



Supporting Teacher Advancement and Retention

Application Guide





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About the CSC STAR Award

The Children’s Services Council (CSC) **Supporting Teacher Advancement and Retention (STAR)** Award is a salary supplement program that provides financial incentives to early childhood teachers who work with children ages birth through five in Palm Beach County to recognize their dedication and longevity in the early learning field. It aims to reduce the financial burden of the increasing cost of living and the low salaries in the field while acknowledging teachers’ commitment to remain in the profession and pursue further education so that children can benefit from stable teacher-child relationships and quality care and education.

The Salary Supplement will help to retain teachers in the early childhood field, reduce financial stress, enhance job satisfaction, attract new teachers to the field, promote the development and education of staff, and validate their hard work ultimately benefitting the children and families they serve. Each individual’s STAR Award amount is determined through three primary elements: Training & Education, Longevity, and CLASS Assessment Scores. These supplements are distributed every six (6) months directly to teachers/staff.

Eligibility Criteria

Eligibility for the CSC STAR Award Program is based on the following:

1. Educator must be working with children ages birth to five years old at an early learning program that has a contract for either School Readiness, Early Head Start, Head Start or Title I funding.
 - (a) Educator must be employed in a position that supports classroom learning with children ages birth-5 years.
 - (b) Staff employed with a provider that is only holds a DEL VPK Contract are not eligible.
2. Employment must be for at least one year (12 months) to be eligible for the employment longevity supplement at the same ECE Program.
 - (a) Staff must be working directly with children a minimum of 30 hours a week* and supporting classroom instruction.

Eligible Positions:



Director, Assistant Director, Curriculum Specialist, Lead Teacher, Assistant Teacher, Floater, Substitute, Family Child Care Home Provider, Large Family Child Care Home Employee, *Family Child Care Home substitute (working 10 hours per month)

Ineligible Positions:

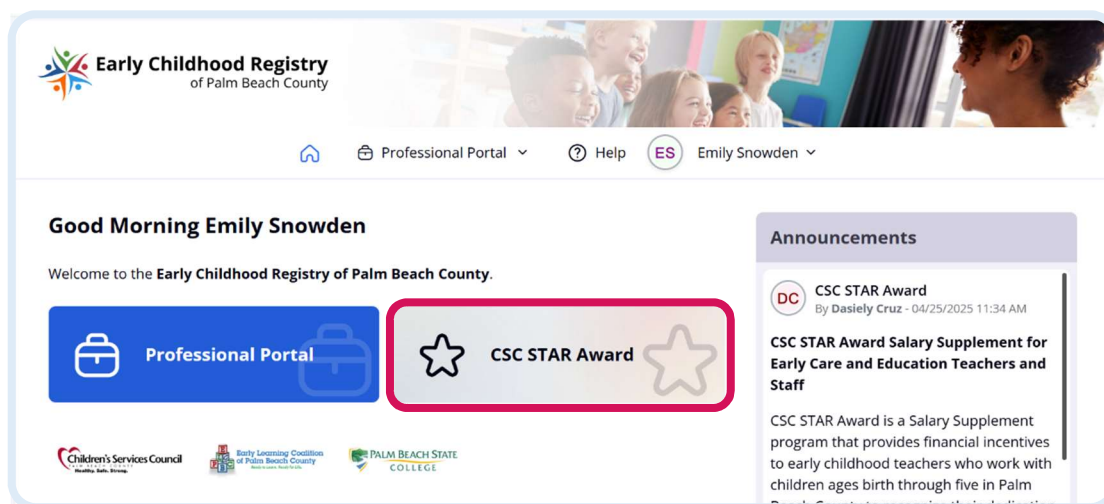
Non-Instructional Staff (cook, office staff, bus driver, etc.) and any employees working less than 30 hours per week.

3. Educator must earn \$25.00 per hour or less as an early childhood professional.

The information you provide in the application (including information that transferred from the Early Childhood Registry of Palm Beach County) will be reviewed by the ELC of Palm Beach County team to confirm your eligibility.

How to Apply

You can complete the application from your Early Childhood Registry of Palm Beach County account. Soon, you will also be able to download the CSC STAR Award mobile application from your device's "App Store." From here, you can also manage your application, including the upload of any required documentation.



Need Help with the Application?

Send an email to the ELC at: cscstar.award@elcpalmbeach.org



Getting Started

To begin a new STAR Award Application, you will need to download the mobile application and create an account.

The CSC STAR Award Application uses verified data from the Early Childhood Registry of Palm Beach County (<https://registry.earlylearningpbc.org>).

If you have already created an account in the Early Childhood Registry of Palm Beach County, use the same email address and username to sign in to the STAR Award Application. Your username and password will be the same for both accounts.

