



## Frequently Asked Questions About the Early Childhood Stipend Incentive Program

The Early Childhood Staff Stipend Incentive Program provides support to lessen the financial impact Early Childhood Educators and professionals endured during the COVID-19 pandemic and beyond. To be eligible, applicants must be active members of The Nevada Registry **AND** employed at an eligible child care program primarily serving young children ages 0-8. Approved applicants will receive a stipend in the amount of \$1,000 (issued in one disbursement).

### **Working Together to Support the ECE Workforce in Nevada**

The Early Childhood Staff Stipend Incentive Program is funded by the Nevada Department of Health and Human Services, Division of Welfare and Supportive Services; and administered by the Nevada Association for the Education of Young Children in partnership with The Nevada Registry. Each agency plays an important yet distinct role in the stipend application, review, approval and disbursement process.

### **The Nevada Registry:**

If eligible, you will apply for the stipend from within your Registry [Online Portal](#) account. Once the Registry has verified your eligibility, your stipend application will be forwarded to NevAEYC to manage the rest of the process.

[Contact The Nevada Registry](#) with questions about:

- The Registry membership application process;
- Your Registry membership account/stipend eligibility status;
- The presence or absence of the stipend tab within your membership account;
- The initial stipend application;
- Personal and employment updates.

### **Nevada Association for the Education of Young Children (NevAEYC):**

All actions regarding your stipend application beyond the initial application will be managed by NevAEYC. If your application is approved, NevAEYC will request the funds on your behalf and distribute your stipend payment. Contact NevAEYC at 775-327-0680 with questions about:

- The documentation needed to complete your stipend application (all documentation will be submitted directly to NevAEYC; not to The Nevada Registry);
- The status of your stipend application;
- The status of your stipend payment;
- To make any changes to your delivery format or address post-application.

### **Division of Welfare and Supportive Services (DWSS):**

DWSS is the agency funding this project. While NevAEYC will request funds on your behalf through DWSS, all questions regarding the status of your stipend application should be directed to NevAEYC at 775-327-0680.

### **Where is this money coming from?**

Nevada received more than \$222 million in American Rescue Plan Act (ARPA) funds from the federal government to support child care in Nevada. The Early Childhood Stipend Incentive Program is one of several ways the Department of Health and Human Services, Division of Welfare and Supportive Services (DWSS) is utilizing the funds. DWSS has contracted with the Nevada Association for the Education of Young Children (NevAEYC) to administer stipend funds to eligible members of The Nevada Registry. While eligibility for this particular program is tied to active Registry membership, The Nevada Registry is not responsible for the distribution of these funds.

### **Who is eligible to apply?**

Anyone who is an active member of The Nevada Registry **AND** working in an eligible program at the time of application is eligible to apply for the stipend.

What types of programs are considered eligible programs?

- Licensed Child Care Center
- Licensed Family Child Care
- Licensed Group Home
- Licensed Head Start and Early Head Start
- Head Start
- School District-Based and Charter School Pre-K Programs
- School-Age/Youth Development Program
- Accommodation Facilities (i.e., Life Time Athletics, EOS Fitness, Las Vegas Athletic Club, etc.)
- On-Site Child Care Programs (i.e., Renown Health Child Care Center, Truckee River Child Development Center, etc.)
- Tribal Child Care Programs (i.e., Ely Shoshone Preschool, Reno-Sparks Indian Colony Head Start, etc.)
- Military Child Care Programs (i.e., Nellis Air Force Base Child Development Center, etc.)

### **How were the eligibility criteria developed and by whom?**

The eligibility criteria for this funding cycle were developed by the Department of Health and Human Services, Division of Welfare and Supportive Services (DWSS).

### **Why are only specific programs eligible?**

When determining which programs would be eligible for this funding, DWSS opted to base priority on those programs not already receiving, or those less likely to receive, funds from another ARPA initiative. Eligibility criteria may be expanded or revised in future cycles of funding.

### **How can I access the stipend application?**

The link to the stipend application is located within the '**Membership Account**' section of your Nevada Registry account (not on the main dashboard of your account). To access the application, log into your [Online Portal](#) account and click on the '**Membership Account**' button on your dashboard. If you are eligible, you will see a (purple) tab within the '**My Membership Profile**' section titled, 'Early Childhood Staff Stipend Incentive Program'. Access to the application is granted once you have verified and updated (if applicable) your personal and employment information.

### **Am I required to apply for the stipend if I see the tab within my Nevada Registry Online Portal account?**

No. The application will be available in the Nevada Registry [Online Portal](#) accounts of all eligible members, but no one is required to apply to receive the funds. The eligibility tab will remain in your account as a reminder until the application period closes on June 30, 2024.

**I am an active member of The Nevada Registry but work at a facility out of state; will I still be eligible for the stipend?**

No. These funds are specifically allocated to Early Childhood professionals working in Nevada-based eligible programs. Because each state received similar funding, you are encouraged to check with your local agencies to explore ARPA funding opportunities in your state.

**How long do I have to be employed in child care before applying?**

Longevity in the field is not built into the eligibility criteria. You are eligible to apply as soon as you are an active member of The Nevada Registry **AND** working in an eligible program.

