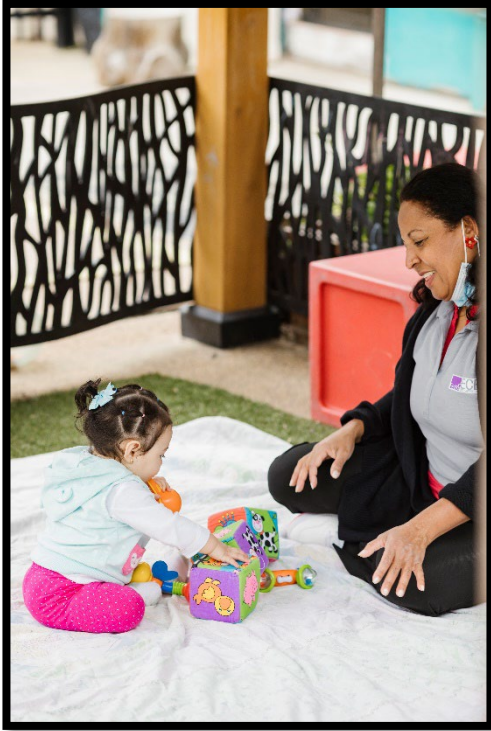




CARES 3.0 Handbook:

A Policy and Application Guide for Early Educators

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I. Eligibility Requirements

To be considered eligible for the CARES 3.0 stipend program you must meet the following requirements:

A. Employment

- Be employed at a validated Early Learning For All program as deemed eligible by the Department of Early Childhood, from one day prior to the open date of the application until checks are mailed (typically about 10-12 weeks later).
 - You may use either a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on the W9 form.
- Pre-ELFA programs are not eligible. The deadline for validation to be eligible for CARES is one week prior to the opening of the application.
- Programs participating in the Early Educator Salary Support Grant are not eligible.
- SFUSD educators are not eligible.
- If your employment changes from the time the application opens to the time checks are mailed, please notify the Workforce Team immediately. Your eligibility may be impacted.
 - If you change employment to another CARES-eligible program, you may remain eligible if determined so by the Workforce Team.
 - If you change employment to a program that is not CARES-eligible, you will not be eligible for the stipend.
 - If you move to a program participating in the Early Educator Salary Support Grant, you will not be eligible for the stipend.

- If your program's status changes from the time the application opens to the time checks are mailed, please notify the Workforce Team immediately. Each program's continued eligibility will be determined on a case-by-case basis in alignment with the current validation policies and process.
- If you are employed at more than one site, please see below for eligibility:
 - If you work at least 20 hours per week at one employer that is CARES-eligible AND your other employer is either CARES-eligible or is not part of the Early Educator Salary Support Grant, then you will be eligible based on employment at the CARES-eligible site at the higher tier level.
 - If you work at least 20 hours per week at one employer, that is CARES-eligible AND your other employer participates in the Early Educator Salary Support Grant, then you are not eligible for the stipend.
- If you are the owner/operator of an FCC AND you have another employer, your eligibility will be determined solely by the program in which you are owner/operator.

B. Hours working with children

- This information is verified by your employer on the Registry AND by the number of hours worked as shown on payroll.
 - If there is a discrepancy between what is on the Registry and what is shown on payroll, our team will default to what is on payroll unless communication has been received from either the educator or their employer.
- Educators on leave may still be eligible for CARES if the following conditions are met:
 - A Leave Form has been signed by the employer and submitted to the Workforce Team before the application deadline.
 - At the start of the leave, the educator was working at least 20 hours per week directly with children.
 - At the time of the checks being mailed, the employee has a tentative return date, or the educator has confirmed their intent to return with their employer.
 - Educators on leave will only be eligible for a maximum of two application cycles of CARES during their leave.
- If you are employed by STEP, your eligibility is determined by the average number of hours per week you work during a given time frame prior to the application period. Please refer to the communications shared by the STEP team for more specific information for each round.
- If you are a new employee and the number of hours on payroll is minimal, please submit an employer-signed New Hire Form or Offer Letter from your

employer to the Workforce Team before the application deadline. Your employment must start before the first day of the application period.

