



**Teacher Promise Grants Program
Frequently Asked Questions**

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Contents

General Program FAQ.....	4
How do I submit my application?	4
Who is eligible to apply?	4
How do I apply?	4
How long will these grants be available?.....	4
My position title isn't "lead teacher" but I think my job should be considered "lead." Can I apply? ..	5
Lead Teacher Position Description.....	5
Are part time lead teachers eligible?	5
What is "full time"?	5
What happens if the Teacher Promise Grant Program receives more grant applications than there are spots available?.....	5
Why are there only 40 grants available per grant cycle?	5
Does a provider's Step Up To Quality star rating affect the grants for which a teacher is eligible?	6
What happens if my provider's CPP enrollment goes below 10 percent during my grant cycle?	6
What if my provider's CPP enrollment goes below 10 percent during the deferral period?	6
What if I am moved to another classroom (with a non-preschool age group) during the grant cycle?	6
What if I move from one CPP provider to another during the grant cycle?	6
My school closes for a summer break. What happens to my grant payouts?.....	6
What if I return after summer break and am no longer in a lead teacher role or have been moved to a non-preschool classroom?	6
What if I achieve a Teacher Advancement Bonus over the summer months when I am not actively teaching?.....	7
What if I have a leave of absence for some reason other than a summer break?	7
What if my "hire date" is not the same as when work started? When does six week clock start for teacher eligibility?	7
If I receive a grant, what will be required of me during the grant cycle?.....	7
What happens if these requirements are not met?	7
Provider FAQ.....	7
What is the provider responsible for while their teachers are receiving grants?	7
What happens if a provider isn't completing the monthly employment verifications for teachers enrolled in the TPG program?.....	7
Who can sign the provider form in the application packet?	8
Promise Grant monthly payments FAQ	8

What happens to my payments if my employment ends mid-month? Are payments prorated?	8
Will my grants be taxed?	8
How do I receive my payments?	8
How do I ask for an amount less than the grant maximum?	8
Is it possible for me to change my award amount midyear—for example, if I originally applied for a reduced grant amount and then decided I want the full amount?	8
Can I elect to leave the grant program during the grant cycle, while remaining employed at my program?	8
Teacher Advancement Bonuses FAQ.....	9
What will earn me a Teacher Advancement Bonus, and how much is each bonus?	9
What do I need to submit to get a Teacher Advancement Bonus?	9
How soon will I be paid the Teacher Advancement Bonus after I submit my materials?	10
What happens if I meet an educational achievement or PD bonus requirement during my deferment period? Am I eligible for the corresponding Teacher Advancement Bonus?	10
How long do I have after meeting the requirements for a Teacher Advancement Bonus to submit corresponding documentation and request the award?	10
Which degrees count toward a Teacher Advancement Bonus?	10
What if a degree or certification is started during my grant cycle but not completed?	10
What if the achievement is not recorded on my Ohio Professional Registry page until after the grant cycle ends—for example, because it took several weeks for OCCRRRA to process my paperwork? ...	10
Can I choose a lesser amount for Teacher Advancement Bonuses?	11
If the professional development or education I complete raises my CPL during the grant cycle, are my Teacher Advancement Bonuses paid at out my old or new CPL?	11
Family Child Care FAQ	11
Who completes the employer portion of the application?	11
As the provider and proprietor, am I eligible for these grants?	11
If I employ another lead teacher, are we both eligible?	11
I am a Type A Family Child Care provider with an assistant. Does my assistant qualify for these grants?	11
What does “employment start date” mean for a Family Child Care provider?	11
What do I report for the questions about wage if I don’t pay myself an hourly wage?	11
Explanation of Program Terms.....	11
Award date.....	11
Effective date	11
Grant cycle	11

Lead Preschool Teacher	12
Lead Teacher Position Description.....	12
Full Time.....	12
Employment Start Date.....	12
Hours worked.....	12
Termination.....	12

General Program FAQ

How do I submit my application?

