

PRE-K FOR ALL LEAD TEACHER INCENTIVE PROGRAM

Information for Pre-K for All Lead Teachers

Teacher Application Deadline: September 30th, 2015

Lead Teachers must submit the Pre-K for All Lead Teacher Incentive Program paper application to their Pre-K for All site representative by **September 30th, 2015**.

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 4th, 2016.

For more information, please contact: 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 1st, 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 1st, 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 1st, 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 4th, 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 4th, 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 30th, 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 2nd, 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 by November 30th, 2015.

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 4th, 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 will be distributed to the teacher in the first payroll after the Pre-K for All program receives 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 will 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 I submit my 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. Are teachers moving from a District School to a Pre-K for All program eligible?
Yes, they are eligible for the new hire incentive.
8. I am a teacher moving from a non-Pre-K for All classroom to a full-day Pre-K for All classroom, am I eligible for an incentive payment? If so, which one?
Yes, you would be eligible for the new hire incentive payment.
9. Are half-day and 5 hour classroom teachers eligible for the incentives?
No. The incentives are only available to staff expected to serve as lead teachers in full-day Pre-K for All classrooms for the 2015-2016 school year.
10. What is considered valid proof of certification or pending certification?
A screen shot of your certification will be considered valid proof of certification. Valid proof of pending certification must be in the form of a letter from the institution where certification is pending, or equivalent. Certification will be confirmed via Aspire.
11. I was employed as a lead teacher in a full-day Pre-K for All classroom during the 2014-2015 school year and will be returning to my Pre-K for All program in the same position but will not be certified until the October 1st, 2015 certification deadline, will I still be eligible for the returning teacher incentive payment?
Yes.
12. I was a lead teacher at a Pre-K for All program at a NYCEEC for the 2014 – 2015 school year, and am moving to a different Pre-K for All program at a NYCEEC, will I be eligible for the incentive program?
No.
13. Would a teacher who is hired mid-year be eligible to receive an incentive payment?
*No. All teacher applications are due by the **September 2nd, 2015** deadline.*
14. What happens if I leave the Pre-K for All program before the end of the 2015-2016 school year, will I still receive the incentive?
You must be employed by the Pre-K for All program through the March 4th, 2016 employment verification date in order to receive the incentive payment.

15. Can a lead teacher be eligible for the returning teacher incentive if they were a lead teacher at a different site for the same organization/vendor 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. DOE will verify that your Pre-K for All program is part of the same organization.
16. What constitutes an umbrella organization?
A Pre-K for All umbrella organization is a single vendor with multiple Pre-K for All sites.
17. I was hired as a lead teacher at a NYCEEC in the 2014 – 2015 school year but was not certified. Am I 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 programs.
18. How does my site representative add me to the PETS roster?
Please refer to [this page](#).
19. How does my site representative get me SCR cleared?
Please refer to [this page](#).
20. Are teachers eligible for both incentive programs?
No.
21. How will I know if my application has been approved?
Applications will be reviewed and sites will be informed of preliminary approval by their contracting agency (DOE or ACS) by November 30th, 2015. Contact your site representative for more information.
22. 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.*
23. 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.
24. Is the Pre-K for All program allowed to back out applicable fringe benefits from the incentive payment 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.
25. Do I have to pay taxes on the incentive bonus that I receive?

All income, including bonuses/incentive payments are subject to tax withholding.
26. Who do I contact if I have any questions?

For more information, please email prekteacherincentive@schools.nyc.gov.