H. Early Childhood WV, the amount of tuition the recipient owes T.E.A.C.H. Early Childhood WV is deducted from his/her book reimbursement and/or travel stipend. This prevents the recipient from having to pay more money out of pocket. The remaining balance of the book reimbursement and/or travel stipend will be mailed to the recipient along with a statement showing the charges, deductions and amount being reimbursed. See below for example.

Example:

Amount of tuition \$400.00 (Recipient share is 15% = \$60)
Book claim \$ 100.00 (Recipient share is 10% = \$10)
Travel stipend \$ 50.00

Reimbursement check will reflect the following:

| | |
|------------------|-----------------|
| Books | \$ 90.00 |
| Travel | \$ 50.00 |
| Total | \$140.00 |
| Less tuition | \$ -60.00 |
| <i>Check amt</i> | <i>\$ 80.00</i> |

Dropping or Withdrawing from a Class

Any and all registering and withdrawing from classes must be done by the scholarship recipient. T.E.A.C.H. Early Childhood® WV does not have the authority to register or withdraw from a class on behalf of a recipient.

The scholarship recipient must drop/withdraw from coursework before classes begin in order to avoid tuition charges. If at any time a recipient decides to drop or withdraw from a course he/she must contact the T.E.A.C.H. Early Childhood WV Specialist first. Students that drop or withdraw from a course after the semester begins may be held responsible to pay tuition charges to T.E.A.C.H. Early Childhood WV and that course will not be eligible for T.E.A.C.H. Early Childhood WV tuition payment in the future. Once the drop/withdraw is finalized, recipients must submit a drop/withdraw statement from the college.

Reimbursement Forms and Procedures

Tuition

An authorized recipient can charge 100% of his/her tuition and tuition related fees, up to nine credit hours, to T.E.A.C.H. Early Childhood WV. Once T.E.A.C.H. Early Childhood WV receives the official invoice from the college, T.E.A.C.H. Early Childhood WV will collect the copayment from the recipient and sponsoring center via book reimbursement and/or travel stipend and release time claims. See example on page seven.

If the recipient or sponsoring center has already paid the tuition or chooses to pay the tuition, T.E.A.C.H. Early Childhood WV can reimburse the recipient's portion of tuition by submission of Form B with proper documentation (tuition receipts and statement).

Books

The scholarship recipient cannot charge books to T.E.A.C.H. Early Childhood WV. The books must be purchased and receipts submitted with a Form B for the current semester. T.E.A.C.H. Early Childhood WV only reimburses for books. No reimbursement is available for items such as: sales tax; shipping costs; computer software; and/or school supplies such as notebooks, calculators, pens, pencils.

Travel Stipend

Each semester, the recipient who has a registration receipt on file will receive a travel stipend regardless of whether he/she is taking class on campus or online. The travel stipend is only issued once per semester and is processed after all receipts are turned in, final grades are recorded, and forms B and C are received for reimbursement processing.

Reimbursement Forms for Tuition, Books and Travel Stipend

Reimbursement forms (Form B – Tuition, Book and Travel Reimbursement) and Form C (Release Time Reimbursement) will be mailed to the recipient and sponsoring center when the signed contract has been returned to the T.E.A.C.H. Early Childhood WV Specialist. The recipient should make additional copies of these forms for future use.

Documentation to be Included with Form B – Tuition, Book and Travel

Form B – Tuition, Book and Travel, must be submitted to the T.E.A.C.H. Early Childhood WV Specialist with certain documentation.

- 1) Book receipts
- 2) Tuition and/or registration receipt

Book Receipts

The recipient cannot charge books to T.E.A.C.H. Early Childhood WV; therefore, the recipient must purchase the books and the book receipts must be submitted with the completed Form B in order to claim a book reimbursement. Book receipts vary widely. The ideal book receipt contains the following:

- Bookstore name printed on receipt
- Book titles
- Individual book amounts (should match Form B)
- Sales tax listed separately

Many book receipts are not clear. Occasionally, receipts come in that do not list individual book prices. A price quote from the bookstore on letterhead will be acceptable in these instances, or the T.E.A.C.H. Early Childhood WV Specialist may verify the book costs with the bookstore and document the information received on the Form B. Cancelled checks along with price quotes are also acceptable for processing a reimbursement.