**Do I have to work in a certain position to be eligible?**

No. Eligibility is tied to the type of program you work in, not your position title. Anyone who is an active member of The Nevada Registry **AND** working in an eligible program may apply for the stipend, regardless of the position they hold.

**I only work part time at a childcare facility. Is there a requirement for how many hours a week I work in a childcare facility to receive the stipend?**

No. There are not any stipulations regarding part-time or full-time employment. If you are an active member of The Nevada Registry **AND** work in an eligible program, you may apply for the stipend regardless of the number of hours you work per week.

**Can I receive the stipend if I am currently receiving unemployment benefits?**

No. You must be actively employed in an eligible child care program at the time of application to be eligible to apply for the stipend.

**My Nevada Registry membership expired, am I still eligible to apply for the stipend?**

No. To be eligible for the stipend, you must be an ACTIVE member of The Nevada Registry **AND** employed in an eligible child care program. However, if your membership has lapsed, you may be eligible to apply for the stipend if you renew your membership within the funding cycle if you meet the criteria.

**I have changed jobs since I submitted my application. Do I need to do anything?**

Update your employment in your Nevada Registry account. As long as you are still employed in an eligible child care program (see list of eligible programs above), there is nothing further you need to do.

**I need to update my employment but do not know how to do it.**

To update your employment, log into your [Online Portal](#) account and click on the 'Membership Account' button on your Dashboard. Scroll down to the tab titled, 'Current Employment'. Open this tab to find a link (highlighted in yellow) titled, 'Click Here to Update Your Employment Information' to initiate the update. If you are eligible for the stipend, you will be granted access to the stipend application within the (purple) tab titled, 'Early Childhood Staff Stipend Incentive Program' once your update has been processed. You will receive an email from The Nevada Registry when your update has been processed. Once processed, you can proceed with the stipend application process. **NOTE: Submitting an update does not mean you have submitted your stipend application. You will receive an email confirmation from The Nevada Registry once your update(s) have been processed. You must then log back in to your [Online Portal](#) to complete/submit the stipend application. [Employment Update Tutorial.](#)**

### **I see the 'Early Childhood Staff Stipend Incentive Program' tab in my account, but I cannot apply.**

There are several reasons you may see the new (purple) tab in your account but are not yet able to apply.

1. You are within 45 days of your next membership renewal with the Registry. If this is the case, you will see a (red) tab titled, 'Renew Your Membership Today' within your account. Click on this tab to initiate and complete the online membership renewal process. You will be granted access to the stipend application within the 'Early Childhood Staff Stipend Incentive Program' tab of your account once your renewal has been processed. The processing time for membership renewals is five to seven business days on average.
2. You have already submitted a personal or employment update to The Nevada Registry. You will be granted access to the stipend application within the 'Early Childhood Staff Stipend Incentive Program' tab of your account once your update has been processed. The processing time for updates is one to two business days on average.

### **I work in an eligible program but I do not see the 'Early Childhood Staff Stipend Incentive Program' tab in my account.**

Anyone who is an active member of The Nevada Registry **AND** working in an eligible program at the time of application is eligible to apply for the stipend. If you do not see the tab, it could be because the program you work for is not considered an eligible program, or you may simply need to update your employment. The list of eligible program types is listed above. If you work in one of these program types, log into your [Online Portal](#) account and click on the 'Membership Account' button on your Dashboard. Scroll down to the tab titled, 'Current Employment' to see what is on file. If you need to make a change, click on the link (highlighted in yellow) titled, 'Click Here to Update Your Employment Information' to initiate the update. If you are eligible for the stipend, you will be granted access to the application within the (purple) tab titled, 'Early Childhood Staff Stipend Incentive Program' once your update has been processed. The processing time for approving employment updates is one to two days on average. [Employment Update Tutorial.](#)

### **I updated my employment but now the stipend tab is gone. Why am I no longer eligible?**

Your initial eligibility was determined by your active Registry membership status **AND** the current employer on record in your Nevada Registry membership account. If through the process of updating your employment, you indicated that you now work for a program that is not on the list of eligible programs, you are no longer considered eligible to apply for the stipend and the stipend tab has been removed from your account.

### **Am I required to submit any documentation to apply for the stipend?**

Yes. Once your eligibility has been determined by The Nevada Registry, your stipend application will be forwarded to NevAEYC for processing. NevAEYC will contact you via email with instructions for submitting a recent paystub, a completed W-9 form and a Direct Deposit form (if you select this as your method of delivery). NevAEYC will be handling your stipend application from this point forward. Therefore, all questions should be directed to their office. **NOTE: Stipend documents must be submitted directly to NevAEYC via their file share system or via fax at 775-857-3179; not to The Nevada Registry.**

### **Why do I have to submit recent paystubs?**

Eligibility for the stipend is based on your active membership status with The Nevada Registry **AND** employment in an eligible program. For this reason, your employment must be verified. Please note that the paystubs you submit must have been received within the past 30 days and must match the employment information on file in your Nevada Registry account. If your employment cannot be verified, your application for the stipend will be denied by NevAEYC.