Applications can be submitted by mail or email. Mail: P.O. Box 6629, Cincinnati, OH 45206; Email: info@cincy-promise.org

Who is eligible to apply?

Full time, lead preschool teachers who have been in their role for at least 6 weeks, and whose provider's preschool enrollment is at least 10 percent CPP students, are eligible for the Teacher Promise Grants Program.

How do I apply?

The grant application can be submitted via email or via mail. Applications can be found at www.cincy-promise.org/teachers. Completed applications must include:

1. Completed teacher application
 - a. Section 1: Teacher Information
 - b. Section 2: Employment Information
 - c. Section 3 (FCC only): Family Childcare
 - d. Section 4: Background Information (not used for grant eligibility)
2. Signed employer form
3. Current Career Pathways Profile Summary (printed within 30 days of application submission)
4. Completed W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
5. Completed ACH (direct deposit) form (available from www.cincy-promise.org/teachers)

How long will these grants be available?

This program was designed and approved as a pilot, so that Cincinnati Preschool Promise can evaluate the effectiveness of supporting teachers directly. The pilot phase will cover grant application windows from January 2019 through December 2020, and payment of grants will extend through the end of 2021 for grants awarded in 2020.

My position title isn't "lead teacher" but I think my job should be considered "lead." Can I apply?

If center uses position titles other than "lead teacher," the center director must certify that the teacher's role fits the following description of a lead teacher's roles and responsibilities:

Lead Teacher Position Description

The Lead Teacher is responsible for the planning, development, and implementation of curriculum and program activities in one or more preschool classroom.

Duties and Responsibilities:

- Administers the day-to-day operation of assigned classroom
- Maintains accurate classroom records in compliance with state licensing and program requirements.
- Holds primary responsibility for planning and implementing classroom curriculum, activities, experiences, and routines
- Participates in the training, supervision, and evaluation of classroom staff and volunteers
- Holds primary responsibility for ensuring that classroom health and safety practices adhere to all state, local and program standards.
- Meets SUTQ standards for lead teacher qualifications appropriate to program's star level

Are part time lead teachers eligible?

At this time, the Teacher Promise Grants program is only open to full time lead teachers.

What is "full time"?

Full time is defined along a school day/school week schedule, of at least 35 hours/week.

What happens if the Teacher Promise Grant Program receives more grant applications than there are spots available?

If the number of eligible applicants exceeds the number of available grants in a grant cycle, applications will be prioritized as follows: Family childcare providers will be prioritized up to the first 20 percent of the grant pool; then, applicants will be randomly selected from above and below the cohort's (current applicant pool) median wage, with at least 65 percent of the grants awarded to teachers below the cohort median.

Cincinnati Preschool Promise reserves the right to evaluate and revise this prioritization model after the first year of the pilot program. Applications that were deferred from the previous application window will take the first spots prior to implementing the prioritization schedule.

Why are there only 40 grants available per grant cycle?

In order to manage the program roll-out smoothly, and provide the Cincinnati Preschool Promise team time to evaluate the program's implementation over the first year, only 40 grants will begin in each grant cycle. Eligible teachers who are not prioritized for one

grant cycle may be deferred to another cycle, and will be notified of their grant start date in their award letter.

[Does a provider's Step Up To Quality star rating affect the grants for which a teacher is eligible?](#)

No, SUTQ star rating (3-, 4-, or 5-star) does not impact teachers' grants.

[What happens if my provider's CPP enrollment goes below 10 percent during my grant cycle?](#)

Teachers who are in the middle of a grant cycle when provider's enrollment drops below the 10 percent threshold are grandfathered in and will continue to receive monthly payments and be eligible for Teacher Advancement Bonuses. New applications will not be considered during subsequent application windows until provider re-achieves 10 percent enrollment threshold.

