

## PRE-K FOR ALL LEAD TEACHER INCENTIVE PROGRAM

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### Information for Pre-K for All Sites and Programs

Site/ Program Application Deadline: October 2<sup>nd</sup>, 2015

Programs must submit the Pre-K for All Lead Teacher Incentive Program electronic application **October 2<sup>nd</sup>, 2015**. Teacher applications are due to the Pre-K for All site representatives by **September 30<sup>th</sup>, 2015** in order to give site representatives enough time.

Pre-K for All is excited to offer the Lead Teacher Incentive Program for the 2015-2016 School Year. This program aims to attract and retain certified lead teachers in full-day (six hours and twenty minutes) Pre-K for All programs at New York City Early Education Centers (NYCEECs), including the Administration for Children's Services (ACS) EarlyLearn programs and charter schools.

Pre-K programs must opt-in to participate and if participating, the Lead Teacher Incentive Program must be made available to all eligible teachers at the Pre-K for All program. To be eligible for incentive funds, the Pre-K for All program must be continuously in operation and in good standing as determined by the Pre-K for All contracting agency (DOE or ACS) through March 4<sup>th</sup>, 2016.

For more information, please contact: [prekteacherincentive@schools.nyc.gov](mailto:prekteacherincentive@schools.nyc.gov).

### Overview

Through the Pre-K for All Lead Teacher Incentive Program, there are two types of signing incentives for certified lead teachers in Pre-K for All classrooms: the Retention Incentive Program for returning certified lead teachers and the New Hire Incentive Program for newly hired certified lead teachers.

#### **Retention Incentive Program**

The Retention Incentive Program offers a \$3,500 incentive for returning full-day lead teachers who were employed as a lead teacher in a full-day classroom at the same Pre-K for All program in the 2014-2015 school year. These lead teachers are certified, or will be certified by **October 1<sup>st</sup>, 2015**.

#### **New Hire Incentive Program**

The New Hire Incentive Program offers a \$2,500 incentive payment for teachers who are newly hired lead teachers in Pre-K for All full-day classrooms at a Pre-K for All program. These are lead teachers who were not employed as a lead teacher in a Pre-K for All program at a NYCEEC during the 2014-2015 school year, and are certified, or will be certified by **October 1<sup>st</sup>, 2015**.

### Requirements for Teacher Eligibility

For both the Retention Incentive and New Hire Incentive Programs, all teachers must meet the following requirements to be eligible for the incentive payments:

- Employed as a lead teacher in a full-day Pre-K for All classroom for the 2015-2016 school year;
- Retention Program only:* Employed as a lead teacher in a full-day Pre-K for All classroom at the same Pre-K for All program for the 2014 – 2015 school year;
- New Hire Program only:* Not employed as a lead teacher in a full-day Pre-K for All program for the 2014 – 2015 school year
- By **October 1<sup>st</sup>, 2015** must possess:
  - A teaching license or certificate valid for service in the early childhood grades (Birth-Grade 2 or Nursery-Grade 6)
  - A teaching license or certificate for students with disabilities valid for service in early childhood grades (Birth-Grade 2 or Nursery-Grade 6)
- Completed profile in Aspire

- Continuously employed as a lead teacher at the Pre-K for All program submitting the incentive application through March 4<sup>th</sup>, 2016
- Comply with all security clearances required by Pre-K for All contracting agency (DOE or ACS) and DOHMH by employment start date.

### Requirements for Site Eligibility

For both the Retention Incentive and New Hire Incentive Programs, all sites must meet the following requirements to be eligible for the incentive payments:

- Continuously in operation through March 4<sup>th</sup>, 2016
- In good standing with the contracting agency (DOE or ACS)
- Completed profile in Aspire
- Offered incentive programs to all eligible lead teachers at the Pre-K for All program site

### Lead Teacher Incentive Program Timeline

#### **Phase 1: Distribution and submission of application (Summer 2015)**

- Pre-K for All programs distribute Lead Teacher Incentive Application to eligible lead teachers.
- Teachers submit the signed and notarized Lead Teacher Incentive Application to their Pre-K for All program site representative by **September 30<sup>th</sup>, 2015**.
- Pre-K for All programs submit the Lead Teacher Incentive Application and an online Lead Teacher Incentive Program Application for each applicant by **October 2<sup>nd</sup>, 2015**.