C. Qualifications

There are a few qualifying factors that influence the CARES 3.0 amount you are eligible for. This document defines these qualifications and can be used as a supplement to better understand the CARES 3.0 matrix.

- Tier level
 - Once per year, each Early Learning For All program is part of the tier determination process. The Workforce Team works directly with center administrators and FCC owner/operators to complete this process. For all programs that join Early Learning For All after the tier determination process, they are designated to the orange tier. For more information about this process, please review the tier determination policy.
 - The orange tier is for programs serving between 0-19% subsidy-eligible children.
 - The blue tier is for programs serving between 10-49% subsidy-eligible children.
 - The green tier is only for FCCs serving 50% or more subsidy-eligible children. Center-based programs at the green tier transition into the Early Educator Salary Support Grant and are no longer eligible for CARES.
- Full time/part time
 - Part time is for educators working 20 or more hours per week, but less than 30.
 - Full time is for educators working 30 or more hours per week.
- Job title
 - All job titles are sorted into either Lead Teacher or Assistant Teacher categories. For the most updated list of category designation, please review the Job Title List.
 - Please note this list is subject to change with notice from the Department of Early Childhood (DEC).
 - If your job title is not on the list of eligible job titles, you are not eligible for CARES.
 - If your job title on the Registry does not match your job title on payroll, we will default to the job title on payroll.
- Permit
 - General notes about the permit:
 - Permits must be fully awarded, current, and verified in the Registry by the end of the application period.
 - Pending permits are not eligible.

- Expired permits are not eligible.
 - Alternate teaching credentials are not eligible
 - As changes are made to the permit structure, this list may be updated with notice from DEC.
- Eligible permits
 - Assistant Teacher
 - CDA
 - Associate Teacher
 - Teacher
 - Master Teacher
 - Site Supervisor
 - Program Director
- ECE units
 - General notes about the units:
 - Units must be verified on the Registry by the close of the application period.
 - Units must come from a CTC-approved accredited institute of higher education.
 - As a policy, the Registry does not verify ECE units from a foreign transcript evaluation.
 - Groupings of units
 - Less than 12 ECE units
 - 12 core ECE units
 - 24 ECE units (is accompanied by a degree)
 - Degrees
 - General notes about degrees:
 - Degrees are verified on the Registry through transcripts. Diplomas are not verified on the Registry and will not count toward your education qualification.
 - Degrees must be verified on the Registry by the end of the application period to be eligible.
 - Degrees must come from a CTC-approved accredited institute of higher education.
 - Degrees earned from outside the U.S. will need to be evaluated by a CTC-approved transcript evaluator. A full course-by-course analysis must be completed. Once completed, the full report may be uploaded to the Registry and must be verified by the close of the application period.
 - Eligible degrees
 - Associate's degree (AA, AS, AAT, or AST) in any field of study.

- This degree must be accompanied by at least 24 ECE units to be eligible for the higher stipend amount.
- Bachelor's degree (BA or BS) in any field of study.
 - This degree must be accompanied by at least 24 ECE units to be eligible for the higher stipend amount.
- Master's degree (MA or MS) in a related field of study.
 - Related fields include, but are not limited to:
 - Early Childhood Education
 - Child and Adolescent Development
 - Child Development
 - Education
 - Early Childhood Special Education
 - Additional degree fields are approved at the discretion of the Workforce Team
 - This degree must be accompanied by at least 24 ECE units to be eligible for the higher stipend.



I. Application Process

A. Before you apply

- Review the CARES Handbook for eligibility requirements.
- Make sure all your information is accurate and up to date on your Registry profile, including your email address, mailing and residential address, employer, job title, hours worked per week, and wages.
- Each Spring you will need your Employment Verification updated for that calendar year. For example, in Spring 2027, your Employment Verification date needs to have a 2027 date.
- Make sure you are subscribed to our email list with your email listed on the Registry to ensure you receive the emails. If you have unsubscribed, we are unable to send any emails to you regarding your CARES application. It is your responsibility to ensure you are subscribed to receive these emails. The link to subscribe is here: <https://signup.e2ma.net/signup/1947471/1934023/>.