If you do not have an Early Childhood Registry of Palm Beach County account, creating an account in the CSC STAR Award Application will create an account for you in the Registry as well. Here, you can make updates to your information, including *Employment*. You will also be able to access your application from an internet browser in the Early Childhood Registry of Palm Beach County website.

The screenshot shows the 'Sign In' screen of the CSC STAR Award application. At the top is the 'CSC STAR Award' logo with five stars. Below it is a 'Sign In' heading. There are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' link to its right. Below the password field is a 'Forgot Password' link. A blue 'Sign In' button is centered below these fields. Below the button is an 'or' separator, followed by a 'Preferred Language' link. At the bottom of the sign-in section is a 'Don't have an account?' link with a 'Create account' sub-link. At the very bottom of the screen are four logos: Early Childhood Registry of Palm Beach County, Early Learning Coalition of Palm Beach County, Children's Services Council, and PALM BEACH STATE COLLEGE.

The screenshot shows the 'Create Account' screen of the CSC STAR Award application. At the top is the 'CSC STAR Award' logo with five stars. Below it is a 'Create Account' heading. There are several input fields: 'Preferred Language' (with 'English' selected), 'First Name', 'Last Name', 'Email', 'Password' (with a 'SHOW' link), 'Mobile Phone Number', and 'Birth Date' (with a calendar icon). Below the 'Birth Date' field is a checkbox labeled 'I agree to CSC STAR Award Terms and Conditions and EFT Terms and Conditions'. A blue 'Create account' button is centered below the checkbox. Below the button is an 'or' separator, followed by a 'Have an account already?' link with a 'Sign-in' sub-link.

Create an Account

From the Home Page, click **Create Account** and input the following information:

- First and last name
- Email (***This will be your username in the Early Childhood Registry of Palm Beach County**).
- Create a password
- Mobile phone number

You will also need to review and agree to the CSC STAR Award Terms in order to create your account.

When you have entered all the required information and agreed to the STAR Awards Terms, click **Create Account** at the bottom of the screen to finish creating your account.



The screenshot shows the 'Sign In' page for the CSC STAR Award application. At the top is the logo with five stars. Below it is the title 'Sign In'. There are two input fields: 'Email' with the text 'vsapp@myemail.com' and 'Password' with masked characters and a 'SHOW' link. A 'Forgot Password' link is below the password field. A large blue 'Sign In' button is in the center. Below the button is a horizontal line with 'or' in the middle. Underneath are links for 'Preferred Language', 'Don't have an account?', and 'Create account'. At the bottom, it says 'Version 1.0.26'.

Sign In

Once you have successfully created your account, sign in using your **Email** (this is also your username) and the **Password** you created.

After you enter this information, click **Sign In**.

You will receive a verification code via text message (SMS) to the mobile number you provided. Enter this code in the box provided to verify your mobile number and securely log in.

When you have completed these steps and successfully signed in, you will be taken to your **STAR Award Dashboard**.

Forgot Your Password?

If you forgot the password you created, you can reset it by clicking **Forgot Password** on the **Sign In** Page.

This will send a code via SMS to the mobile phone number you entered when you registered.

Type this code in the box before clicking **Reset my password** to create a new password and finish the process.

The screenshot shows the 'Forgot your password?' page. At the top is the logo with five stars. Below it is the title 'Forgot your password?'. A message says 'We'll send a code to your registered phone number for Validation.' There is an 'Email' input field with 'vsapp@myemail.com'. Below it is a large blue 'Reset my password' button. At the bottom is a link 'Back to Sing In form'.



