



Johnson County Empowerment Early Educator Training Stipends

Up to \$200 per person (\$600 per childcare program) is available.

Eligible Training: Eligible events are class series, college courses, and state, regional and national conferences **related to early childhood education and center licensing or provider registration**. Required training such as CPR, First Aid, Universal Precautions, Mandatory Abuse Reporters Training, or other specifically required classes are not eligible. One-time classes, single-day workshops, and local conferences are not eligible.

Eligible Costs: You may request funding to cover the costs of **registration fees, travel, lodging, meals, and substitute provider costs**.

To Apply: You must send the completed **application** form to Johnson County Empowerment along with a copy of the **course flyer**. **Applications must be received at least one month before** the training will take place. Each staff person must submit a separate application form and all sections of the application must be completed.

To Receive Reimbursement: Once training is completed, send Johnson County Empowerment 1) copies of your **receipts**, 2) listing of meals and mileage for which reimbursement is requested, 3) a copy of your **certificate of attendance**, and 4) **a completed evaluation survey**. You will then receive a check reimbursing for approved expenses. See attached details for additional information regarding reimbursement.

Eligible Providers: You must currently be providing child care in Johnson County to **Johnson County children age birth to five years**. You must serve families at or below 185% of poverty. Current guidelines are \$38,203 per year for a family of four. **Applications will be taken until May 30, 2008, or until funds are expended, whichever comes first. Training must be completed by June 30, 2008. Receipts and requests for reimbursement must be received by July 15, 2008.**

More information can be found at www.jcempowerment.org - Funding Opportunities - Early Educator Training Stipends.

Johnson County is a safe and healthy community in which to learn, work, and live.

Johnson County Empowerment • 1150 5th Street, Suite 261 • Coralville, IA 52241 • Telephone 319.339.6179 • Facsimile 319.339.7337

www.jcempowerment.org • Empower@JCEmpowerment.org



**Application for Early Educator Training Stipends
from the Johnson County Empowerment Board**

Applicant Information:

Name _____

Child Care Program Name _____

Address _____

Phone _____

Information about educational program (attach copy of course brochure):

Program Name _____

Date/Location _____

Registration fee and other expected expenses (list with amounts): _____

Training area this addresses (check one):

Child Care Centers

- Child development
- Guidance and discipline
- Nutrition
- Health and safety
- Communication skills
- Professionalism
- Business practices
- Cross-cultural competence
- Developmentally appropriate practice

Child Development Homes

- Health, safety, and nutrition
- Child growth and development
- Child observation and assessment
- Interactions with children
- Learning experiences & environment
- Families and communities
- Program management
- Professional development

With my signature I verify that I am currently providing child care to children birth to five years in Johnson County and that I plan to attend the above educational program and if awarded a stipend will comply with the terms of the Requirements for Early Educator Training Stipends.

Signature _____

Date _____

**Send completed application along with a copy of the program brochure to:
Laurie Nash, 1150 5th Street, Suite 261, Coralville, IA 52241
Address questions to Laurie at Empower@JCEmpowerment.org or (319) 339-6179**



**Details Regarding Eligible Expenses and Reimbursement for
The Empowerment Early Educator Training Stipend Program**

Up to \$200 per person is available. This means you **can apply for the funds more than once for a total amount of not more than \$200**. There is a maximum of \$600 per child care center

Registration fees are reimbursed for registration and meals only. We do not cover annual dues or fees to join an organization.

Mileage is reimbursed at a maximum rate of \$0.34 per mile. Mileage is paid once for every four staff attending the same event from the same childcare program.

Lodging expenses are paid for every two staff attending the same event from the same childcare program. Lodging is paid for the night before the meeting begins only if travel would need to begin before 6 a.m. on the first day of the meeting. Lodging is paid for the night of the day the meeting ends only if the meeting ends after 6 p.m.

Meals are reimbursed on a per diem basis for meals not included in the registration fee.

Per diem is:

Breakfast	\$ 6.50
Lunch	\$ 7.50
Dinner	\$16.00

Breakfast on day of departure may be claimed only if departing before 7 a.m. the day of the meeting. Dinner on day of return may be claimed only if returning after 6 p.m. the same day the meeting ends. Meal receipts are not required.

Substitute provider costs are reimbursed at actual cost but no more than \$60 per day for a full-day substitute teacher.

Credit card receipts must be accompanied by itemized receipts.

Contact Laurie Nash at 319-339-6179 or empower@jcempowerment.org with any questions.

FY 2008