Tuition and/or Registration Receipts

A tuition or registration receipt must accompany all Form B's in order to process reimbursement. If the recipient or sponsoring center paid the tuition, the tuition statement and proof of payment must accompany Form B. In order for the T.E.A.C.H. Early Childhood WV Specialist to use a registration receipt to process tuition reimbursement and the travel stipend for a recipient, it must contain the following:

- Recipient name and/or Social Security Number.
- College name printed on the receipt.
- The total tuition amount. Verify any charges not itemized on the bill or receipt. Fees that are not covered are parking, graduation, and/or late fees. The travel stipend is intended to assist recipient for parking fees. Dates in the receipt should correspond to the semester for which reimbursement is being requested.

If the registration receipt does not have a tuition amount, the T.E.A.C.H. Early Childhood WV Specialist may contact the college to obtain a total tuition amount and document this on the receipt. If the paperwork the recipient sent in does not constitute a receipt, the T.E.A.C.H. Early Childhood WV Specialist can request that the recipient obtain a receipt that shows the necessary information.

Release Time Claims/Reimbursement

While enrolled in courses, the recipient is entitled to three hours weekly paid release time (max 48 hours/semester). Release time is tracked on Form C, which is issued to the center director

once a signed copy of the contract is received. Form C must be signed by the recipient and director and shall be submitted before the end of the semester. The T.E.A.C.H. Early Childhood WV Specialist processes the claim form and issues the release time reimbursement to the sponsoring center.

NOTE: In order for any reimbursement to be issued to the recipient, T.E.A.C.H. Early Childhood WV must receive the official invoice from the college, which is typically six weeks after the semester begins. Once all required forms and documentation is received, reimbursement checks will be issued in approximately 30 days.

Other Scholarship Components

Grades

Upon completion of each course under a T.E.A.C.H. Early Childhood WV scholarship, the recipient must submit the grade for each course to T.E.A.C.H. WV. Many colleges only release grades electronically, so T.E.A.C.H. Early Childhood WV will accept a printout of the grade from the college website or an unofficial transcript, as long as it states the student's name, semester, course name and number and the grade. Grades must be submitted within TWO WEEKS of the semester end. No compensation will be issued without all grade reports for the scholarship contract, nor will a scholarship renewal be issued.

For a course to be completed successfully and counted toward the T.E.A.C.H. Early Childhood WV scholarship, the recipient must meet the successful completion guidelines set by the college. All nine credit hours required by the T.E.A.C.H. Early Childhood WV scholarship contract must be completed successfully to be eligible for compensation.

Compensation

Upon successful completion of a scholarship contract, the recipient receives compensation in the form of a \$300 bonus from T.E.A.C.H. Early Childhood WV and a \$300 bonus or 2% raise from the sponsoring center. This compensation is to be in addition to any other annual raise or bonus from the center. The center director will be notified when a recipient is due for his/her compensation through a letter from T.E.A.C.H. Early Childhood WV.

Compensation letters will not be sent out if the recipient is missing paperwork from his/her file. If the recipient is not sure if his/her file is complete, he/she should contact the T.E.A.C.H. Early Childhood WV Specialist. Once the missing paperwork is submitted, the compensation letters can be mailed.

If the scholarship recipient chooses to leave employment at the sponsoring center before the commitment year is completed, the recipient forfeits all upcoming bonus/raise payments.

Commitment

For each scholarship contract successfully completed, the recipient commits to working one additional year in the sponsoring center. Commitment years are immediately following the completed contracts. It is possible to be on a new scholarship contract while completing a year commitment to the center (from the previous contract).

Contract Completion

If employment is terminated or the recipient resigns from the sponsoring center anytime during the contract/commitment period, the contract becomes invalid as of the last day of employment and/or date of notification to T.E.A.C.H. Early Childhood WV, depending on which occurs first. The recipient that does not fulfill all contract obligations is no longer eligible for the scholarship. The recipient may also be required to pay back tuition and release time paid by the sponsoring center. The recipient should contact the sponsoring center for more information regarding any such policies.