B. Applying on the registry

- The application for CARES is only available on the Registry.
- Please review the step-by-step application guide to complete your application.
- If the Registry is blocking you from applying, this may be due to your eligibility. Please review the eligibility requirements on pages 4-8 and contact the Workforce Team if you believe your ineligibility is incorrect at ECEstipend@sfgov.org.
- You may or may not receive a confirmation email from the Registry due to your email filters. Please review alternate steps listed below to ensure your application is successfully submitted.
 - If there is no application on file for you by the end of the application period, you are not eligible for that round. There will be no exceptions.

C. Ensuring your application is submitted

- Confirmation email
 - You may or may not receive the confirmation email that usually comes when you have successfully applied for CARES. This email may go to your Spam or Junk folder or may be blocked by your email provider. We recommend relying on one of the other methods listed below to confirm your application status.
- Registry profile notification
 - When you are logged in to your Registry account, you will see the notifications button in the top right corner of your screen. Once you have successfully applied, there will be a notification confirming this status.
- Registry Stipend Status
 - When you are logged in to your Registry account, on your home page you will see “My Stipend Requests.” Please click on this. You will see all current and previous stipend applications you have submitted. Please ensure that the CARES application for the current application period is present. If it is not present, please apply again.
- Contact the Workforce Team
 - If you are still unsure if your application was submitted, you may contact the Workforce Team via email at ECestipend@sfgov.org or leave a voicemail at 628-652-3005. Please include your full name and Registry ID number so we can better assist you. Please note that it often takes us between 2-3 business days to respond during application periods. We recommend trying to apply earlier in the application period, so you have time to ensure your application is successfully submitted.
- Additional documents
 - W9
 - To be able to process your stipend payments, we need an accurate and current W9 on file for you. It is the responsibility of the applicant to upload a current W9 to your Registry profile by the end of the application period.
 - You may use either a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on the W9 form.
 - If you already have a W9 uploaded from previous rounds and no information has changed, you do not need to submit a new one.
 - Please review the W9 guide for support in filling this out. You may also reach out to Children’s Council directly for support at support@childrenscouncil.org.

- If you would prefer to pick up your check-in person, please let Children's Council know as soon as possible.
- Payroll
 - If payroll is required, please communicate with your program administrator to ensure payroll has been submitted according to the current Payroll Policy. Payroll is required for all applicants each Fall and for some applicants each Spring.
 - If you are applying while on leave, please submit a signed [Leave Form.](#)
 - If you are a new employee and your hours on payroll are limited (you can confirm this with your administrator), please submit a signed offer letter with the employee's name, start date, and starting pay.
 - Failure to submit these documents by the end of the application period may result in ineligibility for CARES.

D. After the application

- Once your application and additional documents have been submitted, the Workforce Team will review your application and eligibility. Please allow us at least 10 business days after the closure of the application to review all applications and prepare the Estimates and Eligibility email.
- During this period, your stipend status will be moved from "Applied" to "In Progress" on the Registry. This status will not change again until the final approval and denial emails.
- Eligibility and Estimates Email
 - This initial email will confirm your eligibility and provide an estimate if eligibility is met and whether all documents have been submitted.
 - It is possible to be eligible for the stipend but have an estimate of \$0. This can be due to missing or incomplete documents. The email will specify the reason for your estimate.
 - If you believe you have received an incorrect estimate, or if any of your information is incorrect, or if the payroll submitted was not accepted, then you may file an appeal, and we will review your application and information.
- Appeals
 - Appeals are filed via survey within one week of the Eligibility and Estimates email going out. Appeals must be made by completion and submission of the survey by the given deadline. Appeals are not accepted via phone or email. Appeals submitted after the deadline will not be accepted.

