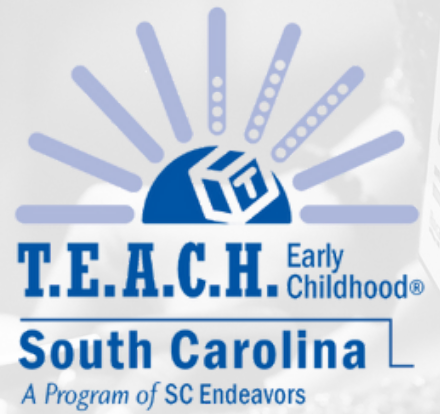


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PARTICIPANT POLICY AND PROCEDURE HANDBOOK

EFFECTIVE 1/31/23

SC Endeavors
South Carolina Department of Social Services
Division of Early Care & Education
225 South Pleasantburg Drive, Suite C-7
Greenville, SC 29606
864-250-8581
TEACHSC@dss.sc.gov
www.scendeavors.gov

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1 – OVERVIEW OF THE T.E.A.C.H. EARLY CHILDHOOD SCHOLARSHIP

A. History

The T.E.A.C.H. (Teacher Education and Compensation Helps) Early Childhood® Project was created and started by Child Care Services Association in North Carolina in 1990. It was created to increase the level of education of teachers working with children age birth to five, while making college education affordable, decreasing turnover, and increasing wages.

Over the past several years, the program has received national attention due to linking teacher education and compensation. The Project has expanded to over twenty states. Every state receives one license to offer T.E.A.C.H. Early Childhood scholarships. South Carolina T.E.A.C.H. has a variety of models to help early care and education providers work toward (Credential, Early Childhood Education (ECE) associate degree, and bachelor's degree.

B. Role of the T.E.A.C.H Counselor

Our T.E.A.C.H. Counselors hold a minimum of a bachelor's degree in early childhood education or a related field. They also have had a variety of experiences in the early care and education field. The job of a Counselors is to provide college and scholarship guidance to T.E.A.C.H. participants and sponsoring programs. They process scholarship paperwork and regularly communicate with participating colleges and universities.

Counselors are available to assist you when you have questions regarding your scholarship, need help with contacting your college advisor or course selections, or even when you need guidance on balancing work, school and personal responsibilities. Keeping in regular contact with your counselor will help ensure you are always on the right path with your education plan.

D. Role of the Employer-Sponsor

The T.E.A.C.H. Early Childhood scholarship is not just a partnership with the recipient. The sponsoring employer plays a key role in supporting their employee as they journey through their education program. Having the financial and moral support of the program is a critical key to success for our recipients. While the recipient is in school, the employer-sponsor will:

- Pay for percentage of tuition and books for participant which will vary by contract
- Provide release time which varies by number of credits being taken
- Provide additional compensation in the form of a bonus after recipient successfully completed an education contract.

E. Confidentiality

T.E.A.C.H. South Carolina shall respect and maintain the confidentiality of all personal information (i.e., wage information, ID numbers, HIPAA-protected information, etc.) All information is maintained electronically on an encrypted drive with secure passwords. We will not sell your personal information.

F. Funding

The financial support of our partners is imperative for the continuation of our program to improve the professional development of early care and education that benefits young children in South Carolina. We are appreciative of their support and confidence in our program. The following are our current funders:

- Department of Social Services Division of Early Care and Education

2 – ELIGIBILITY FOR T.E.A.C.H. EARLY CHILDHOOD

A. Applicants

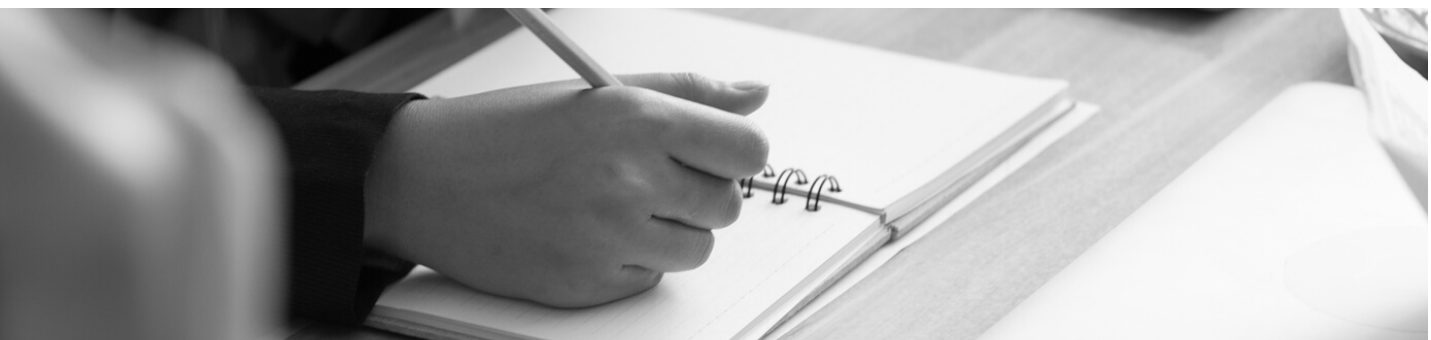
To be eligible for a T.E.A.C.H. Early Childhood Scholarship, an applicant must:

