



LEAD TEACHER INCENTIVE PROGRAM

Information for Pre-K for All Lead Programs and Teachers
Online Application Deadline: October 7, 2016



Pre-K for All is excited to offer the Lead Teacher Incentive Program for the 2016-2017 School Year. This program aims to attract and retain certified lead teachers in full-day (six hours and twenty minutes) pre-K programs at New York City Early Education Centers (NYCEECs), including Administration for Children's Services (ACS) EarlyLearn programs and charter schools.



Programs must opt-in to participate. If participating, the Lead Teacher Incentive Program must be made available to all eligible lead teachers at the pre-K program. To be eligible for incentive funds, the pre-K program must be continuously in operation and the pre-K program and lead teacher must continuously be in good standing as determined by the Pre-K for All contracting agency (DOE or ACS) through **February 10, 2017**.

The process to successfully complete and submit the Lead Teacher Incentive application requires coordination between the lead teacher and program. Additionally, programs must also submit an online application through ApplicantStack, the online application portal where lead teachers' applications are received. Programs must submit the Pre-K for All Lead Teacher Incentive Program electronic application by **October 7, 2016**. As the application process requires action from both the lead teacher and program, we recommend allotting ample time to complete the lead he entire submission process.

Overview

Through the Pre-K for All Lead Teacher Incentive Program, there are two types of signing incentives for certified lead teachers in full-day pre-K classrooms:

- 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 certified, returning lead teachers who were employed as a lead teacher in a full-day classroom at the same pre-K program in the 2015-2016 school year. These lead teachers must be certified at the time of the application submission, **October 7, 2016**. Lead Teacher Incentive Program applicants and recipients from the 2015-2016 school year, who are teaching at the same program, are eligible and may re-apply for the 2016-2017 school year. The Pre-K for All contracting agency (DOE or ACS) will issue teacher incentive payments to the provider, plus program specific fringe rate.

New Hire Incentive Program

The New Hire Incentive Program offers a \$2,500 incentive for certified, newly hired lead teachers in a full-day classrooms at a pre-K program. These are lead teachers who were not employed at a NYCEEC during the 2015-2016 school year, and are certified at the time of the application



submission, **October 7, 2016**. The Pre-K for All contracting agency (DOE or ACS) will issue teacher incentive payments to the provider, plus program specific fringe rate.

Teacher Eligibility Requirements

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

- ☑ Employed as a lead teacher in a full-day (six hours and twenty minutes) pre-K classroom for the 2016–2017 school year;
- ☑ Comply with all security clearances required by the Pre-K for All contracting agency (DOE or ACS) and DOHMH by employment start date (i.e. PETS, DOI, SCR);
- ☑ By **October 7, 2016**, must possess:
 - A New York State teaching license or certificate valid for service in the early childhood grades (Birth–Grade 2 or Nursery–Grade 6); or
 - A teaching license or certificate for students with disabilities valid for service in early childhood grades (Birth–Grade 2 or Nursery–Grade 6).
- ☑ Continuously employed as a lead teacher at the pre-K program submitting the incentive application through **February 10, 2017**.
- ☑ *Retention applicants only*: Employed as a lead teacher in a full-day classroom at the same pre-K program during the 2015–2016 school year;
- ☑ *New Hire applicants only*: Not employed as a lead teacher in a full-day pre-K program during the 2015–2016 school year;

Program Eligibility Requirements

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

- ☑ Continuously in operation through **February 10, 2017**
- ☑ In good standing as determined by the contracting agency (DOE or ACS)
- ☑ Offered incentive programs to all eligible lead teachers at the pre-K program

PLEASE NOTE THAT THE APPLICATION PROCESS REQUIRES THAT THE LEAD TEACHER AND PROGRAM WORK TOGETHER TO SUBMIT A COMPLETE APPLICATION AND MEET ALL APPLICANT AND PROGRAM ELIGIBILITY REQUIREMENTS. THE APPLICATION WILL NOT BE CONSIDERED COMPLETE IF ANY REQUIRED MATERIALS ARE MISSING FROM EITHER THE SITE REPRESENTATIVE OR THE LEAD TEACHER.

Lead Teacher Incentive Program Timeline

Phase 1: Distribution and submission of application (Through October 7, 2016)

- ☑ Pre-K programs distribute Lead Teacher Incentive application to all eligible lead teachers. Programs and lead teachers collaborate to complete the paper application; and
- ☑ Pre-K programs submit the Lead Teacher Incentive Program application electronically through ApplicantStack for each applicant by **October 7, 2016**.





Phase 2: Verification of documents and eligibility (October 2016-December 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; and
- ☑ Applications will be reviewed and programs will be informed of preliminary approval by **December 2016**.

Phase 3: Distribution of the funds (Spring 2017)

- ☑ Pre-K programs submit proof of lead teachers' continuous employment **through February 10, 2017**; and
- ☑ Upon approval, pre-K programs receive incentive funds from the Pre-K for All contracting agency (DOE or ACS) to distribute to lead teachers who have been deemed eligible for the incentive payments.

Phase 4: Payment verification (Summer 2017)

- ☑ After payment is made to all approved lead teachers, programs submit proof of disbursed teacher incentive funds to the Pre-K for All contracting agency (DOE or ACS). If the program fails to submit proof of disbursement, funds will be deducted from the program's 2017–2018 budget.