Contract Renewals

Once the scholarship contract has been successfully completed, the recipient is automatically sent a renewal packet. If the recipient intends to continue his/her scholarship, he/she must return the new contract and information update form. This form requests updated wage and employment information. This is the likely time that the T.E.A.C.H. Early Childhood WV Specialist will be made aware of address changes and/or position changes. If the recipient has changed positions, a new application should be mailed to the recipient or in some cases the application can be filled out by the T.E.A.C.H. Early Childhood WV Specialist and only the participation agreement must be sent for signatures. If the T.E.A.C.H. Early Childhood WV Specialist receives information that the recipient changed positions during a contract, the current contract will stand until the completion of the contract. The information update form also requires the signature of the center director. The completed information update form must be returned before any further reimbursements can occur. Once the signed contract and completed information update form are received, the T.E.A.C.H. Early Childhood WV Specialist will send a new set of reimbursement forms (Form B) to the recipient. New release time claim forms (Form C) will also be mailed to the sponsoring center.

Frequently Asked Questions

Classes, Credits and GPA

1. *Does a recipient need to maintain a certain grade point average (GPA) in order to continue participating in T.E.A.C.H. Early Childhood WV?*

A recipient must “successfully complete” each course as required by his/her early childhood degree program at the college he/she is attending. T.E.A.C.H., Early Childhood WV does encourage all participants to do their best. If a recipient does not successfully complete coursework each semester, he/she may not be able to continue with the scholarship.

2. *T.E.A.C.H. Early Childhood WV requires that a recipient sends a copy of his/her grades after each semester, but the school does not mail a paper copy of the grade(s). How should a recipient handle this?*

Here are a few acceptable forms for grade submission:

- 1) Print the grade from the college website.
- 2) Ask his/her college advisor to print the grade.
- 3) Submit an unofficial transcript to T.E.A.C.H. Early Childhood WV.

Please make sure the recipient name, college name, course name and semester are on the printout.

3. *Can a recipient take more than nine credit hours during a scholarship contract and have T.E.A.C.H. Early Childhood WV pay for the additional courses?*

If a recipient is planning on taking additional courses above and beyond what the scholarship contract will cover, he/she must pay for those credits out-of-pocket or with another form of financial aid.

4. *A recipient thinks he/she may have to withdraw from a course(s) this semester, what does the recipient need to do?*

Contact the T.E.A.C.H., Early Childhood WV Specialist immediately. She will provide you with helpful advice and information regarding the decision.

5. *Is a recipient required to take classes in the summer?*

No, a recipient is not required by T.E.A.C.H., Early Childhood WV to take classes in the summer. The summer session is available for a recipient to take a class if he/she wishes to do so.

Eligibility

1. *Can a recipient transfer his/her scholarship to a new center and continue in T.E.A.C.H. Early Childhood WV?*

A, T.E.A.C.H. Early Childhood WV recipient cannot transfer a scholarship from his/her current sponsoring center to another. A, T.E.A.C.H. Early Childhood WV recipient can continue in the scholarship program if he/she is transferred to a different site within his/her child care center agency. The T.E.A.C.H., Early Childhood WV recipient should read the contract very carefully to ensure he/she can meet all of the contract requirements. The T.E.A.C.H., Early Childhood WV Specialist is available to discuss the contract obligations with participants and answer questions.

2. *What happens if a recipient leaves the sponsoring child care center? Can he/she remain in T.E.A.C.H., Early Childhood WV?*

When a recipient signs the T.E.A.C.H., Early Childhood, WV contract with T.E.A.C.H. Early Childhood WV and the sponsoring child care center, he/she agrees to do several things:

1. Successfully complete nine credit hours during the scholarship year.
2. Pay a portion of the tuition and books each semester.
3. Submit grade reports to T.E.A.C.H. Early Childhood WV.
4. Continue to work at the sponsoring child care center at least one additional year for each scholarship contract.

If a recipient leaves his/her sponsoring center before he/she meets all of the contract obligations, he/she is no longer eligible for the scholarship program or for any forthcoming bonuses/raises associated with the scholarship.

3. *How does a recipient renew his/her scholarship contract? Does he/she need to reapply?*

No, a recipient does not need to reapply. He/she simply has to express an interest in continuing a T.E.A.C.H. Early Childhood WV scholarship and have the approval from the sponsoring child care center. A new scholarship contract will be mailed to the recipient at the end of his/her current scholarship contract. If he/she wishes to renew, simply sign it (along with the sponsoring center director) and return to T.E.A.C.H., Early Childhood, WV. If he/she does not wish to renew, contact T.E.A.C.H. WV and make the T.E.A.C.H. Early Childhood WV Specialist aware of the decision.