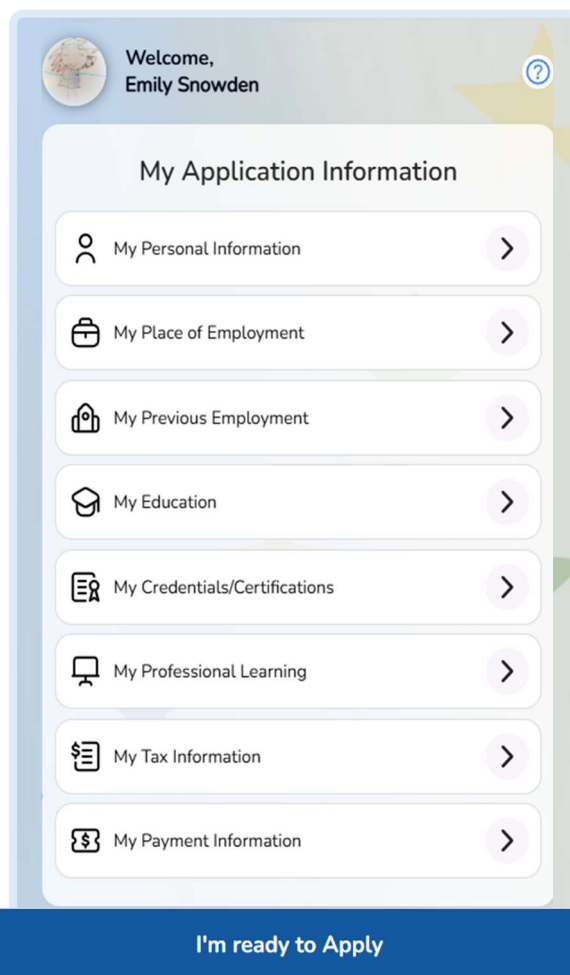
Your CSC STAR Award Dashboard

Once you have successfully signed in, you will be taken to your **CSC STAR Award Dashboard**. From here, you can access each section of the application as well as view an overview of the potential amount for you are eligible to receive.

The “*Potential*” amount displayed is based on any previously entered information, including data that transferred into your application from the Early Childhood Registry of Palm Beach County. This number is calculated by category and updates as more information is entered and verified.

Any notifications that you receive through the CSC STAR Award application will also be shown to you here on your *Dashboard*.

To get started on your CSC STAR Award Application, scroll to the bottom of the Dashboard and click the ***I'm Ready to Apply*** button.



Complete Your Application

As you move through your CSC STAR Award application, some of the information (such as **Employment**) may be pre-filled. Others you will need to enter directly in the application (such as **Tax Information**).

CSC STAR Award Application Guide



The pre-filled information is provided from your Early Childhood Registry of Palm Beach County (<https://registry.earlylearningpbc.org>) account. This includes any verified data from your previous account in the *Palm Beach Registry* that transferred to the Early Childhood Registry of Palm Beach County, as well as any information that you previously submitted for verification in the “My Early Childhood Career Journey” section of the site.

The screenshot displays the 'Early Childhood Registry of Palm Beach County' website. On the left, the 'Welcome to the WELS Portal' section provides information about the registry and contact details. The 'Sign In' section includes fields for 'Email Address' and 'Password', a 'Sign In' button, and links for 'Forgot your Password?' and 'Sign Up'. Below the sign-in section are logos for the Children's Services Council, Early Learning Coalition, and Palm Beach State College.

On the right, the 'My Early Childhood Career Journey' section is shown. It features a sidebar with navigation links: 'My Information', 'My Place of Employment', 'My Previous Employment', 'My Education', 'My Certification', 'My Professional Development', and 'Review and Submit'. The 'My Information' section is active, displaying a form with various fields for personal and professional information. The form includes sections for 'Objective', 'Profile Description', 'My Spoken Languages', 'First Name', 'Middle Name or Initial', 'Last Name', 'Previous Last Name', 'Date of Birth', 'Primary Email', 'Secondary Email', 'Promotions', 'Gender', 'Ethnicity', 'Country of Origin', 'Primary Phone', 'Street Address', 'City', 'State', 'Zip Code', and 'County'. Each field has a dropdown menu or a text input field, and many fields have a green checkmark indicating they are filled or verified. A 'Next' button is located at the bottom right of the form.

Any *Employment Information* that you provide in Early Childhood Registry of Palm Beach County will be reviewed and verified by the Director of your program through the Program Portal section of the website.

Any *Education, Certifications, and Professional Learning* information you update will be reviewed and verified by the Early Childhood Registry of Palm Beach County team.

Make sure to review any pre-filled information for accuracy. Any updates that are made in the CSC STAR Award Application will additionally update in the “My Early Childhood Career Journey” section of your Early Childhood Registry of Palm Beach County account as well.



August 1992

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

CSC STAR Award

Personal Information

Email
esnowden@welsfoundation.org

Name [Edit](#)

First Name: Emily

Last Name: Snowden

Birthday: 08/28/1992

Phone

Cell: (850) 668-7864

Work:

Language:

[Place of Employment](#)

Spoken Languages

- ☒ English
- ☒ Spanish
- ☐ Creole
- ☐ Arabic
- ☐ Chinese
- ☐ French

[CANCEL](#) [OK](#)

(1) My Personal Information

In **My Personal Information**, enter your contact and demographic information. This includes demographics, spoken languages, and contact information. You will need to enter:

- First and last name
- Email
- Birthday
- Cell (mobile) phone
- Work phone
- Address
- Languages (Spoken and Primary)
- Gender
- Ethnicity
- Race
- Address (Street, City, State, and Zip Code)

While some information in this section will be pre-filled from when you created your account, you may also need to provide some of this information by typing into the boxes, selecting from the lists available (such as languages spoken), or selecting from the calendar (such as birthday).

Review any pre-filled information that transferred from the Early Childhood Registry of Palm Beach County for accuracy and click **Edit** to update as needed. Click **Save** to finish adding or editing a record.