- Work in a regulated child care center or family child care program a minimum number of hours each week as a teacher, assistant teacher or director
- Work with children birth to age 5 (if a teacher or assistant teacher)
- Be admitted and/or enrolled in an early childhood degree at an approved South Carolina college or university
- Have the support and sponsorship of the child care employer
- Earn no more than the maximum hourly wage allowed (if applicable)
- Be able to financially assist in payment of tuition, fees and books

B. Employer-Sponsors

For a child care employer to sponsor a T.E.A.C.H. Early Childhood scholarship, a program must:

- Have a regulated program in good standing with the Department of Social Services Division Early Care and Education as a child care center or family child care home
- Be willing to provide release time to scholarship recipients and pay annual bonuses
- Be able to financially assist in payment of tuition, fees and books



3 – APPLYING FOR A T.E.A.C.H. EARLY CHILDHOOD SCHOLARSHIP

We currently have scholarship models to help with college coursework in early childhood for the Credential, Associate Degree and Bachelor’s Degree.

You can find all application materials and application support tools at our website, <https://scendeavors.org/professional-development/t-e-a-c-h/>. T.E.A.C.H. application can be submitted electronically online. If you have any issues email us at teachsc@dss.sc.gov.

Applicants must complete the application and include:

- All pages of the application completed by applicant and employer-sponsor
- Income verification (current paycheck stub or letter from director stating pay rate and weekly hours worked.)
- Signed Personal Responsibilities Agreement
- Proof you have applied for FAFSA, if you are applying for the associates or bachelors scholarship. You may apply at www.fafsa.ed.gov. The FAFSA is always free to submit.
- Student Loans: We discourage you from accepting any student loans. With the T.E.A.C.H. Early Childhood scholarship, our goal is to help you attain a debt-free education. We are unable to assist in paying back student loans when they become due.
- Transcripts: We are unable to pay for past due balances at previous colleges which may prevent applicants from obtaining transcripts.
- A counselor will email you to inform you of approval for a T.E.A.C.H. Early Childhood scholarship. If approved, you will receive a welcome letter, instructions, and forms. After formally accepting the scholarship , a contract will be sent for your signature and the signature of your employer-sponsor.



4 – OVERVIEW OF T.E.A.C.H. EARLY CHILDHOOD PROCESS

A. After you have been accepted:

- Sign your contract and personal responsibility agreement and email back to your counselor.
- Read all the materials your counselor sends you, especially the Participant Handbook.
- Complete the admissions and enrollment process at the college you have selected. Make sure you indicate the correct degree/certificate program.
- You may be scheduled to take placement tests prior to admission so allow yourself plenty of time for this process. Apply early. This is only for Associates and Bachelors degree programs.
- After admission, you will be assigned an advisor who will help you plan and register for classes.

B. Steps to Complete Each Semester:

- Send T.E.A.C.H. the following items:
 - Course schedule for upcoming semester.
 - These items are due immediately after you register for classes and before the payment deadline for the semester.
 - You should be able to print out your official schedule from your online student account.
 - The schedule should include your name and your enrolled degree program.
 - After these items are received, the T.E.A.C.H. office will send an approval to your college letting them know which classes are approved and giving them authorization to bill T.E.A.C.H. for your tuition and mandatory fees.
 - T.E.A.C.H. is not responsible for the cancellation of your registration if the required items are not received in a timely manner.

- Form B Reimbursement Form and copies of your book receipts
 - You should send them as soon as possible but no later than the end of each semester.
 - T.E.A.C.H. cannot reimburse tax or shipping.
 - Receipts must contain the title of the book and the price.
 - The tuition section of the Form B can be left blank.
- Form C for Release Time (employer may send).
 - Send as soon as required release time hours are completed—by the end of the semester. All release time is due no later than 30 days after the end of the term.
- Grades
 - Send each semester’s grade report as soon as you have it. However, grades are due no later than one term after the term the grade was given. For example, spring grades are due prior to the fall semester starting. Charge approvals will be placed on hold if grades are missing.
 - Grade reports need to be official from your student portal and must be reported as a final letter grade. Your name needs to be included on the document.

C. Steps to Complete at the End of a Contract

- Complete and return the Information Update Form (Form E will be sent to you at the end of your contract)
- Include updated wage information (including current paystub).
- Be sure to indicate your intention and goal going forward.
- Sign your renewal or new contract if you plan to continue with a T.E.A.C.H. Early Childhood scholarship.
- Once T.E.A.C.H. receives your Information Update Form, receives and verifies all grades and credit hours, we will check to see if any bonus should be paid and notify you and your employer–sponsor. (All contract terms including commitment must be met for full compensation to be paid.)
- If you are applying for additional financial aid, be sure to submit a new FAFSA each year. You may apply starting on October 1.