- An appeal is required if the applicant would like the Workforce Team to review their application. If no appeal is completed, the estimated amount will stand. There will be no exceptions.
- Once the Appeal has been submitted, the Workforce Team will review all information including supporting documents submitted. Payroll documents and supporting documents for payroll must be uploaded to the Payroll Box*, not the Workforce Registry or via email. Any payroll documents or their supporting documents not submitted to the Payroll Box will not be considered.
 - *The Payroll Box is a secure document portal and is utilized for the security and confidentiality of the information applicants are submitting.
- Please provide as much information as possible in your appeal. This helps us process appeals and respond more quickly.
- If applicants are having difficulties accessing the appeals survey or uploading to the Payroll Drop Box, please contact the Workforce Team at ecestipend@sfgov.org before the deadline.
- If your appeal is for payroll submission, please ensure your program administrator resubmits the payroll report. If an additional form is needed, please submit that to the payroll drop box as well.
- Payroll appeals may take more time when the volume of payroll appeals is high.
- Please allow us 10 business days after the appeal period closes to respond to your appeal.
- If no appeal is submitted, it is assumed that you have accepted your estimate, even if that estimate is \$0.
- Applicants may appeal their CARES estimate for any of the following reasons:
 - Eligibility for CARES (ELFA employer, hours, teacher role)
 - Incorrect payroll
 - Missing supplemental forms (Leave Form, offer letter)
 - Incorrect qualifications listed (job title, full-time/part-time status, ECE units, degree, or permit)
- Appeals are denied when:
 - Applicants reach out to the Workforce Team after the Appeals deadline.
 - Documentation does not support the appeal (e.g. inaccurate/incorrect document for payroll).
 - Submission is after the deadline -- If the appeal or a needed document (e.g. Child Development Permit) was submitted only during appeal.
 - The employer has not verified employment
 - Employment has changed and is no longer eligible

- Final approval/denial emails
 - After all appeals have been processed and responded to, the Workforce Team will send out a final email confirming your approval or denial status.
 - At this point, your stipend application status on the Registry will move from “In Progress” to either “Approved” or “Denied.”
- Check mailed emails
 - If approved, you will receive an email once checks are placed in the mail. Checks typically arrive between 2-7 days but may take longer during busy periods for the post office. If you have not received your check by the date indicated in the email, please contact Children’s Council.
 - All checks above \$10,000 must be picked up from Children’s Council’s offices.
 - If your mailing address is different from your residential address, you will need to confirm this with Children’s Council before your check is mailed. Your check cannot be mailed until you confirm with Children’s Council.
- Children’s Council verifies all information on W9 before checks are sent. The support team at Children’s Council will reach out if there is something missing or incorrect with your W9. Failure to respond to Children’s Council’s requests within 3 weeks may result in your stipend being forfeited.
 - Within one month of checks being mailed, the stipend status on the Registry will be updated from “Approved” to “Paid” with an amount.
 - Please note that we are aware that there are currently issues with the amounts listed for your previous stipends on the Registry.
- Issues with your check
 - If there is an error in the amount on your check, please contact the Workforce Team as soon as possible.
 - If there is an issue with receiving your check, please wait until the date listed in the email to contact Children’s Council.
 - Please note that reissuing a check may take a few days and require an in-person pick up.



II. Administrator Instructions

A. Who is an administrator?

- An administrator oversees general program operation, often including supervising, hiring, and enrollment. Some examples of administrator job titles can include FCC owner/operator, center director, site supervisor, and others. The program administrator can be a designated person that updates the Registry for the program.

B. Administrator Agreements

- Administrators shall not add any additional eligibility requirements for educators at their program that wish to apply.
- Administrators should not lower wages based on educator participation in CARES.
- Administrators shall follow all guidance laid out in the Early Learning For All Participation Agreement.

C. Pre-Application Period

- Workforce Registry Administrative Access
 - Before the CARES application opens, at least one person per center or FCC needs to have administrative access to the Registry.
 - This access allows you to update your employee roster and verify current employees.

- Review your program's Staff Report and re-verify staff employment information and update it if necessary, including:
 - Title/position
 - Wage information
 - Hours worked per week
 - Employment dates
- Please remove any staff that are no longer employed at your program.
- Review this [guide](#) for step-by-step instructions.
- Each Spring round, program administrators will need to re-verify employment on the Workforce Registry.

D. Before the end of the application

- As the program administrator, it is your responsibility to submit payroll verification for your employees that have applied to CARES according to the current Payroll Policy (found on page 25).
- Submit all payroll documents to the secure DropBox by emailing them to SFCARES.mcqcwlfj3go574zi@u.box.com. We recommend using copy and paste with this email address to send the documents and ensure the email address is accurate.
- Please do not send documents to the ECEstipend email address as this is not a secure method of sending payroll information.
- If you have educators on leave that are applying to CARES, they should provide a Leave Form for you to sign. This form may be submitted by either the administrator or the applicant, but it is the responsibility of the applicant to ensure it is submitted before the end of the application period.
- If you have an educator that started recently, they may ask for a copy of an offer letter. This letter may be submitted by either the administrator or the applicant, but it is the responsibility of the applicant to ensure the letter is submitted before the end of the application period.

