



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

INSTRUCTIONS TO SUBMIT STIPEND PAYMENT DOCUMENTATION

You may submit payment documentation a week before you become eligible for a stipend. Your eligible for payment date can be found on the acceptance letter you received after submitting your application to the program. In order for the program to evaluate your eligibility and process your stipend award, please submit the following documentation to the AB212 CARES program:

1. Education Requirement

- a. **Current Official Transcript(s)** verifying the completion of college units from the Child Development Permit Matrix and/or towards a 2 or 4 year degree with a grade of "C" or better. Units must be completed **within one year** after acceptance into CARES (or last stipend payment).

2. Employment Requirement

- a. Center-Based: Complete the **Employment Verification Form** which must be signed by your employer verifying your continued employment with the same child care site. Site Supervisors must have their Supervisor or Board of Directors fill out this form.
- b. Family Childcare owners: Complete the enclosed **Client Enrollment Form and submit a letter from your FCC Network**. Please provide information for 3 children you are caring for, other than your own, that are under 5 years old.
- c. Family Childcare Staff: Complete the **Employment Verification Form and submit a letter from the FCC Network** that qualifies you to participate in the program.

3. W-9 Tax Form (*This form is required to report your stipend as income on your income tax form*)

- a. Please **type in your information** before printing the form (*if not previously submitted or if your name and/or address have changed*).

4. Child Development Permit by the California Commission for Teacher Credentialing (CCTC) or a copy of the receipt of submission by the San Diego County Office of Education

5. Orientation Disclaimer (*if not previously submitted*)

6. Supplementary Form

Submit complete payment documentation that meets program requirements by **June 30, 2016** to be considered for a stipend award in CARES Year 15. Complete payment documentation must be in the CARES office by the deadline to receive a stipend in Year 15. After receiving and approving complete documentation, a stipend award will be processed and mailed within 2-4 weeks.

All stipend awards are based on the availability of funds. If you have questions or need assistance with completing program requirements please call the toll free number 1.866.CARES SD (1.866.227.3773) or e-mail caressd@ymca.org.

Mail all documents to the address below: **ATTN: SD CARES
3333 Camino Del Rio South #400
San Diego, CA 92108**

AB212 CARES

PROCEDURE FOR OBTAINING YOUR OFFICIAL TRANSCRIPT

To submit an official transcript of your completed college coursework as quickly as possible:

1. Go directly to the Admissions and Records office on your college campus to request an **official transcript** of your completed course work* with a grade of “C” or better.

Only coursework from the Child Development Permit Matrix or towards a 2 or 4 year degree completed **AFTER your last stipend or after being accepted into the AB212 CARES program and within one year of the date of payment qualifies to receive a stipend payment.*

2. Fill out a request form for an official transcript (Cost may be \$7-\$15).
3. Mail your **official transcript** with the other required payment documents to the address below: **ATTN: SD CARES**
3333 Camino Del Rio South #400
San Diego, CA 92108