5 – CONTRACT REQUIREMENTS

A. Renewing Your Contract

When you successfully complete a contract, you may be eligible to renew your contract. You will not need to complete a new application with each contract, only an Information Update Form (Form E) and supply updated compensation data. You will also receive an online survey each year from T.E.A.C.H. Please take a few minutes to complete the survey. We appreciate your feedback.

If you want to continue and renew your contract, indicate on your renewal Information Update Form and speak with your counselor to let them know before the end of your current contract. We will send you a new contract that will need to be signed and returned along with documentation of compensation and grades.

6 – APPLYING TO A COLLEGE OR UNIVERSITY

A. Choosing a College

If you have not already, you need to choose an approved college or university in South Carolina for your education program. You can visit our website at <https://scendeavors.org/professionaldevelopment/t-e-a-c-h/> to see a directory of colleges and programs available to you. The programs are also listed on the application.

If you are unsure of the best fit for your situation, a T.E.A.C.H. counselor can help you think through the options and considerations for this decision and can provide you with contacts at a particular school to answer your questions. Most of the colleges have websites where you will apply to the school online. Make sure you select the correct early childhood program. Some schools offer a free application process, but T.E.A.C.H. cannot reimburse this fee if there is a fee for your selected school. You should allow plenty of time for admissions decisions. Apply as early as possible so that you can get the entry date you desire.

B. Selecting a Degree Pathway

T.E.A.C.H. can only pay for degrees and certificates that concentrate in Birth to Five development and education. For those recipients who want a degree but have not yet earned one or will be starting with a high school diploma, we recommend beginning with the Associate of Applied Science in Early Childhood Education. Many in-state colleges in local areas offer this degree in various formats. This degree will give you 30+ hours of concentrated birth to age 5 knowledge as well as quality field experience opportunities. Counselors can discuss with you regarding which programs are closest to you.

C. Previous College Experience

If you have previous college experience, most colleges will require you to send official transcripts from previous schools before admission is granted. You can also send the transcript to the college early childhood coordinator to see what credits from previous colleges might transfer. Always get transfer decisions in writing from a school official.

D. General Education Requirements

If you must have general education requirements that are easier and less expensive to take at a nearby community college, we require that you complete those courses at the lower-cost institutions.

7 – STARTING WITH T.E.A.C.H. EARLY CHILDHOOD (FORMS AND PROCEDURES)

A. Registering for Classes

Prior to meeting with your advisor, speak with your counselor about the plan for next semester's coursework. If you plan to take more than seven (7) credit hours, you must first get the approval of T.E.A.C.H. Early Childhood as well as your employer-sponsor.

After meeting with your advisor to register, complete and submit the following items to the T.E.A.C.H. office:

1. Copy of your course schedule printed from your student account

You may send this information via email to teachsc@dss.sc.gov or to your counselor using readable photos. The counselor will review and approve the courses. Approval is not guaranteed and is contingent on grades and other factors. Let us know immediately if you have any class changes after registration. We will need an updated copy of all the above documents. You will be notified of any coursework that is not approved. Recipients will be 100% responsible for tuition, fees and books associated with any unauthorized course.

T.E.A.C.H. will only pay for one course your first semester on the scholarship. T.E.A.C.H. will pay for two courses the next semester as long as your first course was completed with a grade of a C or better. All courses must be completed with a grade of C or better to count towards your 9-18 contract credits.

B. Repeated Coursework

If a recipient fails to pass a required course, you must speak with your counselor to discuss a plan for completing the requirement. This may involve several steps including reducing course loads and T.E.A.C.H. paying for only the one required course in a semester. We encourage recipients to meet with their college advisor to discuss the class in question and make a plan to successfully complete the course.

Note: Only if the counselor and advisor are satisfied the recipient has a sufficient plan and motivation to pass the course will T.E.A.C.H. pay for the course a second time. No course will be covered by T.E.A.C.H. more than two times.

C. Tuition Payment

If there is a signed contract in place and T.E.A.C.H. receives your schedule, we will process and send a Charge Approval to your college or university approving your coursework and authorizing the college to bill T.E.A.C.H. for your tuition and mandatory fees. At some point that semester, the college or university will send us an invoice, and we will send them a check. You will not need to pay the school directly except for any unauthorized coursework.

Note: The charge approval does not “pay” your bill. It merely authorizes the college to bill us. You may still have a balance showing on your account until T.E.A.C.H. pays, but the charge approval will protect your registration from being cancelled until the school invoices us.

The T.E.A.C.H. database will automatically calculate the co-pays that are due each semester from the recipient and employer–sponsor for tuition, fees and books. Co-pays will be deducted from reimbursements and payments sent to recipients and employer–sponsors. If the reimbursement is insufficient to cover the amount of the co-pay, recipients and sponsor employers will be invoiced for any remaining amount. Invoices must be paid prior to charge approvals being sent to the college for the next semester. Additional financial aid sent to the student may be used to cover co-pays.