#### **Phase 2: Verification of documents and eligibility (Fall 2015 – Winter 2016)**

- The Pre-K for All contracting agency (DOE or ACS) verifies the eligibility of the applicant to determine incentive eligibility after receiving the application and all necessary documents.
- Applications will be reviewed and sites will be informed of preliminary approval by November 30<sup>th</sup>, 2015.
- Once the number of eligible teachers is confirmed, the Pre-K for All contracting agency works with the Pre-K for All program on a contract amendment.

#### **Phase 3: Distribution of the funds and payment verification (Spring 2016)**

- Pre-K for All programs submit proof of lead teachers' continuous employment through March 4<sup>th</sup>, 2016.
- Upon approval, Pre-K for All programs receive incentive funds from the Pre-K for All contracting agency (DOE or ACS) to distribute to teachers who have been approved for the incentive payments.
- Pre-K for All programs submit proof of incentive payments to the Pre-K for All contracting agency.

### Additional Details

Incentive funds may not be used as a basis for deducting payment from the teacher's annual salary. Incentive payments must be distributed to the teacher in the first payroll after receiving funds from the Pre-K for All contracting agency. If the status of the lead teacher at the Pre-K for All program changes and the teacher is no longer eligible for the incentive payment, the Pre-K for All contracting agency must be notified immediately.

## Frequently Asked Questions

1. *Are Pre-K for All programs required to participate in the Lead Teacher Incentive Program?*  
*Pre-K for All programs are not required to participate, but are strongly encouraged.*
2. *Can a teacher submit an application for the Lead Teacher Incentive Program directly to DOE or ACS?*  
*No. Applications will only be accepted from Pre-K for All programs.*
3. *If a Pre-K for All program decides to participate in the Lead Teacher Incentive Program, are they required to make the incentive available to all of the Pre-K for All, full-day teachers at their site that meet the eligibility criteria?*  
*Yes.*
4. *Are teachers in EarlyLearn/ACS classrooms eligible?*  
*Yes.*
5. *Are teachers at charter schools eligible?*  
*Yes.*
6. *Are substitute teachers or paraprofessionals in Pre-K for All full-day classrooms eligible?*  
*No. The incentive program is only available to staff expected to serve as Lead Teachers in full-day Pre-K for All classrooms for the 2015-2016 school year*
7. *The lead teacher I am hiring was at a District School last year, is he/she eligible for the incentive program?*  
*Yes, he/she is eligible for the New Hire Incentive Program.*
8. *Can a teacher moving from a non-Pre-K for All classroom at my program to a Pre-K for All classroom at my program receive an incentive payment?*  
*Yes, the teacher can receive a New Hire Incentive Program.*
9. *Are lead teachers in half-day (2.5 hours) and 5 hour Pre-K for All classrooms eligible for the incentives program?*  
*No. The incentives are only available to staff expected to serve as lead teachers in full-day classrooms for the 2015-2016 school year.*
10. *What can I accept as valid proof of certification or pending certification?*  
*Certified teachers can submit a screen shot of their certification as proof of certification. Teachers with pending certification should submit a letter from the institution where certification is pending, or equivalent. Certification status will be confirmed via Aspire.*
11. *One of my existing lead teachers was not certified during the 2014-2015 school year but expects to be certified by the October 1<sup>st</sup>, 2015 certification deadline, will he/she still be eligible for the retention bonus?*  
*Yes.*
12. *One of my teachers expects to be certified after October 1<sup>st</sup>, 2015, is he/she eligible for either of the incentive programs?*  
*No.*
13. *The new lead teacher I hired was employed as a lead teacher in a full-day Pre-K for all classroom at a different NYCEEC last year. Is the teacher eligible for one of the incentive payments?*  
*No. To be eligible for the incentive payment, teachers may not have been employed as a lead teacher at any NYCEEC in the 2014-2015 school year.*