When you have finished entering the required information, click **Place of Employment** at the bottom of the screen to move on.



(2) Place of Employment

In **My Place of Employment**, add information about your current role in Palm Beach early care and education. The verified information from this page is used to calculate the award amount for *Longevity* (in the ECE field and at your current program).

Please note, this section will autofill with any employment records from Early Childhood Registry of Palm Beach County (this includes verified data from the Palm Beach Registry). Review this information for accuracy and click **Edit** to update as needed.

If your current employment information is not available in this section, you will need to click **Add** and provide information about your **Employment** (where you work) and **Position** (what your role is there).

Income Verification

You will need to upload a paystub to confirm that your hourly wage is below the \$25 maximum (**Income Verification**).

To upload a paystub, click **Upload Documentation**. A new window will open where you will select **Upload Income Verification** and add the file directly from your device.

Employment Verification

If your position is Director/Owner or designated Site Administrator, you will additionally need to provide a document for **Employment Verification**. Acceptable documents include your DCF Background Screening Clearance Letter or Child Care Personnel Employment History Check Form (two pages).

To upload this additional documentation, click the **Upload Employment Verification** button and add the file directly from your device.

The screenshot shows the 'Place of Employment' form. At the top, there's a header with a home icon, the 'CSC STAR Award' logo (with five stars), and a menu icon. The title 'Place of Employment' is centered. Below the title, there's a light blue box containing the following information: 'Lead Teacher' at 'WELS TEST SITE', License 'WELS1234567', and '05/03/2021'. Below this box, the form lists: 'Hourly Wage: 22', 'Weekly Hours: 30-40', 'Age Group(s): 24-35 Months', 'Income Verification: No Income Verification has been Uploaded.', and 'Employment Verification: No Employment Verification has been Uploaded.'. At the bottom right of this section, there's a 'Verified' status with a checkmark icon. Below the form, there are three buttons: 'Edit' (blue), 'Upload Documentation' (blue), and 'Remove' (light blue). Below these buttons is a '+ Add' button. At the bottom of the form, there's a navigation bar with a back arrow, a 'Previous Employment' link with a folder icon, and a forward arrow.

The screenshot shows the 'Edit Employment' form. It has a title 'Edit Employment' at the top. Below the title, there's a dropdown menu for 'Weekly Hours' with '30-40' selected. Below that is a dropdown menu for 'Age Group(s)' with '24-35 Months' selected. Below these dropdowns, there's a section for 'Income Verification' showing a file named 'MayPaystub.jpg' with a 'Cancel' link next to it. Below this, there's a blue button labeled 'Upload Income Verification'. Below that is a section for 'Employment Verification' with a text box containing the instruction: 'If your position is Director/Owner or designated Site Administrator you will also need to Upload a DCF Background Screening Clearance Letter or Child Care Personnel Employment History Check Form (2 pgs)'. Below this text box, there's a message: 'No Employment Verification have been Uploaded.'. Below this message is a blue button labeled 'Upload Employment Verification'. At the bottom of the form, there are two buttons: 'Cancel' (white) and 'Save' (blue).



Click **Save** to finish adding or editing a record.

When you have finished reviewing the pre-filled information, entering any other required information, and uploading your verification documents, click **Previous Employment** at the bottom of the screen to move to the next page of the application.

(3) Previous Employment

In **My Previous Employment**, add information about your **Previous Employment** in early childhood education. The verified information from this page will be used to calculate your *Longevity in the ECE Field*.

Any records you previously added in the Early Childhood Registry of Palm Beach County will transfer and autofill (this includes supporting documents). Review this information for accuracy and **Edit** as needed.

***NOTE:** You will not be able to edit any record that has already been verified. However, this action is available for all records that have not yet been verified.

Click the **Add** button to add a new record of your **Previous Employment** in ECE. You will add at least the required information, including:

Position	What was your role in your previous employment? Choose one from the list provided.
Age Group	What age group(s) did you care for in this role? Select all that apply from the list provided.
Company	Type the name of company or program where you were previously employed in the box provided.
Company Address	Provide an address for the company or program where you were previously employed by typing in the box provided.
Start	On what date did your employment begin? Select the date on the calendar provided.
End	On what date did your employment end? Select the date on the



calendar provided.

Previous Employer Phone Number

Provide a phone number where your previous employer can be reached by typing in the box provided.

You will also need to add “proof of employment” for all records of your previous employment. For example, a W-2 that shows you were an employee at the Company listed.

To add documentation, click the **Upload Document** button and add the file directly from your device.

Click **Save** to finish adding or editing a record.

When you have finished adding your information and uploading your verification documents, click **Education** at the bottom of the screen to move to the next page of the application.

(4) My Education

In **My Education**, add information about your **Degree(s)** and upload supporting documentation. The verified information from this page will be used in the calculation for your *Education and Training*.