D. Adding, Dropping or Withdrawing from a Class

Recipients must notify their counselor if they plan to add, drop, or withdraw from a class at any time during the semester. You must drop a class before the college drop date to avoid tuition charges. The 100% refund period usually ends after the first week of classes. Financial drop date differs from academic drop date. Some colleges incur charges of any classes attended. Recipients are responsible for knowing the critical dates on their college’s academic calendar.

You must successfully complete a minimum of nine (9) credit hours to successfully complete your contract. Failed classes do not count toward your fulfillment of the nine (9) minimum credit hours. If a failed class is retaken later, the new grade may replace the failed grade and the credits can be used toward contract completion.

E. Books

You are responsible for purchasing or renting your own books. You can purchase books through the college bookstores or from an online bookseller like Amazon or Barnes & Noble. To be reimbursed, books must be purchased from a book dealer. We cannot reimburse you for

books purchased from a friend or classmate. The submitted receipts must be from a bookstore or from an official website and include the title and price of each book.

To claim reimbursement for books:

1. Complete a Tuition/Book Reimbursement Claim Form (Form B) and email to teachsc@dss.sc.gov along with your copies of itemized book receipts/cash register receipts as soon as you can during the first half of the semester or term.
2. Put your name on your copies of the book receipts and staple them to your Form B. Save the original receipts for your records.
3. We cannot reimburse tax or shipping.
4. T.E.A.C.H. can reimburse for rented books. We recommend book rentals only if the book cannot be used as a future reference. If the book will be a good reference in your future Early Childhood Education work or future class work, we encourage you to consider purchasing it since T.E.A.C.H. will cover most of the purchase.
5. T.E.A.C.H. will also reimburse for eBook purchases but not the reader software.
6. Purchasing your books up front and submitting receipts is the easiest way to utilize your scholarship for textbooks. However, if you cannot financially do this and your college allows books to be charged to your student account, you may choose this option. If books are charged to your student account, you are still responsible for your co-pay and you will be invoiced for that amount each semester if the co-pay is not deducted from other reimbursements.
7. If you plan to use Pell Grants to cover book purchases, let us know.
8. Balances owed to T.E.A.C.H. must be cleared each semester for us to approve future payments for tuition and fees.

F. Travel/Access Stipend

Recipients are eligible for the travel/access stipend each semester that they are registered for classes. Once we receive your official schedule and/or estimated tuition bill, we will process the claim for your stipend. If you withdraw prior to attending class, you will be responsible for the repayment of any stipends received. Co-pays for tuition and books will be deducted from stipend and reimbursement payments.

G. Release Time

For each semester credit in which you enroll, you are eligible for 16 hours of paid release time during that semester, up to a maximum of 96 hours per semester. This time is for you to attend class, to study, complete projects, meet with instructors or advisors, or to attend to other tasks. Ideally, you will take a portion of this time weekly, but you will need to work with your director or supervisor to find the best time for your release hours based on the staffing situation at your program. If your classes cover a shorter period than a normal 16-week semester (such as five or eight weeks), T.E.A.C.H. does not require that your program give you all the release time hours, but they could give you as many of the eligible hours as they are able. Release time hours can be spread throughout an entire semester, even if a class is only 8 weeks.

Recipients are paid for release time through their normal payroll process. Sponsoring programs are reimbursed directly for a portion of the cost for release time at a published hourly rate after they submit the Release Time Claim Reimbursement Form (Form C) (see Appendix). The claim form may be at the end of the semester. Sponsoring program co-pays will be deducted from release time reimbursement. If reimbursement does not cover co-pays, the sponsoring program will be billed for the balance which must be paid prior to the beginning of the next semester.

When you and your supervisor sign the Form C, you are confirming that the information is accurate. Do not sign and send to T.E.A.C.H. it if it is not accurate. Let your Counselor know if you are having any problems receiving your required release time. Release time is a required component of your contract. If staffing issues are causing sponsors to have difficulty providing release time, we will encourage sponsors and recipients to work together to find a compromise until the situation is resolved. Programs who cannot or will not provide any release time should not enter into a T.E.A.C.H. contract.

Creative suggestions for taking/providing Release Time include:

- Using it for unpaid sick time or holidays
- Taking it any time during the semester
- Taking it in small increments, when ratios are lower, leave early or come in later.
- It can also be banked and used in half day or full day increments
- Or you can use it to pay for lunch breaks that are unpaid.

Directors or non-classroom personnel are not required to be provided release time for their scholarship. Family child care providers are encouraged to use release time for their scholarship if they have staffing available to cover their programs. It is not required that your release time be used to attend daytime classes. Some facilities can accommodate day classes, but they are not required to do so.

H. Shortened Terms

If a college has shortened terms and/or multiple summer terms, we will combine stipends and release time balances for those terms. For example, we will consider the entire summer one semester for stipends and release time purposes. We will not pay additional stipends and release time for January or May intersessions.