E. Payroll & Employment Verification Policy (NEW ADDITION)

- Each round of CARES requires verification of employment. In the Fall, payroll verification is required for all applicants. In the Spring, payroll is only required for applicants that did not receive CARES in the fall. For applicants that did receive CARES in the fall, updated employment verification on the Workforce Registry is required.

- Fall round of CARES
 - Payroll verification is required for all CARES applicants for each Fall round. Submissions must be made to the correct location by the given deadline. No exceptions will be more. More details of the Payroll Policy can be found below.
- Spring round of CARES
 - In the Spring, an updated Employment Verification is needed on the Workforce Registry, unless you did not receive CARES in the Fall.
 - If you did not receive CARES in the Fall, you need payroll verification to be eligible for the Spring. Please follow the guidelines as outlined in the Payroll Verification Policy.
 - If you did receive CARES in the Fall, you need an updated Employment Verification. The updated Employment Verification should have a date with the current year. Please refer to the Registry Employment Verification Guide for instructions.
 - As an alternative, you are also able to submit payroll instead of the updated Employment Verification. Please follow the guidelines as outlined in the Payroll Verification Policy.



III. Tier Determination

Each Early Learning For All program is assigned to one of three tier levels based on the percentage of subsidy-eligible children served. Tier determination only occurs once per year. No exceptions will be made. If no other tier has been assigned, all programs are designated in the orange tier until the next tier determination round.

A. Tier level

- Orange tier
 - Serving between 0-19% subsidy-eligible children
 - Centers and FCCs CARES eligible
- Blue tier
 - Serving between 20-49% subsidy-eligible children
 - Centers and FCCs CARES eligible
- Green tier
 - Serving 50% or more subsidy-eligible children
 - FCCs CARES eligible
 - Centers move to the Early Educator Salary Support Grant

B. Subsidy Eligible Enrollments

- CSPP (California State Preschool Program)
- CCTR (General Child Care Contract)
- Head Start
- Early Head Start
- CAPP (California Alternative Payment Plan)

- Local Vouchers (ELFA Free Tuition)
- CalWORKs

**** *Tuition-credit enrollments are NOT eligible towards the subsidy enrollment count**

C. Tier determination formula

Based on a 6-month average of enrollment from October through March.

<u>Centers</u> $\frac{\text{6-month average subsidy-eligible enrollment}}{\text{6-month average total enrollments (including private pay and tuition credit enrollments)}}$
--

<u>FCCs</u> $\frac{\text{6-month average subsidy-eligible enrollment}}{\text{80\% license capacity (exclude school age)}}$

The number provided is multiplied by 100 to give the percentage of subsidy-eligible children served.

D. Enrollment data Collection

- FCCs
 - License capacity and subsidy enrollments collected from DETS (DEC Enrollment Tracking System) and CareConnect.
 - Additional enrollment information may be submitted by the owner/operator as needed during the appeals period
- Centers
 - Subsidy enrollment collected from DETS.
 - Overall enrollment collected from administrators via survey

E. Timeline

July/August	• Data collection • Initial calculations shared • Appeals period
August/September	• Final determinations shared • CARES eligibility list updated and shared with all educators
One week before CARES Fall Round	Early Learning For All validation deadline to be eligible for CARES



IV. Appendix

A. CARES Check List

CARES 3.0 Checklist

FOR EDUCATORS (including FCC educators & administrators)

BEFORE YOU APPLY

- ☐ I work for an [Early Learning for All site](#).
- ☐ I work directly with children 20+ hours per week.
- ☐ I am [subscribed](#) to receive CARES emails.
- ☐ I confirmed my program's eligibility and tier level.

REVIEWING IMPORTANT INFORMATION

- ☐ I reviewed the Fall 2026 [CARES 3.0 webinar recording/slides](#).
- ☐ I reviewed CARES 3.0 Handbook.

