



WORKFORCE DEVELOPMENT AWARDS NOMINATION FORM AND INSTRUCTIONS

Workforce Development Awards Summary.

Siuslaw Childcare Friends is an Oregon public benefit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code. Our mission is to support, sustain, and expand childcare and early learning opportunities for families of all income levels. We will lift and support families by providing safe, reliable, and affordable childcare and early learning opportunities in the greater Siuslaw region.

To advance our mission, Siuslaw Childcare Friends has created two types of ECE Workforce Development Awards: Workforce Expansion and Step Advancement. The eligibility for each is described below. Any operating childcare provider in the Siuslaw Region may nominate one or more ECE workers for the awards.

Two categories of ECE workers are eligible for Workforce Expansion Awards:

- a. ECE workers who (i) have completed at least two years in the ECE workforce anywhere in Oregon, (ii) have been out of the ECE workforce for at least two years, (iii) re-enter the ECE workforce in the Siuslaw Region after April 1, 2026 but before August 31, 2027, (iv) as additions to a provider's staff (not replacements), and (v) have completed a ninety days of service, may receive: (A) if they are a Teacher or Lead Teacher \$1,000 to \$2,000 depending on experience; or (B) if they are an Aide, \$500 to \$1,000 depending on experience.
- b. Workers in the Siuslaw Region who (i) began work in ECE workforce for the first time after April 1, 2026 and before August 31, 2027, (ii) are additions to a provider's staff (not replacements), and (iii) have completed ninety days of service, may receive: (A) if they are a teacher or lead teacher \$1,000; and (B) if they are an Aide, \$500.

Step Advancement Awards are available to an ECE worker employed in the Siuslaw Region who, after April 1, 2026, and before August 31, 2027, completes any of the following Steps in the Oregon Registry Steps Program:

- a. Step 9, \$750.
- c. Step 6, \$500.
- d. Step 4, \$300.

The Awards are taxable income for federal and state income tax purposes, and Siuslaw Childcare Friends is obligated to file Form 1099-MISC with the IRS. To do that, the nominee must provide Siuslaw Childcare Friends with a signed form W-9.

Officers and Directors of Siuslaw Childcare Friends and members of their immediate families are not eligible to receive awards.

Instructions.

Siuslaw Childcare Friends will entertain nominations from any ECE provider in the Siuslaw Region identifying one of its employees who is believed to be eligible for an award. Nominations may be made only on the Nomination Form that follows this page. All blanks must be completed. In blanks that do not apply to your circumstances, enter "NA." You must submit all specified documentation with the Nomination Form.

Completed Nomination Forms should be mailed to Siuslaw Childcare Friends, PO Box 1041, Florence, Oregon 97439.

Siuslaw Childcare Friends will notify both the nominating provider and the nominated ECE worker by mail of the approval of an award. When the nominated ECE worker signs and returns the award letter, Siuslaw Childcare Friends will mail the award check to the nominated ECE worker.

Siuslaw Childcare Friends will use the submitted information only to evaluate nominations and make awards.

Email the completed application to info@childcarefriends.org.



CONFIDENTIAL NOMINATION FOR CHILDCARE WORKFORCE DEVELOPMENT AWARDS

1. Nominating Provider:

Company Name: _____

Address: _____

Telephone: _____ Email: _____

Name of Company Principal: _____

2. Nomination For:

_____ Workforce Expansion Award

_____ Step Achievement Award

3. ECE Worker Nominated:

Name: _____

Telephone: _____ Email: _____

Address: _____

Position: Teacher: _____ Aide: _____

First Day Worked in Current Position: _____

Prior ECE Employer(s) _____

Prior ECE Employment from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Out of the ECE workforce from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

4. If nominated for the Workforce Expansion Award, include with this Nomination Form the Nominated Employee's resume and a signed IRS Form W-9 confirming the social security number of the nominated ECE worker.
5. If nominated for the Step Achievement Award, include with this Nomination Form the Nominated Employee's Step Report showing the applicable Step completed after April 1, 2026, and before August 31, 2027, and a signed IRS Form W-9 confirming the social security number of the nominated ECE worker.

I hereby certify that the information provided in this nomination and accompanying documents is true, correct, and complete, and that, if nominated for a Workforce Expansion Award, the nominated ECE worker has been continuously in my employ for ninety days after the first day of work set forth above. If I learn that any information submitted is false, incorrect, or incomplete, I will promptly give written notice to Siuslaw Childcare Friends with the true, correct, and complete information.

Nominating Provider: _____

Signature: _____ Date: * _____

Title: _____

Print Name: _____

*For Workforce Expansion nominations, this date must be at least 90 days after the first day worked provided above.

Email the completed form and attachments to info@childcarefriends.org.