J. Grades

Once you have finished your semester class(es), you must send T.E.A.C.H. a copy of your grade report within 30 days. You can send your grade report by email or mail, but it needs to be authentic from the college or university and have your name typed on the document by the college. Final letter grades must be submitted. (We cannot accept a screenshot from an online platform like Blackboard that only has a course percentage grade.) You may attach the grade report to an email or take a screenshot/photo and email it as long as it is readable. Scholarships will be suspended for any recipient who has not submitted grades by the end of the semester following the semester of the missing grades. Recipients who refuse to furnish grade reports will be dropped from T.E.A.C.H. All grade information is confidential.

K. Field Experience/Practicum Courses

Most early childhood education programs require some type of classroom or field experience. You will need to speak directly to your college degree advisor or coordinator to find out what the college's rules are about field experience coursework. Many colleges allow students to teach in the sponsoring program where they are employed. Expectations can differ based on what the student has already done. If recipients are required to complete practicum or field experience coursework outside of the program where they are employed, they can still retain their T.E.A.C.H. contract (even though they may temporarily drop below the minimum required working hours at the sponsoring program). In these cases, we will need an email or written statement signed by your employer that states you will remain employed at the sponsoring program and will be able to return following your field experience/practicum teaching so you can fulfill your contract year, plus the following commitment year.

8 – FINANCES

A. Responsibilities

It is the responsibility of recipients and sponsors to pay their respective co-pays each semester. Most of the time, co-pays will be deducted from reimbursements; however, if there is a balance owed on the account, the balance must be cleared prior to the beginning of the following semester. Invoices will be sent each semester. Sponsoring employers must ensure they have the financial resources for co-pays and bonus payments prior to agreeing to sponsor a T.E.A.C.H. scholarship, especially if they have multiple recipients from the same center. Please contact your counselor if you ever have any concerns about the financial aspects of the scholarship.

B. Bonus Payments

Upon successful completion of a T.E.A.C.H. contract, recipients are eligible for a bonus.

D. Checks to Recipients and Programs

Checks will be issued for all reimbursements and stipends that create a balance over \$25.00. Our method of payment will be to send paper checks via U.S. mail.

E. Sending Payments

If a recipient or program needs to send us a payment, they may do so in the following ways:

1. Mail a check or money order made payable to SC Endeavors to:

SC Endeavors
P.O Box 5616
MS 6001
Greenville, SC 29606

9 – COMMITMENT

After a contract is completed, you agree to continue employment in your current program for an additional 12 months. You must work at least the same number of weekly hours during the commitment year as the contract year. Notify T.E.A.C.H. if there are changes in your schedule.

A. Voluntary Quit

The T.E.A.C.H. contract is a serious commitment and should not be entered into lightly. The recipient is receiving an education paid, and the employer is obtaining a highly qualified degreed teacher. Read this handbook and your contract before signing. If a recipient is considering leaving their current employment, we strongly urge you to consult with your counselor BEFORE giving notice so you will understand all implications.

When an employee voluntarily quits their sponsoring program before fulfilling their contract and commitment period, the contract is withdrawn, and the sponsoring employer is released from any further obligation to the contract other than the current semester's co-pays. The employee will be responsible for all co-pays, and T.E.A.C.H. may require repayment of certain stipends depending on the recipient's progress with the program.

The T.E.A.C.H. contract is NOT transferrable. Only in the rare case where a recipient can document that a sponsor did not fulfill their obligations even after a reminder from the T.E.A.C.H. office would we consider allowing a recipient who quits to enter a T.E.A.C.H. contract with a new employer. Such documentation must be clear and convincing, and the sponsoring employer must first be given the opportunity to fulfill their obligation and pay any arrears. Otherwise, a recipient who voluntarily quits their current employment will not be extended a contract with another employer.

There may be exceptions to the commitment policy if leaving is not within the control of the recipient. Those situations will be discussed on a case-by-case basis.

Some sponsoring employers may require recipients who do not fulfill their commitment to repay the employer for the financial assistance contributed to the scholarship. This requirement is not part of the T.E.A.C.H. contract.

B. Taking a Break from College

Recipients must complete a minimum of nine (9) credit hours for the contract period. If they can complete those hours and still take a semester off, then nothing is affected with their scholarship. If a recipient needs to take a break but will not fulfill their contract hours, we will discuss this situation on a case-by-case basis.

If more than a one-semester break is needed, the recipient should discuss this with a T.E.A.C.H. counselor.

C. Layoffs and Terminations

If you are laid off through no fault of your own, we will not require repayment, but we cannot continue to support you on a T.E.A.C.H. scholarship with no sponsoring program. You will be allowed to finish the current semester but will need to be employed in another child care program that is willing to sign a T.E.A.C.H. contract to continue with our support the following semester.