PREPARE YOUR CA ECE WORKFORCE REGISTRY PROFILE

- ☐ My personal, education, and employment information is up to date.

- ☐ I uploaded transcripts and professional development documents (permits, certificates, etc.) at least 3–4 weeks before the deadline to allow for registry verification.
- ☐ My job title and hours per week are verified by my employer on the Workforce Registry.

W9 FORM

- ☐ (New applicant or if changes are needed) I uploaded a W-9 form to my workforce registry account.
- ☐ (Returning applicant) My W-9 information hasn't changed since my last CARES approval. New W9 is not needed for uploading.

APPLYING

- ☐ I read the official [How to Apply Guide](#).
- ☐ I submitted my application on the Workforce Registry.
- ☐ By going to 'My Stipends' I can see that my application is submitted on the CA [Workforce Registry](#).
- ☐ I checked in with my employer to ensure they submitted payroll summary/journal before the deadline.

FOR PROGRAM ADMINISTRATORS/FCC OWNERS

PREPARATION & ACCESS

- ☐ My program is on the eligible [ELFA program list](#).
- ☐ I know my program's tier level (Orange, Blue, Green).
- ☐ I have Employer Admin access on the CA ECE Workforce Registry.
- ☐ I reviewed the most up to date Payroll Verification Policy.
- ☐ I reviewed the CARES 3.0 handbook.
- ☐ I reviewed the [reporting and tax requirements](#) and [financial advisory resources](#).
- ☐ I have reminded employees in [subscribing](#) to receive CARES emails.

EMPLOYMENT VERIFICATION

- ☐ I confirmed employment for each staff member on the [CA ECE Workforce Registry](#). Any employees no longer at the site have been removed.
- ☐ Job titles and hours worked are verified for all employees in the Workforce Registry.

PAYROLL VERIFICATION - (Will be required for ALL employees in the Fall 2026 round). Note: The employer is responsible for timely submission and properly completed documents. Any reminders or notices are a courtesy and are not required by DEC.

If using payroll service:

- ☐ I submitted payroll summary/journal covering July 1st-August 31st.
- ☐ Includes: Employee's full name, Hours worked, and year-to-date pay.
- ☐ I submitted to payroll box by emailing SFCARES.mcqcwlfj3go574zi@u.box.com.

If you DO NOT use a payroll service:

- ☐ I submitted EDD, E9, or [DE9C](#) form for July 1st-August 31st, 2026.
- ☐ Includes: End-of-quarter date, Names, wages (including PIT), Employer signature.
- ☐ Report will be the same one that will be submitted to EDD at the end of the fiscal quarter.
- ☐ I submitted to payroll box by emailing SFCARES.mcqcwlfj3go574zi@u.box.com.

If you employ family members:

- ☐ Family member is on payroll (if parent/child/sibling).
- ☐ Spouse is either: on payroll OR on childcare license. If on childcare license, no payroll is needed.

If employee is on leave:

- ☐ I have reached out to the Workforce team at ecestipend@sfgov.org to receive a leave form. I have provided employee name, Registry ID, Program & administrator name, hire date, job title, Weekly hours & leave start date, Employer signature.
- ☐ I have completed and either myself or the educator will submit the leave form to DEC at ecestipend@sfgov.org.

If employee is new:

- ☐ Either myself or the educator have submitted an offer letter to ecestipend@sfgov.org with their name, date of hire, job title, expected number of hours per week, and starting wage.
- ☐ I have submitted the most recent payroll for employees.

Questions about your eligibility?

Contact the Workforce Initiative Team:

- ECEstipend@sfgov.org
- Voicemail: 628-652-3005

Questions about employer administrative access or your registry account?

Contact the Help Desk at Children's Council:

- Email: support@childrenscouncil.org
- Phone number: 415.343.4669

Questions about your uploaded transcripts and documents?