Any records you previously added in the Early Childhood Registry of Palm Beach County will transfer and autofill (this includes supporting documents). Review this information for accuracy and **Edit** as needed.

***NOTE:** *You will not be able to edit any record that has already been verified. However, this action is available for all records that have not yet been verified.*

Click **Add** to create a new **Education** record. For each new **Degree** you add, you will need to enter the following information:

Education

Provide information about the type of degree and your area of study. Areas of study for each degree type are defined as—

The screenshot shows the 'Education' section of the CSC STAR Award application. At the top, there's a home icon, the 'CSC STAR Award' logo with five stars, and a menu icon. Below the title 'Education', there are two education records, each in a light blue box. The first record is 'HS (High School)/GED (General Education Development)' with a completion date of '05/04/2006' and documentation 'DiplomaSnowden.jpg'. It has a 'Verified' status with a checkmark icon. The second record is 'BA /BS in ECE' with a major of 'Early Childhood Education', college of 'University of North Florida', and completion date of '05/07/2012'. Its documentation is 'UnofficialTranscript.jpg'. Below this record are 'Edit' and 'Remove' buttons. At the bottom of the list is a '+ Add' button. The bottom navigation bar includes a back arrow, a 'Credentials/Certifications' icon and label, and a forward arrow.



Degree in ECE: Higher education earned in Early Childhood Education or Child Development fields. Degrees in this field focus on the early stages of child growth and development from birth to age 5 years.

ECE Related: Higher education earned in a degree recognized by the Division of Early Learning as being equivalent to Early Childhood Education or Child Development for DCF Staff Credential recognition.

Out of Field: Higher education earned in any degree outside of the Early Childhood Education, Child Development, or ECE Related fields.

Select the correct degree type from the list provided.

Name of College/University

Select the awarding college or university from the list provided. If your awarding college or university is not in the list provided, select **Other** and type the name of the institution in the newly available box labeled **Other University**.

Major

Select your specific area of study from the list of ECE-related majors. If your major is not in the list provided, select **Other** and type the name of your major in the newly available box labeled **Other Major**.

Completion Date

Select the date you awarded this degree from the calendar provided.

You will also need to upload one of the approved forms of supporting documentation. This includes:

Degrees Completed in the US

Degree or unofficial transcript. This must be issued by a regionally accredited institution in the US.

Degrees Completed outside of the US

A foreign degree evaluation report. This report must be from a [National Association of Credential Evaluation](#) (NACES) accredited organization.

To add documentation, click the **Upload Documentation** button and add the file directly from your device.

Click **Save** to finish adding or editing a record.

When you have reviewed your information and uploaded any supporting documentation, click **My Certification/Credentials** at the bottom of your screen to move to the next page of the application.



(5) My Certification/Credentials

In **My Certification/Credentials**, add information about your **Certifications** and **Credentials**. The verified information from this page will be used in the calculation for your *Education and Training*.

Any records you previously added in the Early Childhood Registry of Palm Beach County will transfer and autofill (this includes supporting documents). Review this information for accuracy and **Edit** as needed.

***NOTE:** You will not be able to edit any record that has already been verified. However, this action is available for all records that have not yet been verified.

Click **Add** to create a new **Certification** or **Credential** record. For each **Certification** or **Credential** you add, you will need to enter the following information:

Certification Name Provide information about the type of certification or credential. A Certification/Credential is earned to show a specific skill or knowledge has been attained. Credentials are awarded by professional organizations, schools, or companies and have an expiration date.

Select the name of your Certification or Credential from the list provided.

Certification Agency Name Information about the agency that awarded your certification or credential. Select either the *Department of Children and Families (DCF)*, *Teachstone CLASS Certifications*, *Multi-Agency – First Aid/CPR*, or *Multi Agency – Food Safety Manager*.

Effective Date Select the date you earned this Certification or Credential from the calendar provided.

Expiration Date Select the date this Certification or Credential expires from the calendar provided.

You will also need to upload documentation as proof. This includes:



Director Credential (Advanced, Foundational Levels I and II)	Florida Department of Children and Families (DCF) Transcript.
Florida Educator Certification	State of Florida Department of Education Educator Certificate.
Early Childhood Professional Certificate (ECPC), Florida Child Care Professional (FCCPC), National Early Childhood Certification (NECC)	ECPC Certificate issued by the Florida Department of Education.
CPR & First Aid	Training Certificate.
45 Hours/35 Hours DCF Child Care Courses	Florida DCF Child Care Training Transcript.
Teachstone CLASS Certification	Certificate issued by Teachstone.

To add documentation, click the **Upload Documentation** button and add the file directly from your device.

Click **Save** to finish adding or editing a record.