If a recipient is terminated involuntarily prior to fulfilling the contract and commitment period, we will address those situations on a case-by-case basis to determine next steps and what options, if any, there are for continuation.

D. Employer Changes

If your employer changes through no choice of your own (for example, your program is bought by a different agency), let us know right away. The new employer will need to agree to the terms of the original contract or sign a new contract. If the employer does not agree to a contract, you would need to drop from participating in T.E.A.C.H.. No repayment will be required.

E. Graduation

Upon graduation, recipients should send us a copy of their diploma or transcript listing the degree and date awarded. We will send each graduate a special gift.

F. Switching Scholarship Models from Associate to Bachelor Contract

If you are currently on an associate contract, you must first complete your associate degree before you switch to a bachelor's degree contract. In the majority of cases, we will require a minimum of sixty (60) college credits to be eligible for the bachelor's degree scholarship so recipients can receive the concentrated Birth to Five foundational coursework. Once the associate degree is completed, participants may apply again for a bachelor's degree scholarship. If prerequisites are required, recipients will take any available classes at the community college that will transfer to the four-year school of their choice, before starting the bachelor's contract. Upon starting a four-year program, please submit the course outline from your advisor, so we can monitor your classes.

10 – PAPERWORK REMINDERS AT A GLANCE

A. Semester Reminders for Recipients

1. Send the Form B with copies of your itemized book receipts by the end of the semester. If your college or university has more than one term per semester, send the forms and receipts as soon as you have purchased/rented all books for the semester.
2. If you work in a sponsoring program and are eligible for release time, send us your completed Form C within 30 days following the end of the semester. We will not pay for release time that arrives late. Refer to the schedule below for due dates for paperwork each semester.
 - a. Spring: June 10
 - b. Summer: September 10
 - c. Fall: January 10
3. When you finish classes, check the college's website for your grades and send us a grade report from your college.

B. Semester Reminders for Sponsoring Programs

Participants working the minimum required hours per week are eligible for release time, except for directors. Recipient and your sponsoring program representative must sign and return the completed Form C within 30 days following the end of the semester. We will not be responsible for paying the sponsoring program for release time that arrives late.

The sponsoring program will receive a check based on the amount of release time submitted and the program's portion of tuition and book costs for all program sponsored T.E.A.C.H. participants.

C. Yearly Reminders

1. Recipients should reapply for FAFSA each school year in October if applicable.
2. When you complete each contract, complete an Information Update Form (Form E) and return with renewal paperwork (current paystub).
3. Completed contracts may be renewed after 12 months.

Staff	Area of Responsibility	Email
Kimberly Kapadia	T.E.A.C.H Counselor	Kim.Kapdia@dss.sc.gov
Scott Busch	T.E.A.C.H Counselor	Scott.Busch@dss.sc.gov
Eunice Stokley	Admin/Data Specialist	Eunice.Stokley@dss.sc.gov
Whitney White-Anderson	T.E.A.C.H Director	Whitney.White-Anderson@dss.sc.gov

Please contact us if you have any questions about your scholarship or college, any needed resources, etc. We especially want to hear from you when you:

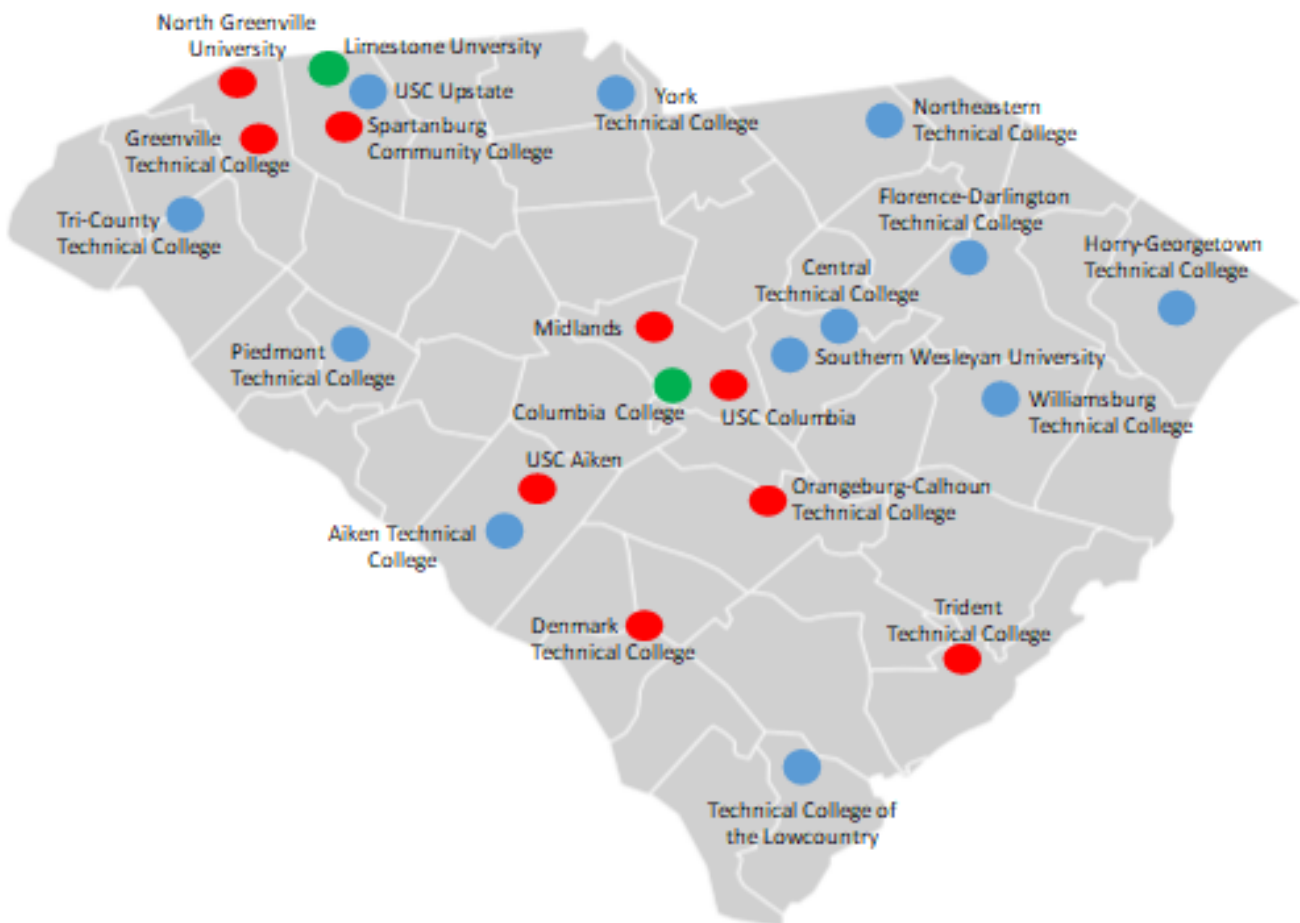
- have received an academic award or honor
- have a personal emergency that prevents you from attending school or work for an extended period
- have gotten married or had a baby
- are having trouble in or failing a class
- are considering dropping or withdrawing from a class
- number of hours worked or the age group you work with changes
- are considering changing jobs or are no longer employed in your program
- are considering changing colleges
- have graduated or earned a credential, degree or endorsement
- have any changes to your contact information




11 – APPENDIX (LIST OF FORMS)

- Counselor Schools
- Form B – Tuition/Book Reimbursement Claim Form
- Form C – Release Time Claim Form
- Form E – Information Update Form
- Personal Responsibilities Agreement



Counselor Assignments by Area



Area	Counselor	E-mail and Phone
	Scott Busch	Scott.Busch@dss.sc.gov 864-250-8742
	Kim Kapedia	Kim.Kapedia@dss.sc.gov 864-250-8691
	Whitney White-Anderson	Whitney.White-Anderson@dss.sc.gov 864-250-8741

Tuition and Book Reimbursement Claim Form (Form B)

T.E.A.C.H. Early Childhood® South Carolina

Reimbursement Claim Form

Please return with receipts to:

SC Endeavors
PO Box 5616
MS 6001
Greenville, SC 29606

Form B
AT-II-04

Recipient information	
Full Name _____ Address _____ City, State, Zip _____	College: ABC Technical College Child Care Facility: _____ TEACH Counselor: _____ Special Project: _____
<small>Submit all term claims within 30 days after the close of each semester. Failure to do so will result in forfeit of money for the claims.</small>	
School Term Attended <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <small>check one</small>	(Year) _____
Tuition and Fees	
Tuition/Fees Amount: \$ _____	
Tuition paid by: check one	
<input type="radio"/> Recipient <input type="radio"/> Child Care Facility <input type="radio"/> T.E.A.C.H. <input type="radio"/> Financial Aid	
Course Titles:	Credit Hours:
_____	_____
_____	_____
_____	_____
_____	_____
Books	
Tuition Books Amount: \$ _____ (Tax should NOT be included)	
Books paid by: check one	
<input type="radio"/> Recipient <input type="radio"/> Child Care Facility <input type="radio"/> Financial Aid <input type="radio"/> T.E.A.C.H. <input type="radio"/> N/A - No Book Purchas	
Book Title:	Price:
_____	_____
_____	_____
_____	_____
_____	_____

If receipts are not included, reimbursement will not be issued.
If you have questions, please call your counselor at 864-250-8581.