[What if my provider's CPP enrollment goes below 10 percent during the deferral period?](#)

All teachers who have been approved for a grant will be grandfathered in to grant receipt and will receive monthly payments and be eligible for Teacher Advancement Bonuses during their grant cycle, regardless of whether the "effective date" (grant cycle start date) has been reached.

[What if I am moved to another classroom \(with a non-preschool age group\) during the grant cycle?](#)

This is considered a "termination of role," and teacher forfeits subsequent payouts.

[What if I move from one CPP provider to another during the grant cycle?](#)

This is considered termination of employment. The teacher forfeits any payments remaining in their grant cycle. The teacher may re-apply to the program in their new position in the next application window, assuming they meet all eligibility requirements.

[My school closes for a summer break. What happens to my grant payouts?](#)

Teachers whose schools are closed over the summer will experience a "pause" in their monthly payments until school resumes and they return to their lead teacher role. On the resumption of their role, they will receive back payment for the summer months. If a teacher does NOT return to the lead preschool teacher role following the break, s/he will forfeit grant payments and Teacher Advancement Bonus payments accrued during the leave period.

[What if I return after summer break and am no longer in a lead teacher role or have been moved to a non-preschool classroom?](#)

As long as the status change was made after the summer break ends (not before), the teacher will receive the back payment for the summer months. S/he will then forfeit the remainder of the grant cycle payments.

What if I achieve a Teacher Advancement Bonus over the summer months when I am not actively teaching?

As long as the achievements are made during the grant cycle outlined in the award letter, the teacher is eligible for the bonuses. S/he may submit award requests over the summer months; however, these awards will not be paid out until the school year resumes and the teacher returns to their role.

What if I have a leave of absence for some reason other than a summer break?

FMLA or other legally protected leaves will be treated like the summer employment gaps outlined above: as long as the teacher returns to their role following the leave, s/he will receive back payment for the months that were frozen during the leave. Legally protected leaves are any that are categorized as “mandatory leaves” and include leaves protected by FMLA (including Military Family Leave), jury duty, Uniformed Services Employment and Reemployment Rights Act (USERRA), or other state-protected leaves.

What if my “hire date” is not the same as when work started? When does six week clock start for teacher eligibility?

This is most likely to occur for teachers hired over the summer months to begin work at the start of the school year. In any case, the “start date” used to determine eligibility is the date work began. This is inclusive of mandatory in-person trainings.

If I receive a grant, what will be required of me during the grant cycle?

Teachers need to complete at least 10 hours of Ohio Approved professional development per year and turn in documentation from their Ohio Professional Registry page. Documentation deadlines are the same as deadlines to submit any Teacher Advancement Bonus documentation.

In addition, teachers must attend at least one designated grantee event (offered bi-monthly) during their grant cycle.

What happens if these requirements are not met?

Teachers who do not meet these requirements will be placed on a 12-month eligibility hold, during which they cannot apply for another grant.

Provider FAQ

What is the provider responsible for while their teachers are receiving grants?

During the grant cycle, providers are responsible for: submitting monthly turnover information and completing wage and evaluation surveys as needed.

What happens if a provider isn't completing the monthly employment verifications for teachers enrolled in the TPG program?

Providers are required to verify their teachers' continuous employment monthly, when they submit student attendance records. Each time a provider fails to submit these verifications by the deadline, it is considered a “strike.” After three strikes, teachers at

their center lose eligibility for the next (one) application window. Teachers who have already been accepted into the TPG program will not be impacted.

[Who can sign the provider form in the application packet?](#)

This form must be signed by the Program Director or Center Director.

Promise Grant monthly payments FAQ

[What happens to my payments if my employment ends mid-month? Are payments prorated?](#)

In the case a teacher's employment ends, the payment will be prorated by the number of days employed divided by the number of calendar days in month. Payments will not be prorated in the months bookending a summer leave, or a mandatory leave of absence.