[Contact the CA ECE Workforce Registry](#)

- Submit a request in: [English](#) | [Spanish](#) | [Chinese](#)

B. Eligible Job Title List

CARES 3.0 Eligible Job Titles in the CA ECE Workforce Registry

Lead Teacher Eligible Titles	Assistant Teacher Eligible Titles
Owner/operator of a licensed family child care	Assistant teacher/aide
Administrator/manager	Floater
Director/center manager (single or multi-site)	Specialists
Executive director	Substitute teacher
Site supervisor	Teacher/co-teacher
Teacher-director/site supervisor	Professional support
Assistant director	Specialized teaching staff
Head teacher	Program staff
Lead teacher	Paraeducator
Master teacher	
Child development coordinator	
Manager/coordinator	
Master teacher in support role	
Director	

C. Payroll Policy

PAYROLL VERIFICATION POLICY

The San Francisco Department of Early Childhood hosted Listening Sessions in March 2024, in partnership with the Family Child Care Association, to inform the payroll verification policy. Throughout Spring 2024 the Workforce Initiatives Team partnered with the Small Business Development Center (SBDC) to host a series of workshops to support family child care and center owners and operators, in registering with the Employment Development Department (EDD) and setting up payroll in anticipation of implementing a payroll verification policy.

Beginning in Fall 2024, employers of all CARES-eligible educators need to provide payroll verification to receive the CARES 3.0 stipend. Payroll verification allows DEC to ensure that all recipients of CARES 3.0 are employed and paid in compliance with local, state, and federal tax laws.

I use a payroll service

For sites that utilize a payroll service – please supply a payroll register report with the following information (see sample for reference):

- Pay period that includes the month prior to CARES opening
- Name of employee (first and last)
- Hours (must work 20 hour or more per week directly with young children to qualify for CARES)
- Year-to-Date amount paid

Acceptable Documents:

- Payroll ledger/journal
- Payroll summary report

These documents need to be emailed to SFCARES.mcqcwlfj3go574zi@u.box.com. The deadline to submit payroll documentation via email, to the email address above, will be the last day of the application period. This is a secure way to submit documents. No late documents will be accepted. Once you submit the documents, you will receive a confirmation email letting you know that the documents have been received. If you do not receive this email within 24 hours, please check your spam folder and contact ecestipend@sfgov.org to confirm your submission.

NOTE: Any misrepresentation of valid employment will disqualify you and your staff from future compensation initiative.

I do not use a payroll service

For sites that do not use a payroll service, please complete the following EDD Report form, or submit a copy of the form for the period that includes one month prior to the CARES application closes:

- DE9C reports*
 - o Sample DE9C form
 - o Must include date of quarter ended, each employee name, and wage information, including PIT wages
 - o Signature of employer

*EDD reports shared with DEC as reports submitted to EDD and not filed.

If you need support with this form and/or other payroll questions, please contact Jessica Wan at the Small Business Development Center at qian.wan@sfsbdc.org

These documents need to be emailed to SFCARES.mcqcwlfj3go574zi@u.box.com.

The deadline to submit payroll documentation via email, to the email address above, will be the last day of the application period. This is a secure way to submit documents. No late documents will be accepted. Once you submit the documents, you will receive a confirmation email letting you know that the documents have been received. If you do not receive this email within 24 hours, please check your spam folder and contact ecestipend@sfgov.org to confirm your submission.

I employ family members

For Family Child Care Providers that employ family members, please see the guidance below:

- If the employed family member is a parent, child, or sibling they need to be on payroll to be eligible for CARES
- If you employ your spouse and they are not on payroll, they need to be on the child care license to be eligible for CARES

My employee is on leave

For employees on leave, please fill out this [form](#) with the following information:

- Employee first and last name

- Employee Registry ID
- Employer program and Administrator name
- Employee hire date
- Employee job title at time of leave
- Employee weekly hours at time of leave
- Employee leave start date
- Employer signature

Please note that all cases of employees on leave will be assessed on an individual basis.

My employee is new

For new employees, we understand they may not appear on payroll with enough hours to be considered eligible. If they are scheduled to work at least 20 hours per week, please submit an offer letter with the following information:

- Employee first and last name
- Employee Registry ID
- Employer program and Administrator name
- Employee hire date
- Employee job title
- Number of hours scheduled per week
- Employer signature

My employee is salaried

For employees that are salaried and for whom regular hours will not be shown on payroll reports, please email ECEstipend@sfgov.org with the following information:

- Employee first and last name
- Employee registry ID
- Employer program
- Employee job title
- Average number of hours per week

NOTE: Any misrepresentation of valid employment will disqualify you and your staff from future compensation initiatives.