

## Professional Development Incentive Program

It is the policy of the Cabarrus County Partnership for Children to establish procedures for the accurate administration of the Professional Development Incentive Program and to monitor the participants in the program for compliance with eligibility guidelines and program procedures. The Professional Development Incentive Program is defined as an in-house grant, and is included in the approved plan with the North Carolina Partnership for Children.

### General Guidelines

1. The Partnership will administer the incentive program as defined in the activity plan approved by the Partnership Board and the North Carolina Partnership for Children (NCPC).
2. The Partnership will administer this incentive activity on a year to year basis subject to availability of funding and approval of the Partnership Board and NCPC.
3. The Partnership will be responsible for developing appropriate documents for the application, grant agreement, eligibility checklist.
4. The Partnership will be responsible for determining eligibility for each participant and securing the necessary documentation to support eligibility.
5. All participants must meet the eligibility criteria as outlined in the grant agreements.
6. An individual grant agreement will be executed before the incentive is disbursed to an eligible participant.
7. In the event of an instance of noncompliance and or grievance, the Partnership staff will be responsible for follow up and resolution with the assistance of the Partnership Evaluation Committee as deemed necessary.

### Procedures

1. A meeting for potential participants will be announced and held prior to application due dates to inform child care providers of the eligibility requirements and /or changes in program, policy and/or procedures. This meeting normally takes place in late July or August.

2. **Due dates are as follows:**

*September 15, 2008*  
*December 15, 2008*

*March 13, 2009*  
*June 13, 2008/ June 15, 2009*

Applications must be received by the close of business on the above listed dates. Late applications will be processed the following quarter. Late applications in the last quarter are subject to available funding and policy applicable to the next fiscal year. **There are no exceptions to the late policy.**

3. An application packet consists of: an intake form, an application, two grant agreements, and a W-9 form. Incomplete packages will be returned. A complete package must have: all blanks filled in, all questions answered, all three pages signed and dated, and all requested documentation attached. Due date guidelines will be applied to incomplete packages.
4. Application packets are reviewed for completeness, eligibility is determined, and incentive level is set by the PDI Coordinator. Issues of noncompliance or grievance will be referred to the Program Manager/ Executive Director of the Partnership. A participant may appeal the decision of the Program Manager/ Executive Director by submitting a written request for review by the Partnership Evaluation Committee. **All decisions at this level are final.**
5. Payment will be issued within 30 days from the application due date each quarter.
6. Application Packets are found at [www.cabarrussmartstart.org](http://www.cabarrussmartstart.org). Please print application packet and mail in to our office by the due date. New participants are encouraged to attend a meeting before they turn in an application packet.