[Will my grants be taxed?](#)

Yes, teachers will be issued IRS-1099 forms at the end of every tax year in which they receive a grant. These grants are taxable, but unlike income on your W-2, taxes will not be withheld by either your employer or Cincinnati Preschool Promise. Teachers may want to increase their W-4 withholding through their employer to cover the taxes they anticipate for the grant amount. Teachers can refer to our separate 1099 information sheet for additional details.

[How do I receive my payments?](#)

Payments are made by direct deposit, directly to teachers' bank accounts. This is the only way payments will be processed. Teachers must fill out the ACH Electronic Transfer form, available at www.cincy-promise.org/teachers, to set up the direct deposit.

[How do I ask for an amount less than the grant maximum?](#)

The teacher indicates what amount s/he is applying for, up to the grant maximum, during the initial program application.

[Is it possible for me to change my award amount midyear--for example, if I originally applied for a reduced grant amount and then decided I want the full amount?](#)

No. Once a teacher selects an award amount (either the max amount or an alternate amount), they may not alter this amount during the grant cycle.

[Can I elect to leave the grant program during the grant cycle, while remaining employed at my program?](#)

Yes. To do so, a teacher must formally request to exit the program by contacting info@cincy-promise.org.

Teacher Advancement Bonuses FAQ

What will earn me a Teacher Advancement Bonus, and how much is each bonus?

The following table outlines which achievement are eligible for a bonus, and the corresponding bonus amount:

Teacher's CPL	Tier 2 Completion	Tier 3 Completion	Credential or Certificate I Completion	Credential or Certificate II Completion	Per 3 credits completed toward degree or CDA	Degree or CDA completion
CPL VI	\$200	\$200	\$350	\$150	\$150	\$1,000
CPL V	\$200	\$200	\$350	\$150	\$150	\$1,000
CPL IV	\$350	\$350	\$350	\$150	\$150	\$1,000
CPL III	\$350	\$350	\$500	\$300	\$300	\$1,000
CPL II	\$500	\$500	\$500	\$300	\$300	\$1,000
CPL I	\$500	\$500	\$500	\$300	\$300	\$1,000

What do I need to submit to get a Teacher Advancement Bonus?

For each achievement, you'll submit a cover page (which can be downloaded from www.cincy-promise.org/teachers) along with the following documentation. Note that the achievement *must* be reflected on the Career Pathways Profile Summary before a teacher is eligible for the corresponding Teacher Advancement Bonus.

PD Certificate Tier 2:

- Cover sheet
- Current Career Pathways Profile Summary
- Step Up To Quality PD Certificate

PD Certificate Tier 3:

- Cover sheet
- Current Career Pathways Profile Summary
- Step Up To Quality PD Certificate

Credential or Certificate I:

- Cover sheet
- Current Career Pathways Profile Summary

Credential or Certificate II:

- Cover sheet
- Current Career Pathways Profile Summary

Three credits completed toward relevant degree:

- Cover sheet
- Current Career Pathways Profile Summary
- Unofficial transcript listing: degree being pursued and course completed

Degree (CDA, AA, BA, MA, or PhD) Completion:

- Cover sheet
- Current Career Pathways Profile Summary

[How soon will I be paid the Teacher Advancement Bonus after I submit my materials?](#)
Teacher Advancement Bonuses will be paid quarterly, as a separate payment from the monthly Promise Grant.

Submit Bonus materials by:	For payment in:
March 31, 2019	April 2019
June 30, 2019	July 2019
September 30, 2019	October 2019
December 31, 2019	January 2020

[What happens if I meet an educational achievement or PD bonus requirement during my deferment period? Am I eligible for the corresponding Teacher Advancement Bonus?](#)

No, teachers are only eligible for Advancement Bonuses while they are actively receiving Promise Grant payouts, not during a deferral period.

[How long do I have after meeting the requirements for a Teacher Advancement Bonus to submit corresponding documentation and request the award?](#)

In order to be eligible for the Teacher Advancement Bonus, all documentation of advancement achieved within grant period must be submitted within 60 days of the last day of the grant cycle defined in your award letter. For example, grant cycle ends January 31 2020; last regular payment processed February 2020; all documentation due April 30, 2020.

