



CCEP CARES WAGE ENHANCEMENT PROGRAM



Dear CCEP Wage Enhancement Recipient,

As part of your wage enhancement criteria, you must submit paper work verifying that you still meet the minimum criteria quarterly.

Requirements for Family Child Care and Certified Family Child Care:

1. You still work for the **same** employer or business that is registered with the Child Care Division (CCD)
2. You work a minimum of 20 hours per week.
3. You work directly with children ages birth to 5 years.
4. You are on the Oregon Registry step 5 or higher and the status is still active.
5. Copies of on-going Early Childhood training certificates from September 2006 through March 2007: **A training log will be kept for each eligible provider and/or staff for each fiscal year of September thru August.**
 - FCC – CCD 4 hours + 10 additional training hours towards professional development.
 - CFCC – CCD 15 hours + 12 additional training hours towards professional development.
6. You are caring for at least **3 full-time child care children** (excluding your own). Please submit attendance sheets quarterly.

Center Staff:

1. You still work for the **same** employer or business that is registered with the Child Care Division (CCD).
2. You work a minimum of 20 hours per week.
3. You work directly with children ages birth to 5 years.
4. You are on the Oregon Registry step 5 or higher and the status is still active.
5. A letter from your employer specifying current employment including hours worked per week, ages of children you currently work with and rate of pay.
6. A copy of current or most recent pay stub.
7. Copies of on-going Early Childhood training certificates from September 2006 through March 2007: **A training log will be kept for each eligible provider and/or staff for each fiscal year of September thru August.**
 - CCD 15 hours + 12 additional training hours towards professional development.

If you have any questions or concerns, or if your employment status has changed, please contact me immediately.

Terri Hansen

CCEP Coordinator
Lane Community College
Lane Family Connections Building 24
4000 E 30th Ave.
Eugene, OR 97405
(541) 463-3304
(541) 463-4724 FAX

*******Reminder to complete your early childhood training requirements each quarter – failure to complete the required training could result in forfeiting the last payment if training isn't completed by August 15th.**