When you have finished providing your **Certification/Credentials**, click **My Professional Learning** at the bottom of your screen to move to the next page of the application.



(6) Professional Learning

In **Professional Learning**, add any professional development or credit course work that you have completed. Professional Development includes trainings that offer in-service hours, CEUs, or ECE Credit courses. The verified information from this page will be used in the calculation for your *Education and Training*.

Any records you previously added in the Early Childhood Registry of Palm Beach County will transfer and autofill (this includes supporting documents). Review this information for accuracy and **Edit** as needed.

***NOTE:** You will not be able to edit any record that has already been verified. However, this action is available for all records that have not yet been verified.

Click **Add** to create a new **Professional Learning** record. For each **Professional Learning** record you add, you will need to enter the following information:

The screenshot shows the 'Professional Learning' section of the CSC STAR Award application. At the top, there's a header with the CSC STAR Award logo and a home icon. Below the header, the title 'Professional Learning' is displayed. The main content area shows a record for 'The Arts: Expression and Representation through the Visual Arts Movement'. This record includes the following details: Credits (3), Start date (05/27/2024), End date (08/27/2024), and Documentation (UnofficialTranscript.jpg). There are 'Edit' and 'Remove' buttons at the bottom right of the record. Below the record, there is a '+ Add' button. At the bottom of the form, there is a 'Tax Information' link with a dollar sign icon.

Training Agency	Information about the agency that you completed the training with. Select one of the options from the list provided. If the training agency is not in the list provided, select Other .
------------------------	--

Name of Training	Select the title of the training you completed from the list of approved trainings provided.
-------------------------	--

Please note, this list will populate based on the **Training Agency** you selected.

Start	Select the date you started this training from the calendar provided.
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Completion Date	Select the date you completed the training from the calendar provided.
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Unit Type	Indicate whether this training was <i>Credit Coursework</i> , <i>Continuing Education Units (CEUs)</i> , or <i>Non-Credit</i> by selecting from the list provided.
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Number of Units Type the number of units earned in the box provided.

You will also need to upload documentation as proof. This includes:

A Training Certificate This must include your name, the training name, date of completion, number of units awarded, name of agency providing the training, and agency staff signature.

Student Transcript This must include which includes your name, course name, college name, date of completion, credit hours awarded. Highlight course completed on transcript.

To add documentation, click the **Upload Documentation** button and add the file directly from your device.

Click **Save** to finish adding or editing a record.

When you have finished providing your **Professional Learning** information, click **My Tax Information** at the bottom of your screen to move on to the next page of the application.

(7) Tax Information

In the **Tax Information** section, you will need to provide your tax filing information and complete the W-9 form.

The screenshot shows a form titled "Edit Information" with the following fields and elements:

- Tax Classification:** A dropdown menu with the selected option "Individual/sole proprietor or single-member LLC".
- Full Name:** A text field containing "Emily Snowden".
- SSN:** A text field with masked digits "●●●●●●●●" and a "SHOW" link to the right.
- Agreement:** A checkbox labeled "I agree to CSC STAR Award Tax Terms and Conditions".
- Documentation (W9):** A section showing a linked file "TaxInformation_79_63f49d.pdf".
- Buttons:** A blue "Update Tax Information" button and a white "Cancel" button.

This is because the CSC STAR Award is over the IRS' \$600 limit and is considered income. The Children's Services Council will use the information from the W-9 form you submit to issue you a 1099-MISC form for 2025. Recipients of the STAR Award are responsible for reporting and paying any personal income taxes due.

[Click here to learn more about the W-9 form on the IRS' website.](#)

Start by providing the following information at the top of the page:

- **Tax Classification**
- **Name** (Individual or Business, depending on your Tax Classification)
- **Tax Identification Number** [Social Security Number (SSN) or Employer Identification Number (EIN)].



Form W-9 Instructions

digits of your SSN or EIN, your full mailing address and a request for paper. A paper copy will then be mailed to you.

You may update your information by emailing Scott.Davey@cscpb.org. Please include the company name, Children's Services Test Company, your name, and the last 4 digits of your SSN or EIN.

Signature of US Person (use mouse or fingertip)

Clear

SIGN & CLOSE CLOSE WITHOUT SAVING

Next, fill out the electronic W-9 form by clicking **Complete Tax Information**. Scroll through the form and provide your information by typing in the boxes provided. At the bottom of the W-9 form, draw your signature in the box provided.

When you have completed the electronic W-9 form (including providing your signature), click **Sign & Close** to finish.

Need help completing the W-9 form?

Click "Instructions" at the top of the screen for more information on how to complete the W-9 form.

When you have finished providing your **Tax Information**, click **Payment Information** to move on.

(8) My Payment Information

In **Payment Information**, you will choose whether you would like to receive your STAR Award funds through **Direct Deposit** (ACH) or **Mailed Check**.