Teachers may submit their advancement documentation at any point during the grant cycle—they do not need to wait until the cycle’s end. In the case they earn more than one advancement bonus, may submit documentation one at a time, or compile all documentation and submit at one time.

[Which degrees count toward a Teacher Advancement Bonus?](#)

Only degrees for which a teacher earns points toward their CPL will count for a Teacher Advancement Bonus. Refer to the Career Pathways Levels guidance documents or Ohio Professional Registry for more information.

[What if a degree or certification is started during my grant cycle but not completed?](#)

Teacher Advancement Bonuses are only awarded for achievements completed during the grant cycle.

[What if the achievement is not recorded on my Ohio Professional Registry page until after the grant cycle ends—for example, because it took several weeks for OCCRRRA to process my paperwork?](#)

The award will be based on achievements completed during the grant cycle. As long as the required documentation shows completion within the grant cycle, and the request is submitted by the deadline outlined in your award letter, you will be eligible for the appropriate award.

Can I choose a lesser amount for Teacher Advancement Bonuses?

Yes, the submission form asks teachers to specify an amount (up to the max) for which they are applying.

If the professional development or education I complete raises my CPL during the grant cycle, are my Teacher Advancement Bonuses paid at out my old or new CPL?

For the duration of the grant cycle, teachers will be eligible for awards that correspond to the CPL level at the time of their application.

Family Child Care FAQ

Who completes the employer portion of the application?

The provider/business owner completes this portion. If that person is also the lead teacher, s/he can complete both sections.

As the provider and proprietor, am I eligible for these grants?

Yes, as long as you fit the description of lead teacher (above), you are eligible for these grants.

If I employ another lead teacher, are we both eligible?

Yes, as long as you both fit the description of lead teacher.

I am a Type A Family Child Care provider with an assistant. Does my assistant qualify for these grants?

The only teachers who are eligible for Teacher Promise Grants are lead preschool teachers.

What does “employment start date” mean for a Family Child Care provider?

Family child care providers should list the date business was licensed as the “employment start date”

What do I report for the questions about wage if I don't pay myself an hourly wage?

This question should be answered for any employees, but it is not necessary to answer this question for yourself.

Explanation of Program Terms

Award date

The date application is approved and award letter generated

Effective date

The date grant payments begin; this is considered the beginning of the “grant cycle”

Grant cycle

The 12-month grant payment period during which teacher is eligible for additional Teacher Advancement Bonuses

Lead Preschool Teacher

If center uses position titles other than “lead teacher,” the provider or supervisor must certify that the teacher’s role fits the following description of a lead teacher’s roles and responsibilities:

Lead Teacher Position Description

The Lead Teacher is responsible for the planning, development, and implementation of curriculum and program activities in one or more preschool classroom.

Duties and Responsibilities:

- Administers the day-to-day operation of assigned classroom
- Maintains accurate classroom records in compliance with state licensing and program requirements.
- Holds primary responsibility for planning and implementing classroom curriculum, activities, experiences, and routines
- Participates in the training, supervision, and evaluation of classroom staff and volunteers
- Holds primary responsibility for ensuring that classroom health and safety practices adhere to all state, local and program standards.
- Meets SUTQ standards for lead teacher qualifications appropriate to program’s star level

Full Time

Full time is defined along a school day/school week schedule, of at least 35 hours/week.

Employment Start Date

This is the work start date (not the date of hire). Can include in-person trainings and classroom time.

Hours worked

Includes student contact time and any paid planning time; the number hours typically paid per week

Termination

For the purposes of grant eligibility, termination is defined to include: separation from employer for any reason; a change in role to any ineligible role (e.g. from lead to assistant teacher or administrator; or from preschool to non-preschool classroom); from full to part time employment