Additional Details

Incentive funds may not be used as a basis for deducting payment from the lead teacher's annual salary. The Pre-K for All contracting agency (DOE or ACS) will issue teacher incentive payments plus program specific fringe rate. Incentive payments must be distributed to the lead 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 program changes and the lead teacher is no longer eligible for the incentive payment, the program must notify the Pre-K Lead Teacher Incentive Program team and the Pre-K for All contracting agency immediately. If your status as program representative changes during the course of the 2016-2017 school year, it is your responsibility to inform the Pre-K for All Lead Teacher Program Team (prekteacherincentive2017@schools.nyc.gov) as soon as possible.

Frequently Asked Questions

1. Are pre-K programs required to participate in the Lead Teacher Incentive Program?
Pre-K programs are not required to participate, but are strongly encouraged.
2. Can a lead teacher or program submit an application for the Lead Teacher Incentive Program directly to DOE or ACS?
No. Applications will only be accepted through ApplicantStack, the online application system. Applications will only be accepted from pre-K program representatives; lead teachers are unable



to submit applications directly.

3. If a pre-K program decides to participate in the Lead Teacher Incentive Program, are they required to make the incentive available to all of the full-day, Pre-K for All lead teachers at their program that meet the eligibility criteria?
Yes.
4. Are certified lead teachers in EarlyLearn/ACS classrooms eligible?
Yes.
5. Are certified lead teachers at charter schools eligible?
Yes.
6. Are substitute teachers or paraprofessionals in full-day, Pre-K for All classrooms eligible?
No. The incentive program is only available to certified lead teachers in full-day Pre-K for All classrooms for the 2016–2017 school year.
7. Are lead teachers moving from a District School to a Pre-K for All NYCEEC program eligible?
Yes, they are eligible for the New Hire Incentive Program.
8. Is a lead teacher moving from a non-Pre-K for All classroom to a full-day Pre-K for All classroom at the same program eligible for an incentive payment? If so, which one?
Yes, they would be eligible for the New Hire Incentive.
9. Are half-day and five-hour classroom teachers eligible for the incentives?
No. The incentives are only available to staff serving as lead teachers in full-day (six hour and twenty minutes) Pre-K for All classrooms for the 2016-2017 school year.
10. What is considered valid proof of certification?
A copy of the lead teacher's certification, effective on or before October 7, 2016, will be considered valid proof. The DOE will then verify the certification with the State.
11. I was a lead teacher employed in a full-day Pre-K for All classroom during the 2015-2016 school year and will be returning to the same pre-K program in the same position but will not be certified by the October 7, 2016 deadline, will I still be eligible for the Retention Incentive Program?
*No. Teachers must be certified by the application deadline, **October 7, 2016**, in order to be eligible for either incentive program.*



12. If a lead teacher was employed at a NYCEEC pre-K program during the 2015-2016 school year, and is moving to a different NYCEEC pre-K program, will they be eligible for the incentive program?

No.

13. I was not certified, but employed as a lead teacher in a full-day Pre-K for All classroom during the 2015-2016 school year and will be returning to my Pre-K for All program in the same position. I will be certified by the deadline on October 7, 2016. Will I be eligible for the Retention Incentive Program?

Yes.

14. If a lead teacher applied and/or received Lead Teacher Incentive Program funds for the 2015-2016 school year, can they apply again this year?

Yes. If the lead teacher will be at the same pre-K program or at another program within the same umbrella organization, the teacher will be eligible for the Retention Incentive.

15. Would a lead teacher who is hired mid-year be eligible to receive an incentive payment?

*No. All applications are due by the **October 7, 2016** deadline.*

16. What happens if a lead teacher leaves the pre-K program before the end of the 2016-2017 school year, will they still receive the incentive?

*The lead teacher must be employed by the pre-K program through **February 10, 2017**, in order to receive the incentive payment.*

17. Is a lead teacher eligible for the returning lead teacher incentive if they were a lead teacher at a different program with the same organization/vendor in the 2015-2016 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 program, umbrella organization, or vendor. The Pre-K Lead Teacher Incentive team will verify that your pre-K program is part of the same organization.

18. What constitutes an umbrella organization?

A Pre-K for All umbrella organization is a single vendor with multiple pre-K programs.

19. How do the lead teacher and program ensure they have the appropriate security clearances?

Please refer to [this page](#) for additional information on security clearances.

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 programs will be informed of preliminary approval by the Pre-K Lead Teacher Incentive Program team by December 2016. Contact your program 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](#). Lead teachers eligible for either incentive, Retention or New Hire, should contact their pre-K programs directly to learn if the program has chosen to opt in. Participating programs will provide lead teachers with application materials.
23. Are pre-K lead teachers who work at DOE district schools eligible for the Lead Teacher or Retention Incentive?
District School lead teachers are not eligible for the Incentive Programs. The program is for lead teachers in Pre-K for All classrooms at NYCEECs and charter schools.
24. Is the pre-K 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 program fringe on any incentive payments made to lead teachers.
25. Do I have to pay taxes on the incentive bonus that I receive?
All income, including bonuses/incentive payments, is subject to tax withholding.
26. Who do I contact if I have any questions?
Lead teachers should contact their program directors for questions. Program directors should contact prekteacherincentive2017@schools.nyc.gov for more information. Please include the program name, ID, and address in your inquiry.

If you have any additional questions, please contact: prekteacherincentive2017@schools.nyc.gov. Please include the program name, ID, and address for a quicker response.