Start by selecting one of these options in the **Payment Type** section at the top of the screen.

If you select Direct Deposit, you will next need to provide your banking information. This includes:

- Bank Name
- Account Type (*Checking or Savings*)
- Account Holder Name
- Account Number
- Routing Number

Next, you will need to upload either:

- a) A voided check (a check with the word "VOID" written across the face of it to keep the check from being cashed)
OR
- b) A Direct Deposit Authorization form (a Direct Deposit Authorization form can be requested from your bank).

CSC STAR Award

Payment Information

Payment Type
Direct

Bank Name
Local Credit Union

Account Type
Savings

Account Holder Name
Emily Snowden

Account Number
007777

Routing Number
77777777

Bank Document
 Screenshot 2025-05-21 150357.png

Edit

Go Home to Apply



Click **Upload Documentation** to add one of these files from your device.

When you have entered all the required information, click **Save** to finish.

If you select Mailed Check, you will need to review your address information and confirm that this is the physical location where you want the check mailed. This information will autofill from the address you provided in **My Information**.

When you have finished uploading your **Payment Information**, click **Go Home to Apply** button to finish reviewing your application information and potential award amount.

Review and Apply

My Application Information

Before you submit your application, you will need to review and make sure that all the required information has been provided.

On the **My Application Information** screen, you will see messages at the top of the screen regarding any application requirements you may be missing at the moment. As you scroll down the page, you will see any areas of the application where information is missing flagged.

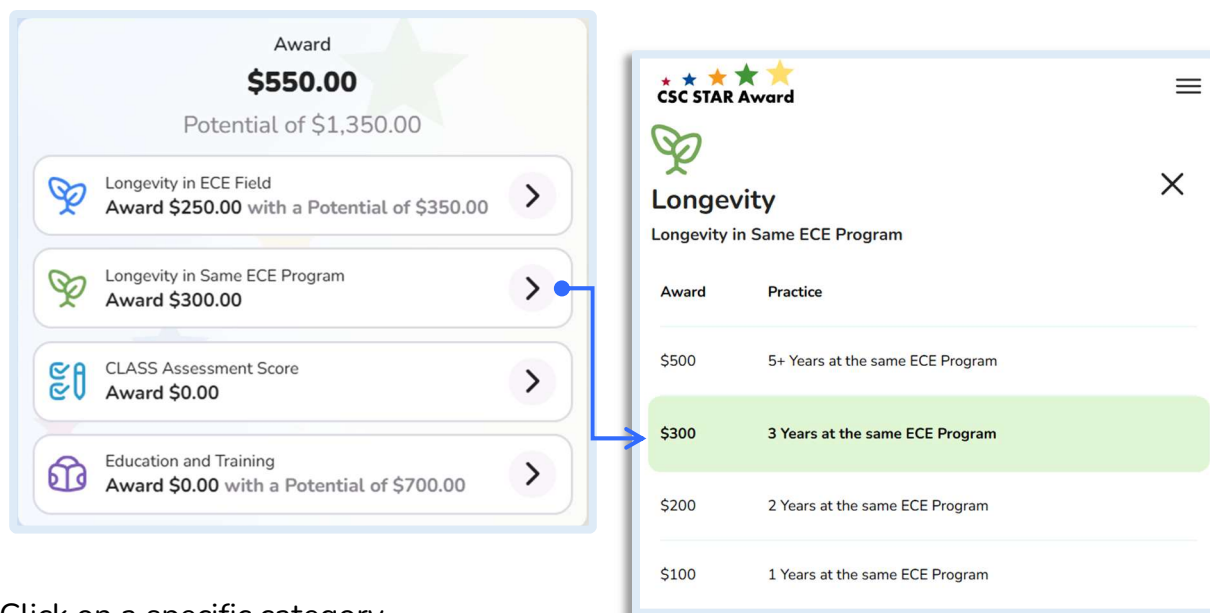
Click on a specific section to return to that part of the application and make the necessary updates.

At the bottom of the screen, you will see the award amount you are potentially eligible to receive based on your



Longevity in the ECE Field, Longevity in the Same ECE Program, CLASS Assessment Score, and Education and Training.

The “Actual” amount shows what you qualify for based on only the “Verified” data in your application. However, the “Potential” displays the maximum amount you can receive if all the information in your application is “Verified.”



Click on a specific category for more information about the amount you are potentially eligible to receive in that area. You can also use the information provided on these screens to see what requirements you need to meet in the future to receive a higher award in each category.

When you have reviewed the information about your CSC STAR AWARD and confirmed that all application (and eligibility) requirements have been provided, click ***I'm Ready to Apply***.