Release Time Claim Form (Form C)

FOR OFFICE USE ONLY:
 No. Release Hrs. Approved: _____ No. Release Hrs. Denied: _____ Counselor's Initials: _____ Date: _____

Release Time Reimbursement Claim Form

T.E.A.C.H. Early Childhood® South Carolina
 Please return to:
 SC Endeavors
 PO Box 5616
 MS 6001
 Greenville, SC 29606

Form C
 AT-II-04

Sponsor information **For:**

Term Covered by this claim Fall Spring Summer (Year) _____
check one (You must use a separate sheet for each semester)

Release Time Claimed

	Date	# of Hours Off <small>Round to nearest 1/2 hour</small>
Sample	1/10/07	2 hrs.
Total Hours Claimed		

Release Time Due Dates

Fall Semester – January 10th

Spring Semester = June 10th

Summer Semester = September 10th

Director’s Signature _____ Recipient’s Signature _____
 Counselor:

REF: SC-024198

Information Update Form

Contract #2

T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA

INFORMATION UPDATE FORM

Instructions: Fill this form out completely and sign it. In order to receive future reimbursements this form must be returned to our office. You will receive new reimbursement forms in 4 to 6 weeks.

PERSONAL INFORMATION	
Current Information	Make Corrections Here:
Name:	
Teach ID #: SC-000000	
Address:	
Email Address:	
Primary Phone:	
Secondary Phone:	
CURRENT EMPLOYMENT INFORMATION	
Center: t	
License #:	
Current Position: Teacher	
Age group(s) you work with: 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Pre-school <input type="checkbox"/> School Age <input type="checkbox"/> Admin <input type="checkbox"/>	
# of hours worked per week:	
Current hourly wage:	
Has your position changed within the last 12 months? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, when? _____	
Has your hourly wage changed within the last 12 months? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, when? _____ Please attach a current paystub	
FAMILY INFORMATION	
Family Type: <input type="checkbox"/> Single, No Kids <input type="checkbox"/> Single Parent or Grandparent <input type="checkbox"/> Married, No Kids <input type="checkbox"/> Married Parent or Grandparent	Number in family, including yourself: _____
EDUCATION INFORMATION	
When do you expect to complete your degree?	
What is your current educational goal?	
<input type="checkbox"/> Take a few courses <input type="checkbox"/> Earn a credential <input type="checkbox"/> Earn a certificate <input type="checkbox"/> Earn my Associate Degree	
<input type="checkbox"/> Earn my Bachelor Degree <input type="checkbox"/> Earn a B-K license <input type="checkbox"/> Earn my Master's Degree <input type="checkbox"/> Earn my Assoc Degree, transfer for BA	
Are you receiving other sources of financial aid? If so, please list below.	
EXAMPLE: PELL GRANT \$500 PER SEMESTER	
Do you wish to continue on your T.E.A.C.H. Early Childhood® Scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify that the information given above is complete and accurate to the best of my knowledge.

Recipient: _____ Date: _____ Signature of Authorized Representative from Sponsoring Child Care Facility: _____ Date: _____

Personal Responsibility Agreement

T.E.A.C.H. Recipient Personal Responsibilities Agreement

****Please keep one copy for your records and return the other copy to T.E.A.C.H. *****

This is an agreement between T.E.A.C.H. Early Childhood® South Carolina Scholarship, administered by SC Endeavors, and the scholarship recipient Recipient's Name. Please read carefully and then sign this agreement. Both your official Contract (Form A) AND this Agreement must be signed and on file before any reimbursements or charge approvals will take place.

Congratulations on being awarded a T.E.A.C.H. Early Childhood® Scholarship! You should be very proud of yourself for investing in your own future and increasing your education. This scholarship represents an amazing opportunity – a debt free college education! This benefit to you comes with various responsibilities.

As a T.E.A.C.H. Early Childhood® Scholarship Recipient, I will:

- 1) attend class, study, work hard and be a responsible student. This is a great opportunity that should be taken seriously.
- 2) regularly communicate with my scholarship counselor. My counselor is available to help guide me through the process of attending college as well as balancing my college, work and family responsibilities. He/She is just a phone call or email away and can answer many questions.
- 3) submit reimbursement forms in a timely manner. Course registration statements and/or your class schedule must be submitted in time for scholarship counselors to forward to the appropriate school. Form B's must be submitted for reimbursement of tuition, books and travel claims. If my model includes paid release time, I will sign the Form C's, be sure my director (if applicable) signs the Form C and help get it submitted for reimbursement for release time. T.E.A.C.H. can only pay in-county tuition and required book charges. T.E.A.C.H. can not pay for fees and extra charges from your college / university. You will be responsible for paying those yourself.
- 4) contact my scholarship counselor regarding any changes to my employment or college status, or if I am having difficulty in meeting my course/college requirements or scholarship contract.
- 5) I give my permission for the college to release all billing documents related to my account to any T.E.A.C.H. Early Childhood® South Carolina Scholarship counselor. This includes any account statements, financial aid awards, loan awards, payments, charges, etc. each semester that a T.E.A.C.H. Charge Approval is submitted to the college on my behalf.
- 5) submit my grades within 30 days of the close of the semester. Keeping my scholarship record up-to-date is critical to ensuring that I can continue my education without unnecessary delays.
- 6) pay my bills from T.E.A.C.H. and/or my college in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations.

Signature of Recipient's Name

Date Signed