14. *Would a teacher who is hired mid-year be eligible to receive an incentive payment?*  
*No. All applications must be submitted by the September 9<sup>th</sup> application deadline.*
15. *What happens if an eligible lead teacher leaves my Pre-K for All program before the end of the school year, should he/she still receive the incentive payment?*  
*The teacher must be employed through the March 4<sup>th</sup>, 2016 employment verification date in order to receive the incentive.*
16. *What happens if after I submit an application the lead teacher's status changes and he/she is no longer eligible for the incentive payment?*  
*Please contact the Pre-K for All contracting agency (DOE or ACS) immediately.*
17. *Can a lead teacher be eligible for the retention incentive if they were a lead teacher at a different site for the same organization in the 2014-2015 school year?*  
*Yes, to be eligible for the retention incentive, the applicant must have been a lead teacher in a full-day Pre-K for All classroom for the same Pre-K for All program, umbrella organization or vendor. The Pre-K for All contracting agency (DOE or ACS) will verify that your Pre-K for all Program is part of the same organization.*
18. *The lead teacher I hired was a lead teacher at a NYCEEC in the 2014 – 2015 school year but was not certified. Is he/she eligible for the incentive program?*  
*No, teachers that were lead teachers at a NYCEEC in the 2014 – 2015 school year are not eligible for the incentive program.*
19. *How do I set up my program's profile in Aspire?*  
*Please refer to [this page](#).*
20. *How do I add a teacher to my PETS roster?*  
*Please refer to [this page](#).*
21. *How do I get my teacher SCR cleared?*  
*Please refer to [this page](#).*
22. *What constitutes an umbrella organization?*  
*A Pre-K for All umbrella organization is a single vendor with multiple Pre-K for All sites.*
23. *Are teachers eligible for both incentive programs?*  
*No.*
24. *How will I know which teachers at my site have been approved?*  
*Applications will be reviewed and sites will be informed of preliminary approval by their contracting agency (DOE or ACS).*
25. *Where can I find more information about the Pre-K for All Lead Teacher Incentive Program?*  
  
*More information can be found on the NYCDOE website:  
<http://schools.nyc.gov/Academics/EarlyChildhood/educators/LeadTeacherIncentive>*  
  
*Teachers eligible for either the new hire incentive or retention incentive, should contact Pre-K for All programs directly to learn if the program applied to opt-in. Participating programs will provide teachers with application materials.*

26. *Where do I apply for the incentive program and where can I find application materials?*

*Information on how to apply for the program is in the July 23 special edition of The Bulletin. The link to the application is under "Information & Application Materials." If you have not received this edition of the Bulletin, please email [prekteacherincentive@schools.nyc.gov](mailto:prekteacherincentive@schools.nyc.gov).*

27. *Are Pre-K teachers who work at DOE schools eligible for Lead Teacher or Retention Incentive?*

*District School teachers are not eligible for the Incentive Program. The program is for lead teachers in Pre-K for All classrooms at Community Based Organizations and charter schools.*

28. *Is the Pre-K for All program allowed to back out applicable fringe benefits from the incentive payments to teachers?*

*No, the contracting agency (DOE or ACS) will pay the Pre-K for All program fringe on any incentive payments made to teachers. This will be handled through a contract amendment once the teacher applications are approved.*

29. *Does the lead teacher have to pay taxes on the incentive bonus?*

*All income, including bonuses/incentive payments are subject to tax withholding.*

30. *Who do I contact if I have any questions?*

*For more information, please email [prekteacherincentive@schools.nyc.gov](mailto:prekteacherincentive@schools.nyc.gov) .*