Reimbursements

1. *Can a recipient charge his/her books to T.E.A.C.H. Early Childhood, WV ?*

No, a scholarship recipient cannot charge his/her books to T.E.A.C.H. WV. The recipient must purchase books and submit the book receipt(s) with Form B for reimbursement.

2. *A recipient doesn't think he/she will have the money to purchase books for the upcoming semester. What can he/she do?*

Listed below are several options for purchasing or borrowing books for a college course:

1. Check with the sponsoring child care center to see if the center would be willing to purchase the books. (T.E.A.C.H. Early Childhood WV can reimburse sponsoring centers directly for books).

2. Talk with the course instructor/professor to see if he/she has any spare books to borrow.
3. Check with other students to see if they have books to borrow or purchase the books from them at a cheaper price.
4. See if the books are available at the library.

3. *What does a book claim reimbursement cover? Is a recipient able to claim notebooks or other materials needed for the classes?*

Book reimbursements help to cover textbooks, study guides and other books required by the instructor/professor. Listed below are items for which T.E.A.C.H. Early Childhood WV cannot reimburse:

1. Notebooks
2. Highlighters
3. Calculators
4. Computer software
5. Other supplies that are not textbooks
6. Sales tax
7. Shipping costs

4. *A recipient misplaced his/her book receipt; can he/she still be reimbursed for books?*

Yes, a recipient can still receive reimbursement for the books he/she purchased. The recipient must complete and submit a Form B that itemizes the title(s) and cost of each book along with one of the following:

1. A copy of the cancelled check if paid by check.
2. A copy of the credit card statement if paid by credit card (please black out the account number on the statement for protection).
3. A carbon receipt or listing of the books/prices from the college bookstore if paid by cash. This must be on letterhead from the bookstore and signed by the manager.

5. *When should a recipient expect to receive his/her books and travel reimbursement?*

T.E.A.C.H. Early Childhood WV cannot issue reimbursements to a participant until the college invoices are received each semester. T.E.A.C.H. Early Childhood WV typically receives these invoices six weeks after the semester begins. Once these invoices are received, the reimbursement period is approximately 30 days.

6. *How can a recipient get more reimbursement forms?*

You can contact T.E.A.C.H. Early Childhood WV to request more forms:
304-529-7603
teachwv@rvcds.org or visit our website @ www.wvearlychildhood.org

Release Time

1. *Does a recipient have to use the release time weekly?*

No, a recipient can save the time and take an entire day off before an exam or important due date. This is for the recipient to schedule with the sponsoring center director. As long as the recipient does not go over the maximum claim hours per semester, he/she and the director can schedule the release time the way the recipient and director choose.

2. *What if a recipient cannot use all of his/her release time?*

T.E.A.C.H. Early Childhood WV encourages the recipient and director to use as much release time as possible, but understands if a recipient is not able to utilize all of the allotted release time. T.E.A.C.H. Early Childhood WV recommends that the recipient and director work together to find an agreeable schedule and make the most of release time. Release time hours cannot be carried over from one semester to another.

Other

1. *What does a recipient need to do if he/she moves or changes his/her name?*

A recipient should contact the T.E.A.C.H. Early Childhood WV Specialist if any contact information changes. This helps to ensure that reimbursements and important paperwork get to the recipient in a timely manner.

2. *Can a recipient use other sources of financial aid even though he/she receives a T.E.A.C.H. Early Childhood WV Scholarship?*

Yes, T.E.A.C.H. Early Childhood WV requires all applicants to complete the Free Application for Federal Student Aid (FAFSA) as part of the application process. Additional financial aid can assist T.E.A.C.H. Early Childhood WV in providing more scholarships and can assist the recipient in taking more classes per year than those covered by the T.E.A.C.H. Early Childhood WV scholarship.

Note: Any other questions you may have should be directed to the T.E.A.C.H. Early Childhood WV Specialist. Please see contact information below.

T.E.A.C.H. Early Childhood WV Contact Information

T.E.A.C.H. Specialist

Office Hours

Monday through Friday

8:00 am through 2:00pm

Mailing Address

T.E.A.C.H. Early Childhood WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701

E-mail

teachwv@rvcds.org

Website

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Phone

304-529-7603

Fax

304-529-2535

Attn: T.E.A.C.H. Early Childhood WV