## **I am a licensed Family Child Care/Group Home Provider. What do I need to submit to verify my employment?**

If you are the owner of a licensed Family Child Care/Group Home, NevAEYC will accept a copy of your current child care license, in lieu of paystubs, to verify your employment. (Employees not listed on the license must provide a paystub.)

## **How much is the stipend?**

Approved applicants will receive a stipend in the amount of \$1,000 (issued in one disbursement).

## **When is the application period?**

Stipend applications may be submitted any time between October 23, 2023 – June 30, 2024. However, stipend applications AND all required documents must be received by July 31, 2024 to be considered. Incomplete stipend applications will be denied as of July 31, 2024.

## **When is the deadline to apply for the stipend?**

Complete stipend applications will be accepted through June 30, 2024. This means that all the steps in the process must be completed by this date. This includes verification of active membership with The Nevada Registry, submission of employment/personal updates (if applicable) and that you have properly submitted your stipend application and all required documentation to NevAEYC. **If ALL steps are not completed prior to the deadline, you will not be eligible for the stipend.**

## **When is the deadline to submit my completed Nevada Registry application?**

To ensure that your stipend application can be submitted to NevAEYC by June 30<sup>th</sup>, your completed Nevada Registry Membership Application must be received AND processed by **June 15<sup>th</sup>**. The Nevada Registry cannot guarantee that applications received after this date will be processed in time to apply for the stipend.

## **Are there any restrictions for how to use the stipend?**

There are no restrictions or reporting requirements associated with the Early Childhood Stipend Incentive Program. You may use the funds in any way you choose and are not required to report that information to NevAEYC, The Nevada Registry or DWSS, but this money is taxable and reportable to the IRS.

## **How will I receive my stipend?**

You have the option to have a physical check mailed to your mailing address on file with The Nevada Registry or have it directly deposited into your checking/savings account. You will select your preference on the stipend application. If you opt for direct deposit, you will be required to submit a Direct Deposit form as part of the stipend application process.

## **I selected to have my check mailed to me when I applied but would like to change it to direct deposit.**

If you would like to change your stipend delivery method after you have submitted your stipend application, please contact NevAEYC at 775-327-0680 to make this request as they are the entity distributing the funds and may be able to make this change for you if your check has not already been sent.

## **How long will it take to receive my stipend?**

The processing time from the date that your application is complete (i.e., all required documentation has been submitted and reviewed by NevAEYC) is currently estimated at eight – ten weeks. **Questions about your disbursement must be directed to NevAEYC at 775-327-0680 as they are the entity distributing the funds.**

**My co-workers and I applied for the stipend on the same day. They received an email from NevAEYC and/or have already received their checks, but I have not. Why?**

There are multiple factors that determine when you will receive communication from NevAEYC and when a stipend award will be sent. While you may have applied on the same day; they may have uploaded their documentation sooner or their documentation may have been complete/correct at the time of submission, while yours may not have been. It is also possible that a large number of applicants uploaded documents at the same time affecting the order of receipt. Because each stipend application is individually reviewed and verified by NevAEYC, it should not be assumed that each application will be processed on the same day, even when submitted within the same timeframe. Please contact NevAEYC at 775-327-0680 with any questions about the disbursement process.

**Is the stipend taxable?**

Yes. The stipend is considered taxable earned income and may have potential tax implications if you choose to apply. You will receive a 1099 form directly from the Nevada Association for the Education of Young Children (NevAEYC) at the end of the year to include with your taxes.

**Will additional stipends be available in the future?**

It has not been determined whether additional stipends will be available after June 30, 2024. Availability of future stipend opportunities will be dependent on funding.

**How can I track the status of my stipend?**

You may check the status of your stipend application at any time by clicking on the purple 'Early Childhood Staff Stipend Incentive Program' tab of your Nevada Registry [Online Portal](#) account. **Any questions about the status of your stipend should be directed to NevAEYC at 775-327-0680 as they are the entity distributing the funds.**

**I have uploaded the documents required by NevAEYC. Now what?**

It may take several weeks for NevAEYC to download and review your stipend-related documents. If you uploaded documents and received a confirmation of upload from the LeapFile system, you can feel confident that your information has been successfully submitted and will be reviewed by NevAEYC as quickly as possible. The status in your Registry portal (on the 'Stipend' tab) will say, 'Documents Received but Not Yet Reviewed' until NevAEYC has reviewed your documents. Once your documentation has been reviewed by NevAEYC, the status will change to either 'Application Reviewed/Complete' or 'Incomplete – Missing Documents.' You will also be informed via email whether your stipend application is complete or if additional documentation is needed. **Please do not upload your documents again (unless instructed by NevAEYC). Duplicate documentation will further delay the review and processing time.**

**Questions?**

Once your stipend application has been submitted through your Nevada Registry [Online Portal](#) and you have received the confirmation that it was forwarded to NevAEYC, please direct all further questions to NevAEYC at [nvecestipends@gmail.com](mailto:nvecestipends@gmail.com) or 775-327-0680.