Complete the CSC STAR Award Application Survey

In order to finish submitting your application for the CSC STAR Award, you will need to complete a short survey. Once you click ***I'm Ready to Apply***, a new screen will appear where you can either ***Start the Survey*** or indicate ***I'm not ready to Apply***.

If you choose to start the survey, the screen will update and you will provide the requested information by selecting from the available options. Once you have answered each question, click ***Save***.

The screenshot shows the 'Review and Apply' screen of the CSC STAR Award application. It features a home icon, the CSC STAR Award logo, and a title bar. The main content area contains a message: 'In order to Apply for the CSC STAR Application, you will need to complete a Survey.' Below this message are two buttons: a blue 'Start Survey' button and a blue link labeled 'I'm not ready to Apply'.



Agree to the Terms

After completing the application and the CSC STAR Award Application Survey, you will come to a page titled **Review and Apply** where you will take the final steps needed to submit your application for review and approval.

The first of these involves reading the CSC STAR Award Terms and Conditions and EFT Terms and Conditions. Once you have read the text on the screen, type your **Full Name** in the box provided to indicate your agreement.

Provide Your Award Amount

Finally, you will need to type in the maximum award amount that you would like to receive. Remember, the “Actual” amount shows what you qualify for based on only the “Verified” data in your application. However, the “Potential” displays the maximum amount you can receive if all the information in your application is “Verified.”

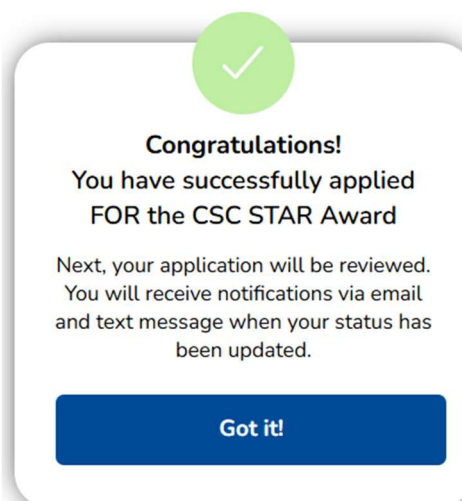
Submit

When you have agreed to the terms and typed in your maximum reward amount, click **Apply** to finish submitting your CSC STAR Award Application.

You will receive a message confirming that your CSC STAR Award Application has been completed. Click **Got It** on the message to be redirected to your **CSC STAR AWARD Dashboard**.

The screenshot shows the 'Review and Apply' page of the CSC STAR Award application. At the top, there's a header with the CSC STAR Award logo and a home icon. The main content area is titled 'Review and Apply' and contains several sections:

- Agree to the terms:** A text block stating that the salary supplement is additional income and may count toward annual family income. It also mentions eligibility for public assistance programs like TANF, SNAP, Medicaid, etc. Below this is a checkbox labeled 'I agree to CSC STAR Award Terms and Conditions and EFT Terms and Conditions'.
- Full Name:** A text input field containing 'Emily Snowden'.
- Award:** A section showing the current award amount as '\$750.00' and the potential as 'Potential of \$1,350.00'. Below this is a note: '* Enter the maximum award you'd like to receive'.
- Award Amount:** A numeric input field showing '\$ 1,350'.
- Qualification Details:** A list of four items, each with an icon and a right arrow:
 - Longevity in ECE Field: Award \$250.00 with a Potential of \$350.00
 - Longevity in Same ECE Program: Award \$300.00
 - CLASS Assessment Score: Award \$0.00
 - Education and Training: Award \$200.00 with a Potential of \$700.00
- Apply:** A large blue button at the bottom.





Welcome, Emily Snowden

My Application Information

More Information
Please review the Sections Highlighted in Yellow, make sure that you review them individually before Submitting.

- My Personal Information
- My Place of Employment
- My Previous Employment
- My Education
- More Information My Credentials/Certifications**
- More Information My Professional Learning**
- My Tax Information
- My Payment Information

I'm ready to Re-Submit

your information, don't forget to review and resubmit your information again. Once your updated information has been resubmitted, it will go back in the queue for verification and approval.

Log Out

To log out of your account, click on the menu in the top right corner of the screen. A menu will open—select **Log out** from this list.

This will sign you out of your account and redirect you to the Sign In page.

Check Your Application Status

Once your application has been submitted, you are able to view the status of your application as well as your potential award amounts by category on your *Dashboard*.

You will receive an email notifying you when your CSC STAR AWARD Application has been approved.

Update and Submit “More Information”

After reviewing the information you submitted, the ELC team may send you a message letting you know that more information is needed to verify the information you provided. In these instances, you will receive an email message letting you know.

If you receive this message, return to the CSC STAR Award Application and update the information and/or documentation in that section.

When you are finished updating



Language

Privacy Policy

Help Guide

Manage Account

Logout